



**Board of Commissioners  
Agenda Packet**

**March 2, 2020**

**Work Session**

5:00 PM Mobile Classrooms / Soil and Water

**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****Public Hearings**

- A) **PB 19-25 Currituck County - Currituck Station:** A request to amend the Unified Development Ordinance, Chapter 1. General Provisions, Chapter 2. Administration, Chapter 3. Zoning Districts, Chapter 4. Use Standards, Chapter 5. Development Standards, Chapter 6. Subdivision Infrastructure Standards, and Chapter 10. Definitions and Measurements for the purpose of implementing the Moyock Mega Site master plan (Currituck Station) and establishing the Planned Development - Currituck Station district and regulations.
- B) **PB 20-01 McDonald's Corporation:** Request for a text amendment to the Unified Development Ordinance, Chapter 5. Development Standards, and Chapter 10. Definitions, to allow the installation of fully electronic menu board signs associated with drive through lanes.
- C) **PB 19-27 QHOC of Windswept Pines - Driveway Width & Setbacks Text Amendment:** Request to amend Chapter 5 of the Unified Development Ordinance to allow driveway widths of up to 40 feet when located on a street with curb and gutter section, and where the allowable lot coverage is not exceeded. The amendment also proposes to revise Chapter 3 to reduce the driveway setback from side property lines to 5 feet as opposed to the current requirement of 10 feet.
- D) **Consideration and Action: PB 08-42 Academi Security Training Facility Use Permit Renewal:** Request to renew the use permit for the security training facility located at 850 Puddin Ridge Road, Tax Map 12, Parcel 1 and Tax Map 17, Parcel 1A, Moyock Township. The use permit is due to expire March 15, 2020.

**New Business**

- A) **Consideration for Approval of Contract-Shoreline Stability Study**
- B) **Contract Amendment-Southern Disaster Recovery Notice to Proceed**



**C) Board Appointments**

1. Fire and EMS Advisory

**D) Consent Agenda**

1. Approval Of Minutes-February 17, 2020
2. Budget Amendments
3. Vehicles Surplus Resolution
4. Surplus Resolution-Communications
5. Surplus Resolution-Lower Currituck VFD Fire Apparatus
6. Salary Classification Chart Revision
7. Project Ordinance-Shoreline Stability Study
8. Road Addition Petition-Homestead Lane, Countryside Estates
9. Road Addition Petition-Sutryk Court, Sound Woods
10. Petition for Road Addition-Thayne Drive, Beckmoore Estates

**Adjourn****Special Meeting of the Tourism Development Authority**

Consideration of Tourism Grant Funding Awards

TDA Budget Amendments

**Adjourn Special Meeting**



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 2756)**

**Agenda Item Title**

5:00 PM Mobile Classrooms / Soil and Water

**Brief Description of Agenda Item:**

Two topics for discussion: Mobile classrooms funding and a discussion of Soil and Water Conservation. Soil and Water Board supervisors will be in attendance.

**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 # 2666)

**Agenda Item Title**

PB 19-25 Currituck County - Currituck Station:

**Brief Description of Agenda Item:**

A request to amend the Unified Development Ordinance, Chapter 1. General Provisions, Chapter 2. Administration, Chapter 3. Zoning Districts, Chapter 4. Use Standards, Chapter 5. Development Standards, Chapter 6. Subdivision Infrastructure Standards, and Chapter 10. Definitions and Measurements for the purpose of implementing the Moyock Mega Site master plan (Currituck Station) and establishing the Planned Development - Currituck Station district and regulations.

**Planning Board Recommendation:**

**Planning Board Recommendation** - January 14, 2020

Mr. Bass motioned to approve the PB-25 Currituck County's request to amend the Unified Development Ordinance, Chapter 1. General Provisions, Chapter 2. Administration, Chapter 3. Zoning Districts Chapter 4. Use Standards, Chapter 5. Development Standards, Chapter 6. Subdivision Infrastructure Standards, and Chapter 10. Definitions and Measurements for the purpose of implementing the Moyock Mega Site master plan (Currituck Station) and establishing the Planned Development - Currituck Station district and regulations with the inclusion of the following staff recommendations:

- Provide a transition from Center Station to Newtown on the south side that does not split property lines
  - Option 1 - Shift the sub-district line - Charter sub-district to include land (now Newtown) to Lazy Corner Road.
  - ~~Option 2 - Modify the use table for Newtown sub-district.~~
  - ~~Option 3 - Make no change at this time and update/amend at rezoning.~~
- Pattern book corrections and images for sub-districts
- Remove the suggested materials for each sub-district
- Provide traditional architecture or building form elevations for Center Station and Charter sub-districts

Mr. Thomas seconded the motion and the motion carried unanimously.

RESULT: RECOMMENDED APPROVAL [UNANIMOUS] Next: 2/3/2020 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, J. Timothy Thomas, Board Member

ABSENT: Anamarie Hilgendorf, Board Member

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Donna Voliva, Assistant Planning Director

**Presenter of Agenda Item**

Donna Voliva


**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: January 28, 2020

Subject: PB 19-25 Currituck County – Currituck Station:

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**Background**

This text amendment is presented on behalf of Currituck County to implement a long and in depth planning process for a specified area in Moyock known as Currituck Station (previously Moyock Mega Site). In 2012, the Board of Commissioners recognized the steady growth Moyock was experiencing and engaged staff to begin efforts to address growth and development in a comprehensive manner. The planning process began in 2012 with the Moyock Small Area Plan that was later adopted by the Board of Commissioners in 2014. The Moyock Small Area Plan identified an employment activity center for the area identified as Currituck Station. The employment center was intended to have a concentration of uses including commercial, industrial, and residential. The county later adopted a market feasibility study for the employment activity center that identified the market demands for Currituck Station. The master plan was completed in 2017. The proposed text amendment implements the small area plan, market feasibility study and the master plan for Currituck Station.

In summary, the text amendment establishes a new zoning district, Planned Development – Currituck Station District (PD-CS) and associated sub-districts, for lands recognized on the Moyock Mega Site master plan (now Currituck Station) that balances residential, commercial, industrial, and advanced manufacturing land uses. Included with the text amendment is the Currituck Station Pattern Book that establishes the intended character for the district. The pattern book utilizes historical architecture as the foundation to guide development in the district and establish a local identity through building design, massing and external treatments. Although the pattern book is intended to be used in conjunction with the UDO regulations, it is a guide and will not be a regulatory document.

**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

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

1. Is consistent with the goals, objectives, and policies of the Land Use Plan and other applicable county-adopted plans;
  - a. This request is consistent with the goals, objectives, and policies of the Land Use Plan, Moyock Small Area Plan, and the Moyock Mega Site Master Plan. Please reference:
    - LUP policies AG3, HN3, CD2, CD8, WS3, and CW1.
    - MSAP policies CC1, CC2, CC3, ST1, BI2, and Actions FLU2A, CC 2A, CC 3B, BI 3B
    - Moyock Mega Site Master Plan Figure ES-1
2. Is not in conflict with any provision of this Ordinance or the County Code of Ordinances;
  - a. The request is in harmony with the UDO and the County Code of Ordinances.
3. Is required by changed conditions;
  - a. The Moyock Small Area Plan, adopted in 2014, identified this area as an employment activity area.
  - b. The 2016 Feasibility Study served as the guide for potential land use demands.
  - c. The master plan development process was designed to produce a market driven plan responsive to projected demand for a mix of land uses specific to the local market and formed by regional influences.
4. Addresses a demonstrated community need;
  - a. It is intended to establish a long-term vision for a mixed use development for approximately 3,500 acres of land that is strategically positioned to serve as a connective center between Virginia and North Carolina.
5. Is consistent with the purpose and intent of the zoning districts in this Ordinance, or would improve compatibility among uses and ensure efficient development within the county;
  - a. The proposed text amendment establishes the district that implements the master plan for the project area.
6. Would result in a logical and orderly development pattern; and
  - a. The standards are developed to provide a mix of uses and densities needed to sustain the mixed use development.
7. Would not result in significantly adverse impacts on the natural environment, including but not limited to water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment.
  - a. It should have no adverse impacts on the natural environment.

### Planning Board Recommendation – January 14, 2020

Mr. Bass motioned to approve the PB-25 Currituck County's request to amend the Unified Development Ordinance, Chapter 1. General Provisions, Chapter 2. Administration, Chapter 3. Zoning Districts Chapter 4. Use Standards, Chapter 5. Development Standards, Chapter 6. Subdivision Infrastructure Standards, and Chapter 10. Definitions and Measurements for the purpose of implementing the Moyock Mega Site master plan (Currituck Station) and establishing the Planned Development - Currituck Station district and regulations with the inclusion of the following staff recommendations:

- Provide a transition from Center Station to Newtown on the south side that does not split property lines
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Mr. Thomas seconded the motion and the motion carried unanimously.

RESULT: RECOMMENDED APPROVAL [UNANIMOUS] Next: 2/3/2020 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, J. Timothy Thomas, Board Member

ABSENT: Anamarie Hilgendorf, Board Member





**PB 19-25 CURRITUCK COUNTY  
TEXT AMENDMENT  
PLANNING BOARD  
DECEMBER 10, 2019**

Currituck County requests an amendment to the Unified Development Ordinance, Chapter 1. General Provisions, Chapter 2. Administration, Chapter 3. Zoning Districts, Chapter 4. Use Standards, Chapter 5. Development Standards, Chapter 6. Subdivision Infrastructure Standards, and Chapter 10. Definitions and Measurements. for the purpose of implementing the Moyock Mega Site master plan and establishing the Planned Development – Currituck Station district and regulations.

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 1 is amended by deleting the following strikethrough language and adding the underlined language in Section 1.5.2.:

# CHAPTER 1.

## GENERAL PROVISIONS

### 1.5.2. Adopted Plans

#### B. Small Area Plans

- (1) The Board of Commissioners has adopted the following plans for specific geographic areas and corridors within the county:
  - (a) The Corolla Village Small Area Plan;
  - (b) The Maple-Barco Small Area Plan; and
  - (c) The U.S. Highway 158 & N.C. Highway 168 Corridor Plan; and
  - (d) The Moyock Small Area Plan
- (2) These plans include goals, objectives, policies, and actions related to, and that serve as a guide to, various aspects of development intensity and design within specific geographic areas.

#### C. Functional Plans and Documents

The county has adopted functional plans, documents, and regulations relating to future development (e.g. Administrative Manual), provision of public infrastructure and services (e.g., the Currituck County Stormwater Manual), economic development (e.g. Currituck County Moyock Mega Site Master Plan), and tourism. The county will continue to adopt and amend these types of functional plans, documents and regulations. These plans, documents, and regulations include goals, objectives, policies, and actions related to the form

and timing of the county's growth and development as well as to the location and design of public infrastructure.

**Item 2:** That Chapter 2 is amended by deleting the following strikethrough language and adding the underlined language:

# CHAPTER 2.

# ADMINISTRATION

## 2.4.5. Planned Development

### A. Purpose

A planned development is a development that is planned and developed under unified control in accordance with more flexible standards and procedures that are conducive to creating more mixed-use, pedestrian-oriented, and otherwise higher quality development than could be achieved through general use (base) zoning district regulations. The purpose of this section is to provide a uniform means for amending the Official Zoning Map to establish a Planned Development (PD) zoning district.

### B. Scope

A planned development district is established by amendment of the Official Zoning Map to rezone land to a ~~Planned Development~~ PD zoning district classification that is defined by a PD master plan and a PD terms and conditions document.

### C. Planned Development Procedure

#### (1) Pre-Application Conference

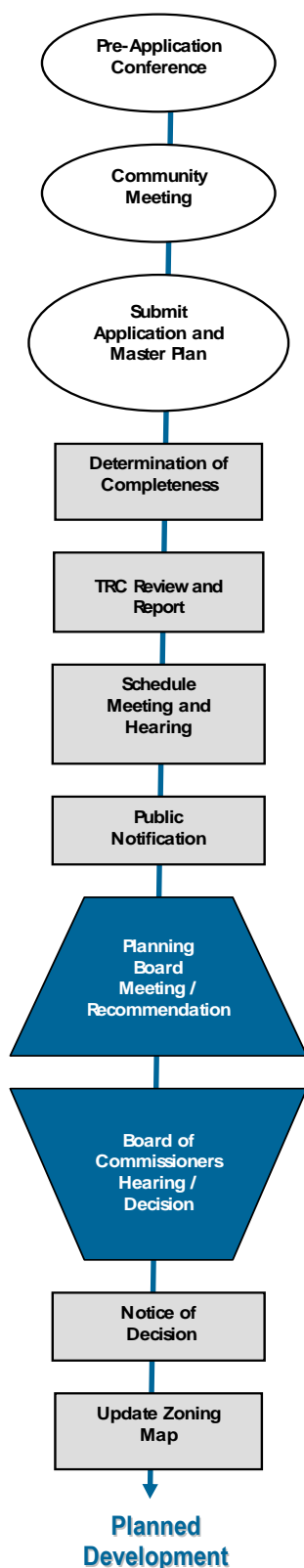
Applicable (see Section 2.3.2).

#### (2) Community Meeting

Applicable (see Section 2.3.3).

#### (3) Application Submittal and Acceptance

- (a) Applicable (see Section 2.3.4). Planned development applications may not be initiated by anyone other than the landowner(s) of the land subject to the application.
- (b) The application shall include a master plan depicting the general configuration and relationship of the principal elements of the proposed development, including uses, general building types, density/intensity, resource protection, pedestrian and vehicular circulation, open space, public facilities, and phasing (see Section 3.7.2.A, Planned Development Master Plan).
- (c) The application shall also include a terms and conditions document specifying terms and conditions defining development parameters, providing for environmental



mitigation, and outlining how public facilities will be provided to serve the planned development.

- (d) To ensure unified control, the application shall also include a copy of the title to all land that is part of the proposed PD zoning district classification.

**(4) Staff Review and Action**

Applicable (see Section 2.3.5). The Technical Review Committee shall review the application, prepare a staff report, and provide a recommendation in accordance with Section 2.3.5.B, Staff Report and Recommendation, and Section 2.4.5.D, Planned Development Review Standards.

**(5) Public Hearing Scheduling and Public Notification**

Applicable (see Section 2.3.6).

**(6) Public Hearing Procedures**

Applicable (see Section 2.3.8).

**(7) Advisory Body Review and Recommendation**

Applicable (see Section 2.3.9). The Planning Board, following a public meeting, shall make a recommendation on the application in accordance with Section 2.3.9, Advisory Body Review and Recommendation, and Section 2.4.5.D, Planned Development Review Standards.

**(8) Decision-Making Body Review and Decision**

- (a) Applicable (see Section 2.3.10). The Board of Commissioners, following a legislative public hearing (Section 2.3.8.B), shall decide the application in accordance with Section 2.3.10, Decision-Making Body Review and Decision, and Section 2.4.5.D, Planned Development Review Standards. The decision shall be one of the following:

- (i) Approval of the planned development subject to the PD master plan and PD terms and conditions in the application;
- (ii) Approval of the planned development subject to additional or revised conditions related to the PD master plan or PD terms and conditions;
- (iii) Denial of the planned development; or
- (iv) Remand of the planned development application back to the Planning Board for further consideration.

- (b) As part of the decision, the Board of Commissioners shall adopt a written statement of consistency and reasonableness that:

- (i) Describes whether the decision is consistent with all county-adopted plans that are applicable; and

- (ii) Explains why the decision is reasonable and in the public interest.

#### **D. Planned Development Review Standards**

The advisability of establishing a planned development 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 a planned development, the Board of Commissioners shall consider the standards in Section 2.4.3.C, Zoning Map Amendment Standards, and the standards for the proposed type of PD district in Section 3.7, Planned Development Base Zoning Districts.

#### **E. Designation on the Official Zoning Map**

Designation of a PD zoning district on the Official Zoning Map shall note the ordinance number approving the PD zoning classification.

#### **F. Effect**

Lands rezoned to a PD district shall be subject to the approved PD master plan and the approved PD terms and conditions. The master plan and terms and conditions are binding on the land as an amendment to the Official Zoning Map. The applicant may apply for and obtain subsequent development permits and approvals necessary to implement the PD master plan in accordance with the appropriate procedures and standards set forth in this Ordinance. Any permits or approvals shall comply with the PD master plan and the PD terms and conditions.

#### **G. Expiration**

- (1) If no application for approval of a preliminary plat or site plan for any part of the approved PD master plan is submitted within three years after approval of the planned development, the Planning Director shall initiate a map amendment application to rezone the land back to its prior zoning classification or any other base zoning classification determined to be appropriate. Such time period shall not be extended with transfer of ownership.

#### **H. Minor Deviation**

##### **(1) General**

Subsequent plans and permits for development within an approved planned development may include minor deviations from the PD master plan or PD terms and conditions, provided the Planning Director determines such deviations are limited to changes addressing technical considerations that could not reasonably be anticipated during the PD zoning classification process or any other change that has no material effect on the character of the approved planned development or any of its approved terms or conditions. Changes in the following shall constitute minor deviations and may be approved by the Planning Director:

- (a) Driveway locations;
- (b) Structure floor plan revisions;

- (c) Minor shifts in building size or location that do not result in any substantive changes or impacts to the site elements or surrounding lands; and
- (d) Facility design modifications for amenities and the like.

**(2) Material Changes are Amendments**

Changes that materially affect the basic concept of the PD master plan or basic parameters set by the PD terms and conditions are not considered minor deviations, and shall only be changed as amendments to the PD master plan or PD terms and conditions.

**I. Amendments**

**(1) General**

If an applicant determines it is necessary to alter the concept or intent of the PD master plan or the PD terms and conditions, the PD master plan or PD terms and conditions shall be amended, extended, or modified only in accordance with the procedures and standards for its original approval.

**(2) Amendments Defined**

The following items are considered an alteration of the concept or intent of the PD master plan or PD terms and conditions and are treated as an amendment:

- (a) Changes in use designations;
- (b) Density/intensity increases;
- (c) Decreases in open space;
- (d) Substantial changes in the location of streets (particularly if streets are to be deleted or access points to the development moved so traffic flows both inside and outside the development are affected);
- (e) Change in the location of any public easement; or
- (f) Change in the proportion of housing types by more than 15 percent.

**Item 3:** That Chapter 3 is amended by deleting the following strikethrough language and adding the underlined language:

# CHAPTER 3. ZONING DISTRICTS

## 3.2. BASE ZONING DISTRICTS ESTABLISHED

### 3.2.1. General

Table 3.2.1, Base Zoning Districts Established, sets out the base zoning districts established by this Ordinance. Base zoning districts are grouped into Special, Residential, Business and Mixed-Use, and Planned Development districts.

<b>TABLE 3.2.1: BASE ZONING DISTRICTS ESTABLISHED</b>	
<b>DISTRICT NAME</b>	<b>ABBREVIATION</b>
<b>SPECIAL DISTRICTS</b>	
Resource Conservation	RC
Agriculture	AG
<b>RESIDENTIAL DISTRICTS</b>	
Single-Family Residential – Mainland	SFM
Single-Family Residential – Outer Banks	SFO
Single-Family Residential – Outer Banks, Remote	SFR
Single-Family Residential – Isolated	SFI
Mixed Residential	MXR
<b>BUSINESS AND MIXED-USE DISTRICTS</b>	
General Business	GB
Limited Business	LB
Community Center	CC
Village Center	VC
Light Industrial	LI
Heavy Industrial	HI
<b>PLANNED DEVELOPMENT DISTRICTS</b>	
Planned Development – Residential	PD-R
Planned Development – Mixed	PD-M
Planned Development – Outer Banks	PD-O
<u>Planned Development – Currituck Station</u>	<u>PD-CS</u>

**A. Classification of Base Zoning Districts**

Land shall be classified or reclassified into a base zoning district only in accordance with the procedures and requirements set forth in Section 2.4.3, Zoning Map Amendment, or Section 2.4.5, Planned Development District, as appropriate.

**B. Relationship to Overlay Zoning Districts**

Regulations governing development in an overlay zoning district shall apply in addition to the regulations governing development in the underlying base zoning district. If the standards governing a base zoning district expressly conflict with those governing an overlay zoning district, the standards governing the overlay zoning district shall control.

**C. Organization of Base Zoning District Regulations**

Sections 3.3 through 3.5 set out the general purposes of each group of base zoning districts and contain subsections that set out the specific purpose, density, bulk, and dimensional standards for each individual base zoning district. These subsections have a common structure consisting of a purpose statement, applicable dimensional standards, photographs showing hypothetical preferred building forms for the district, a graphic depiction of typical street layout and lot patterns, and a hypothetical graphic depiction of the district's bulk and dimensional standards as applied to typical lot patterns and building forms. Each district includes a summary table of dimensional standards that include numbers in black circles. The black circles in the dimensional standards table correspond to the black circles depicted in the district graphics. The building form photographs and lot pattern diagrams are for illustrative purposes only, and may not be consistent with all the dimensional requirements. In these cases, the dimensional requirements in the text of this Ordinance shall control. The range of allowable uses for each base zoning district are described in Chapter 4: Use Standards, which includes Table 4.1.1A. and Table 4.1.1.B. Summary Use Table, a summary use table specifying permitted, special, and allowable uses for each of the base zoning districts and references any standards specific to individual uses.



## 3.7 PLANNED DEVELOPMENT BASE ZONING DISTRICTS

### 3.7.1 General

#### A. General Planned Development District Purposes

The purpose of Planned Development (PD) districts ~~are is to established and intended to~~ encourage innovative and efficient land planning and site design concepts that support a higher quality of life and achieve a higher quality of development, environmental sensitivity, energy efficiency, and other county goals and objectives by:

- (1) Reducing or diminishing the inflexibility or uniform design that sometimes results from strict application of zoning and development standards designed primarily for individual lots;
- (2) Allowing ~~greater~~ freedom in selecting the form and design of development by ways pedestrians and traffic circulate, location and integration of open space and civic space into the development, and design amenities; ~~means of providing access, open space, and design amenities;~~
- (3) ~~Allowing greater freedom in providing~~ Encouraging a well-integrated mix of residential and nonresidential land uses in the same development, including a mix of housing types and lot sizes;
- (4) Providing for efficient use of land resulting in smaller networks of utilities and streets ~~and thereby lowering development and housing costs;~~ and
- (5) Promoting quality design and environmentally sensitive development that respects surrounding established land use character and respects and takes advantage of a site's natural and man-made features, such as trees, estuaries, shorelines, dunes, maritime forest, special flood hazard area, and historic features.
- (6) In return for flexibility, planned developments are expected to deliver communities of exceptional design, character, and quality that preserve critical environmental resources and provide superior open space amenities. Such communities incorporate creative design in the layout of buildings, open space, and circulation; assure compatibility with surrounding land uses and neighborhood character; and provide greater efficiency in the layout and provision of roads, utilities, and other infrastructure.

#### B. Intent

The PD district is intended to be used sparingly under this Ordinance, and only where the development demonstrates innovated design, character, and higher quality development.

#### C. Classification of Planned Development Zoning Districts

Land shall be classified into a planned development zoning district only in accordance with the procedures and requirements set forth in Section 2.4.5, Planned Development, and this section.



**D. Relationship to PUD or RET Overlay Districts**

Lands designated as Planned Unit Development (PUD) Overlay or Planned Adult Retirement (RET) Overlay on January 1, 2013 are subject to the standards and conditions included within the previously-adopted sketch plans and other requirements related to their approval. These developments may proceed subject to their original approvals in accordance with Section 1.8, Transitional Provisions. In the event the approval associated with a PUD or RET expires, or a modification is proposed, an applicant may seek to establish a PD district in accordance with this section and Section 2.4.5, Planned Development.

**E. Organization of Planned Development Zoning District Regulations**

Section 3.7.2, General Standards for All Planned Development Districts, sets out general standards applicable to all types of Planned Development districts. Sections 3.7.3 to ~~3.7.5~~ 3.7.6 set out the purpose statements and standards for ~~each of the three~~ specific types of Planned Development (PD) districts. These subsections have a common structure consisting of a purpose statement and applicable development standards. Some PD districts also include additional district and sub-district specific standards. Chapter 4: Use Standards, includes a summary use table specifying the allowable uses for each of the PD districts (see Table 4.1.1.B Summary Use Table) subject to an approved master plan. Uses that do not include an "MP" or "U" under a particular PD district column in Table 4.1.1.B, are prohibited within that PD district.

**3.7.2. General Standards for All Planned Development Districts**

Before approving a PD zoning district classification, the Board of Commissioners shall find that the application for the PD zoning district classification, as well as the PD master plan and the PD terms and conditions document included as part of the application, comply with the following standards:

**A. Planned Development Master Plan**

The PD master plan shall:

- ~~(1)~~ Include a statement of planning objectives and development goals for the district that is consistent with the intent and purposes of the particular PD district, the 2006 Land Use Plan, and other officially adopted plans;
- ~~(2)~~ Identify the general location of individual development areas, identified by land use(s) and/or development density or intensity;
- ~~(3)~~ Demonstrate the innovative site planning techniques that improve upon the standards in other allowable zoning districts with the purpose of enhancing the county's health, safety and welfare;
- ~~(4)~~ Depict the general configuration and relationship of the principal elements of the proposed development, including general building types;
- ~~(5)~~ Identify the development area in the PD district, and identify each individual development area the acreage, types and mix of land uses, number of residential units (by use type), nonresidential floor area (by use type), residential density, and nonresidential intensity;

- (6) Identify how the proposed land uses, residential densities, nonresidential intensity, traffic circulation and design are compatible with adjacent land uses, environmental features, and character of the surrounding area;
- (7) Identify the general location, amount, and type (whether designated for active or passive recreation) of open space consistent with the purposes of the individual PD district and the requirements of this ordinance;
- (8) Identify the location of environmentally sensitive lands, wildlife habitat, and resource protection lands waterway corridors and ensure protection of these lands consistent with the purposes of the individual PD district and the requirements of this ordinance;
- (9) Identify the on-site pedestrian circulation system, and how it will connect to off-site pedestrian systems that are consistent with the purposes of the individual PD district, and the requirements of this ordinance;
- (10) Identify the on-site transportation circulation system, including the general location of all public and private streets with street types, existing or projected transit corridors, pedestrian, bicycle, and vehicular circulation features, and how they will connect with to existing and planned county systems;
- (11) Identify the general location of existing and proposed utilities including on-site potable water and wastewater facilities, and how they will serve the proposed development and connect to county systems;
- (12) Identify the general location of on-site stormwater management facilities, and how they will connect to county existing and planned systems; and
- (13) Identify the general location of all other on-site public facilities serving the development, including but not limited to parks, schools, and facilities for fire protection, police protection, EMS, and solid waste management.

#### **B. Densities/Intensities**

- (1) The densities for residential development and the intensities for nonresidential development applicable in each development area of a PD district shall be as established in the master plan, and shall be consistent with the intent, purposes, and standards of the individual PD district, the 2006 Land Use Plan, other officially adopted plans, and requirements of this ordinance.
- ~~(2) Development located within a Full Service area designated by the Land Use Plan may maintain a maximum density of up to three units per acre.~~
- ~~(3) Development located within a Limited Service Area designated by the Land Use Plan may maintain a maximum density of up to one and one-half units per acre.~~

- (4) Dwelling units within a PD district may be concentrated or evenly distributed throughout the development, provided the maximum allowable density for the development as a whole is not exceeded.

#### **C. Dimensional Standards**

The dimensional standards applicable in each development area of a PD district shall be as established in the master plan and shall be consistent with the purpose of the individual particular type of PD district. The master plan shall include at least the following types of dimensional standards:

- (1) Minimum lot area;
- (2) Minimum lot width;
- (3) Minimum and maximum setbacks;
- (4) Maximum lot coverage;
- (5) Maximum building height;
- (6) Maximum individual building size;
- (7) Floor area ratio; and
- (8) Minimum setbacks from adjoining residential development or residential zoning districts.

#### **D. Development Standards**

All development in a PD district shall comply with the development standards of Chapter 5: Development Standards, the subdivision and infrastructure design standards of Chapter 6: Subdivision and Infrastructure Standards, and the environmental protection standards in Chapter 7: Environmental Protection, unless modified in accordance with this section.

#### **E. Consistency with County Plans**

The PD zoning district designation, the master plan, and the terms and conditions document shall be consistent with the 2006 Land Use Plan, and any applicable functional plans and small area plans adopted by the county.

#### **F. Compatibility with Surrounding Areas**

Development along the perimeter of a PD district shall be compatible with adjacent existing or proposed development. Where there are issues of compatibility, the master plan shall ~~provide for~~ identify transition areas at the edges of the PD district that provide for appropriate buffering and/or ensure a complementary character of uses. Determination of complementary character shall be based on densities/intensities, lot size and dimensions, building height, building mass and scale, hours of operation, exterior lighting, siting of service areas, traffic circulation, environmental features, or other aspects identified by the Board of Commissioners.

#### **G. Development Phasing Plan**

If development in the PD district is proposed to be phased, the master plan shall include a development phasing plan that identifies the ~~general~~ sequence or phases in which the district is proposed to be developed, including how residential and nonresidential development will be timed, how infrastructure (public and private) and open space will be provided and timed, and how

development will be coordinated with the county's capital improvements program.

#### **H. Conversion Schedule**

The PD master plan may include a conversion schedule that identifies the extent to which one type of residential use may be converted to another type of residential use or one type of nonresidential use may be converted to another type of nonresidential use (i.e., residential to residential, or nonresidential to nonresidential). These conversions may occur within development areas and between development areas, as long as they occur within the same development phase, as identified by the approved development phasing plan, and are consistent with established extents of conversion set down in the conversion schedule.

#### **I. On-Site Public Facilities**

##### **(1) Design and Construction**

The PD master plan shall establish the responsibility of the developer/landowner to design and construct or install required and proposed on-site public facilities in compliance with applicable county, state, and federal regulations.

##### **(2) Dedication**

The PD master plan shall establish the responsibility of the developer/landowner to dedicate to the public the right-of-way and easements necessary for the construction or installation of required and proposed on-site public facilities in compliance with applicable county, state, and federal regulations.

##### **(3) Modifications to Street Standards**

In approving a master plan, the Board of Commissioners may approve modifications or reductions of street design standards including those for right-of-way widths, pavement widths, required materials, and turning radii, with NCDOT approval, on finding that:

- (a)** The master plan provides for adequate separation/integration of vehicular, pedestrian, and bicycle traffic;
- (b)** Access for emergency service vehicles is not substantially impaired;
- (c)** Adequate parking is provided for the uses proposed; and
- (d)** Adequate space for public utilities is provided within the street right-of-way.

#### **J. Planned Development Terms and Conditions**

The PD terms and conditions document is a required component in the establishment of a PD zoning district and shall incorporate by reference or include, but not be limited to:

- (1)** Conditions related to approval of the application for the PD zoning district classification;
- (2)** The master plan, including any density/intensity standards, dimensional standards, and development standards established in the master plan;

- (3) Conditions related to the approval of the master plan, including any conditions related to the form and design of development shown in the master plan;
- (4) The development pattern that addresses the district and sub-district character, development matrix, street types and patterns, block patterns, building form and types, architectural patterns, pedestrian configuration, signage patterns, landscaping, site amenities and open space patterns;
- (5) Provisions addressing how transportation, potable water, wastewater, stormwater management, and other infrastructure will be provided and maintained to accommodate the proposed development;
- (6) Provisions related to environmental protection and monitoring; and
- (7) Any other provisions the Board of Commissioners determines are relevant and necessary to the development of the PD in accordance with applicable standards and regulations.

#### **K. Uses**

The uses allowed in a PD district are identified in Table 4.1.1.B Summary Use Table, as allowed subject to a planned development master plan. Allowed uses shall be established in the master plan and are subject to any use regulations applicable to the PD district. Allowed uses shall be consistent with county plans, the purpose of the ~~particular type of~~ individual PD district, and subject to any additional limitations or requirements set forth in Sections 3.7.3 – ~~3.7.5~~ 3.7.6. for the ~~particular type of~~ individual PD district.

#### **L. Amendments to Approved Master Plan**

Amendments or modifications to a master plan shall be considered in accordance with the standards in Section 2.4.5.I, Amendments.

### 3.7.3. Planned Development – Residential (PD-R) District

<div> <div>PD-R</div> <div>PLANNED DEVELOPMENT – RESIDENTIAL</div> </div>		A. DISTRICT PURPOSE	
		<p>The Planned Development – Residential (PD-R) District is established and intended to encourage the use of innovative and creative design to provide a mix of different residential uses in close proximity to one another on mainland Currituck County, while at the same time providing an efficient use of open space. Limited, small-scale commercial uses may be allowed in the PD-R district, primarily to serve the needs of residents in the development.</p>	
B. DIMENSIONAL STANDARDS		C. DEVELOPMENT STANDARDS	
District area, minimum (acres)	50	<p>The standards in Chapter 5: Development Standards, shall apply to all development in PD-R districts, but some of those standards may be modified as part of the master plan if consistent with the general purposes of the PD-R district and the procedures noted below.</p>	
Gross residential density, maximum (dwelling units/acre) [1]	<del>3 - Full Service Areas</del> <del>or</del> <del>1.5 - Limited Service Areas</del>		
Lot area, minimum (sq ft)	To be established in the master plan	Development Standard	Means of Modifying
Lot width, minimum (ft)		Off-street parking & loading	Specify in Alternative Parking Plan (see Section 5.1.6)
Nonresidential land area, maximum (% of district total)	40	Landscaping [2]	Specify in Alternative Landscaping Plan (see Section 5.2.9)
Single housing type, maximum (% of units)	85	Tree protection	
Lot coverage, maximum (% of lot area)	To be established in the master plan	Open space set-aside [3]	30%
Nonresidential FAR, maximum (%)		Fences and walls	Specify in Security Plan (see Sections 5.3.5. and 5.4.4)
Individual building size, maximum (sq ft)		Exterior lighting	
Building height, maximum (ft)		Community form	Specify in master plan
Setbacks, minimum or maximum (ft)		Nonresidential design	
Setback from abutting residential zoning district or existing residential use (ft)		Multi-family design	
Setback from agriculture (ft)		Community compatibility [4]	Modifications prohibited
Setback from major arterial streets (ft)		Signage	Modifications prohibited
Min. Wetland/Riparian Buffer (ft)	30	Adequate public facilities	Modifications prohibited
NOTES:		D. ENVIRONMENTAL PROTECTION STANDARDS	
<p>[1] <del>May not exceed three units per acre in Full Service areas or one and one-half units per acre in Limited Service areas</del></p> <p>[2] Uses internal to the development shall not be required to provide perimeter buffers</p> <p>[3] The required percentage of open space set-aside shall be calculated based on the total district</p>		<p>The environmental protection standards in Chapter 7 of the UDO may not be modified by a planned development</p>	
		<p>[4] Community compatibility standards shall not apply to uses internal to the development</p>	



### 3.7.4. Planned Development – Mixed (PD-M) District

<div> <div>PD-M</div> <div>PLANNED DEVELOPMENT – MIXED</div> </div>		A. DISTRICT PURPOSE	
		<p>The Planned Development – Mixed (PD-M) District is established and intended to encourage the development of a mix of employment generating uses (office, research, light industrial, and limited commercial), and may allow low-to-medium density residential uses at appropriate locations on the Currituck County mainland in a planned and aesthetically pleasing way. This is done by allowing design flexibility as well as a mix of uses.</p>	
B. DIMENSIONAL STANDARDS		C. DEVELOPMENT STANDARDS	
District area, minimum (acres)	50	<p>The standards in Chapter 5: Development Standards, shall apply to all development in PD-M districts, but some of those standards may be modified as part of the master plan if consistent with the general purposes of the PD-M district and the procedures noted below.</p>	
Gross residential density, maximum (dwelling units/acre) [4]	<del>3 – Full Service Areas or 4.5 – Limited Service Areas</del>		
Lot area, minimum (sq ft)	To be established in the master plan	Development Standard	Means of Modifying
Lot width, minimum (ft)		Off-street parking & loading	Specify in Alternative Parking Plan (see Section 5.1.6)
Residential land area, maximum (% of district total)	35	Landscaping [2]	Specify in Alternative Landscaping Plan (see Section 5.2.9)
		Tree protection	
Lot coverage, maximum (% of lot area)	To be established in the master plan	Open space set-aside [3]	20%
Nonresidential FAR, maximum (%)		Fences and walls	Specify in Security Plan (see Sections 5.3.5 and 5.4.9 and)
Individual building size, maximum (sq ft)		Exterior lighting	
Building height, maximum (ft)		Community form	Specify in master plan
Setbacks, minimum or maximum (ft)		Nonresidential design	
Setback from abutting residential zoning district or existing residential use (ft)		Multi-family design Shopping center design	
Setback from agriculture (ft)		Community compatibility [4]	Modifications prohibited
Setback from major arterial streets (ft)		Signage	Modifications prohibited
Min. Wetland/Riparian Buffer (ft)	30	Adequate public facilities	Modifications prohibited
NOTES: [1] <del>May not exceed three units per acre in Full Service areas or one and one-half units per acre in Limited Service areas</del> [2] Uses internal to the development shall not be required to provide perimeter buffers [3] The required percentage of open space set-aside shall be calculated based on the total district area		D. ENVIRONMENTAL PROTECTION STANDARDS	
		<p>The environmental protection standards in Chapter 7 of the UDO may not be modified by a planned development</p>	
		<p>[4] Neighborhood compatibility standards shall not apply to uses internal to the development</p>	

### 3.7.5. Planned Development – Outer Banks (PD-O) District

<div>PD-O</div> <div>PLANNED DEVELOPMENT – OUTER BANKS</div>		A. DISTRICT PURPOSE	
		The Planned Development – Outer Banks (PD-O) District is established and intended to provide landowner/developers with a flexible framework within which to develop a compact, mixed-use, pedestrian-oriented neighborhood development as an alternative to conventional residential development served primarily by vehicles. The PD-O district option is available for use within the portion of the outer banks served by a state-maintained highway. The district is intended to promote and maintain a beach village atmosphere that is primarily residential in character but that contains centralized nonresidential development that allows residents to meet some of their employment, shopping, and recreation needs without use of an automobile. New development shall maintain a small-scale, low-rise character with diverse housing types organized around common open space, natural resources, and facilities providing for alternative forms of transportation.	
B. DIMENSIONAL STANDARDS		C. DISTRICT-SPECIFIC STANDARDS	
District area, minimum (acres)	25	The standards in Section 3.7.5.A, Additional District-Specific Standards for the PD-O District, shall apply to all development within the PD-O District.	
Gross residential density, maximum (dwelling units/acre) [1]	3 – in Full Service Areas	D. DEVELOPMENT STANDARDS	
Lot area, minimum (sq ft)	To be established in the master plan	The standards in Chapter 5: Development Standards, shall apply to all development in PD-O districts, but some of those standards may be modified as part of the master plan if consistent with the general purposes the district and the procedures noted below.	
Lot width, minimum (sq ft)			
Nonresidential land area, maximum (% of district total)	10	Development Standard	Means of Modifying
Single housing type, maximum (% of units)	75 [2]	Off-street parking & loading	Specify in Alternative Parking Plan (see Section 5.1.6)
Lot coverage, maximum (% of lot area)	To be established in the Master Plan	Landscaping [3]	Specify in Alternative
Nonresidential FAR, maximum (%)		Tree protection	Modifications prohibited
Individual building size, maximum (sq ft)		Open space set-aside [4]	30%
Building height, maximum (ft)		Fences and walls	Specify in Security Plan (see Section 5.3.5 )
Setbacks, minimum and maximum (ft)		Exterior lighting	Modifications prohibited
Setback from abutting residential zoning district or existing residential use (ft)		Community form	Specify in master plan
Setback from major arterial streets, minimum (ft)		Nonresidential design	
Min. Wetland/Riparian Buffer (ft)		Multi-family design Shopping Center Design	
NOTES: [1] May not exceed three units per acre in Full Service areas [2] May be exceeded only on demonstration that a less diverse mix of housing types is appropriate [3] Internal uses shall not be required to provide perimeter buffers [4] The required percentage of open space set-aside shall be calculated based on the total district area		Community compatibility	Modifications prohibited
		Signage	Modifications prohibited
		Adequate public facilities	Modifications prohibited
		E. ENVIRONMENTAL PROTECTION STANDARDS	
		The environmental protection standards in Chapter 7 of the UDO may not be modified by a planned development	



### 3.7.6. Planned Development – Currituck Station (PD-CS) District

# PD-CS

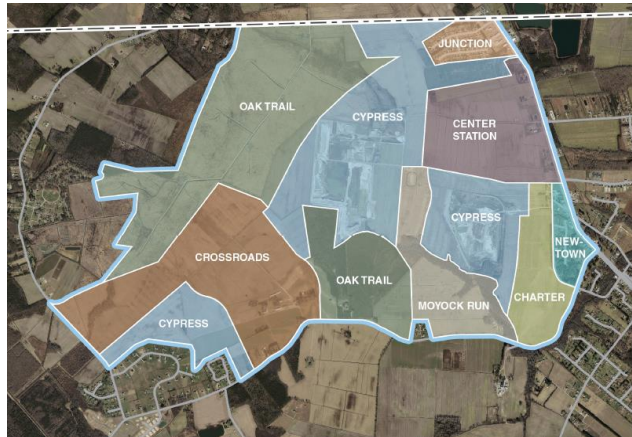
## PLANNED DEVELOPMENT – CURRITUCK STATION

#### A. DISTRICT PURPOSE

The Planned Development – Currituck Station (PD-CS) District is established to accommodate a high-quality mixed-use development that will foster economic development supported by a pedestrian-friendly environment that creates a sense of a unified neighborhood. Standards are intended to provide a mix of uses and densities/intensities needed to sustain a mixed-use development. The PD-CS district is proposed for lands included in the Moyock Mega Site Master Plan (and now known and referenced as Currituck Station Master Plan). The PD-CS district includes sub-district specific standards. Design emphasis is placed on achieving safe and efficient access with connected roads and pedestrian systems and visual compatibility of development within the district and surrounding areas.

#### B. DISTRICT AND SUB-DISTRICTS ESTABLISHED

The Board of Commissioners shall establish individual Planned Development districts and associated sub-district designations in accordance with this section and Section 2.4.5, Planned Development, upon approval of zoning for the PD-CS district and specific sub-district designation stating the general location, attributes, policy objectives and terms and conditions for the district and sub-district. In establishing a new PD-CS district and sub-district designation, the Board of Commissioners may also establish a unique set of development standards applicable to all development in the particular sub-district that is consistent with the adopted master plan for Currituck Station (formerly known as the Moyock Mega Site Master Plan).



Sub-Districts	Development Type Summary
<u>Center Station</u>	Non-residential and mixed-use
<u>Charter</u>	Non-residential and mixed-use
<u>Crossroads</u>	Industrial
<u>Cypress</u>	Low density residential with limited neighborhood commercial
<u>Junction</u>	Low density residential with limited neighborhood commercial
<u>Moyock Run</u>	Civic and public oriented uses
<u>Newtown</u>	Low density residential with limited neighborhood commercial
<u>Oak Trail</u>	Very low density and may include environmentally sensitive areas

#### C. PATTERN BOOK

The *Currituck Station Pattern Book* is incorporated herein by reference and shall be used to supplement this ordinance and provide guidance for establishing the desired character through architectural patterns, street patterns, and design of open space when developing properties in the PD-CS district and specific sub-districts.

#### D. DISTRICT CRITERIA

The PD-CS district shall be a tract or combined tracts that are planned and developed as an integral unit in accordance with the Currituck Station Master Plan. The district shall maintain the balance of land uses intended for Currituck Station.

#### E. INTENDED LAND USE

<u>Intended District Area</u>	3,000+/- acres
<u>Residential</u>	3,000 dwelling units
<u>Retail</u>	250,000 square feet
<u>Office</u>	300,000 square feet
<u>Industrial</u>	1,000,000 square feet

## F. DEVELOPMENT STANDARDS AND MEANS OF MODIFICATION

The standards in Chapter 5: Development Standards shall apply to all development in the PD-CS district, but some of the standards may be modified as part of the master plan if consistent with the general purpose of the PD-CS district, the general purpose of the sub-districts, and the procedures noted below.

<u>Development Standard</u>	<u>Means of Modification</u>	<u>Section</u>
<u>Off-street parking and loading</u>	<u>Specify in Alternative Parking Plan</u>	<u>5.1.6.</u>
<u>Landscaping and Buffers</u>	<u>Specify in Alternative Landscaping Plan</u>	<u>5.2.9.</u>
<u>Fences and walls</u>	<u>Specify in Security Plan</u>	<u>5.3.5.</u>
<u>Exterior Lighting</u>	<u>Specify in Security Plan</u>	<u>5.4.9</u>
<u>Community Compatibility</u>	<u>Modifications prohibited</u>	
<u>Signage</u>	<u>Modifications prohibited</u>	
<u>Open space set-aside</u>	<u>Modifications prohibited</u>	
<u>Adequate public facilities</u>	<u>Modifications prohibited</u>	

**G. Center Station Sub-District****(1) Sub-District Intent**

The Center Station sub-district is intended to be the center of the PD-CS district and is designed to support the primary economic and social components of Currituck Station by providing an integrated mix of uses in a downtown oriented setting including retail, convenience, entertainment, civic, and public uses with supporting attached and/or upper-story residential.

**(2) Sub-District Characteristics**

The Center Station sub-district characteristics shall include a mix of uses developed in a downtown design pattern with a street grid, supporting pedestrian activities, on-street parallel or perpendicular parking where possible, wide sidewalks with consistent tree canopy, outdoor café seating opportunities, public spaces such as plazas or parks, and off-street parking lots located behind buildings. Development shall be oriented toward the street and provide pedestrian entrances from the street. Detached single family dwellings are not permitted in the Center Station sub-district. Development along Caratoke Highway shall provide additional attention to detail through architectural and aesthetic treatments, integrated signage, landscape and buffer enhancements, vehicle use area and building plantings, and interconnected development. Residential uses in Center Station sub-district shall not be located along Caratoke Highway.

**TABLE 3.3.1.G: INTENSITY AND DIMENSIONAL STANDARDS TABLE**

TYPE	REQUIREMENT	ADDITIONAL STANDARD
<b>DEVELOPMENT STANDARDS</b>		
Density (du/ac)	5 minimum 8 maximum	12 du/ac maximum if part of a mixed use building with vertical integration of uses. A maximum of 1,500 dwelling units is intended for the Center Station sub-district with a balance of nonresidential uses.
Intensity/FAR (% of lot)	0.5 minimum 1.5 maximum	
Open Space Set-Aside, minimum (% of development)	10%	The required percentage of open space set-aside is calculated on the development acreage; maintaining the minimum percentage of the sub-district
<b>LOT STANDARDS</b>		
Lot Area, minimum (acres)	N/A	
Lot Width	40' minimum 200' maximum	Modifications as part of the master plan approved by the Board of Commissioners
Lot Depth		Lot depth shall not exceed 3 times lot width
Lot Coverage (% lot area)	90% maximum	
Perimeter Fill Setback (ft.)	N/A	
Riparian Buffer	30'	
<b>SETBACKS</b>		
Front Setback (ft.)	0' minimum 25' maximum	75% of the front façade shall be within the setback range; the remaining 25% may exceed the maximum specified
Major Arterial Street Setback	30' minimum	
Side Setback (ft.)	10' minimum 50' maximum	
Corner Side Setback (ft.)	0' minimum 40' maximum	75% of the side corner façade shall be within the setback range; the remaining 25% may exceed the maximum specified
Rear Setback (ft.)	N/A	
Accessory Use Setback (ft.)	5' minimum	
<b>BUILDING STANDARDS</b>		
Building Height	2 stories minimum 4 stories maximum	5 stories may be permitted if more than 200' from the perimeter of the sub-district boundary and approved as part of the master plan

Building Stepback	15' minimum	Applied to buildings with four or more stories
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## H. Charter Sub-District

### (1) Sub-District Intent

The Charter sub-district is intended to provide a more conventional development pattern that reinforces the walkable nature of Center Station sub-district with interconnected sidewalks. The vertical mixing of residential development with office and retail, and horizontal mixing of stand-alone nonresidential development providing well-integrated uses, access and circulation and compatible design that supports the adjacent neighborhood scale residential development is encouraged. The uses in the sub-district should be designed to provide buffers and, where necessary, additional mitigation techniques to the adjacent residential and environmentally identified areas of the district.

### (2) Sub-District Characteristics

The Charter sub-district characteristics shall include neighborhood focal points or centers typically at intersections of higher intensity streets and provide a range of public, institutional and civic type uses, office park design and appearance through centralized (internal) streets, driveway connections, connected and shared parking; attached single family, multi-family, and limited detached single family.

**TABLE 3.3.1.H: INTENSITY AND DIMENSIONAL STANDARDS TABLE**

TYPE	STANDARD	ADDITIONAL STANDARD
<b>DEVELOPMENT STANDARDS</b>		
Density (du/ac)	2 maximum	4 du/acre maximum if part of a vertical mixed use building. The minimum mixed use project acreage to apply 4 du/acre shall be 5 acres.
Intensity/FAR (% of lot)	0.2 minimum 0.5 maximum	Applies to non-residential
Open Space Set-Aside, minimum (% of development)	20%	The required percentage of open space set-aside is calculated on the development acreage; maintaining the minimum percentage of the sub-district
Residential land area, maximum (% of sub-district total)	35%	
<b>LOT STANDARDS</b>		
Lot Area, minimum (square feet)	10,000	
Lot Width (ft)	100' minimum 200' maximum [1]	[1] Applies to single family residential lots
Lot Depth		Lot depth shall not exceed 3 times lot width
Lot Coverage (% lot area)	65% maximum	
Perimeter Fill Setback (ft.)	N/A	
Riparian Buffer	30'	
<b>SETBACKS</b>		
Front Setback (ft.)	25' minimum 65' maximum	50% of the front façade shall be within the setback range; the remaining 50% may exceed the maximum specified
Major Arterial Street Setback (ft)	30' minimum	
Side Setback (ft.)	10' minimum 50' maximum	
Corner Side Setback (ft.)	15' minimum	
Rear Setback (ft)	10' minimum 50' maximum	
Accessory Use Setback (ft.)	10' minimum	
<b>BUILDING STANDARDS</b>		
Building Height	3 stories maximum	
Building Stepback	N/A	

## I. Crossroads Sub-District

### (1) Sub-District Intent

The Crossroads sub-district is intended to provide industrial and job producing non-residential development. The uses in the sub-district should be designed to provide buffers and, where necessary, additional mitigation techniques to the adjacent residential and environmentally identified areas of the district.

### (2) Sub-District Characteristics

The Crossroads sub-district characteristics include industrial uses and accessory uses such as small scale offices, professional services, childcare facilities, medical and limited office or café uses. The perimeter buffers between industrial and residential and environmental uses shall be provided at no less than 100 feet. The setbacks and buffer standards may be modified based on alternative mitigation techniques approved by the Board of Commissioners and shown on the master plan. Detached single family dwellings are not permitted in the Crossroads sub-district.

**TABLE 3.3.1.I: INTENSITY AND DIMENSIONAL STANDARDS TABLE**

<u>TYPE</u>	<u>STANDARD</u>	<u>ADDITIONAL STANDARD</u>
<b><u>DEVELOPMENT STANDARDS</u></b>		
Density (du/ac)	N/A	
Intensity/FAR, maximum (% of lot)	1.0	
Open Space Set-Aside, minimum (% of development)	20%	The required percentage of open space set-aside is calculated on the development acreage; maintaining the minimum percentage of the sub-district
<b><u>LOT STANDARDS</u></b>		
Lot Area, minimum (acres)	N/A	
Lot Width (ft.)	100' minimum	
Lot Depth		Lot depth shall not exceed 4 times lot width
Lot Coverage (% lot area)	65% maximum	
<b><u>SETBACKS</u></b>		
Front Setback, minimum (ft.)	50'	
Major Arterial Street Setback, minimum (ft.)	50'	
Side Setback, minimum (ft.)	25'	
Corner Side Setback, minimum (ft.)	25'	
Rear Setback, minimum (ft.)	25'	
Accessory Use Setback, minimum (ft.)	10'	
Perimeter Fill Setback (ft.)	10'	
Riparian Buffer	30'	
<b><u>BUILDING STANDARDS</u></b>		
Building Height, maximum	3 stories	Building heights shall be reduced to two stories when adjacent to existing residential development
Building Stepback	N/A	

**J. Cypress Sub-District****(1) Sub-District Intent**

The Cypress sub-district is intended to provide areas for low-density, single family uses.

**(2) Sub-District Characteristics**

The Cypress sub-district characteristics include traditional residential neighborhood development typically including single family dwelling detached residential on individual lots. Limited single family attached housing such as mansion apartments and duplexes may be allowed. Limited non-residential uses may be provided when fronting and accessed by a collector or major arterial street. Non-residential uses shall require additional site design and development standards including but not limited to increased landscape buffers, exterior lighting, placement of service or mechanical equipment. Non-residential uses are limited to a maximum of four acres per intersection.

**TABLE 3.3.1.J: INTENSITY AND DIMENSIONAL STANDARDS TABLE**

Type	Standard	Additional Standard
<b>DEVELOPMENT STANDARDS</b>		
Density, maximum (du/ac)	2 maximum	
Intensity/FAR, maximum (% of lot)	0.2	Non-residential
Open Space Set-Aside, minimum (% of development)	35%	
Non-residential land area, maximum (acres)	4 acres per intersection	Collector and/or major arterial street
<b>LOT STANDARDS</b>		
Lot Area, minimum (square feet)	10,000 sf	
Lot Width (ft.)	40' minimum	
	150' maximum	
Lot Depth		Lot depth shall not exceed 3 times lot width
Lot Coverage (% lot area)	45% maximum	
Perimeter Fill Setback (ft.)	N/A	
Riparian Buffer	30'	
<b>SETBACKS</b>		
Front Setback, minimum (ft.)	20'	
Major Arterial Street Setback, minimum (ft.)	50'	
Side Setback, minimum (ft.)	10'	[1]
Corner Side Setback, minimum (ft.)	20'	[1]
Rear Setback, minimum (ft.)	25'	[1]
Accessory Use Setback, minimum (ft.)	10'	[1]
<b>BUILDING STANDARDS</b>		
Building Height, maximum	35'	
Building Stepback	N/A	
[1] The setbacks shall be multiplied by 2.0 for non-residential uses adjacent to existing residential uses. Community compatibility standards shall apply.		

**K. Junction and Newtown Sub-Districts****(1) Sub-District Intent**

The Junction and Newtown sub-districts are intended to support the district through redevelopment opportunities. Care should be given to ensure compatibility between the existing and proposed development. The Junction sub-district was not included in the Master Plan but the area may be included in the PD-CS district.

**(2) Sub-District Characteristics**

The Junction and Newtown sub-district characteristics include traditional residential neighborhood development typically including single family dwelling detached residential on individual lots, but may provide for single family attached when included in a planned mixed use project. Limited nonresidential uses may be provided when fronting and accessed by a collector or major arterial street. Nonresidential uses shall require additional site design and development standards when located adjacent to single family detached development. Parking shall be located to the side and/or rear of the buildings.

**TABLE 3.3.1.K: INTENSITY AND DIMENSIONAL STANDARDS**

Type	Standard	Additional Standard
<b>DEVELOPMENT STANDARDS</b>		
Density, maximum (du/ac)	2.0	Maximum 4 du/acre if part of a mixed use project with vertical or horizontal integration of uses. Minimum project acreage shall be 5.0
Intensity/FAR, maximum (% of lot)	0.2	Applies to non-residential
Open Space Set-Aside, minimum	35%	
<b>LOT STANDARDS</b>		
Lot Area, minimum (square feet)	10,000 sf	
Lot Width (ft.)	40' minimum 200' maximum	
Lot Depth		Lot depth shall not exceed 3 times lot width
Lot Coverage (% lot area)	50% maximum	
Perimeter Fill Setback (ft.)	N/A	
Riparian Buffer	30'	
<b>SETBACKS</b>		
Front Setback, minimum (ft.)	20'	
Major Arterial Street Setback, minimum	30'	
Side Setback, minimum (ft.)	10'	[1]
Corner Side Setback, minimum (ft.)	20'	
Rear Setback, minimum (ft.)	10'	[1]
Accessory Use Setback, minimum (ft.)	5'	[1]
<b>BUILDING STANDARDS</b>		
Building Height, maximum	35'	
Building Stepback	N/A	
[1] The setbacks shall be multiplied by 2.0 for nonresidential uses adjacent to existing residential uses.		





**L. Moyock Run Sub-District****(1) Sub-District Intent**

The Moyock Run sub-district is intended to provide centralized governmental and public oriented uses including but not limited to schools, parks, utilities, transportation, regional facilities (i.e. stormwater, environmental, and mitigation areas). Residential uses are not intended for the Moyock Run sub-district.

**(2) Sub-District Characteristics**

The Moyock Run sub-district characteristics include an office park design and appearance through centralized (internal) roadways, driveway connections, connected/shared parking.

**TABLE 3.3.1.L: INTENSITY AND DIMENSIONAL STANDARDS TABLE**

<u>Type</u>	<u>Standard</u>	<u>Additional Standard</u>
<b>DEVELOPMENT STANDARDS</b>		
<u>Density, maximum (du/ac)</u>	<u>N/A</u>	
<u>Intensity/FAR, maximum (% of lot)</u>	<u>1.0</u>	<u>Non-residential uses</u>
<u>Open Space Set-Aside, minimum</u>	<u>35%</u>	
<b>LOT STANDARDS</b>		
<u>Lot Area, minimum (square feet)</u>	<u>N/A</u>	
<u>Lot Width (ft.)</u>	<u>40' minimum</u> <u>200' maximum</u>	<u>Does not apply to governmental and public uses</u>
<u>Lot Depth</u>		<u>Lot depth shall not exceed 4 times lot width</u>
<u>Lot Coverage (% lot area)</u>	<u>65% maximum</u>	
<u>Perimeter Fill Setback (ft.)</u>	<u>N/A</u>	
<u>Riparian Buffer</u>	<u>30'</u>	
<b>SETBACKS</b>		
<u>Front Setback, minimum (ft.)</u>	<u>20'</u>	
<u>Major Arterial Street Setback, minimum (ft.)</u>	<u>50'</u>	
<u>Side Setback, minimum (ft.)</u>	<u>10'</u>	
<u>Corner Side Setback, minimum (ft.)</u>	<u>10'</u>	
<u>Rear Setback, minimum (ft.)</u>	<u>10'</u>	
<u>Accessory Use Setback, minimum (ft.)</u>	<u>10'</u>	
<b>BUILDING STANDARDS</b>		
<u>Building Height, maximum</u>	<u>3 stories</u>	
<u>Building Stepback</u>	<u>N/A</u>	

**M. Oak Trail Sub-District****(1) Sub-District Intent**

The Oak Trail sub-district is intended to reflect those areas generally identified as environmentally sensitive including but not limited to native habitats, wetlands, riparian buffers, and floodplain. Low density and low impact residential uses and recreational uses may be permitted upon determination of the environmental area limits.

**(2) Sub-District Characteristics**

The Oak Trail sub-district characteristics include a transition area between more intense uses and activities by providing lower densities and intensities.

**TABLE 3.3.1.M: INTENSITY AND DIMENSIONAL STANDARDS**

<u>Type</u>	<u>Standard</u>	<u>Additional Standard</u>
<b>DEVELOPMENT STANDARDS</b>		
<u>Density, maximum (du/ac)</u>	<u>0.5</u>	<u>Maximum 1.0 du/ac may be allowed for a development that provides regional stormwater</u>
<u>Intensity/FAR, maximum (% of lot)</u>	<u>N/A</u>	
<u>Open Space Set-Aside, minimum</u>	<u>50%</u>	
<b>LOT STANDARDS</b>		
<u>Lot Area, minimum (square feet)</u>	<u>40,000 sf</u>	
<u>Lot Width (ft.)</u>	<u>100' minimum</u> <u>200' maximum</u>	
<u>Lot Depth</u>		<u>Lot depth shall not exceed 4 times lot width</u>
<u>Lot Coverage (% lot area)</u>	<u>25% maximum</u>	
<b>SETBACKS</b>		
<u>Front Setback, minimum (ft.)</u>	<u>50'</u>	
<u>Major Arterial Street Setback, minimum</u>	<u>50'</u>	
<u>Side Setback, minimum (ft.)</u>	<u>25'</u>	
<u>Corner Side Setback, minimum (ft.)</u>	<u>25'</u>	
<u>Rear Setback, minimum (ft.)</u>	<u>50'</u>	
<u>Accessory Use Setback, minimum (ft.)</u>	<u>25'</u>	
<u>Perimeter Fill Setback, minimum (ft.)</u>	<u>10'</u>	
<u>Riparian Buffer</u>	<u>30'</u>	
<b>BUILDING STANDARDS</b>		
<u>Building Height, maximum</u>	<u>35'</u>	
<u>Building Stepback</u>	<u>N/A</u>	<u>N/A</u>

**N. District-Specific Standards for the PD-CS District****(1) General Design Standards**

Development in the Currituck Station district shall meet the requirements of this ordinance. Development patterns shall be in general compliance with the *Currituck Station Pattern Book*.

**(2) Development Center**

**(a)** A PD-CS district shall be designed with a development center (Center Station sub-district designation) intended to serve as a public gathering area for residents. A development center shall include and be served by open space resources that allow pedestrians to walk to and through the development center.

**(b)** The development center shall include on-street and off-street parking resources that allow residents to park their vehicles and walk to destinations within the district.

**(3) Connectivity**

**(a)** The streets, driveways, alleys, and multi-modal connections within the district shall be functional, attractive, and designed to accommodate multi-modes of transportation and where possible incorporate Complete Streets elements.

**(b)** The arrangement of streets shall provide for the alignment and continuation of existing and proposed streets into adjoining lands where the adjoining lands are undeveloped and intended for future development, or where the adjoining lands are developed and include opportunities for connections.

**(4) Use Mixing**

**(a)** A PD-CS district shall be structured to provide a mix of uses, such as residential, retail, office, employment, civic, and recreational uses. The integration of residential and nonresidential uses allows residents to meet more of their daily needs within the development.

**(b)** Civic uses such as churches, post offices, and community centers are encouraged, but not required, as part of the district's nonresidential uses.

**(5) Open Space Design**

**(a)** The PD-CS district shall include formal open space areas for recreation and community gathering.

**(b)** Open spaces shall include pedestrian and bicycle features that allow residents and visitors to move through and around commercial and mixed-use portions of the district.

**(c)** Open space resources shall connect new developments with existing developments so that it is accessible to and usable by all persons living in the project area.

**(6) Signage**

Signs shall be well-designed, communicate a message clearly, and shall not dominate the building or property. Signs shall be compatible

and complementary to the architectural designs of the building. Sign patterns shall be compatible with the district or sub-district development.

**(7) Building Configuration**

**(a) Location and Relationship between Buildings**

Buildings in a PD-CS Center Station sub-district shall be used to define the street edge and the distinction between the public domain of the street and the private space of individual lots. To this end, buildings shall have a fairly consistent, narrow setback alignment along the street frontage.

**(b) Relationship between Building Types**

Buildings in a PD-CS district should be built on a human scale, designed with common harmonious architecture, and landscaped to lend an intimate and personal feel to the streetscape. The intent should not be to create a uniform appearance, but rather a distinct sense of place.

**(8) Building Design**

Buildings in the PD-CS district are intended to utilize architectural patterns and features in the building design that are consistent with the Currituck vernacular as provided in the *Currituck Station Pattern Book*. Deviations to the local vernacular may be permitted, as provided in the master plan, when the development meets the requirements of Chapter 5, Development Standards and incorporates simple design elements typically known as the Currituck vernacular including but not limited to:

- (a)** Deep porches;
- (b)** Pitched roofs with overhangs;
- (c)** Shutters (fixed, operable, Bermuda);
- (d)** Roof dormers;
- (e)** Chimneys;
- (f)** Elevated buildings; and,
- (g)** Gabled masses that break up long facades

## **3.8. OVERLAY ZONING DISTRICTS**

### **3.8.1. Purpose**

Overlay zoning districts are superimposed over portions of one or more underlying base zoning districts, conditional zoning districts, or planned development districts with the intent of supplementing generally applicable development regulations with additional development regulations that address special area-specific conditions, features, or plans while maintaining the character and purposes of the underlying zoning district.

### 3.8.2. Establishment of Overlay Zoning Districts

Table 3.8.2, Overlay Zoning Districts Established, sets out the overlay zoning districts established by this Ordinance. Except where specifically provided in this Ordinance, variances from the overlay zoning district standards shall not be granted.

<b>TABLE 3.8.2: OVERLAY ZONING DISTRICTS ESTABLISHED</b>	
<b>DISTRICT NAME</b>	<b>ABBREVIATION</b>
Airport Overlay	AO
Corolla Village Overlay [placeholder only]	CVO
<u>Transportation Corridor Overlay District</u>	<u>TCOD</u>

### 3.8.6. Transportation Corridor Overlay District (TCOD)

#### **A. Purpose**

The purpose of the Transportation Corridor Overlay District (TCOD) is to protect and promote the desired character of the transportation corridors, enhance the economic and aesthetic appeal, reduce the unnecessary visual distractions, and provide consistent and orderly development of lands adjacent to existing and proposed major transportation corridors in the county.

#### **B. Boundaries of the TCOD Established**

The TCOD extends 500 feet from the right-of-way boundary on either side of roadways, following identifiable boundaries whenever possible. The established TCOD boundaries include:

- (1)** NC 168 (Caratoke Highway) from the North Carolina/Virginia State Line southward to the intersection of SR 1227 (South Mills Road); and,
- (2)** SR 1227 (South Mills Road) from its intersection with NC 168 (Caratoke Highway) westward to the intersection of SR 1218 Northwest Backwoods Road.

#### **C. Applicability**

- (1)** Development and use of lands within the TCOD shall be subject to the standards in this section. In the case of conflict between the standards of the TCOD and other standards in this ordinance, the overlay standards shall control.

#### **D. Modifications of Otherwise Applicable Standards**

Development in the TCOD shall comply with the following standards:

##### **(1) Prohibited Uses**

The following uses are prohibited in the TCOD:

- (a)** Adult entertainment;
- (b)** Outdoor storage, as a principal use;
- (c)** Tattoo parlor; and
- (d)** Vehicle sales and service, light and heavy;

**(2) Access Management**

A traffic impact analysis shall be required in all instances in which the proposed development area exceeds three acres or generates 60 or more peak hour vehicle trips. The traffic impact shall be prepared by a qualified professional specializing in transportation.

**Item 4:** That Chapter 4 is amended by deleting the following strikethrough language and adding the underlined language

# CHAPTER 4.

## USE STANDARDS

### 4.1. USE TABLE

#### 4.1.1. Explanation of Use Table Structure

##### A. General

- (1) Table 4.1.1A. and Table 4.1.1B. Summary Use Table, lists use types and indicates whether they are allowed by right, allowed with a use permit, allowed in a conditional zoning district, allowed in a planned development zoning district, or prohibited in a zoning district. The use table also includes references to any additional requirements or regulations applicable to the specific use type.
- (2) The status of a use in a conditional zoning district shall be the same as in the parallel base zoning district unless such status is modified by conditions imposed as part of the conditional rezoning designating the conditional zoning district.

##### C. Uses Allowed Subject to a Planned Development District Classification

A “MP” in a cell of the use table indicates that the corresponding use category or use type is allowed in the corresponding planned development district, subject to compliance with the use-specific regulations set forth in the final column of the table and provided the use is included in the required list of possible use types in the planned development master plan. An “U” in the cell of the use table indicates that the corresponding use category or use type is allowed in the corresponding planned development district only upon approval of a use permit in accordance with Section 2.4.6, Use Permit, and any conditions imposed as part of the approved master plan and terms and conditions. Allowed uses are subject to other applicable regulations in this Ordinance, including those set forth in Section 3.7, Planned Development Base Zoning Districts.

##### D. Prohibited Uses

- (1) A blank cell in the use table indicates that the corresponding use category or use type is prohibited in the corresponding zoning district.

Use types with a blank cell are not allowable in a corresponding planned development district, and shall not be included in the planned development master plan.

- (2) The following activities or use types are not identified in Table 4.1.1.A, and Table 4.1.1.B. but are prohibited in all zoning districts in the county.
- (a) Use of a parked motor vehicle to buy, sell, or store goods or services, except as allowed in Section 4.3 Accessory Use Standards or Section 4.4, Temporary Use Standards;
  - (b) Use of a boat, houseboat, or other floating structure as a temporary or permanent residence (this shall not prevent the overnight occupancy of a vessel temporarily docked while in transit on navigable waters);
  - (c) Use of a travel trailer as a permanent residence or use of a travel trailer as a temporary residence;
  - (d) Operation of a principal (non-accessory) commercial use located solely on the beach strand (uses simply transporting customers to the beach from an approved off-beach location are exempted); and
  - (e) Manufactured home parks or private campgrounds as a principal use.

#### E. Use-Specific Standards

##### 4.1.2. Use Table

**TABLE 4.1.1.A.: SUMMARY USE TABLE**

Z = Zoning Compliance Permit; U = Use Permit; MP = Allowed with Master Plan;  
CZ= Allowed in a Conditional Zoning District blank cell = Prohibited

USE CATEGORY	USE TYPE	ZONING DISTRICT [NOTE: OVERLAY OR SUB-DISTRICT REQUIREMENTS MAY FURTHER LIMIT USES]															ADDITIONAL REQ. (4.2.____)	
		RC	AG	SFM	SFO	SFR	SFI	MXR	GB	LB	CC	VC	LI	HI	PD-R	PD-M		PD-O
AGRICULTURAL USE CLASSIFICATION																		
Agriculture / Horticulture	All	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	M P	M P	M P	
Animal Husbandry	All		Z				Z						Z	Z		M P		1.A
Agriculture Support and Services (Directly Related)	Agri-education	Z	Z				Z		Z	Z	Z					M P		1.B.2
	Agri-entertainment	Z	Z				Z		Z	Z	Z					M P		1.B.2
	Agricultural processing		Z					U					Z	Z		M P		1.B
	Agribusiness		Z				Z		Z	Z	Z			Z		M P		1.B
	Equestrian facility		Z	Z			Z		Z		Z	Z	Z		M P	M P	M P	1.B.3
	Farmers market		Z				Z		Z	Z	Z	Z	Z		M P	M P	M P	1.B

**TABLE 4.1.1.A.: SUMMARY USE TABLE**

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USE CATEGORY	USE TYPE	ZONING DISTRICT [NOTE: OVERLAY OR SUB-DISTRICT REQUIREMENTS MAY FURTHER LIMIT USES]																ADDITIONAL REQ. (4.2.____)	
		RC	AG	SFM	SFO	SFR	SFI	MXR	GB	LB	CC	VC	LI	HI	PD-R	PD-M	PD-O		
	Nursery, production		Z				Z		Z	Z			Z	Z	M P	M P		1.B.4	
	Roadside market		Z						Z									1.B.5	
Agriculture Support and Services (Not Directly Related)	Agricultural research facility		Z						Z	Z	Z		Z	Z		M P		1.C	
	Distribution hub for agricultural products		Z						Z	Z			Z	Z		M P		1.C	
	Farm machinery sales, rental, and service		Z						Z	Z	Z		Z	Z		M P		1.C	
	Stockyard / Slaughterhouse		U											U				1.C	
Silviculture	All	Z	Z	Z			Z	Z	Z	Z			Z	Z	M P	M P		1.C	
RESIDENTIAL USE CLASSIFICATION																			
Household Living	Dwelling, duplex			Z/U				Z			Z	Z			M P	M P	M P	2.A.1	
	Dwelling, live/work							Z	Z	Z	Z	Z			M P	M P	M P	2.A.2	
	Dwelling, mansion apartment							C Z			Z	Z			M P	M P	M P	2.A.3	
	Dwelling, manufactured home (class A)		Z	Z			Z	Z	Z									2.A.4	
	Dwelling, manufactured home (class B)		Z	Z			Z	Z	Z									2.A.4	
	Dwelling, multi-family							C Z			Z	Z			M P	M P	M P	2.A.5	
	Dwelling, single-family detached		Z	Z	Z	Z	Z	Z	Z	Z	Z	Z			M P	M P	M P		
	Dwelling, townhouse							C Z			Z	Z			M P	M P	M P	2.A.5	
	Dwelling, upper story							Z	Z	Z	Z	Z			M P	M P	M P	2.A.6	
Group Living	Dormitory							Z	Z	U	Z	Z				M P		2.B.1	
	Family care home			Z	Z	Z	Z	Z	Z	Z	Z	Z			M P	M P	M P	2.B.2	
	Rooming or boarding house							Z	Z		Z	Z			M P	M P	M P	2.B.3	
INSTITUTIONAL USE CLASSIFICATION																			
Community Services	Community center			Z	Z	U	Z	Z	Z	Z	Z	Z			M P	M P	M P		
	Cultural facility	U		Z	Z			Z	Z	Z	Z	Z			M P	M P	M P		
	Library			Z	Z		Z	Z	Z	Z	Z	Z			M P	M P	M P		
	Museum			Z				Z	Z	Z	Z	Z			M P	M P	M P		
	Senior center							Z	Z	Z	Z	Z			M P	M P	M P		
	Youth club facility							Z	Z	Z	Z	Z			M P	M P	M P		
Day Care	Adult day care center							Z	Z	Z	Z	Z			M P	M P	M P		
	Child care center			Z	Z		Z	Z	Z	Z	Z	Z			M P	M P	M P	3.A	
College or university	College or university									Z	Z	Z	Z			M	M	M	



**TABLE 4.1.1.A.: SUMMARY USE TABLE**

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USE CATEGORY	USE TYPE	ZONING DISTRICT [NOTE: OVERLAY OR SUB-DISTRICT REQUIREMENTS MAY FURTHER LIMIT USES]																	ADDITIONAL REQ. (4.2.____)
		RC	AG	SFM	SFO	SFR	SFI	MXR	GB	LB	CC	VC	LI	HI	PD-R	PD-M	PD-O		
															P	P	P		
	School, elementary		U	Z	Z		U	Z	Z	Z	Z	Z			M P	M P	M P		
	School, middle		U	Z	Z		U	Z	Z	Z	Z	Z			M P	M P	M P		
	School, high							Z	Z	Z	Z	Z			M P	M P	M P		
	Vocational or trade school								Z	Z	Z	Z	Z	Z		M P	M P	3.B	
Government Facilities	Government maintenance, storage, or distribution facility								Z	Z	Z	Z	Z	Z	M P	M P	M P		
	Government office		Z	Z	Z		Z	Z	Z	Z	Z	Z	Z		M P	M P	M P		
Health Care Facilities	Blood/tissue collection facility								Z		U	U	Z						
	Drug or alcohol treatment facility								Z	U	U	U	Z					3.C.1	
	Hospital								Z	Z	Z	Z	Z			M P	M P	3.C.2	
	Medical treatment facility								Z	Z	Z	Z			M P	M P	M P		
Institutions	Assisted living facility							Z	Z	Z	Z	Z			M P	M P	M P		
	Auditorium, conference, and convention center								Z	Z	Z	Z				M P	M P	3.D.1	
	Club or lodge			U				U	Z	Z	Z	Z	Z		M P	M P	M P		
	Halfway house							U	U				U					3.D.2	
	Nursing home							Z	Z	Z	Z	Z			M P	M P	M P		
	Psychiatric treatment facility							U					U						
	Religious institution		Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z		M P	M P	M P	3.D.3	
Parks and Open Areas	Arboretum or botanical garden	Z	Z	Z	Z		Z	Z	Z	Z	Z	Z			M P	M P	M P		
	Cemetery, columbaria, mausoleum							Z					Z	Z		M P		3.E	
	Community garden	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z			M P	M P	M P		
	Park, public or private	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z		M P	M P	M P		
Public Safety	Correctional facility												U	U					
	Police, fire, or EMS facility		Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	M P	M P	M P		
	Security training facility		U															3.F	
Trans- portation	Airport		U						U		U		U	U		M P	M P		
	Helicopter landing facility								U		U		U	U		M P		3.G	
	Passenger terminal, surface transportation			U	U				Z		Z	Z			M P	M P	M P		
Utilities	Solar array																		
	Telecommunications antenna collocation on tower or building		Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	M P	M P	M P	3.H.2	

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USE CATEGORY	USE TYPE	ZONING DISTRICT [NOTE: OVERLAY OR SUB-DISTRICT REQUIREMENTS MAY FURTHER LIMIT USES]															ADDITIONAL REQ. (4.2.____)	
		RC	AG	SFM	SFO	SFR	SFI	MXR	GB	LB	CC	VC	LI	HI	PD-R	PD-M		PD-O
	Telecommunications tower, freestanding		U			U			U	U			U	U				3.H.2
	Utility, major	U	U	U	U	U	U	U	U	U	U	U	U	U	M P	M P	M P	3.I
	Utility, minor	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	M P	M P	M P	3.J
	Wind energy facility, large																	
COMMERCIAL USE CLASSIFICATION																		
Adult Entertainment	All													U				4.A
Animal Care	Animal grooming								Z	Z	Z	Z	Z		M P	M P	M P	4.B
	Animal shelter								Z					Z		M P		4.B
	Kennel		U						Z	Z		Z	Z	Z		M P	M P	4.B
	Veterinary clinic		U						Z	Z	Z	Z	Z		M P	M P	M P	4.B
Eating Establishments	Dinner theater								Z	Z	Z	Z			M P	M P	M P	
	Restaurant, with indoor or outdoor seating							U	Z	Z	Z	Z	Z		M P	M P	M P	4.C
	Specialty eating establishment							Z	Z	Z	Z	Z	Z		M P	M P	M P	
Offices	Business and sales							Z	Z	Z	Z	Z	Z		M P	M P	M P	4.D
	Professional services							Z	Z	Z	Z	Z			M P	M P	M P	4.D
Parking, Commercial	Parking lot								Z	Z	Z	Z	Z	Z	M P	M P	M P	4.E.1
	Parking structure										Z	Z			M P	M P	M P	4.E.2
Recreation/Entertainment, Indoor	Fitness center							Z	Z	Z	Z	Z	Z		M P	M P	M P	
	Recreation, indoor							Z	Z	Z	Z	Z	Z		M P	M P	M P	
	Theater							Z	Z	Z	Z	Z			M P	M P	M P	
Recreation / Entertainment, Outdoor	Automotive Racing													U				
	Arena, amphitheater, or stadium								U		U	U			M P	M P	M P	4.F.1
	Athletic facility			Z	Z		Z	Z	Z	Z	Z	Z			M P	M P	M P	4.F.2
	Golf course			U	U			U							M P	M P	M P	
	Golf driving range							Z	Z	Z					M P	M P		
	Marinas							U	Z		Z	Z	Z		M P	M P	M P	4.F.3
	Outdoor shooting range		U											U				4.F.5
	Outdoor tour operator								U	U	Z	Z				M P	M P	4.F.6
	Recreation, outdoor							U	Z	Z	Z	Z			M P	M P	M P	4.F.4

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CZ= Allowed in a Conditional Zoning District blank cell = Prohibited

USE CATEGORY	USE TYPE	ZONING DISTRICT [NOTE: OVERLAY OR SUB-DISTRICT REQUIREMENTS MAY FURTHER LIMIT USES]																ADDITIONAL REQ. (4.2.____)
		RC	AG	SFM	SFO	SFR	SFI	MXR	GB	LB	CC	VC	LI	HI	PD-R	PD-M	PD-O	
Retail Sales & Services	Artisan Food and Beverage Producer								Z				Z		M P	M P	M P	
	Auction House												Z			M P		
	Bar, nightclub, or cocktail lounge								Z		Z	Z			M P	M P	M P	4.G.1
	Brewery, Large												Z		M P	M P	M P	
	Convenience store							Z	Z	Z	Z	Z	Z		M P	M P	M P	
	Crematory													U				
	Distillery												Z					
	Drug store or pharmacy							Z	Z	Z	Z	Z			M P	M P	M P	
	Entertainment establishment							Z	Z	Z	Z	Z			M P	M P	M P	
	Financial institution							Z	Z	Z	Z	Z			M P	M P	M P	
	Flea market												Z	Z	M P	M P		4.G.2
	Funeral home								Z	Z	Z	Z				M P	M P	
	Grocery store								Z		Z	Z			M P	M P	M P	
	Laundromat							Z	Z	Z	Z	Z	Z		M P	M P	M P	
	Pawn shop								U				U					
	Personal services establishment							Z	Z	Z	Z	Z	Z		M P	M P	M P	
	Repair establishment								Z	Z	Z	Z	Z	Z		M P	M P	4.G.3
	Retail sales establishments								Z	Z	Z	Z			M P	M P	M P	
	Shopping center								U		Z	Z				M P	M P	4.G.4
	Tattoo parlor/body piercing establishment												Z	Z				4.G.5
	Winery								Z				Z		M P	M P	M P	
Vehicle Sales and Services, Heavy	Aircraft parts, sales, and maintenance												Z	Z				
	Automotive wrecker service												Z	Z			M P	4.H.2
	Boat and marine rental, sales, and service								Z				Z	Z				4.H.3
Vehicle Sales and Services, Light	Automotive parts and installation								Z		Z	Z	Z			M P	M P	4.I.1
	Automobile repair and servicing (including painting/bodywork)								Z		Z	Z	Z			M P	M P	4.I.2
	Automobile sales or rentals								U		Z	Z	Z			M P	M P	4.I.3
	Car wash or auto detailing								Z		Z	Z	Z		M P	M P	M P	4.I.4
	Taxicab service								Z	Z	Z	Z			M P	M P	M P	4.I.5
Visitor	Bed and breakfast inn			Z	Z		Z	Z	Z	Z	Z			M	M	M	4.J.1	

**TABLE 4.1.1.A.: SUMMARY USE TABLE**

Z = Zoning Compliance Permit; U = Use Permit; MP = Allowed with Master Plan;  
 CZ= Allowed in a Conditional Zoning District blank cell = Prohibited

USE CATEGORY	USE TYPE	ZONING DISTRICT [NOTE: OVERLAY OR SUB-DISTRICT REQUIREMENTS MAY FURTHER LIMIT USES]																	ADDITIONAL REQ. (4.2.____)
		RC	AG	SFM	SFO	SFR	SFI	MXR	GB	LB	CC	VC	LI	HI	PD-R	PD-M	PD-O		
Accommodations															P	P	P		
	Hotel or motel								Z		Z	Z			MP	MP	MP	4.J.2	
	Hunting lodge		U					Z	Z	Z					MP	MP	MP		
INDUSTRIAL USE CLASSIFICATION																			
Extractive Industry	All uses		U										U	U				5.A	
Industrial Services	Contractor service								Z		Z	Z	Z	Z		MP	MP		
	Crabshedding		Z					Z	Z				Z	Z	MP	MP		5.B.1	
	Fuel oil/bottled gas distributor												Z	Z		MP			
	General industrial service and repair												Z	Z		MP		5.B.2	
	Heavy equipment sales, rental, and service												Z	Z		MP		5.B.3	
	Laundry, dry cleaning, and carpet cleaning plants												Z	Z		MP		5.B.4	
	Manufactured home and prefabricated building sales												Z	Z				5.B.5	
	Research and development								Z	Z	Z	Z	Z	Z	MP	MP	MP		
Manu- facturing and Produc-tion	Manufacturing, heavy													Z				5.C.1	
	Manufacturing, light												Z	Z		MP		5.C.2	
Warehouse and Freight Movement	Cold storage plant												Z	Z					
	Outdoor storage (as a principal use)												Z	Z				5.D.1	
	Self-service storage												Z	Z		MP		5.D.2	
	Truck or freight terminal												Z	Z		MP		5.D.3	
	Warehouse (distribution)												Z	Z		MP		5.D.3	
	Warehouse (storage)												Z	Z	MP	MP	MP	5.D.3	
Waste-Related Services	Incinerator													U				5.E.1	
	Landfill, land clearing and inert debris or construction debris												U	U				5.E.2	
	Public convenience center/transfer station		U	U	U	U	U	U	U	U			U	U				5.E.3	
	Recycling center, processing													U				5.E.4	
	Recycling center, transfer												U	U				5.E.5	
	Salvage and junkyard													U				5.E.6	
	Waste composting		U										U	U					
Wholesale Sales	All uses												Z	Z		MP	MP		



**TABLE 4.1.1.B: SUMMARY USE TABLE**

Z = Zoning Compliance Permit; U = Use Permit; MP = Allowed with Master Plan;  
CZ= Allowed in a Conditional Zoning District blank cell = Prohibited

USE CATEGORY	USE TYPE	PLANNED DEVELOPMENT ZONING DISTRICT [OVERLAY OR SUB-DISTRICT REQUIREMENTS MAY FURTHER LIMIT USES]											ADDITIONAL REQ. (4.2.)
		PD-R	PD-M	PD-O	PD-CS ZONING DISTRICT SUB-DISTRICT DESIGNATIONS								
					CENTER STATION	CHARTER	CROSSROADS	CYPRESS	JUNCTION	MOYOCK RUN	NEWTOWN	OAK TRAIL	
AGRICULTURAL USE CLASSIFICATION													
<u>Agriculture / Horticulture</u>	All	M P	M P	M P								M P	
<u>Animal Husbandry</u>	All		M P										1.A
<u>Agriculture Support and Services (Directly Related)</u>	<u>Agri-education</u>		M P										1.B.2
	<u>Agri-entertainment</u>		M P										1.B.2
	<u>Agricultural processing</u>		M P										1.B
	<u>Agribusiness</u>		M P										1.B
	<u>Equestrian facility</u>	M P	M P	M P									1.B.3
	<u>Farmers market</u>	M P	M P	M P	M P	M P						M P	1.B
	<u>Nursery, production</u>	M P	M P									M P	1.B.4
	<u>Roadside market</u>												1.B.5
	<u>Agriculture Support and Services (Not Directly Related)</u>	<u>Agricultural research facility</u>		M P									
<u>Distribution hub for agricultural products</u>		M P											1.C
<u>Farm machinery sales, rental, and service</u>		M P											1.C
<u>Stockyard / Slaughterhouse</u>													1.C
<u>Silviculture</u>	All	M P	M P										1.C
RESIDENTIAL USE CLASSIFICATION													
<u>Household Living</u>	<u>Dwelling, duplex</u>	M P	M P	M P	M P	M P		M P	M P		M P		2.A.1
	<u>Dwelling, live/work</u>	M P	M P	M P		M P							2.A.2
	<u>Dwelling, mansion apartment</u>	M P	M P	M P	U	U			U		U		2.A.3
	<u>Dwelling, manufactured home (class A)</u>												2.A.4
	<u>Dwelling, manufactured home (class B)</u>												2.A.4
	<u>Dwelling, multi-family</u>	M P U	M P U	M P U	U	U			U		U		2.A.5
	<u>Dwelling, single-family detached</u>	M P	M P	M P		M P		M P		M P	M P		
	<u>Dwelling, townhouse</u>	M P	M P	M P	U	U			U		U		2.A.5
	<u>Dwelling, upper story</u>	M P	M P	M P	U	U							2.A.6
	<u>Group Living</u>	<u>Dormitory</u>		M P									
<u>Family care home</u>		M P	M P	M P									2.B.2

**TABLE 4.1.1.B: SUMMARY USE TABLE**

Z = Zoning Compliance Permit; U = Use Permit; MP = Allowed with Master Plan;  
CZ= Allowed in a Conditional Zoning District blank cell = Prohibited

USE CATEGORY	USE TYPE	PLANNED DEVELOPMENT ZONING DISTRICT [OVERLAY OR SUB-DISTRICT REQUIREMENTS MAY FURTHER LIMIT USES]												
		PD-R	PD-M	PD-O	PD-CS ZONING DISTRICT SUB-DISTRICT DESIGNATIONS								ADDITIONAL REQ. (4.2.)	
					CENTER STATION	CHARTER	CROSSROADS	CYPRESS	JUNCTION	MOYOCK RUN	NEWTOWN	OAK TRAIL		
	Rooming or boarding house	M P	M P	M P										2.B.3
INSTITUTIONAL USE CLASSIFICATION														
Community Services	Community center	M P	M P	M P			M P				M P			
	Cultural facility	M P	M P	M P			M P				MP			
	Library	M P	M P	M P	M P	M P		M P	M P	M P	M P	M P	M P	
	Museum	M P	M P	M P	M P	M P		M P	M P	M P	M P	M P	M P	
	Senior center	M P	M P	M P						M P				
	Youth club facility	M P	M P	M P					M P	M P	M P			
Day Care	Adult day care center	M P	M P	M P								M P		
	Child care center	M P	M P	M P		M P		M P	M P			M P		3.A
Educational Facilities	College or university	M P	M P	M P		U	U				U			
	School, elementary	M P	M P	M P		M P	M P	M P	M P	M P	M P	M P		
	School, middle	M P	M P	M P		M P	M P	M P	M P	M P	M P	M P		
	School, high	M P	M P	M P		M P	M P	M P	M P	M P	M P	M P		
	Vocational or trade school		M P	M P		M P	M P		M P	M P	M P	M P		3.B
Government Facilities	Government maintenance, storage, or distribution facility	M P	M P	M P	M P	M P	M P	M P	M P	M P	M P	M P	M P	
	Government office	M P	M P	M P	M P	M P	M P	M P	M P	M P	M P	M P	M P	
Health Care Facilities	Blood/tissue collection facility				U	M P								
	Drug or alcohol treatment facility													3.C.1
	Hospital		M P	M P	U	U					U			3.C.2
	Medical treatment facility	M P	M P	M P	M P	M P								
Institutions	Assisted living facility	M P	M P	M P	U	U		U	U			U		
	Auditorium, conference, and convention center		M P	M P										3.D.1
	Club or lodge	M P	M P	M P		M P					M P			
	Halfway house													3.D.2
	Nursing home	M P	M P	M P					M P			U		
	Psychiatric treatment facility													
	Religious institution	M P	M P	M P	M P	M P		M P	M P	M P	M P	M P		

**TABLE 4.1.1.B: SUMMARY USE TABLE**

Z = Zoning Compliance Permit; U = Use Permit; MP = Allowed with Master Plan;  
CZ= Allowed in a Conditional Zoning District blank cell = Prohibited

USE CATEGORY	USE TYPE	PLANNED DEVELOPMENT ZONING DISTRICT [OVERLAY OR SUB-DISTRICT REQUIREMENTS MAY FURTHER LIMIT USES]											
		PD-R	PD-M	PD-O	PD-CS ZONING DISTRICT SUB-DISTRICT DESIGNATIONS								ADDITIONAL REQ. (4.2.)
					CENTER STATION	CHARTER	CROSSROADS	CYPRESS	JUNCTION	MOYOCK RUN	NEWTOWN	OAK TRAIL	
Parks and Open Areas	Arboretum or botanical garden	M P	M P	M P									
	Cemetery, columbaria, mausoleum		M P										
	Community garden	M P	M P	M P							M P		
	Park, public or private	M P	M P	M P	M P	M P	M P	M P	M P	M P	M P		
Public Safety	Correctional facility												
	Police, fire, or EMS facility	M P	M P	M P	M P	M P	M P	M P	M P	M P	M P		
	Security training facility												
Transportation	Airport		M P	M P									
	Helicopter landing facility		M P										
	Passenger terminal, surface transportation	M P	M P	M P									
Utilities	Solar array												
	Telecommunications antenna collocation on tower or building	M P	M P	M P							U		
	Telecommunications tower, freestanding										U		
	Utility, major	M P	M P	M P					U				
	Utility, minor	M P	M P	M P					U			3.J	
	Wind energy facility, large		M P	M P								3.K	
COMMERCIAL USE CLASSIFICATION													
Adult Entertainment	All												4.A
Animal Care	Animal grooming	M P	M P	M P	M P	M P							4.B
	Animal shelter		M P										4.B
	Kennel		M P	M P									4.B
	Veterinary clinic	M P	M P	M P	M P	M P			M P		M P		4.B INDOOR NO BOARDING
Eating Establishments	Dinner theater	M P	M P	M P	M P	M P							
	Restaurant, with indoor or outdoor seating	M P	M P	M P	M P	M P	M P	U	M P		M P		4.C
	Specialty eating establishment	M P	M P	M P	M P	M P	M P	U	M P		M P		
Offices	Business and sales	M P	M P	M P	M P	M P	M P	M P				M P	4.D
	Professional services	M P	M P	M P	M P	M P	M P	M P				M P	4.D
Parking, Commercial	Parking lot	M P	M P	M P			U						4.E.1
	Parking structure	M P	M P	M P		U	U						4.E.2



**TABLE 4.1.1.B: SUMMARY USE TABLE**

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USE CATEGORY	USE TYPE	PLANNED DEVELOPMENT ZONING DISTRICT [OVERLAY OR SUB-DISTRICT REQUIREMENTS MAY FURTHER LIMIT USES]												
		PD-R	PD-M	PD-O	PD-CS ZONING DISTRICT SUB-DISTRICT DESIGNATIONS								ADDITIONAL REQ. (4.2.)	
					CENTER STATION	CHARTER	CROSSROADS	CYPRESS	JUNCTION	MOYOCK RUN	NEWTOWN	OAK TRAIL		
Recreation/ Entertainment, Indoor	Fitness center	M P	M P	M P		M P	M P		M P					
	Recreation, indoor	M P	M P	M P		U	U							
	Theater	M P	M P	M P		M P	M P							
Recreation / Entertainment, Outdoor	Automotive Racing													
	Arena, amphitheater, or stadium	M P	M P	M P										4.F.1
	Athletic facility	M P	M P	M P										4.F.2
	Golf course	M P	M P	M P										
	Golf driving range	M P	M P											
	Marinas	M P	M P	M P										4.F.3
	Outdoor shooting range													4.F.5
	Outdoor tour operator		M P	M P										4.F.6
	Recreation, outdoor	M P	M P	M P										4.F.4
Retail Sales & Services	Artisan Food and Beverage Producer	M P	M P	M P		M P	M P	M P						
	Auction House		M P											
	Bar, nightclub, or cocktail lounge	M P	M P	M P										4.G.1
	Brewery, Large	M P	M P	M P		M P	M P	M P						
	Convenience store	M P	M P	M P		U	U	U	U	U		U		
	Crematory													
	Distillery					U	U	M P						
	Drug store or pharmacy	M P	M P	M P		M P	M P							
	Entertainment establishment	M P	M P	M P										
	Financial institution	M P	M P	M P		M P	M P							
	Flea market	M P	M P											4.G.2
	Funeral home		M P	M P										
	Grocery store	M P	M P	M P		U								
	Laundromat	M P	M P	M P										
	Pawn shop													
	Personal services establishment	M P	M P	M P		M P								
	Repair establishment		M	M										4.G.3

**TABLE 4.1.1.B: SUMMARY USE TABLE**

Z = Zoning Compliance Permit; U = Use Permit; MP = Allowed with Master Plan;  
CZ= Allowed in a Conditional Zoning District blank cell = Prohibited

Use Category	Use Type	PLANNED DEVELOPMENT ZONING DISTRICT [OVERLAY OR SUB-DISTRICT REQUIREMENTS MAY FURTHER LIMIT USES]											
		PD-R	PD-M	PD-O	PD-CS ZONING DISTRICT SUB-DISTRICT DESIGNATIONS								ADDITIONAL REQ. (4.2.)
					CENTER STATION	CHARTER	CROSSROADS	CYPRESS	JUNCTION	MOYOCK RUN	NEWTOWN	OAK TRAIL	
			P	P									
	Retail sales establishments	M/P	M/P	M/P		M/P	M/P						
	Shopping center		M/P	M/P		M/P	U			U		U	4.G.4
	Tattoo parlor/body piercing establishment												4.G.5
	Winery	M/P	M/P	M/P		M/P	U						
Vehicle Sales and Services, Heavy	Aircraft parts, sales, and maintenance												
	Automotive wrecker service			M/P									4.H.2
	Boat and marine rental, sales, and service		M/P	M/P									4.H.3
Vehicle Sales and Services, Light	Automotive parts and installation		M/P	M/P									4.I.1
	Automobile repair and servicing (including painting/bodywork)		M/P	M/P									4.I.2
	Automobile sales or rentals	M/P	M/P	M/P									4.I.3
	Car wash or auto detailing	M/P	M/P	M/P									4.I.4
	Taxicab service	M/P	M/P	M/P					U		U		4.J.5
Visitor Accommodations	Bed and breakfast inn	M/P	M/P	M/P		M/P	M/P				U		4.J.1
	Hotel or motel	M/P	M/P	M/P			M/P			M/P			
	Hunting lodge	M/P	M/P	M/P			M/P			M/P			
INDUSTRIAL USE CLASSIFICATION													
Extractive Industry	All uses												
Industrial Services	Contractor service		M/P	M/P									
	Crabshedding	M/P	M/P										5.B.1
	Fuel oil/bottled gas distributor		M/P										
	General industrial service and repair		M/P										5.B.2
	Heavy equipment sales, rental, and service		M/P										5.B.3
	Laundry, dry cleaning, and carpet cleaning plants		M/P										5.B.4
	Manufactured home and prefabricated building sales												5.B.5
	Research and development	M/P	M/P	M/P			M/P	M/P					
	Manufacturing and Production	Manufacturing, heavy							M/P				
Manufacturing, light			M/P				U	M/P					5.C.2

**TABLE 4.1.1.B: SUMMARY USE TABLE**

Z = Zoning Compliance Permit; U = Use Permit; MP = Allowed with Master Plan;  
CZ= Allowed in a Conditional Zoning District blank cell = Prohibited

Use Category	Use Type	PLANNED DEVELOPMENT ZONING DISTRICT [OVERLAY OR SUB-DISTRICT REQUIREMENTS MAY FURTHER LIMIT USES]											
		PD-R	PD-M	PD-O	PD-CS ZONING DISTRICT SUB-DISTRICT DESIGNATIONS								ADDITIONAL REQ. (4.2.)
					CENTER STATION	CHARTER	CROSSROADS	CYPRESS	JUNCTION	MOYOCK RUN	NEWTOWN	OAK TRAIL	
Freight Movement	Cold storage plant												
	Outdoor storage (as a principal use)												
	Self-service storage		M P										5.D.2
	Truck or freight terminal		M P										5.D.3
	Warehouse (distribution)		M P			U	M P						5.D.3
	Warehouse (storage)	M P	M P	M P		U	M P						5.D.3
Waste-Related Services	Incinerator												
	Landfill, land clearing and inert debris or construction debris												
	Public convenience center/transfer station												
	Recycling center, processing												
	Recycling center, transfer												
	Salvage and junkyard												
	Waste composting												
Wholesale Sales	All uses		M P	M P			M P						

## 4.2. USE-SPECIFIC STANDARDS

Use-specific standards are the requirements applied to individual use types regardless of the zoning district in which they are located or the review procedure by which they are approved. This section is intended to identify the use-specific standards for all principal uses identified in Table 4.1.1.A. and 4.1.1.B, Summary Use Table, as subject to "Additional Req." These standards may be modified by other applicable requirements in this Ordinance.

### 4.2.2. Residential Uses

#### (5) Dwellings, Multi-Family and Townhouse

Multi-family and townhouse dwellings shall comply with the multi-family design standards in Section 5.7, the community compatibility standards in Section 5.10 (as appropriate), and the following standards:

- (a) No accessory structure shall be less than ten feet from another structure.

- (b) No improved recreation area shall be located within required exterior setbacks or within 20 feet of any dwelling unit.
- (c) No individual building shall exceed a length of ~~250~~ 200 feet.
- (d) A townhouse building shall contain at least three but no more than six side-by-side dwelling units.

### 4.3. ACCESSORY USE STANDARDS

#### 4.3.1. Purpose

This section authorizes the establishment of accessory uses that are incidental and customarily subordinate to principal uses. The purpose of this section is to allow a broad range of accessory uses, so long as such uses are located on the same site as the principal use, and so long as they comply with the standards set forth in this section in order to reduce potentially adverse impacts on surrounding lands.

#### 4.3.2. General Standards and Limitations

##### E. Table of Common Accessory Uses

Table 4.3.2.E, Table of Common Accessory Uses, specifies common types of accessory use and the zoning district where each type may be permitted.

<b>TABLE 4.3.2.E: TABLE OF COMMON ACCESSORY USES</b>																	
P = Permitted by-right    Z= Zoning Compliance Permit    U = Use Permit    MP = Allowed with master plan    blank cell = Prohibited																	
ACCESSORY USE TYPE	ZONING DISTRICT																ADDITIONAL REQ. (4.3.____)
	RC	AG	SFM	SFO	SFR	SFI	MXR	GB	LB	CC	VC	LI	HI	PD-R	PD-M	PD-Q	
Accessory Dwelling Unit		Z	Z	Z	Z	Z	Z	Z	Z	P	P			MP	MP	MP	3.A
Aggregate Storage and Processing		Z															3.B
Amateur Ham Radio		P	P			P	P			P	P			MP	MP		3.C
Automated Teller Machine							Z	Z	Z	Z	Z	Z		MP	MP	MP	
Campground, Public	U	Z					Z	Z						MP			3.D
Cemetery (family or religious institution)		Z	Z			Z	Z	Z	Z					MP	MP		3.E
Child Care, Incidental		Z	Z	Z	Z	Z	Z	Z	Z	Z	Z			MP	MP	MP	3.F
Community Agriculture	P	P	P			P	P							MP			3.G
Dock, Pier, Boat House, or Boatlift	P	P	P	P	P	P	P	P	P	P	P	P	P	MP	MP	MP	
Drive-Through								Z	Z	Z	Z	Z		MP	MP	MP	3.H
Electronic Gaming Operation								Z									3.I
Excavation		Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	MP	MP	MP	3.J
Gasoline Sales								Z		Z	Z	Z		MP	MP	MP	3.K
Home Occupation		P	P	P	P	P	P	P	P	P	P			MP	MP	MP	3.L

**TABLE 4.3.2.E: TABLE OF COMMON ACCESSORY USES**

P = Permitted by-right    Z= Zoning Compliance Permit    U = Use Permit    MP = Allowed with master plan    blank cell = Prohibited

ACCESSORY USE TYPE	ZONING DISTRICT																ADDITIONAL REQ. (4.3. )
	RC	AG	SFM	SFO	SFR	SFI	MXR	GB	LB	CC	VC	LI	HI	PD-R	PD-M	PD-Q	
Housing for Poultry		P	P			P	P	P						MP	MP		3.M
Ice House								Z	Z	Z	Z	Z			MP	MP	3.N
Inoperable Vehicle		P	P	P	P	P	P	P									3.O
Land Application of Sludge or Septage		U				U							U				3.P
Outdoor Display/Sales								Z	Z	Z	Z	Z			MP	MP	3.Q
Outdoor Storage		Z						Z	Z	Z	Z	Z	Z		MP	MP	3.R
Parking of Boats or Watercraft		P	P	P	P	P	P	P	P					MP	MP	MP	3.S
Parking of Heavy Trucks, or Trailers		P						P				P	P		MP		3.T
Parking of Major Recreational Equipment		P	P	P		P	P	P						MP	MP	MP	3.T
Produce Stand		P						P	P	P	P			MP	MP	MP	3.U
Retail Sales from a Vehicle		P					P	P	P	P	P	P		MP	MP	MP	3.V
Solar Energy Equipment	P	P	P	P	P	P	P	P	P	P	P	P	P	MP	MP	MP	3.W
Stable (horses)		P	P			P		P						MP			3.X
Underground Storage Tank		P						P	P	P	P	P	P		MP		3.Y
Wind Energy Facility, Small		Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	MP	MP	MP	3.Z

**TABLE 4.3.2.E: TABLE OF COMMON ACCESSORY USES**

Z = Zoning Compliance Permit; U = Use Permit; MP = Allowed with Master Plan;  
blank cell = Prohibited

ACCESSORY USE TYPE	PLANNED DEVELOPMENT ZONING DISTRICT [OVERLAY OR SUB-DISTRICT REQUIREMENTS MAY FURTHER LIMIT USES]												
	PLANNED DEVELOPMENT			PD-CS ZONING DISTRICT								ADDITIONAL REQUIREMENTS (4.3. )	
	P-D-R	P-D-M	P-D-O		CENTER STATION	CHARTER	CROSSROADS	CYPRESS	JUNCTION	MOYOCK RUN	NEWTOWN		OAK TRAIL
Accessory Dwelling Unit	M P	M P	M P										3.A
Amateur Ham Radio		M P											
Automated Teller Machine	M P	M P	M P		M P	M P							
Campground, Public	M P												3.D.
Cemetery (family or religious institution)	M P	M P											3.E.
Child Care, Incidental	M P	M P	M P			M P	M P	M P	M P		M P		3.F.
Community Agriculture	M P											M P	3.G.
Dock, Pier, Boat House, or Boatlift	M P	M P	M P										
Drive-Through	M P	M P	M P		U	M P					U		3.H.
Excavation	M P	M P	M P										3.J.
Gasoline Sales	M P	M P	M P		U		U	U			U		3.K.
Home Occupation	M P	M P	M P			M P		M P	M P		M P	M P	3.L.
Housing for Poultry	M P	M P											3.M
Ice House		M P	M P										3.N
Outdoor Display/Sales		M P	M P		M P	M P							3.Q.
Outdoor Storage		M P	M P				M P						3.R.
Parking of Boats or Watercraft	M P	M P	M P										3.S.
Parking of Heavy Trucks or Trailers			M P										3.T.
Parking of Major Recreational Equipment	M P	M P	M P										3.T.
Produce Stand	M P	M P	M P										3.U.
Retail Sales from a Vehicle	M P	M P	M P										3.V.
Solar Energy Equipment	M P	M P	M P		U			U				U	3.W.
Stable (horses)	M P											M P	3.X.
Underground Storage Tank		M P											3.Y.
Wind Energy Facility, Small	M	M	M										3.Z..

**TABLE 4.3.2.E: TABLE OF COMMON ACCESSORY USES**

Z = Zoning Compliance Permit; U = Use Permit; MP = Allowed with Master Plan;  
blank cell = Prohibited

ACCESSORY USE TYPE	PLANNED DEVELOPMENT ZONING DISTRICT [OVERLAY OR SUB-DISTRICT REQUIREMENTS MAY FURTHER LIMIT USES]												
	PLANNED DEVELOPMENT			PD-CS ZONING DISTRICT									ADDITIONAL REQUIREMENTS (4.3. )
	PDR	PD-M	PD-O		CENTER STATION	CHARTER	CROSSROADS	CYPRESS	JUNCTION	MOYOCK RUN	NEWTOWN	OAK TRAIL	
	P	P	P										

#### 4.3.3. Specific Standards for Certain Accessory Uses

##### H. Drive-Through

- (1) Drive-through facilities shall be located at least 100 feet from any detached single-family dwelling or single-family residential zoning district.
- (2) Outdoor speakers associated with a drive-through shall be at least 50 feet from any lot line.
- (3) Drive-through facilities shall not be located on the front façade of the building they serve.
- (4) Drive-through facilities shall be designed so as not to obstruct the movement of pedestrians along sidewalks, through areas intended for public use, or between the building entrance and customer parking spaces.
- (5) Canopies or other features installed over a drive through window shall maintain common roof lines and materials with the principal structure.
- (6) Any portion of the drive-through lane adjacent to and between an order box and pick-up window shall provide a landscaped planting area at least three-feet in width or a masonry wall at least 30 inches in height and utilizing exterior finishing materials compatible with the principal use.
- (7) In addition to streetscape and site landscaping, any portion of a drive-through lane located between the principal building and the street shall provide a landscaped planting area at least three feet in width.

##### K. Gasoline Sales

Gasoline sales may be permitted as an accessory use in accordance with the following standards:

- (1) **Location**

- (a) Gasoline pumps, canopies, and associated service areas are prohibited in any ~~established front yard setback, side corner setback, or major arterial setback in the CC, and VC districts.~~
- (b) If the gasoline sales use is located on a corner lot, the lot shall have an area of at least 30,000 square feet and a frontage of at least 200 feet on each street side. In all other cases, the lot shall have an area of at least 15,000 square feet and a lot width of at least 150 feet.

**(2) Circulation**

The gasoline sales use shall have no more than two vehicular access points. Access points shall be located at least 150 feet from each other and from any intersecting street right-of-ways, and at least 15 feet from any other lot line.



**Item 5:** That Chapter 5 is amended by deleting the following strikethrough language and adding the underlined language

# CHAPTER 5.

## DEVELOPMENT STANDARDS

### 5.1. OFF-STREET PARKING AND LOADING

#### 5.1.3. Off-Street Parking Standards

##### A. Parking Plan Required

The parking plan shall accurately designate the required parking spaces, access aisles, pedestrian connections, materials, dimensions, and driveways, loading area and circulation, and the relation of the off-street parking facilities to the development the facilities are designed to serve.

##### B. Minimum Number of Spaces Required

Unless otherwise expressly stated in this section or approved through an alternative parking plan, the minimum number of off-street parking spaces shall be provided in accordance with Table 5.1.3.C, Minimum Off-Street Parking Standards.

##### C. Maximum Number of Spaces Permitted

##### ~~(1)~~ Provision up to 175 Percent of Minimum

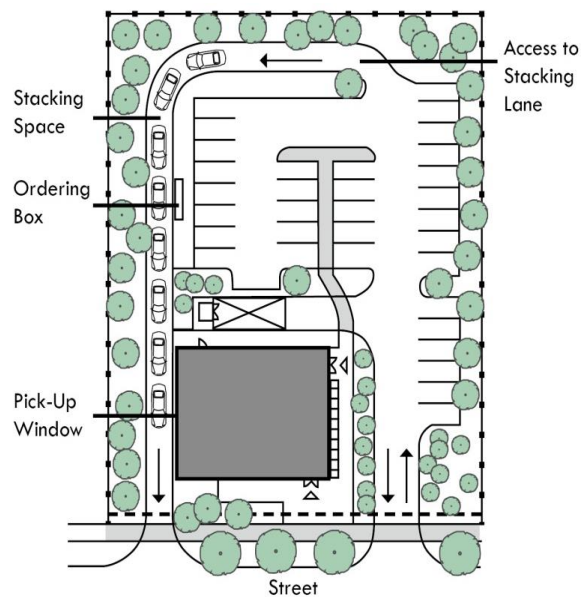
- (a) Commercial and Industrial uses of 5,000 square feet in area or larger listed in Table 5.1.3.C, Minimum Off-Street Parking Standards, shall not exceed 125 percent of the minimum number of parking spaces required in the table.
- (b) Through approval of an alternative parking plan in accordance with Section 5.1.6.A, Provision Over the Maximum Allowed, commercial and industrial uses may provide up to a maximum of 175 percent of the minimum number of parking spaces required in the table.
- (c) Provision of more than 175 percent of the minimum number of parking spaces for uses subject to the standards of this section shall require approval of a use permit in accordance with Section 2.4.6, Use Permit.

## D. Stacking Spaces

### (1) Required Number of Stacking Spaces

In addition to meeting the off-street parking standards in Table 5.1.3.C, Minimum Off-Street Parking Standards, uses with drive-through facilities and other auto-oriented uses where vehicles queue up to access a service shall provide the minimum number of stacking/standing spaces established in Table 5.1.3.D, Required Stacking Spaces, and Figure 5.1.3.D, Stacking Spaces.

**Figure 5.1.3.D, Stacking Spaces**



**TABLE 5.1.3.D: REQUIRED STACKING SPACES**

USE OR ACTIVITY	MINIMUM NUMBER OF STACKING SPACES	MEASURED FROM
Automated teller machine (drive-up)	2	Teller window
Automobile repair and service	2 per bay	Bay entrance
Car wash	1 per bay	Bay entrance
Day care center, elementary, and middle school	2	Main building entrance
Financial institution or drug store with drive-through service	3 per lane	Agent window
Gasoline sales	1 per pump island	Each end of the outermost gas pump island
Nursing home or assisted living facility	3	Building entrance
Personal services with drive-through (e.g., laundry/dry-cleaning establishment)	3 per lane	Agent window
Restaurant, with drive-through service	3 per window/lane + 3 per order board box	

### (2) Design and Layout

Required stacking spaces shall:

- (a) Be a minimum of 10 feet wide and 20 feet long; and,
- (b) Not impede on-site and off-site vehicular, bicycle, or pedestrian movements or movements into or out of required off-street parking spaces.

## 5.1.4. Configuration of Vehicular Use Areas

### A. General Standards for Off-Street Parking, Stacking, and Loading Areas

#### (4) Surfacing

- (a) Except for development within PD districts, SFR district, single-family dwellings on lots of three acres in area or larger, and as provided for in Section 5.1.6.F, Alternative Materials, all off-street parking, loading, and circulation areas shall be surfaced with asphalt, concrete, brick, crushed stone, pavers, aligned concrete strips, or an equivalent material. These materials shall be maintained in a smooth, well-graded condition.
- (b) All required parking, loading, and circulation areas within PD districts shall be surfaced with asphalt, concrete, brick pavers, or an equivalent material. The use of crushed stone or similar material is not permitted.
- (c) Religious institutions overflow parking and parking for special events may take place on grass surfaces.

#### (11) Curbs and Motor Vehicle Stops

All off-street parking, loading, and circulation areas shall be designed to prevent vehicles from overhanging a sidewalk or walkway less than six feet wide, or adjacent property. Motor vehicle stops shall be prefabricated concrete or recycled plastic product manufactured specifically for this use. The use of railroad ties or other non-traditional stops shall not be permitted. Nothing shall prevent planting islands from serving as stormwater management devices (see Figure 5.1.4.11, Parking Lot Stormwater Devices).

## 5.1.6. Alternative Parking Plans

### F. On-Street Parking

An on-street alternative parking plan may be allowed for uses listed in the Planned Development-Currituck Station district (PD-CS) in accordance with the following standards:

#### (1) Center Station Sub-District

- (a) No more than 20% of the total number of spaces shall be designated as on-street parking.
- (b) On-street parking shall be located within 1,000 feet walking distance of the primary pedestrian entrance to a building.
- (c) On-street parking shall not be permitted on major arterial or collector streets.

#### (2) Charter Sub-District, Junction Sub-District, Newtown Sub-District, and Moyock Run Sub-District

- (a) No more than 10% of the total number of spaces shall be designated as on-street.

- (b) On-street parking shall be located within 1,000 feet walking distance of the primary pedestrian entrance to a building.
- (c) On-street parking shall not be permitted on major arterial or collector streets.

**(3) Cypress Sub-District**

- (a) On-street parking shall not be permitted on major arterial or collector streets.

### **5.1.7. Bicycle Parking**

~~Lots located within a Full Service area (as depicted in the Land Use Plan), used for residential development with 30 or more dwelling units and nonresidential development with 5,000 or more square feet of gross floor area shall provide individual or shared bicycle parking facilities in accordance with the following standards. Nonresidential uses of up to 30,000 square feet in size may share bicycle parking facilities in accordance with this section.~~

Planned developments, mixed-use developments, and non-residential uses of 15,000 square feet or more shall provide individual or shared bicycle parking facilities or racks in accordance with the following standards: General Standards

- ~~(1) Bicycle parking facilities shall be conveniently located, but in no case shall such facilities be located more than 150 feet from the primary building entrance.~~
- ~~(2) Bicycle parking spaces shall be provided at the rate of one bicycle parking space for every 30 residential dwelling units and/or every 5,000 square feet of nonresidential floor area.~~
- ~~(3) Bicycle facilities shall include a rack or other device to enable bicycles to be secured.~~

Bicycle parking facilities or racks shall:

- (1) Be located in a visible, well-lit ground-level area;
- (2) Be within 75 feet of the primary pedestrian building entrance;
- (3) Be securely anchored to the ground;
- (4) Enable bicycles to be secured;
- (5) Not interfere with pedestrian or vehicular traffic; and,
- (6) Be consistent in material and style of the development.

#### **B. Shared Bicycle Parking**

~~Nonresidential uses of 30,000 square feet in size or less may share bicycle parking spaces provided:~~

- ~~(1) Each use provides or is served by improved pedestrian access from the bicycle parking facility to the primary building entrance; and~~
- ~~(2) The shared bicycle parking facility and improved pedestrian access is depicted on a site plan (see Section 2.4.7).~~

Uses on the same or opposing block faces may establish shared or consolidated bicycle parking spaces in central or mid-block locations.

### 5.1.8. Loading Spaces

#### A. Number of Required Off-street Loading Berths

The following uses shall provide on-site loading areas or berths in accordance with the standards in Table 5.1.8, Required Off-Street Loading Berths.

<b>TABLE 5.1.8: REQUIRED OFF-STREET LOADING BERTHS [1]</b>			
<b>USE OR ACTIVITY</b>	<b>MINIMUM NUMBER OF LOADING BERTHS</b>		
	<u>Gross Floor Area (GFA)</u>	<u>Short Loading</u>	<u>Long Loading</u>
Offices and personal service establishments in multi-story buildings [2]	7,500 sf or more	1	<u>0</u>
All other commercial or industrial use types [1]	7,500 sf – 30,000 sf	1	<u>0</u>
	<del>30,001 sf or more</del> 50,000 sf	1	1
	Over 50,000	0	2
	Each additional 100,000 sf	0	1

NOTES:

[1] Residential floor area within a mixed-use development is not included within the GFA.

[2] Single-story buildings may utilize temporary loading spaces.

#### B. Standards

##### (1) Minimum Dimensions

~~Each loading space required by this subsection shall be at least 12 feet wide by 30 feet long (or deep) for small-sized trucks; with at least 15 feet of overhead clearance. Each off-street loading space shall have adequate, unobstructed means for the ingress and egress of vehicles.~~

##### (a) Short Loading Areas or Berths

Unless otherwise specified, a required short loading area or berth shall be at least 12 feet in width and 30 feet in length, exclusive of aisle and maneuvering space and shall have a vertical clearance of at least 15 feet.

##### (b) Long Loading Areas or Berths

Unless otherwise specified, a required long loading area or berth shall be at least 12 feet in width by at least 50 feet in length, exclusive of aisle and maneuvering space, and shall have a vertical clearance of at least 15 feet.

## 5.2. LANDSCAPING STANDARDS

### 5.2.1. Purpose and Intent

The purpose of this section is to promote and protect the public health, safety, and general welfare by providing for the planting, maintenance, and preservation of trees, shrubs, and other plants within the county. The intent of this section is to promote this purpose by:

- A.** Ensuring and encouraging the planting, maintenance, restoration and survival of trees, shrubs, and other plants;
- B.** Contributing to the protection of community residents and visitors from personal injury and property damage, and the protection of the county from property damage, caused or threatened by the improper planting, maintenance or removal of trees, shrubs or other plants;
- C.** Mitigating against erosion and sedimentation;
- D.** Reducing stormwater runoff and the costs associated therewith;
- E.** Encouraging low impact development techniques like bio-retention and other best management practices for dealing with stormwater, in appropriate locations;
- F.** Preserving and protecting the water table and surface waters;
- G.** Restoring soils and land denuded as a result of construction and/or grading;
- H.** Increasing the tree canopy to provide shade and moderate the effect of urban heat islands;
- I.** Providing incentives for greater use of sustainable development practices like green roofs, use of native plant materials, and techniques to reduce the need for irrigation;
- J.** Protecting and enhancing property values and aesthetic qualities;
- K.** Providing additional improvements to air quality through the carbon dioxide uptake process provided by trees and landscaping; ~~and~~
- L.** Soften the appearance of expansive paved areas and building mass; and,
- M.** Providing visual screening, where appropriate.

### 5.2.3. General Requirements

#### **A. Landscape Plan**

- (1)** To ensure compliance with the standards of this section, a landscape plan demonstrating how landscaping will be planted on a development site shall be included as a part of any application for site plan, subdivision plan, zoning compliance permit, or temporary use permit, as appropriate.
- (2)** In the event of phased development, a landscape plan shall be required for each distinct phase of the development, and shall depict landscaping associated with the particular phase of development.

- (3) A landscape plan shall contain, at minimum, the following:
- (a) Location and identification of required and proposed streetscape, site landscaping, vehicular use area landscaping, buffers, and screening;
  - (b) Calculations of required and proposed landscaping;
  - (c) Locations, species, and caliper of existing vegetation to be retained that is to be counted towards the minimum landscaping requirement;
  - (d) Reforestation areas; and,
  - (e) Heritage tree inventory, trees identified to be removed and required mitigation plantings, and proposed tree protection zones.

#### 5.2.4. Site Landscaping

##### A. General

Site landscaping, for the purpose of this section, is landscaping that is not:

- (1) Required vehicular use area landscaping;
- (2) Located within a required perimeter buffer; or
- (3) Required screening.

##### B. Purpose and Intent

Site landscaping material is intended to soften the visual impact of the building base and provide for the even dispersal of trees and other plantings across a development site.

##### C. Site Landscaping Standards

Except for single-family detached dwellings, site landscaping shall be required for all development, and shall be supplied in the amounts identified in Table 5.2.4, Required Site Landscaping Plantings, and Figure 5.2.4, Site Landscaping Placement. Site landscaping shall meet the minimum size standards for new planting specified in the Administrative Manual.

##### D. Location

Required shrubs shall be planted along building facades facing streets. Required shrubs may be planted up to 15 feet from the building provided there is a sidewalk located between the planting area and the building wall. Foundation planting shall be continuous, except as needed for stairs, sidewalk connection, or building entrance.

#### 5.2.6. Perimeter Landscape Buffers

##### A. Purpose and Intent

Perimeter landscape buffers are intended to mitigate potential negative effects of contiguous uses in different zoning.

**B. Applicability**

All development shall provide a perimeter landscape buffer to separate it from adjacent lands with a different zoning district designation, in accordance with Table 5.2.6.A, Buffer Types, and Table 5.2.6.B, Buffer Type Application.

**C. Types of Buffers**

**(1)** ~~Table 5.2.6.A, Buffer Types, describes three different buffering options in terms of their function, opacity, width, and planting requirements. Where a particular buffer type is required in Table 5.2.6.B, Buffer Type Applications, the requirement may be met using either Option 1 or Option 2. Option 3 is available for use within the CC and VC districts only. Where an option utilizing a fence is selected, the fence shall comply with the standards of Section 5.3, Fences and Walls, as appropriate.~~

When development subject to the requirements of this section is in a zoning district adjacent to a different zoning district, the buffer requirement of this section shall apply. Where a particular buffer type is required in Table 5.2.6.B., Buffer Type Applications, the requirement may be met using either Option 1 or Option 2, as appropriate. Option 3 is available for use in the CC and VC districts only. Where an option utilizing a fence is selected, the fence shall comply with the standards of Section 5.3., Fences and Walls, as appropriate.



#### D. Buffer Type Application

Table 5.2.6.B, Buffer Type Application, specifies the type of perimeter landscape buffer that new development shall provide between it and adjacent property, based on the zoning district of the development site and that of the adjacent property. The buffer type is indicated by a letter corresponding to one of the three buffer types depicted in Table 5.2.6.A, Buffer Types.

<b>TABLE 5.2.6.B: BUFFER TYPE APPLICATION [1]</b>						
A= Type A Buffer    B = Type B Buffer    C = Type C Buffer    D = Type D Buffer N/A = No Buffer Required						
ZONING CLASSIFICATION OF PROPOSED SITE [2]	ZONING CLASSIFICATION OF ADJACENT DEVELOPMENT					
	RC & AG	SFM, SFO, SFR, SFI, & SINGLE-FAMILY DEVELOPMENT	MXR, GB, & LB	VC & CC	LI	HI
RC, AG	N/A	N/A	N/A	N/A	N/A	N/A
SFM, SFO, SFR, SFI	N/A	N/A	N/A	N/A	N/A	N/A
MXR, GB, LB	A	B	N/A	N/A	N/A	N/A
PD	[2]	[2]	[2]	[2]	[2]	[2]
VC, CC	B	B	N/A	N/A	N/A	N/A
LI	C	C	C	N/A	N/A	N/A
HI	D	D	D	D	C	N/A

**NOTES:**

[1] Letters correspond to the buffer types in Table 5.2.6.A.

[2] Development in PD districts is subject to perimeter buffer requirements in the PD master plan and additional district specific standards. In cases where development is proposed next to an existing PD district having no perimeter buffer, the proposed development shall provide a perimeter buffer that is consistent with the type of buffer required if the adjacent use was in a differing base district appropriate for the type of use.

#### E. Responsibility for Buffer Installation

##### (1) Vacant Parcels

Where a developing parcel is adjacent to a vacant parcel and a perimeter buffer is required in accordance with this section, the developing parcel shall provide a minimum of one-half of the perimeter buffer required adjacent to the vacant land.

##### (2) Existing Land Uses

- (a) Where a perimeter buffer meeting the standards in this section has already been provided by the adjoining existing development, the proposed development shall be responsible for 50 percent of the minimum buffer width and screening required in Table 5.2.6.A, Buffer Types, and Table 5.2.6.B, Buffer Type Application, if there is a written recorded agreement documenting the buffer requirements for each property. Where a developing parcel is adjacent to an existing use and a perimeter buffer is required in accordance with this section, the developing parcel shall provide the full perimeter buffer required adjacent to the existing use in accordance with Table 5.2.6.A, Buffer Types, and Table 5.2.6.B, Buffer Type Application, unless

~~a portion or all of a perimeter buffer that complies with the standards of this section already exists between the lots. Where part of a perimeter buffer exists, but the buffer does not fully comply with the standards of this section, the developing parcel shall be responsible for providing only the additional planting material on site necessary to meet the standards of this section.~~

- (b)** ~~The landscape plan shall include photographs and a description of existing vegetation on adjacent lands that are to be counted towards meeting the perimeter buffer requirements in this section.~~

## 5.2.10. Maintenance

### A. General

The owner shall be responsible for the maintenance of all landscape areas not in the public right-of-way. Such areas shall be maintained in accordance with the approved Landscape Plan or Alternative Landscape Plan and shall present a healthy and orderly appearance free from refuse and debris. All ~~plant life~~ vegetation shown on an approved Landscape Plan or Alternative Landscape Plan shall be replaced if it dies, is seriously damaged, or removed. This section is not intended to prevent normal, routine maintenance.

## 5.3. FENCES AND WALLS

### 5.3.1. Purpose and Intent

The purpose and intent of this section is to regulate the location, height, and appearance of fences and walls to maintain visual harmony within neighborhoods and throughout the county, protect adjacent properties from the indiscriminate placement and unsightliness of fences and walls, and ensure the safety, security, and privacy of properties.

### 5.3.2. Applicability

- A.** The provisions of this section shall apply to all construction, substantial reconstruction, or replacement of fences or walls not required for support of a principal or accessory structure, and to any other linear barrier intended to delineate different portions of a lot.
- B.** Temporary fences for construction sites, sand fencing in beachfront areas, or tree protection fencing are exempted from these standards, but shall comply with the requirements of the State Building Code adopted by the county, and the standards of Section 4.4, Temporary Use Standards.
- C.** In the event of any inconsistency between the provisions of this section and any screening standard in Section 5.2.7, Screening, the standards in Section 5.2.7 shall control.
- D.** Fences and walls located in the Planned Development – Currituck Station district shall be subject the standards of this section and the additional standards for the individual sub-district.

## 5.4. EXTERIOR LIGHTING

### 5.4.2. Applicability

#### A. General

The provisions of this section shall apply to all development in the county unless exempted in accordance with Section 5.4.2.D, Exemptions.

#### B. Time of Review

Review for compliance with the standards of this section shall occur as part of the review of an application for a site plan (Section 2.4.7), planned development master plan (Section 2.4.5), or zoning compliance permit (Section 2.4.9), as appropriate.

#### C. Existing Development

Compliance with these standards, to the maximum extent practicable, shall also apply to redevelopment of an existing structure, building, or use when it is expanded, enlarged, or otherwise increased in intensity equivalent to or beyond 50 percent.

#### D. Exemptions

The following is exempted from the exterior lighting standards of this section:

- (1) FAA-mandated lighting associated with a utility tower or airport;
- (2) Lighting associated with navigational beacons, the United States flag, North Carolina flag, or Currituck County flag;
- (3) Holiday lighting during the months of November, December, and January, provided the lighting does not create unsafe glare on street rights-of-way;
- (4) Battery-powered emergency lighting; and
- (5) Architectural lighting of 450 lumens or less;
- (6) Temporary lighting for circuses, fairs, carnivals, theatrical, and other performances provided such lighting is discontinued upon completion of the performance; and,
- (7) Lighting for public monuments or statuary.

### 5.4.3. Lighting Plan

To ensure compliance with the standards of this section, a lighting plan demonstrating how exterior lighting will comply with the standards of this section shall be included as part of any application for site plan, planned development master plan, subdivision, zoning compliance permit, or temporary use permit, as appropriate. The lighting plan shall include:

- A. Exterior lighting fixture type, shielding, and mounting height;
- B. Exterior lighting pole height;
- C. Footcandle measurements and lumens levels;

- D.** Hours of illumination; and,
- E.** Certification by person preparing the lighting plan that the proposed development complies with the exterior lighting standards of this ordinance.

#### **5.4.4. Prohibited Lighting**

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The following lighting is prohibited:

- A.** Light fixtures that imitate an official highway or traffic control light or sign;
- B.** Light fixtures in the direct line of vision with any traffic control light or sign;
- C.** Light fixtures that have a flashing or intermittent pattern of illumination, except for time and temperature displays;
- D.** Privately-owned light fixtures located in the public right-of-way; or
- E.** Searchlights, except when used by Federal, State or local authorities.
- F.** In the PD-CS district, light types of limited spectral emission, such as high/low pressure sodium or mercury vapor lights.

#### **5.4.5. Street Lighting**

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- A.** Private streets, public streets dedicated to the North Carolina Department of Transportation, sidewalks, and other common areas or facilities in developments may be illuminated to ensure the security of land and the safety of persons using such roads, sidewalks, and other common areas or facilities. When provided, illumination shall be in accordance with a plan designed by the utility company.
- B.** All street lights shall be located inside full cut-off fixtures mounted on non-corrosive poles served by underground wiring.
- C.** The light structure and light color of street lights shall be consistent throughout the subdivision.
- D.** Illumination standards must be met prior to final plat approval (see Section 2.4.8) or prior to occupancy, when final plat approval is not required.

#### **5.4.6. General Standards for On-Site Exterior Lighting**

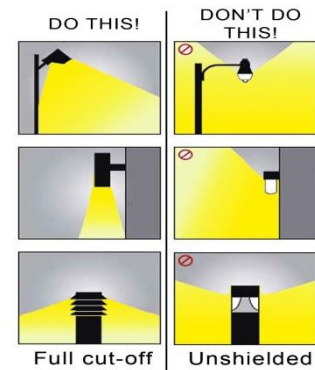
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##### **A. Hours of Illumination**

Institutional uses, commercial uses, and industrial uses that are adjacent to existing residential development shall extinguish all exterior lighting—except lighting necessary for security or emergency purposes—by 10:00 P.M. or within one hour of closing, whichever occurs first. For the purposes of this subsection, lighting “necessary for security or emergency purposes” shall be construed to mean the minimum amount of exterior lighting necessary to illuminate possible points of entry or exit into a structure, to illuminate exterior walkways, or to illuminate outdoor storage areas. Lighting activated by motion sensor devices is strongly encouraged.

**B. Shielding with Full Cut-Off Fixtures**

Except for single-family detached and two-to-four family dwellings, all exterior luminaries, including security lighting, shall be full cut-off fixtures and directed downward, consistent with Figure 5.4.6.B, Full Cut-Off Fixtures. In no case shall lighting be directed above a horizontal plane through the lighting fixture.

**Figure 5.4.6.B, Full Cut-Off Fixtures****C. Maximum Height**

Except for athletic fields or performance areas, the height of outdoor lighting, whether mounted on poles, walls, or by other means, shall ~~be no greater than 25 feet above grade~~ comply with the standards in Table 5.4.6.C., Maximum Height for Exterior Lighting.

**TABLE 5.4.6.C: MAXIMUM HEIGHT FOR EXTERIOR LIGHTING**

TYPE OF USE [1]	MAXIMUM HEIGHT (MEASURED FROM GRADE)
Residential (street lights)	15 feet
Commercial, Institutional, Industrial, [2]	25 feet
Industrial use	25 feet

**NOTES:**

[1] Exterior lighting located within 100 feet of a Residential base zoning district shall not exceed 15 feet.

[2] Includes mixed-use development, but excludes residential uses in mixed-use, multi-story buildings.

**D. Maximum Illumination Value**

- (1) All outdoor lighting and indoor lighting visible from outside shall be designed and located so that the maximum illumination measured in footcandles at ground level at a lot line shall not exceed the standards in Table 5.4.6.D, Maximum Illumination Levels, and ~~Figure 5.4.6.D, Maximum Illumination Value.~~
- (2) In no instance shall illumination levels within a site or development exceed 30 footcandles.

**TABLE 5.4.6.D: MAXIMUM ILLUMINATION LEVELS**

TYPE OF USE ABUTTING A LOT LINE [1]	MAXIMUM ILLUMINATION LEVEL AT LOT LINE (FOOTCANDLES)
Residential uses or vacant land zoned for residential development	0.5
Institutional use	1.0
Commercial use, or vacant land <u>zoned for commercial development</u> [2]	2.0

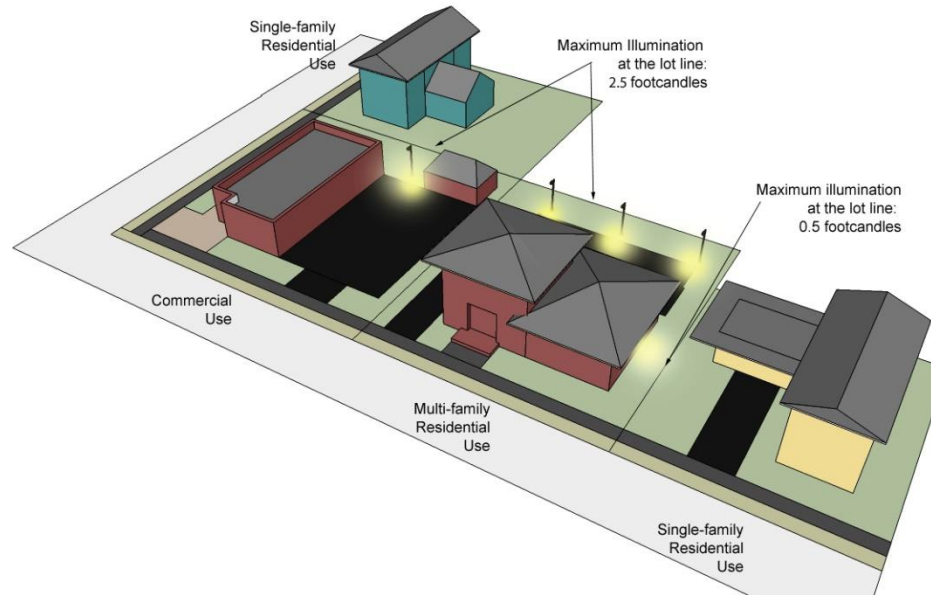
**TABLE 5.4.6.D: MAXIMUM ILLUMINATION LEVELS**

TYPE OF USE ABUTTING A LOT LINE [1]	MAXIMUM ILLUMINATION LEVEL AT LOT LINE (FOOTCANDLES)
Industrial use	3.0
Parking lot	2.5

NOTES:

[1] See Table 4.1.1A. and Table 4.1.1.B. Summary Use Table

[2] Includes mixed-use development

**Figure 5.4.6.D, Maximum Illumination Value**

#### **E. Signage**

Lighting for signage shall be governed by the standards in Section 5.12, Signage.

### **5.4.7. Design Standards for Specific Uses and Site Features**

#### **F. Pedestrian Lighting**

Pedestrian lighting shall comply with the following:

- (1)** Bollard lamps shall be mounted no higher than 4 feet above grade; and
- (2)** Light poles shall not exceed 15 feet above grade.

## 5.6. COMMUNITY FORM STANDARDS

### 5.6.4. Internal Street Connectivity

#### A. Minimum Connectivity Index Score Required

All development shall achieve an internal street connectivity score in accordance with Table 5.6.4, Minimum Street Connectivity Index:

<b>TABLE 5.6.4: MINIMUM STREET CONNECTIVITY INDEX</b>	
<b>ZONING DISTRICT WHERE DEVELOPMENT IS PROPOSED</b>	<b>MINIMUM CONNECTIVITY INDEX SCORE</b>
AG, SFM, SFO, SFI, HI	1.20
MXR, GB, LB, LI, PD-M	1.40
CC, VC, PD-R, PD-O, <u>PD-CS</u>	1.60

### 5.6.7. Driveway and Access Standards

#### E. Restricted Access Streets

When sufficient frontage on a separate street is not available or access from a separate street is not practicable, the following standards shall apply to driveways on a major arterial street.

##### (1) Where Applied

The following restricted access street standards shall apply to lots fronting the following streets:

- (a) US 158;
- (b) NC 168;
- (c) NC 12;
- (d) NC 34;
- (e) NC 136;
- (f) NC 615;
- (g) SR 1222 (Tulls Creek Road); ~~and~~
- (h) SR 1131 (Poplar Branch Road); and,
- (i) SR 1227 (South Mills Road)

### 5.6.10. Sidewalks and Pedestrian Circulation

#### A. Location

- (1) Sidewalks shall be located within an existing public street right of way or an easement dedicated to the public and running parallel to the street. Pedestrian pathways and trails shall be located within open space set-asides.
- (2) Sidewalks shall be required on both sides of all streets, except:



- (a) In the SFR and SFI districts, and in subdivisions of five or fewer lots (where no sidewalks are required);
- (b) Along alleys (where no sidewalks are required);
- (c) In residential subdivisions where the average lot area is greater than one acre in size, or there are fewer than 20 lots (in these instances, pedestrian pathways or trails are required that provide an equivalent level of pedestrian circulation);
- (d) On cul-de-sacs less than 500 feet in length (where sidewalks are required only on one side of the street);
- (e) Where an existing or proposed sidewalk or pedestrian pathway paved with asphalt, concrete, or other hard-surface material located outside a street right-of-way trail can provide an equivalent level of pedestrian circulation to all lots in the subdivision; and
- (f) In cases where environmental or topographic conditions make such provision prohibitive and no practicable alternative design is available.

## **B. Configuration**

- (1) ~~Sidewalks shall be ADA-accessible, at least five feet wide, and may be required to match the width of a connecting sidewalk that exceeds five feet in width. Except as otherwise provided in this ordinance,~~
  - (a) Sidewalks shall be ADA-accessible, at least five feet in width, may be required to match the width of a connecting sidewalk that exceeds five feet in width; and,
  - (b) Pedestrian pathways, walkways, and trails shall be ADA-accessible and at least eight feet in width;
- (2) Sidewalks, pedestrian pathways, and trails shall be constructed of asphalt, concrete, or other hard-surface materials, consistent with an approved site plan, or with the established sidewalk patterns in the general area of the development;
- (3) Pedestrian street crossings and crosswalks shall be:
  - (a) Ten feet in width on major arterial streets and no less than six feet in width on all other streets; and,
  - (b) Well defined and raised above the adjacent street level, be a different material, or be striped as a traffic-calming measure.
- (4) Sidewalks, ~~and~~ pedestrian pathways, and trails shall connect with existing or planned sidewalks at property boundaries. In cases where the property boundary is within a drainage swale or ditch, the sidewalk connection shall terminate at the edge of the swale, ditch, or drainage easement. An easement shall be established that will grant current and future owners of the abutting properties the right to construct sidewalk connections. The new development shall connect to the sidewalk stub to form pedestrian circulation; and



- (5) New nonresidential, mixed-use, and multi-family development shall provide at least one on-site improved connection between the development and the adjacent public sidewalk system (planned or existing).

## 5.7. MULTI-FAMILY DESIGN STANDARDS

### 5.7.1. Purpose and Intent

These purpose for these multi-family design standards is to:

- A.** Promote greater compatibility between multi-family development and other allowable uses in the county; and
- B.** Establish a minimum level of quality for multi-family development.

### 5.7.2. Applicability

#### **A. General**

These standards apply to all new multi-family and townhouse development in the county.

#### **B. Time of Review**

Review for compliance with the standards of this section shall occur during review of a site plan (Section 2.4.7), planned development master plan (Section 2.4.5), or zoning compliance permit (Section 2.4.9), as appropriate.

#### **C. Existing Development or Redevelopment**

Redevelopment of an existing multi-family or townhouse development that exceeds 33 percent of the building's assessed value shall require the newly redeveloped portions to comply with the standards of this section, to the maximum extent practicable.

#### **D. Community Compatibility Standards**

Multi-family development located adjacent to single-family detached development shall also be subject to the community compatibility standards in Section 5.10.

### 5.7.3. Multi-Family Design Standards

New multi-family and townhouse development shall comply with the following standards:

#### **A. Access and Circulation**

##### **(1) Street Network**

- (a)** On sites including new streets, an interconnected network of streets shall be provided, to the maximum extent practicable.
- (b)** The internal network of streets shall meet NCDOT standards and shall connect to adjacent existing streets to better integrate the development with its context.

##### **(2) Pedestrian Circulation**

- (a) A clearly defined, visible, and identifiable pedestrian network (combination of pathways, low shrub or ground cover plantings, and trees) shall be provided between parking lots, public street sidewalks, open spaces, recreational facilities, and individual buildings.
- (b) ~~Pedestrian pathways shall be at least five feet in width.~~
- (c) The owner or an owners association shall maintain pedestrian walkways ~~outside public rights-of-way.~~
- (d) Where possible, pedestrian walkways shall be connected within parks, open spaces or common areas internal and external to the site.
- (e) Both vehicular and pedestrian access must be visible from the street or alley serving the development.
- (f) Pedestrian entrances to the site shall be accentuated through the use of landscaping, special paving, gateways, or smaller features.

### (3) Parking Area Design and Location

- (a) Except as otherwise provided in this ordinance, No more than 50 percent of the required off-street parking shall not be provided between the front of the principal building(s) and the street it fronts unless the principal building and the parking is screened from view by other development and landscaping (excluding alleys).
- (b) Vehicular access to the development shall be provided from a secondary street or an alley, when present.
- (c) All parking and vehicular access ways shall be surfaced with concrete, asphalt, or pervious pavement, subject to an approved alternative parking plan (see Section 5.1.6, Alternative Parking Plans).
- (d) Off-street parking lots of 200 or more spaces shall be organized into a series of parking bays surrounded by buildings, landscaping or accessways.

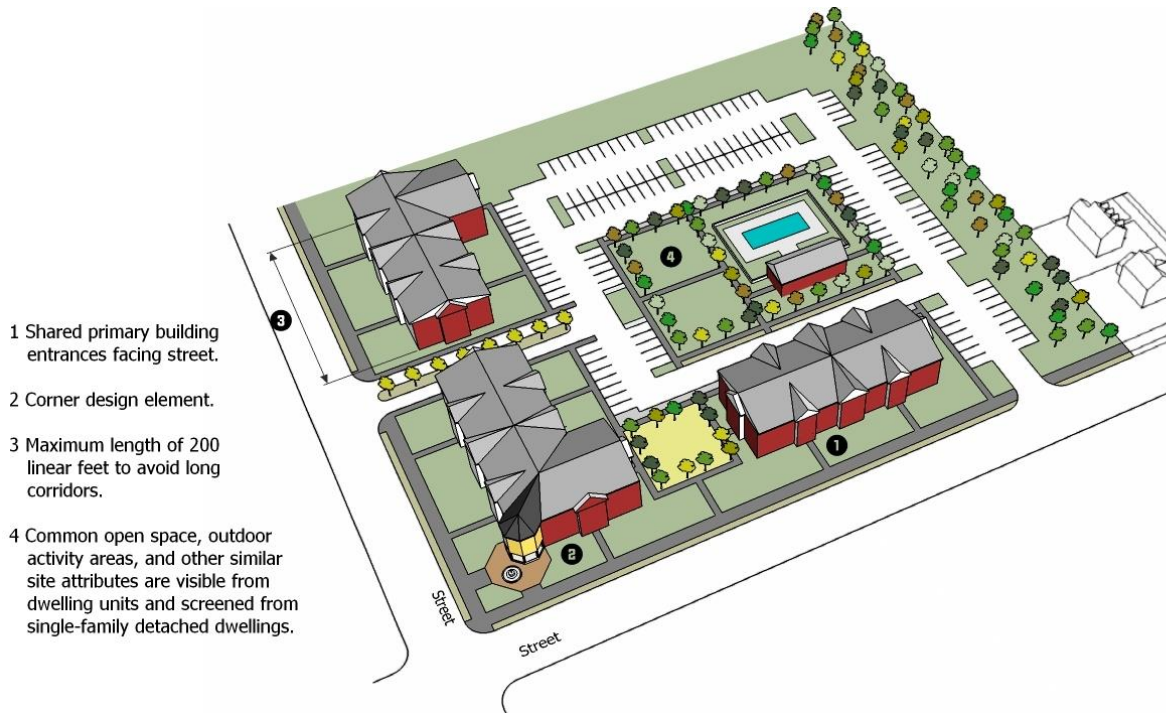
## B. Building Placement

### (1) Building Orientation and Entryways

- (a) The primary entrance of a single building development shall face the street.
- (b) Multi-building development shall create a street edge and be configured so that the primary building entrances are oriented towards external streets, when possible.
- (c) All buildings with shared entrances shall be oriented so that primary entrances face the street. In case of corner lots, the primary entrance(s) shall face the street from which the building derives its street address (see Figure 5.7.3.B.1, Multi-family Development Orientation).

- (d) Individual multi-family buildings shall be configured so that no single building exceeds 200 linear feet in any direction.
- (e) Long corridors and hidden entrance(s) to buildings shall be avoided.
- (f) Buildings that do not have a direct and visible pedestrian entrance from a public street shall, at a minimum, have windows or patios facing the street. A Type A perimeter buffer shall be provided between the side and/or rear building façade and the street.
- (g) Common open spaces and children's play areas shall be clearly visible from the dwelling units on the site.

**Figure 5.7.3.B.1, Multi-Family Building Orientation**

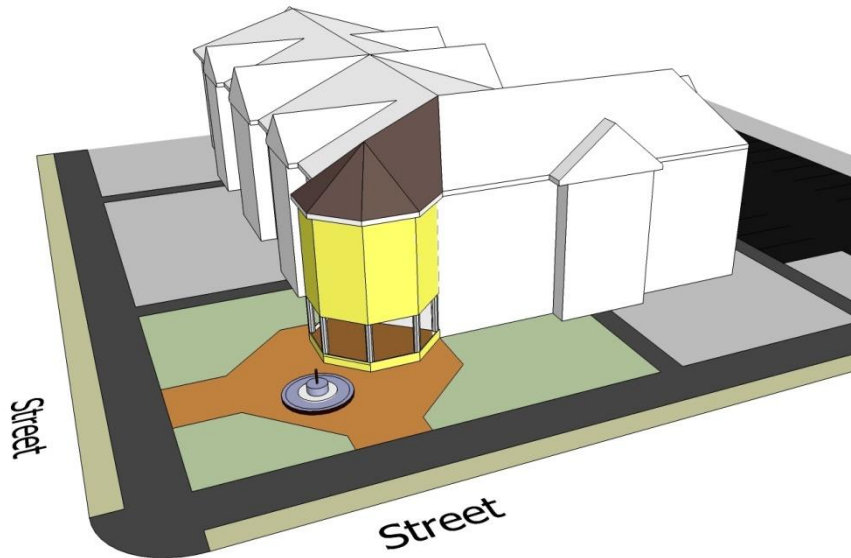


## (2) Building Features

- (a) Developments abutting public street corners shall provide one ~~one~~ two or more of the following elements on the building facades closest to the intersection (see Figure 5.7.3.B.2, Corner Buildings):
  - (i) Placement of primary pedestrian entry;
  - (ii) Distinctive roof form (e.g. recess, projection, tower, turret, pediment); or
  - (iii) Other architectural features (e.g. porches, canopies).
- (b) Building details, including roof forms, siding materials, windows, doors, and trim shall reflect a similar level of quality and architectural detailing on all sides facing:
  - (i) A street;

- (ii) Abutting existing single-family development; and
- (iii) Vacant land designated as a single-family district on the official zoning map.

**Figure 5.7.3.B.2, Corner Buildings**



### **C. Building Design**

#### **(1) Maximum Height**

Buildings subject to the standards of this section shall have a maximum height of two stories within 100 feet of a lot with an existing single-family detached residential dwelling, without an intervening public street. This standard shall apply regardless of any incentives, administrative adjustments, or master plans.

#### **(2) Facade Articulation**

- (a) Street-facing building facades shall be articulated with wall offsets at least two feet deep for every 30 feet of facade frontage.
- (b) In addition to wall offsets, front facades facing streets shall provide a minimum of three of the following articulation elements (see Figure 5.7.3.C, Front Facades):
  - (i) A covered porch;
  - (ii) One or more dormer windows or cupolas;
  - (iii) Pillars, posts or pilasters;
  - (iv) One or more bay windows with a minimum twelve-inch projection from the facade plane;
  - (v) Multiple windows with a minimum of four-inch-wide trim;
  - (vi) Raised corniced parapets over the door;
  - (vii) Eaves with a minimum of four-inch-wide trim; or

- (viii) Integral planters that incorporate landscaped areas and/or places for sitting.
- (c) Side and rear facades shall maintain the architectural design, articulation, level of detail, and materials consistent with the front façade. Side and rear facades shall maintain at least ten percent of the facade area as windows.
- (d) A covered entryway with a four foot minimum dimension shall be provided at the primary entrance.

**Figure 5.7.3.C, Front Facades and Roof Forms**



### (3) Roof Form

- (a) Development shall incorporate sloped roofs greater than or equal to one foot of vertical rise for four feet of horizontal run (3:12), and less than or equal to one foot of vertical rise for every one foot of horizontal run (12:12), or shall incorporate a three-foot parapet with a dimensional cornice around a flat roof. Alternative roof forms or pitches may be allowed for small roof sections over porches, entryways, or similar features.
- (b) All roof vents, pipes, antennas, satellite dishes, and other roof penetrations and equipment (except chimneys) shall be located on the rear elevations or otherwise be configured to the degree practicable, to have a minimal visual impact as seen from the street.

### (4) Garage Location

Attached garages shall be located to the side or rear of buildings (see Figure 5.7.3.D, Garage Placement) and accessed from alleys or secondary streets, to the maximum extent practicable.

### (5) Elevated Ground Floor Height

The minimum ground finished floor elevation shall be elevated two feet above established or finished grade.

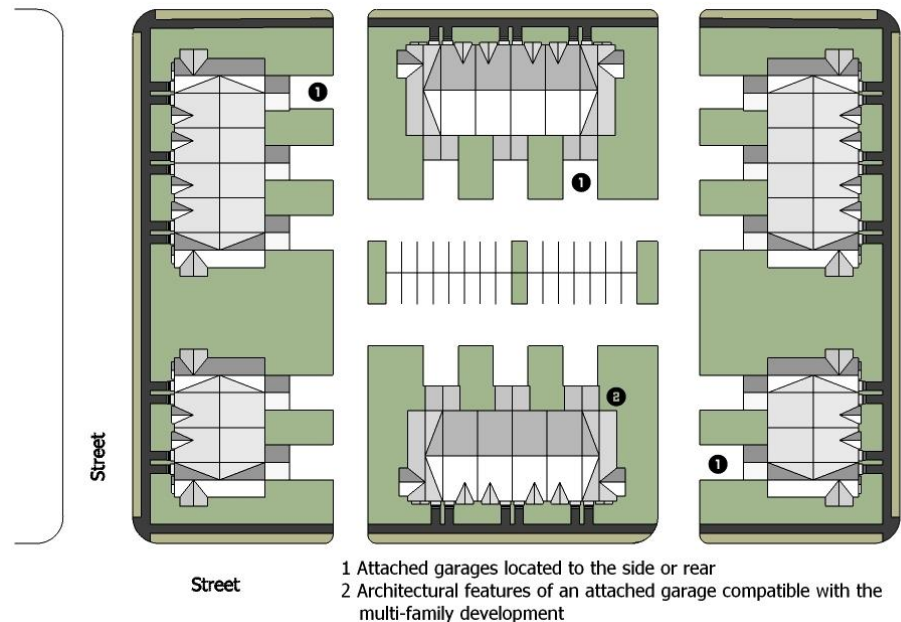
## D. Site Features

### (1) Accessory Structures



- (a) Street-facing detached garages on corner lots shall be located to the side or rear of buildings (see Figure 5.7.3.D, Garage Placement).
- (b) Access to accessory structures (such as garages, carports, storages, trash receptacles) shall be provided from alleys or secondary streets, to the maximum extent practicable.

**Figure 5.7.3.D, Garage Placement**



- (c) Accessory buildings shall include exterior materials, colors, and roof form designed to be consistent with the principal structure.
- (d) Accessory structures shall not physically obstruct pedestrian entrances.
- (e) Centralized trash receptacles, if provided, shall be located in an enclosed area located to the rear of principal buildings.
- (f) HVAC and mechanical equipment shall be integrated into the overall building design and not visible from adjoining streets or other open space set-asides. Through-wall units and vents shall not be located along the street frontages, unless recessed within a balcony or similar feature.

## 5.8. NONRESIDENTIAL DESIGN STANDARDS

### 5.8.1. Purpose and Intent

These design standards are intended to identify the county's goals and expectations for commercial, office, and mixed-use development quality as a means of establishing higher quality development that is more compatible with residential development in the county. More specifically, the purposes of this section are to:

- A.** Encourage establishment of a strong sense of place with vibrant commercial, office, and mixed-use development in key areas of the county;
- B.** Encourage a more pedestrian-friendly environment through attention to human-scale design and site features;
- C.** Foster greater compatibility between adjacent residential and nonresidential development;
- D.** Limit the impacts of automobile-oriented development in commercial, office, and mixed-use areas; and
- E.** Enhance the appearance of development along major arterial streets.

### 5.8.2. Applicability

#### **A. General**

- (1)** Unless exempted in accordance with Section 5.8.2.D, Exemptions, the standards in this section shall apply to all new development located within the GB, LB, CC, VC, PD, and MXR zoning districts.
- (2)** Large retail development shall comply with the Nonresidential Design Standards in Section 5.8.3 as well as the Large Retail Design Standards in Section 5.8.4. In the event of conflict, the standards in Section 5.8.4, Large Retail Design Standards, shall control.

#### **B. Timing of Review**

Review of proposed development to ensure compliance with the standards of this section shall occur at time of site plan (Section 2.4.7), planned development master plan (Section 2.4.5), or zoning compliance permit (Section 2.4.9), as appropriate.

#### **C. Existing Development and Redevelopment**

Development existing prior to January 1, 2013 as well as redevelopment of buildings established before January 1, 2013 are encouraged to, but not required to, comply with these standards.

#### **D. Exemptions**

Residential, institutional, and agricultural development, development subject to the standards in Section 5.7, Multi-Family Design Standards, and development subject to the standards in Section 5.9, Shopping Center Design Standards, shall be exempted from the standards of this section.

#### **E. Community Compatibility Standards**

Commercial, industrial, mixed-use, and multi-family development located adjacent to single-family detached development shall also be subject to the community compatibility standards in Section 5.10.

### 5.8.3. Nonresidential Design Standards

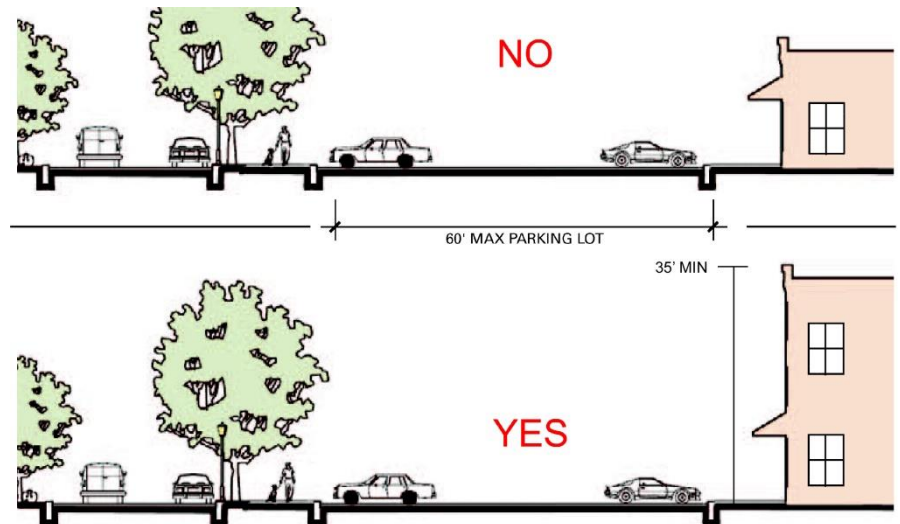
All development subject to this section shall comply with the following standards:

#### **A. Access and Circulation**

##### **(1) Off-Street Parking Location**

**(a) CC and VC Districts**

Single-story commercial, office, and mixed-use development in the CC and VC districts shall be configured to locate all required surface off-street parking to the side or rear of the building. Buildings of two or more stories may locate up to two rows of off-street parking between the primary entrance and the street it faces. In no instance shall more than two rows of off-street parking be located between the building and the street it faces (see Figure 5.8.3.A, Parking Location).

**Figure 5.8.3.A, Parking Location****(b) PD-CS District**

- (i)** In the Center Station sub-district, all off-street parking shall be configured to the side or rear of the building.
- (ii)** In the Charter, Junction, and Newtown sub-districts, no more than 25 percent of the required off-street parking shall be located between the principal building(s) and abutting streets, and shall be limited to no more than one double-loaded bay of parking.
- (iii)** Off-street parking lots with 200 or more spaces shall be organized into a series of parking bays surrounded by buildings, landscaping, or accessways designed to appear as streets.

**(c) All Other Zoning Districts**

No more than 50 percent of the required off-street parking shall be located between the building's primary façade and the street it fronts.

**B. Building Placement****~~(1) Fronting Streets~~ Building Orientation and Entryways**

- (a)** ~~Service facilities and operations shall be oriented away from public view or screened to the extent practicable. The front façade of all buildings, as defined by the primary entrance,~~



shall face the primary street. Nothing shall prohibit a secondary entrance from facing a surface parking area, secondary street open space, or courtyard.

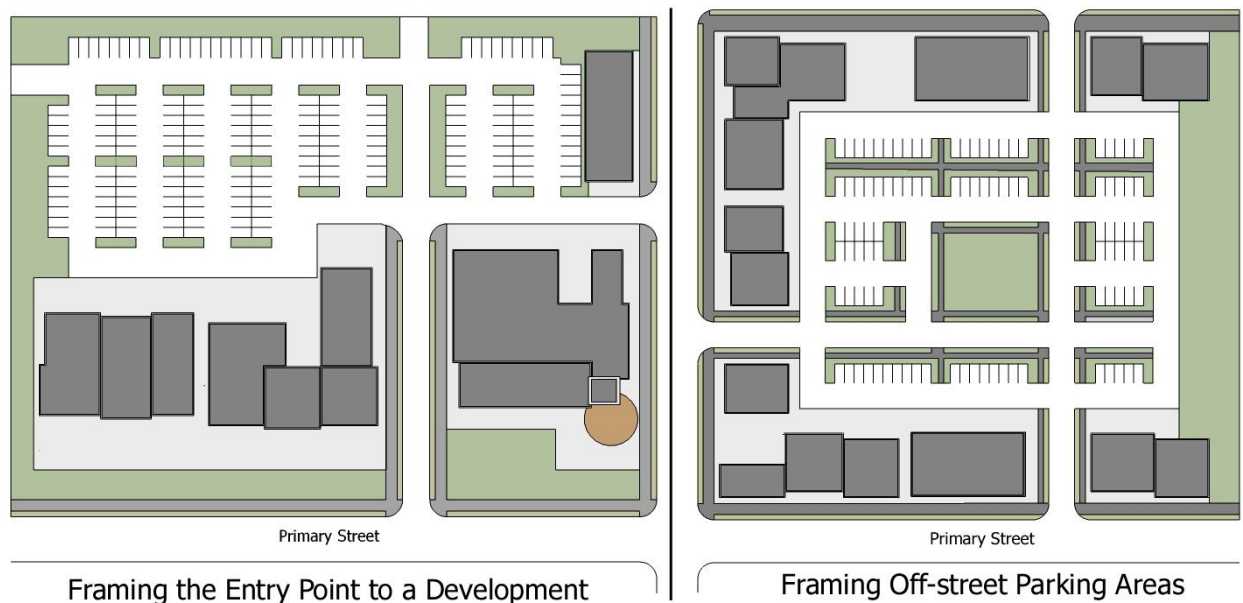
**(2) Single Building Development**

All single building development shall be oriented parallel or perpendicular to the street it fronts rather than being sited at unconventional angles.

**(3) Multi-Building Development**

- (a)** Development comprised of multiple buildings shall be configured with two or more of the following design elements (see Figure 5.8.3.B.2, Multi-Building Development):

**Figure 5.8.3.B.2, Multi-Building Development**



- (i)** Site configuration as a series of smaller “blocks” defined by buildings fronting on-site streets and internal vehicle access ways, utilizing pedestrian oriented design such as walkways, or other circulation routes and multi-modal transportation access/waiting areas when appropriate;
- (ii)** Corner buildings designed to front both sides of an adjacent street intersection or entry point to the development in an “L” configuration;
- (iii)** Buildings facing each other across a relatively narrow vehicular access area with pedestrian amenities in a “main street” character;
- (iv)** Buildings framing and enclosing at least three sides of parking areas, public spaces, or other site amenities; or,
- (v)** Buildings framing and enclosing outdoor dining or gathering spaces for pedestrians between buildings.

- (b)** The primary entrances of buildings shall be oriented towards a street along the perimeter of a development, towards streets interior to the development, or towards open space areas.

## C. Building Design

### (1) Design Features

~~Front building facades and facades facing streets shall provide a minimum of three of the following six design features. Buildings subject to these standards shall be configured so that no single façade visible from a street shall extend more than 50 feet without inclusion of three of the following features:~~ (see Figure 5.8.3.C.1, Required Building Design Features):

**Figure 5.8.3.C.1, Required Building Design Features**



- (a) The use of projections or recesses in the building façade wall with a depth of 18 inches from the primary façade plane and a minimum width of 10 feet;
- (b) ~~Facades of 60 feet in width or wider shall incorporate wall offsets of at least one foot in depth a minimum of every 40 feet. Each offset shall have a minimum width of ten feet;~~
- (c) Façade color changes following the same dimensional standards as the offset standards in (a) above;
- (d) A series of four or more pilasters having a minimum depth of eight inches, a minimum width of eight inches, and a minimum height of 80 percent of the façade's height;
- (e) Roofline changes, coupled with correspondingly aligned wall offset facade material changes, including changes in the roof planes or changes in the height of a parapet wall (such as extending the top of pilasters above the top of the parapet wall);
- (f) A covered front porch occupying at least 25 percent of the front façade ~~(counted as two features);~~ or
- (g) ~~Glazing of at least 30 percent of the width of street level frontage with visibly permeable windows or doorways.~~

**Figure 5.8.3.C.2, Roof Form**

**(2) Roofs**

- (a)** Structures with a flat roof shall include parapet walls with a decorative three-dimensional cornice (see Figure 5.8.3.C.2, Roof Form).
- (b)** All rooftop equipment shall be screened from view from all streets.
- (c)** Buildings in the Outer Banks shall use a pitched roof.
- (d)** A pitched roof shall have eaves that extend a minimum of 12 inches from the building face.

**(3) Fenestration**

- (a)** Buildings subject to these standards shall be configured so that building facades visible from streets include a window or functional general access doorway at least every 20 feet along the façade. False or display casements are an allowable alternative, as approved by the Planning Director.
- (b)** At least 30 percent of the first 10 feet in height of a façade facing a street shall be transparent.
- (c)** First floor windows facing a street shall remain visually permeable and shall not be obstructed by window signs.
- (d)** Ventilation grates or emergency exit doors located at the first floor level oriented toward a street shall be decorative.

**(4) Outbuildings**

Outbuildings located in front of other buildings within the same development shall include a consistent level of architectural detail on all four sides of the building as well as exterior materials and colors that are compatible with the primary building in the development.

**(5) Prohibited Materials**

Metal siding shall not be used on front building facades and facades facing visible from streets. Overly bright, neon, or “day-glow” colors shall not be used as the primary exterior building color.

**D. Site Features****(1) Loading, Storage, and Service Areas**

- (a)** Loading, service, and equipment areas shall be located in a manner that minimizes their visibility from off-site areas, to the maximum extent practicable.
- (b)** Loading, service, and equipment areas that are associated with an outparcel building shall be screened through the use of

structural elements and similar materials attached to and integrated with the building.

## 5.14 CURRITUCK STATION DEVELOPMENT AND COMMUNITY FORM STANDARDS

### 5.14.1. Purpose and Intent

The purpose of this section is to create a form and design for development within the Planned Development-Currituck Station (PD-CS) district that will result in greater predictability in an area of the county that is intended for more intense form of development. The intent of these standards is to:

- (1)** Create a well-planned, desirable development to shop, dine, recreate, and live;
- (2)** Provide effective transitions between different uses;
- (3)** Establish a strong sense of place;
- (4)** Establish and maintain vibrant pedestrian-oriented areas where different uses can operate in close proximity to each other; and,
- (5)** Provide an appropriate building and architectural scale through high quality design.

### 5.14.2. Applicability

#### A. General

Unless exempted in accordance with Section 5.14.2.E., Exemptions, the standards of this section shall apply to all development located in the PD-CS district.

#### B. Time of Review

Review of proposed development to ensure compliance with the standards of this section shall occur at the time of planned development master plan (Section 2.4.5.), site plan (Section 2.4.7.), subdivision (Section 2.4.8), or zoning compliance permit (Section 2.4.9.), as appropriate.

#### C. Existing Development or Redevelopment

Compliance with these standards shall also apply to redevelopment of an existing building, structure, or use when it is expanded, enlarged or otherwise increased in intensity in amount equivalent to or beyond:

- (1)** 15% or 1,000 square feet of building area, whichever is the lesser amount; or,
- (2)** 15% or 10 parking spaces, whichever is the lesser amount.

#### D. Conflict

In the event of conflict between these development and community form standards and other standards in this Ordinance, these standards shall control.

### 5.14.3. General Design Standards

#### A. Currituck Station Pattern Book

The *Currituck Station Pattern Book* supplements the standards of this ordinance and provides additional guidance specific to developing properties

within the Planned Development Currituck Station district (PD-CS). The pattern book establishes and reinforces the desired character and historic architectural patterns of Currituck County.

**B. Currituck Station Master Plan**

All development shall be consistent with the Currituck Station master plan.

**C. Compliance with Other Regulations**

In addition to the standards in this section, all development in the PD-CS district shall be subject to Section 5.8 Nonresidential Design Standards, Section 5.9 Shopping Center Design Standards, Section 5.10 Community Compatibility Standards, all applicable zoning district requirements, use-specific standards, and other applicable development standards of this Ordinance.

#### **5.14.4. Street and Connectivity Standards**

**A. Blocks**

**(1) General**

- (a)** Block form of development utilizing an interconnected street grid shall apply to all development in the Center Station, Charter, and Cypress sub-districts.
- (b)** Blocks shall be laid out to provide a functional street pattern, connectivity, and circulation in accordance with the standards in this section.
- (c)** Block length shall be measured using the mid-point of the intersecting streets.
- (d)** The maximum block length may be extended by 50% where the block includes a pedestrian passage or mid-block alley that connects two streets on each block face to accommodate off-street parking and service functions.
- (e)** Deviations to the block standards of this section may be considered as part of the planned development master plan (Section 2.4.5, Planned Developments) when roadways, pre-existing development, tree preservation areas, environmental or topographical limitations, utilities, open space set-aside, stormwater facilities or other impractical situation would result from application of a complete block.

**(2) Center Station and Charter Sub-District**

- (a)** Blocks in the Center Station and Charter sub-district shall be at least 200 feet in length and no more than 800 feet in length except as necessary to secure efficient use of land or desired features of the street pattern, or to reflect the size and configuration of the site.

**(3) Cypress Sub-District**

- (a)** Blocks in the Cypress sub-district shall not exceed 1,000 feet in length.

- (b) Blocks shall have sufficient width to provide for two tiers of residential lots, except when single tier lots are required to accommodate single loaded streets across from a public park, waterway, or open space to allow for unusual topographical conditions or when adjacent to outer perimeter of the development.

#### **B. Dead-End Streets and Cul-de-Sacs**

- (1) New dead-end streets and cul-de-sacs are prohibited, except for temporary cul-de-sacs, development in the Cypress sub-district, and when topography or natural features make connections infeasible, as determined by the Planning Director and County Engineer.
- (2) Development in the Cypress sub-district shall be limited to no more than two cul-de-sacs for the development.
- (3) New dead-end streets and cul-de-sacs allowed by the Planning Director and County Engineer shall be no longer than 300 feet and shall be provided with a cul-de-sac.

### **5.14.5. Non-Residential and Mixed Uses**

#### **A. Access and Circulation**

##### **(1) Sidewalks, Pedestrian Access and Connectivity**

- (a) Unless otherwise specified, all sidewalks and pedestrian walkways shall be ADA-accessible, at least six feet in width, and match the width of a sidewalk extension that exceeds six feet in width.
- (b) Sidewalks shall be provided on both sides of the streets and comply with the following:
  - (i) **Center Station and Charter Sub-Districts**
    - (A) Primary sidewalks shall be 15 feet in width and located adjacent to both sides of the roadway.
    - (B) Secondary sidewalks shall be 8 feet in width and located adjacent to both sides of the roadway.
- (c) Sidewalks shall be constructed of asphalt, concrete, or other hard-surface materials, consistent with the approved master plan or with the established sidewalk patterns in the general area of the development.
- (d) Pedestrian street crossings and crosswalks shall be:
  - (i) Ten feet in width on major arterial streets and no less than six feet in width on all other streets; and,
  - (ii) Raised above the adjacent street level, constructed of a different material, or striped as a traffic-calming measure.
- (e) Where rear parking is provided, buildings greater than 150 feet in width shall provide a lighted pedestrian passageway between the building frontage and rear parking facilities as follows:



- (i) One passageway shall be provided for every 150 feet in building width; and,
- (ii) Each passageway shall be a minimum 10 feet in width and shall be in the form of a well-landscaped courtyard, pedestrian arcade or integrated pathway into a building atrium.
- (f) All internal pedestrian walkways shall be distinguished from driving surfaces through the use of durable, low-maintenance surface materials such as pavers, bricks, or scored/stamped concrete or asphalt to enhance pedestrian safety as well as the attractiveness of the walkways.
- (g) Designated pedestrian access shall be provided between parking areas and major entrances of a building or use which is required to provide 50 or more parking spaces, in accordance with Section 5.1, Off-Street Parking and Loading, of this Ordinance.
- (h) Designated pedestrian access shall be provided between the principal building entrance and the sidewalk on the closest public right of way.

## **B. Building Orientation and Configuration**

### **(1) Single-Building Development**

All single-building developments shall:

- (a) Be oriented parallel or perpendicular to the street it fronts rather than being sited at unconventional angles.
- (b) Not exceed 150 feet in length along the public or private roadway frontage; including drive aisle. Deviations to the building length may be considered by the Board of Commissioners when:
  - (i) The building exceeds two stories; and,
  - (ii) The building is configured to appear as individual volumes containing 15,000 or fewer square feet through the use of offsets and lateral connections like breezeways.

### **(2) Multi-Building Development**

Development composed of multiple buildings shall be configured to:

- (a) Break up the site into a series of smaller blocks defined by buildings fronting on-site streets and internal vehicle accessways utilizing pedestrian oriented design;
- (b) Frame the corner of an adjacent street intersection or entry point to the development in an "L" configuration;
- (c) Frame and enclose a "Main Street" pedestrian or vehicular access corridor with the development site; and



- (d) Frame and enclose at least three sides of the off-street parking area.

## **C. Building Design and Materials**

### **(1) Prohibited Building Materials**

- (a) Aluminum siding, vinyl siding, metal siding, or other metal cladding is prohibited on any façade visible from a street right of way. Nothing shall limit the use of high quality, decorative metal (e.g. brass, copper, steel) as a building accent material.
- (b) Overly bright, neon or day-glow colors shall not be used as the primary exterior building colors.

### **(2) Building Entrance**

- (a) The primary building entrance shall face the street from which the building is addressed. No upper story entrance shall be visible from an adjacent public street right-of-way.
- (b) All buildings with 100 feet or more frontage on a street shall have at least one pedestrian entrance onto a street for every 100 feet of frontage on the street.
- (c) Where two major arterial streets intersect pedestrian entrances shall be provided on both streets. A corner entrance shall be permitted as a design alternative. Additional entrances are encouraged facing streets, parking lots, plazas, and adjacent buildings.
- (d) The primary building entrance shall be designed with a protruding front gable, pilaster, columns, stoop, or other projection or recession that clearly identifies the entrance and shall incorporate at least two of the following elements:
  - (i) Canopies or porticos above the entrance;
  - (ii) Roof overhangs above the entrance;
  - (iii) Arcades that are physically integrated with the entrance;
  - (iv) Raised corniced parapets above the entrance;
  - (v) Gable roof forms or arches above the entrance;
  - (vi) Outdoor patios or plazas adjacent to the entrance; or,
  - (vii) Integrated planters or wing walls that incorporate landscaped areas or seating areas.

### **(3) Building Façade and Massing**

- (a) The front façade of all buildings, as defined by the primary entrance, shall be oriented on and front a street (when present), courtyard, or plaza.

- (b) The façade of each building shall be designed with consistent architectural style, detail, and trim features. Facades should be designed to break up large elements of mass and scale.
- (c) Buildings on corner lots shall incorporate additional height, massing, distinctive architectural treatments, or other distinguishing features to emphasize their prominent location.
- (d) Side building walls that do not face a street and exceed 50 feet in length shall have façade-articulating elements such as columns and/or changes in plane, texture, or masonry pattern of not less than one foot wide and extending horizontal along the building façade.
- (e) Blank, windowless walls facing sidewalks, streets, and other public places are prohibited.
- (f) Outbuildings shall include a consistent exterior material and color, façade articulation and architectural detail on the building sides as the primary building in the development.
- (g) Street facing facades greater than 50 feet length shall reduce the perceived massing and scale of the building by incorporating at least three of the following elements, spaced no more than 50 feet apart:
  - (i) Differences in roof form and parapet heights of at least one foot in height;
  - (ii) Pronounced recesses and/or projections in the wall plane of at least one foot in depth and eight feet in length;
  - (iii) Distinct changes in texture and/or color of wall surfaces;
  - (iv) Pilasters that are at least eight inches deep and at least eight inches wide, that have a height of at least 80 percent of the facades height;
  - (v) Architectural covered features over public entrances of either fabric or hard treatments taking the form of a projected awning or hard canopy with a width of at least that of the entrance and projecting a minimum of three feet from the building entrance;
  - (vi) Second floor galleries or balconies;
  - (vii) Raised cornices; or,
  - (viii) Projected or recessed entries;
- (h) **Currituck Vernacular**  
Buildings in the PD-CS district are encouraged to utilize architectural patterns and features in the building design that are consistent with the Currituck vernacular as provided in the *Currituck Station Pattern Book*. Simple design elements typically known as the Currituck vernacular, include but are not limited to:

- (i) Deep porches;
- (ii) Pitched roofs with overhangs;
- (iii) Shutters (fixed, operable, Bermuda);
- (iv) Roof dormers;
- (v) Chimneys;
- (vi) Elevated buildings; and,
- (vii) Gabled masses that break up long facades

**(4) Base, Middle, and Top**

- (a) Buildings of three or more stories shall include a clearly recognizable base, middle, and top of the front façade configured in accordance with the following standards:
  - (i) The building base shall incorporate one or more of the following that distinguishes the building base from the remainder of the façade:
    - (A) Thicker walls, ledges, and/or sills; or,
    - (B) Change in materials
  - (ii) The building top shall include one or more of the following features that distinguish the building top from the remainder of the façade:
    - (A) Three-dimensional cornice treatments;
    - (B) Sloping roofs with overhangs and brackets;
    - (C) Stepped parapets; or,
    - (D) Aligned openings and articulations.

**(5) Roof Form**

- (a) Roof pitches less than 3:12 shall require a parapet wall on all sides visible from the street. Parapet walls shall fully screen all roof-top mechanical equipment from the street. Parapet walls shall have decorative cornices or caps.
- (b) Any principal building greater than 15,000 square feet in area with a sloped roof, shall include two or more different sloping roof planes, each with a minimum 3:12 pitch.
- (c) Parapet walls shall extend at least three feet above the roof line and have three dimensional cornice treatments that project at least eight inches outward from the parapet façade plane.
- (d) A pitched roof shall have eaves that extend a minimum of 12 inches from the building face.
- (e) Alternate roof forms or pitches are allowed for small roof sections over porches, entryways, or similar features.

**D. Outparcel Development**

- (1) Outparcels and their buildings shall be configured and located to define street edges, development entry points, and spaces for gathering or seating between buildings to the maximum extent practicable.
- (2) Spaces between buildings on outparcels shall be configured with small scale pedestrian amenities such as seating areas, gathering spaces, and pedestrian connections.

**E. Site Features****(1) Loading, and Refuse Collection**

- (a) Loading, service, and equipment areas shall be located in a manner that minimizes their visibility from off-site views.
- (b) Outdoor storage areas shall be fully screened from adjacent streets and detached single-family dwellings.
- (c) Centralized trash receptacles shall be located in an enclosed area located to the rear of the principal structure(s).

**(2) Equipment Areas****(a) Roof Mounted Equipment**

- (i) Roof-mounted equipment shall be screened from line of sight of adjacent streets and sidewalks by a parapet wall, freestanding screen wall, or similar architectural feature. The height of the screening shall equal or exceed that of the equipment being screened.
- (ii) The screening shall incorporate materials, colors, and design that are visually consistent with the building' architectural design.

**(b) Ground and Wall Mounted Equipment**

- (i) Excluding alleys, ground and wall mounted equipment shall not be located on any surface that directly faces a public right of way.
- (ii) Ground mounted or wall mounted equipment located on any surface that is visible from public rights of way or sidewalks must be fully screened by landscaping or an opaque screen compatible with the principal building in terms of texture, quality, material, and color.
- (iii) The screening shall incorporate at least one of the primary materials of the nearest wall of the primary structure on the lot.

**(3) Drive-Through Service Facilities**

- (a) In addition to the general standards in Section 4.3.3.H., Drive-Through, drive-through service facilities located in the PD-CS district shall meet the requirements of this section.
- (b) Pick-up windows and order boxes shall not be located on the front façade of the building they serve.
- (c) A by-pass lane with a minimum width of 12 feet shall be provided to ensure the free flow of traffic throughout the site.
- (d) Any portion of the drive-through lane adjacent to and between an order box and a pick-up window, shall provide a landscaped planting area at least three feet in width or a masonry wall at least 30 inches in height and utilize exterior finish materials compatible with the principal use shall be provided along the outside perimeter of the lane.
- (e) Any portion of the drive-through lane that is located between the principal building and the street shall provide a landscaped planting area at least three feet in width or a masonry wall at least 30 inches in height and utilize exterior finish materials compatible with the principal use shall be provided along the outside perimeter of the lane.
- (f) Any drive-through facility located along a major arterial shall install a masonry screen wall at least 30 inches in height and utilize exterior finish materials compatible with the principal use shall be provided at the setback and along the major arterial road.

**(4) Screen Walls**

- (a) In the Center Station and Charter sub-districts, a screen wall shall be required when the principal building does not meet the building setback requirements (build-to-zone) of Section 3.7.6.
- (b) Screen walls shall be:
  - (i) Installed at the required setback;
  - (ii) Designed to imitate the architecture of the building;
  - (iii) A minimum three feet and a maximum of five feet in height. Walls greater than three feet in height above grade shall not exceed 50% opacity;
  - (iv) Screen walls shall be constructed of wrought iron, brick, masonry, stone, or other decorative materials consistent with the architecture of the building.



**Item 6:** That Chapter 6 is amended by deleting the following strikethrough language and adding the underlined language

# CHAPTER 6.

## SUBDIVISION AND INFRASTRUCTURE STANDARDS

### 6.2. REQUIRED INFRASTRUCTURE

Unless exempted, all development in the county shall comply with the standards in this section.

#### 6.2.1. Street Standards

##### (9) Deceleration Lanes

Developments with new streets shall:

- (a) Install a deceleration lane in accordance with NCDOT standards if the subdivision is for nonresidential development or includes 40 or more residential lots and includes access onto major arterial streets (US 158, NC 168, NC 34, NC 136, NC 615, and NC 12).
- (b) Install left turn and deceleration lanes in accordance with NCDOT standards if the subdivision includes 40 or more residential lots and includes access onto Tulls Creek Road (SR 1222), ~~or~~ Poplar Branch Road (SR 1131) and South Mills Road (SR 1227).
- (c) Provide at least one deceleration lane per street front in accordance with NCDOT standards if located along a major arterial and the use is capable of generating more than 60 trips per peak hour, as estimated in the ITE *Trip Generation Manual*.

##### (10) Dedication and Maintenance

Be designated for dedication to NCDOT or for maintenance by an established homeowners or property owners association.

#### D. Minimum Street Width

All streets in a subdivision subject to these standards shall comply with the minimum street width standards in Table 6.2.1.D, Minimum Street Width Standards.

**TABLE 6.2.1.D: MINIMUM STREET WIDTH STANDARDS**

Subdivision Type	Minimum Right of Way Width (feet)	Local Street		Collector Street		NCDOT Design Standards Applicable?	NCDOT Construction Standards Applicable?
		Minimum Pavement Width (feet)	Minimum Shoulder Width (feet)	Minimum Pavement Width (feet)	Minimum Shoulder Width (feet)		
Family Subdivision	20	16	2	N/A	N/A	No	No
Residential Subdivision	See NCDOT <i>Subdivision Roads Minimum Construction Standards</i> Manual					Yes	Yes
Nonresidential Subdivision						Yes	Yes
Conservation Subdivision	30	20 [1]	N/A	N/A	N/A	No	Yes
Planned Unit and Planned Development <u>[2]</u>	30	20 [1]	N/A	N/A	N/A	No	Yes

**NOTES:**

[1] See Section 6.2.1.G for one-way street pavement width requirements

[2] Streets in Planned Developments shall be installed in accordance with the approved master plan and the requirements of this section.



**Item 7:** That Chapter 10 is amended by deleting the following strikethrough language and adding the underlined language:

# CHAPTER 10.

## DEFINITIONS AND MEASUREMENT

### 10.4. USE CLASSIFICATIONS, USE CATEGORIES, AND USE TYPES

#### 10.4.1. General

##### A. Purpose

This section is intended to provide a systematic framework for identifying, describing, categorizing, and consolidating or distinguishing land uses in a way that makes it easier to determine how a particular land use activity, or combination of activities, is to be considered in applying the use table and other provisions in this Ordinance. This section is also intended to provide support in identifying instances where a new or unanticipated land use not identified in the use table is of such a nature, function, or duration that the impact of allowing it in a particular zoning district is so similar to that of a use type already identified in the use table as allowed in the zoning district that allowing the new or unanticipated land use should be interpreted as being consistent with the intent of the zoning district and the use regulations.

##### B. Structure of this Section

##### (1) General

This section identifies each of the five use classifications in Table 4.1.1.A. and Table 4.1.1.B. Summary Use Table, and includes a section under each use classification identifying each use category. There are “characteristics” and “examples” subsections under each use category (individual use types are defined in Chapter 10: Definitions).

### 10.5. DEFINITIONS

#### ACTIVE RECREATION USES

Uses or structures intended for specific active recreational uses such as play grounds, ball fields, tennis courts and other similar uses typically located in open space set-aside areas or parks.

## PLANNED DEVELOPMENT

When used to describe a type of development, a tract of land that is planned and developed as an integral unit in accordance with a master plan and flexible development standards that illustrate and address land uses, circulation, utilities, parking, setbacks, housing densities, land coverage, landscaping and buffers, open space, and similar features of the project.

When used as a process, terms describe type of zoning district change procedure reviewed and approved or denied by the Board of Commissioners in accordance with Section 2.4.5, Planned Development.

## PORCH

A covered projection (can be glazed or screened) from the main wall of a building, usually attached to or part of and with direct access to a building entrance, with a separate roof, that is not used for livable space.

## SIGN, INSTITUTIONAL

A freestanding sign located on property that contains a use classified as an Institutional Use in Table 4.1.1.A and Table 4.1.1.B.

## STEPBACK

A building setback of a specified distance that occurs at a prescribed number of stories from the property line.

## VERNACULAR ARCHITECTURE

A style of architecture characterized by common building techniques based on the forms and materials of a particular period, region, or group of people.

### Item 8: Staff suggested Statement of Consistency and Reasonableness:

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

- POLICY AG3: County actions concerning infrastructure (e.g. schools, parks, and utilities) and regulations shall serve to direct new development first to targeted growth areas near existing settlements identified as Full Service Areas on the Future Land Use Map, rather than leapfrogging to locations in the midst of farmland and greenspace identified as Rural and Conservation areas on the Future Land Use Map.
- Policy HN3: Currituck County shall especially encourage two forms of residential development, each with the objective of avoiding traditional urban sprawl. One of the forms of development is compact, mixed use developments or developments near a mixture of uses that promote a return to balanced, self-supporting community centers generally served by centralized water and sewer. The types of development are contemplated for the Full Service Areas identified on the Future Land Use Map.
- Policy CD8: Mixed-use developments, properly planned from the outset, which allow for a compatible mixture of residential and non-residential uses with a pedestrian scale and design, are encouraged. Similarly, businesses may be located adjoining and therefore convenient to an existing residential area, when such businesses can be shown to satisfy design consideration similar to a newly planned, pedestrian-scaled, mixed use development.
- Policy CW1: Currituck County may elect to amend or incorporate adopted small area plans into the Land Use Plan as needed. This includes consideration of citizen initiated amendments or county lead planning efforts that recognize changing demographic, economic, or environmental conditions.

The requested zoning text amendment is consistent with the Moyock Small Area Plan (MSAP) because:

- The MSAP supplements the LUP to more specifically address the needs and issues of the study area and establishes a new focus for growth and development.
- The Moyock Small Area Plan, adopted in 2014, identified this area as an employment activity area.
- Policy CC1: Encourages and fosters 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 map of the plan.
- Policy CC2: Encourages non-residential and mixed use development that incorporates building and site design to enhance community appearance, promote human scale, and create a unique sense of place. This may include common themed building materials, forms, and site amenities.
- Policy ST 1: Promote the establishment of an area dedicated to community serving businesses that foster a small town, main street feel.
- Policy BI 2: Encourage well planned mixed use developments to include a range of intensities and diverse housing types which capitalize on seasonal traffic volumes and provide increased opportunities for local residents and businesses. Large scale mixed use projects should be carefully located in areas supported by the future land use map and adequately served by infrastructure and county services.
- Action FLU 2A: Explore establishment of a Community Center district, and associated sub-districts, that will implement the vision and policies of the plan by creating development standards specific to Moyock study area.
- Action CC 2A: Develop regulations and incentives for non-residential and mixed use development that establish design standards specific to each activity center in this plan.
- Action CC 3B: Amend the UDO to create regulations that enhance public investment into entryways. This includes appropriate land uses, overall site design, landscaping, signage, and screening/location of outdoor storage.
- Action BI 3B: Develop regulations or incentives that require large scale residential development that utilizes centralized sewer to include a supporting non-residential component and interconnection to existing businesses.

The requested zoning text amendment is consistent with the Moyock Mega Site Master Plan and Figure ES-1.

The request is reasonable and in the public interest because:

- The Moyock Small Area Plan adopted in 2014 identified this area as an employment activity area.
- The 2016 Feasibility Study served as the guide for potential land use demands.
- Addresses a demonstrated community need because the master plan development process was designed to produce a market driven plan responsive to projected demand for a mix of land uses specific to the local market and formed by regional influences.
- Addresses a demonstrated community need by implementing the MSAP and Moyock Mega Site Master Plan, a long-term vision for a mixed use development for approximately 3,500 acres of land that is strategically positioned to serve as a connective center between Virginia and North Carolina, resulting in logical and orderly development patterns.

**Item 9:** 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 10:** 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: 1/14/2020  
PLANNING BOARD RECOMMENDATION: Approved  
VOTE: 6 AYES 0 NAYS  
ADVERTISEMENT DATE OF PUBLIC HEARING: 1/22/2020 & 1/29/2020  
BOARD OF COMMISSIONERS PUBLIC HEARING: 2/3/2020  
BOARD OF COMMISSIONERS ACTION: \_\_\_\_\_  
POSTED IN UNIFIED DEVELOPMENT ORDINANCE: \_\_\_\_\_  
AMENDMENT NUMBER: \_\_\_\_\_

Attachment: 2- Currituck Station Draft UDO 12-3-19 (PB 19-25 Currituck County - Currituck Station)

# CURRITUCK STATION PATTERN BOOK

2020



CURRITUCK STATION



11-04-19 DRAFT

# CURRITUCK STATION PATTERN BOOK

2019

The Currituck County Board of Commissioners:

*Bob White, Chairman*  
*Mike H. Payment, Vice Chairman*  
*Kevin E. McCord*  
*Mary "Kitty" Etheridge*  
*Selina Jarvis*  
*Paul M. Beaumont*  
*J. Owen Etheridge*

The Currituck County Department of Planning and Community Development

The Currituck County Department of Economic Development

Work Program Architects

Attachment: 3- 20-1-28\_Currituck Station\_Pattern Book (PB 19-25 Currituck County - Currituck Station)





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Introduction to the Pattern Book

Purpose of the Pattern Book

The Currituck Station District is a 3,000 acre mixed-use district established to provide high quality economic development supported by a pedestrian-friendly environment.

The Currituck Station District Pattern Book is designed to supplement the Currituck County Unified Development Ordinance. The Unified Development Ordinance provides general criteria for the placing of buildings on sites, and their setback, height, and parking requirements. The Pattern Book references these standards and then provides additional guidance specific to developing properties which will establish and reinforce the desired character of the Currituck Station District. This guidance primarily relates to the characteristics of the architecture, open space, and public spaces within the District.

The character of the Currituck Station District has been developed to reflect the architectural patterns that formed the foundation of Currituck County.



Use of the Pattern Book should result in a place that is comfortable for all residents & visitors for generations to come.



Aerial view of the Currituck Station site today  
Satellite Imagery © 2018 Google



# How to use the Pattern Book

Follow the steps below when developing your project in Currituck Station. Keep in mind that this book is a description of typical patterns of design, it should not be used as a “how-to” manual for developing architecture. It is intended to provide guidance and ideas to help each new building complement the rest of the development.

## Step 1: Find your Sub-District

Find the section of the Pattern Book that relates to the sub-district in which you are building. See the map on page 6 to determine the appropriate sub-district.

## Step 2: Find your building use

Each sub-district section is broken down into sub-sections describing the different building uses allowed in that sub-district. Find the one that relates to the type of building that you are designing.

## Step 3: Choose a building size and orientation

The pattern book addresses buildings based on their size and orientation to the street. The size and orientation of the building establish a basic form, called the building mass.

## Step 4: Understand the details

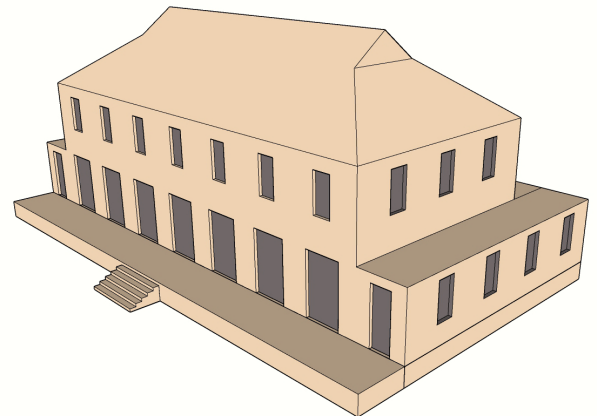
Details like roof shape, window placement, shutters and awnings, and railings and columns are what give the building an identity. These are covered in the sub-section on details.

## Step 5: Develop open space and public amenities

A mixed-use development is most successful when there is active public life on the street. Comfortable, functional, and beautiful open spaces encourage people to gather or observe activity. Public amenities encourage people to explore and provide for various needs such as bike storage and hydration.

## Step 6: Develop the Public Right-of-Way

Pedestrian paths and appropriately sized and configured streets are critical to the walkable nature of the Currituck Station District. Use the appropriate street sections to lay out the development.



The architectural patterns of Currituck

Residential and Small Commercial Buildings

Currituck has a strong tradition of highly functional, yet beautiful architecture that makes the most of simple forms and small embellishments.

Pitched roofs and deep porches are found on buildings of all scales and uses. Porch overhangs are typically deep enough to require separate support posts which typically feature a small brace or embellishment where they connect to the beam. The small size of these posts coupled with the repetitive, small braces contribute to the sturdy, but visually delicate appearance of typical Currituck architecture.



Vernacular porch with decorative brackets and trim



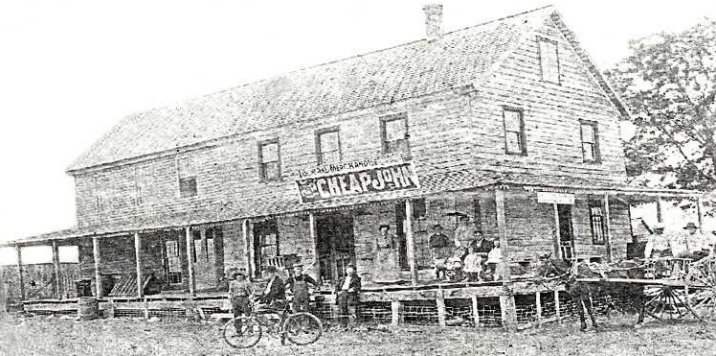
Caffey's Inlet Station, Dare County, NC



The Hitching Post, Currituck County, NC



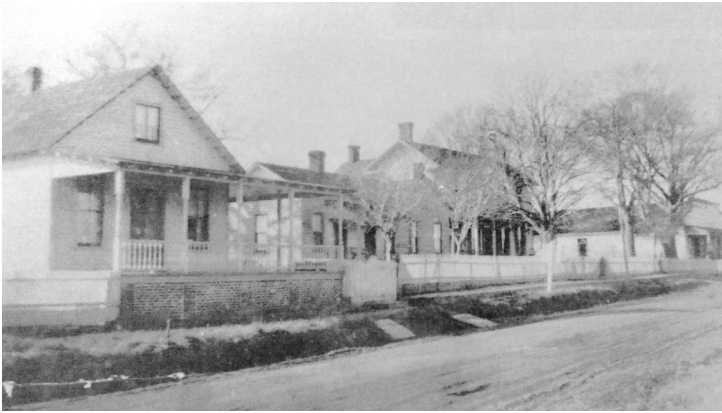
Pea Island Station, Dare County, NC



Cheap John's Store, Currituck County, NC



Currituck's Main Street-type streets have typically been filled in over a period of time with residences being used for, or becoming, businesses and dedicated commercial buildings filling in between. This pattern of development leads to a varied street frontage with buildings of several scales adjacent to one another.



*Courthouse Road, Currituck, NC*



*Creekmore Brother's Store, Currituck County, NC*

## Large Commercial and Institutional Buildings

Large buildings in Currituck traditionally have 2 to 3 stories with a large gabled or hipped roof, multiple roof dormers, sheltered entries, and gabled masses breaking up long facades.



*Moyock High School, Moyock, NC*



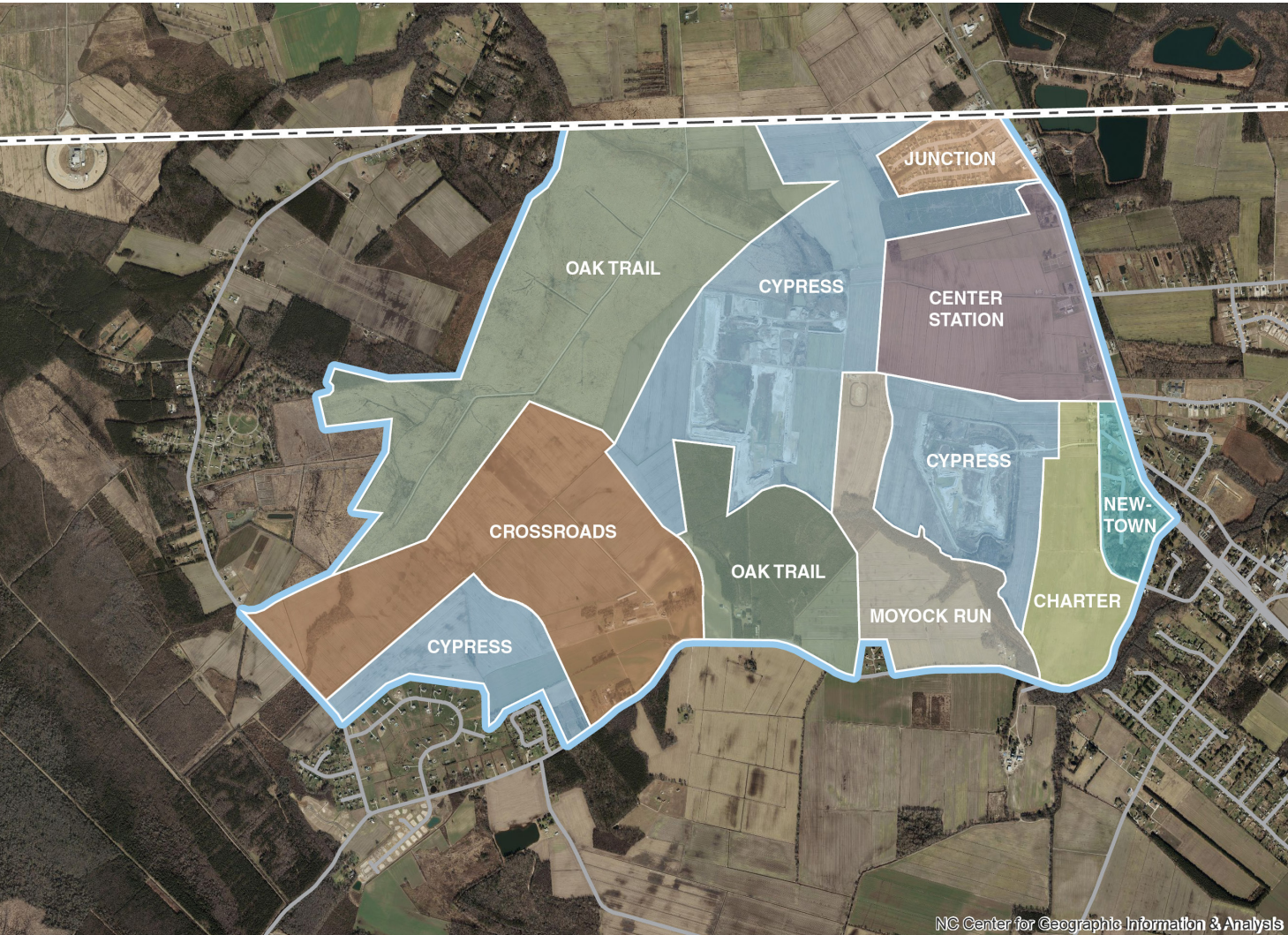
*The Whalehead Club, Currituck County, NC*



Guiding principles

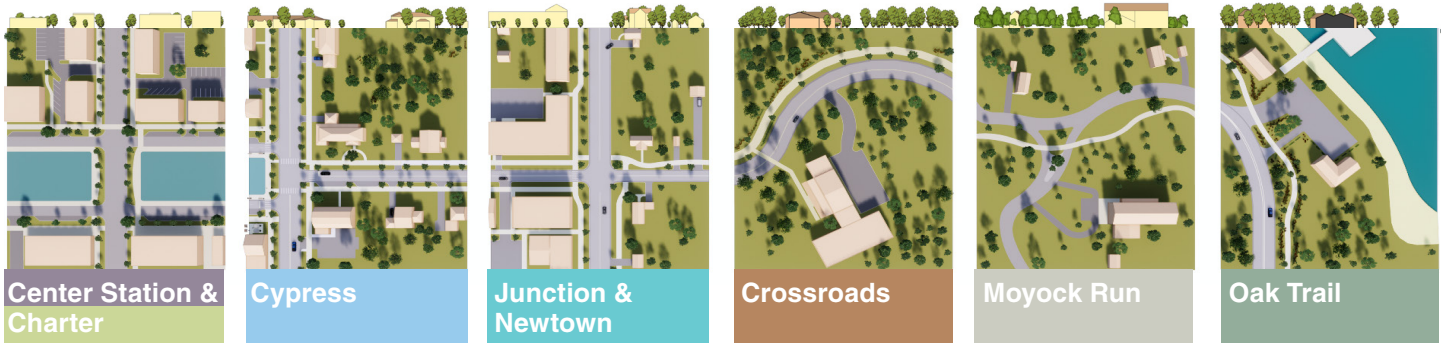
The Currituck Station District and Sub-Districts

The purpose of the Currituck Station District is to accommodate a high-quality mixed-use development supported by a pedestrian-friendly environment. The standards have been developed to provide a mix of uses and densities needed to sustain the mixed-use development.



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## The Currituck Station Transect



### Center Station

The Center Station sub-district is intended to be the center of the Currituck Station District and is designed to support the primary economic and social components of the District by providing an integrated mix of uses in a downtown-oriented setting including retail, convenience, entertainment, civic, and public uses with supporting residential attached or on upper stories.

### Charter

The Charter sub-district is intended to provide a more conventional development pattern that reinforces the walkable nature of Center Station with interconnected sidewalks and multi use paths. The vertical mixing of residential developments with office and retail is encouraged. Horizontal mixing of stand-alone nonresidential development providing well-integrated uses, access and circulation, and compatible design that supports the adjacent neighborhood-scale residential development.

### Cypress

The Cypress sub-district is primarily residential in nature. However, limited non-residential uses including neighborhood-serving office and commercial uses are permitted.

### Junction and Newtown

The Junction and Newtown sub-districts are intended to support the District through redevelopment opportunities. Care should be given to ensure compatibility of new development with the existing.

### Crossroads

The Crossroads sub-district is intended to provide for industrial and job-producing non-residential developments. Uses in the sub-district should be designed to provide buffers and, where necessary, additional mitigation techniques to protect the adjacent residential and environmentally sensitive areas.

### Moyock Run

The Moyock Run sub-district is intended to provide centralized governmental and public oriented uses including, but not limited to schools, parks, utilities, transportation, regional facilities, environmental, and mitigation areas.

### Oak Trail

The Oak Trail sub-district is intended to reflect those areas generally identified as environmentally sensitive including, but not limited to, native habitats, wetlands, riparian buffers, and floodplain. Low density residential uses and low impact recreational uses may be permitted upon determination of the environmental area limits.



The following pages provide examples of building massing and architectural styles that are compatible with the Currituck Station design intent. Designers are not expected to copy these, only to use them as a guide towards their own compatible designs.

# Center Station Development Principles

The Center Station sub-district forms the mixed-use downtown core of the Currituck Station District. The downtown pattern of design includes a grid of streets supporting pedestrian activities, on-street parallel or angled parking, wide sidewalks with consistent tree canopy, outdoor café seating, and public spaces such as plazas and parks.

To maintain the walkable, pedestrian-oriented nature of Center Station, off-street parking lots are located behind buildings or vegetated screens, towards the interior of the lot. Development is designed to support vibrant, walkable streets by placing buildings close to the street with active and public uses on the ground floor and pedestrian entrances accessed from the street. An interconnected network of sidewalks, multi-use paths, public spaces, and parks provide access to the mix of uses found throughout the sub-district.

Center Station is the gateway to Currituck Station. In order to present a welcoming and high-quality face to the public, development along Caratoke Highway requires additional attention to detail through architectural and aesthetic treatments, integrated signage, landscape and buffer enhancements, and interconnected developments.

The Currituck Unified Development Ordinance allows for, and provides specific guidance on the development of, more generic suburban-style buildings than the examples in this Pattern Book.

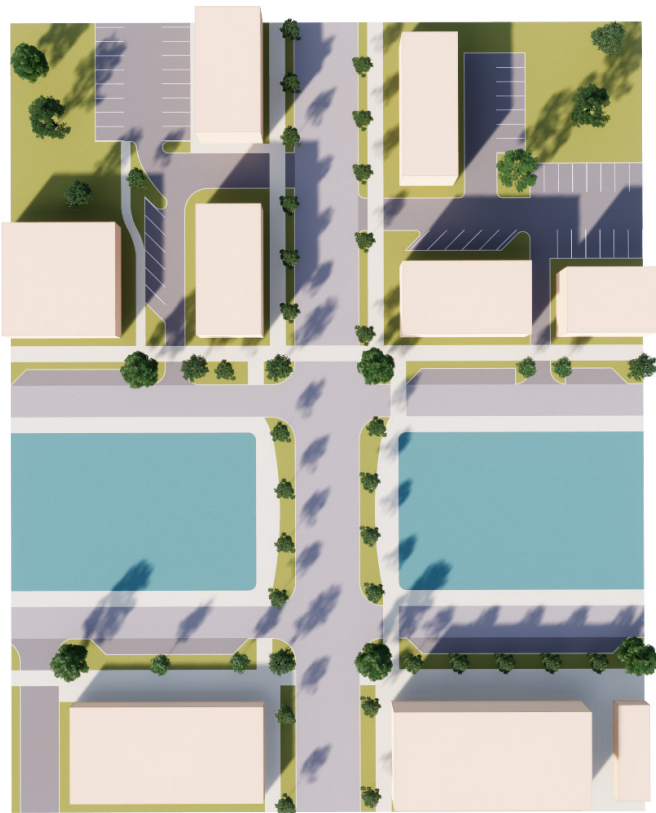
## Dimensions

The allowable lot dimensions for the Center Station sub-district are designated in the Currituck Unified Development Ordinance.

## Allowable uses

This is an abbreviated table of uses for reference only. For a current and complete table of uses, see the Unified Development Ordinance

Residential Uses	Commercial Uses	Industrial Uses	Civic Uses
Mixed with Commercial	Retail	None	Office
Multifamily	Convenience		Recreation
Single Family (Attached)	Entertainment		Community
	Office		Government Facilities
	Health Care		



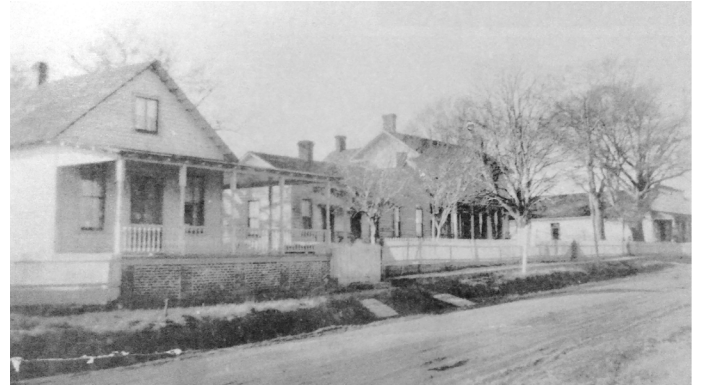
Attachment: 3- 20-1-28\_Currituck Station\_Pattern Book (PB 19-25 Currituck County - Currituck Station)



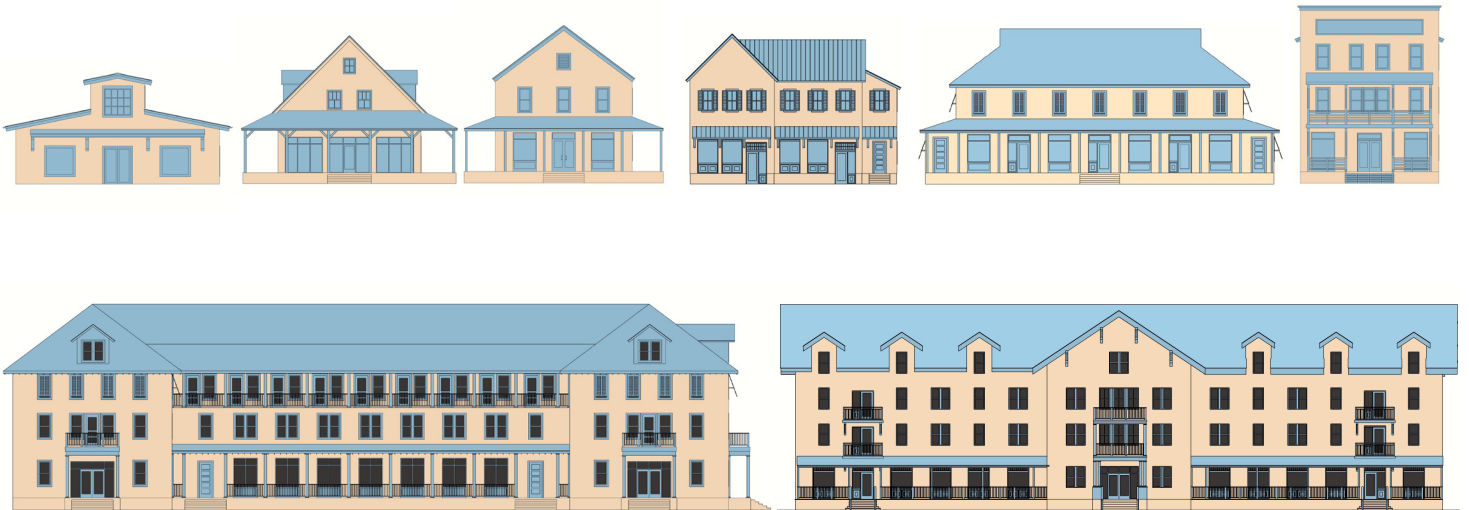
## Center Station Commercial & Mixed Use Buildings

The commercial and mixed-use development in Center Station is the heart of the Currituck Station community. These streets will be lined with lively businesses, shops, offices, and restaurants. Residential and office uses above the street-level businesses provide an in-place market for the commercial concerns as well as contributing to a round-the-clock level of activity.

All of the buildings have a pedestrian-scale facade on the primary street that welcomes people in, allows them to window shop or observe the activity within, and encourages people to sit and stay a while.



*Courthouse Road, Currituck County, NC*

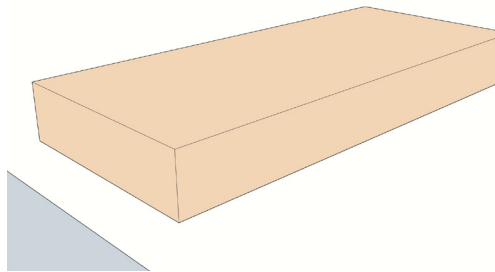


## Center Station Commercial & Mixed Use

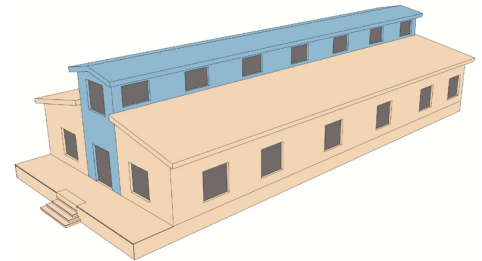
### Small 2-story building

#### Clerestory building

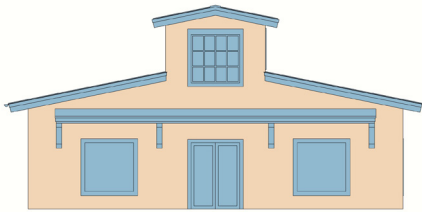
1. Use features such as clerestory to give a small building a 2-story appearance. The second floor may or may not be occupied.
2. Simple details give the building a pedestrian-friendly facade while keeping costs low.



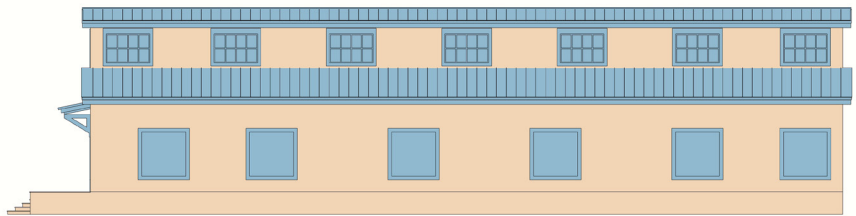
*A 1-story building program in a rectangular footprint. A 1-story building can only be accommodated if the facade is at least 20' tall giving a 2-story appearance.*



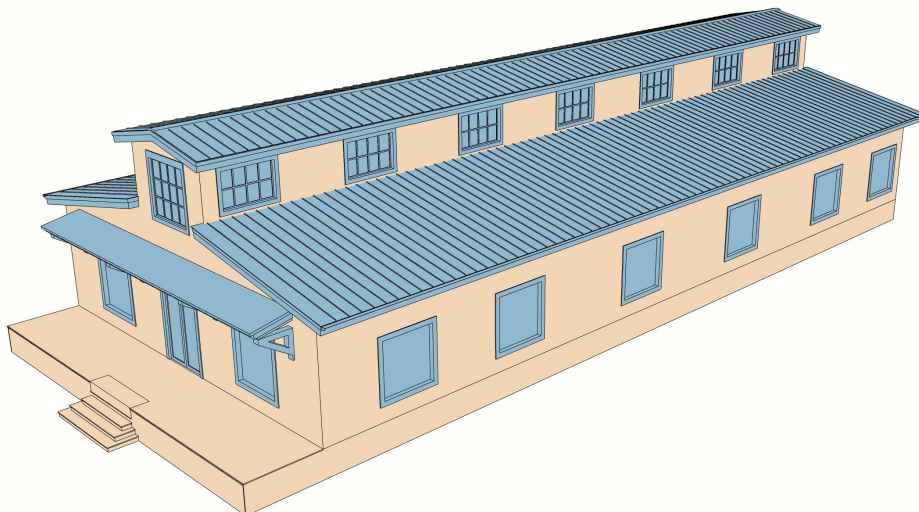
*Adding a clerestory gives the building a usable 2nd story for offices or studio apartments. Alternatively, the clerestory can be used to provide additional natural light and an airy feeling to the 1st floor space while meeting the 20' building height requirement.*



*A front facade with doors and generous windows centered on bays is functional and pedestrian friendly. The width of the clerestory section can be adjusted to suit the building program needs.*



*Ground floor side windows near the street are necessary to maintain visual permeability of the street frontage. Side windows towards the rear of the building are optional, but encouraged.*



*A small, simple fixed awning with support brackets and simple trim profiles add detail to the building and give it a coastal appearance.*

## Center Station Commercial & Mixed Use

### 1. Roof

Standing seam metal due to low pitch

### 2. Trim

Simple profile, multi-layered

### 3. Cladding

Board & batten, shake, or clapboard

### 4. Clerestory windows

Divided lite, clear glass windows

### 5. Awning

Sloped with simple brackets

### 6. Railings

### 7. Doors

Storefront doors with clear (untinted) glass

### 8. Ground floor windows

Storefront or folding glass windows with clear (untinted) glass

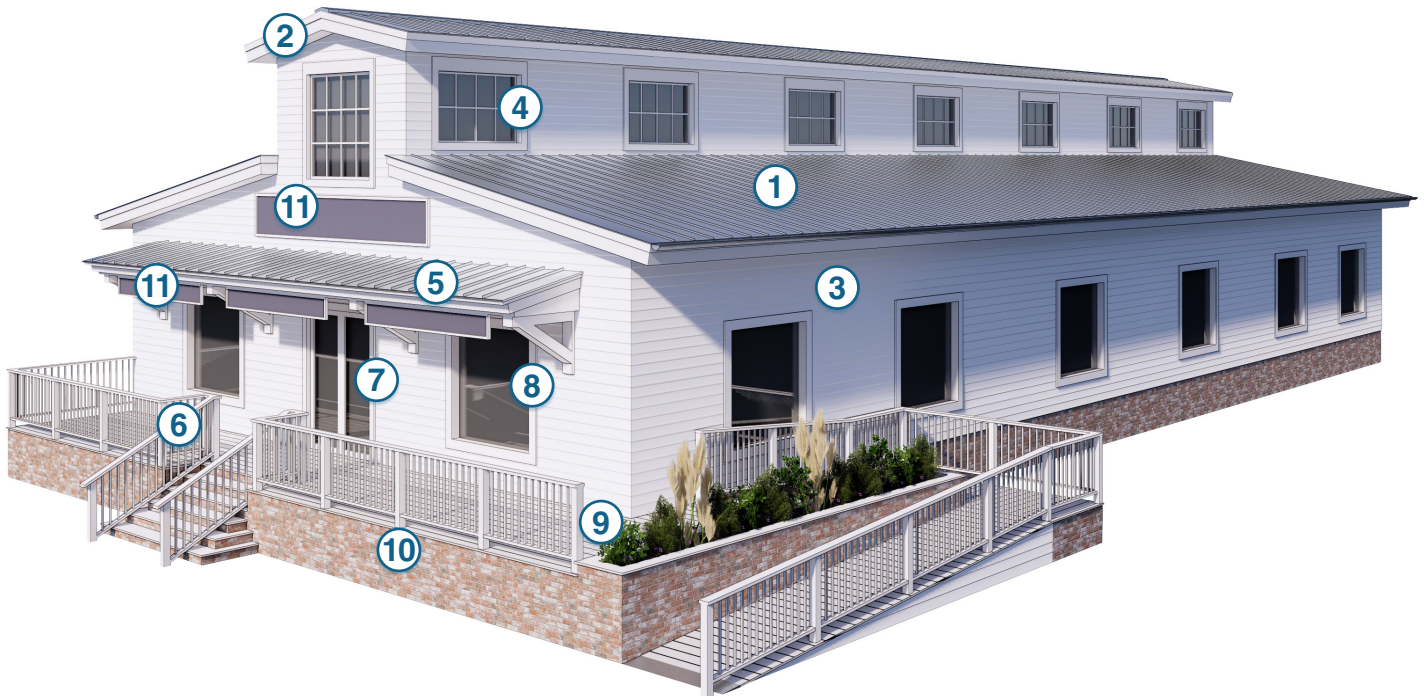
### 9. Decking

### 10. Foundation

Solid in appearance

### 11. Sign boards

Recessed or raised perimeter to differentiate from cladding



Local Pie in Bluffton, SC



The Hitching Post (The Spry Store) in Currituck, NC

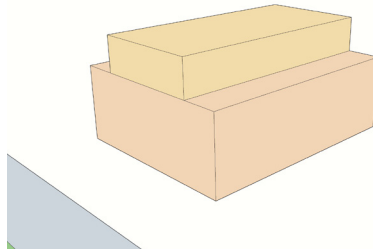


## Center Station Commercial & Mixed Use

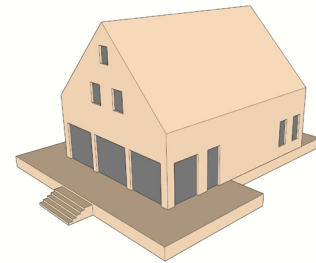
### Small 2-story building

#### A-Frame with Porch

1. An iconic building form along the eastern seaboard, the A-frame is easy to construct, weathers storm events, and provides ample floor space while presenting a compact facade to the public.
2. A deep wrap-around porch shades the windows from hot summer sun and makes an inviting place for customers to enjoy.



*A 2-story building program in a rectangular footprint.*



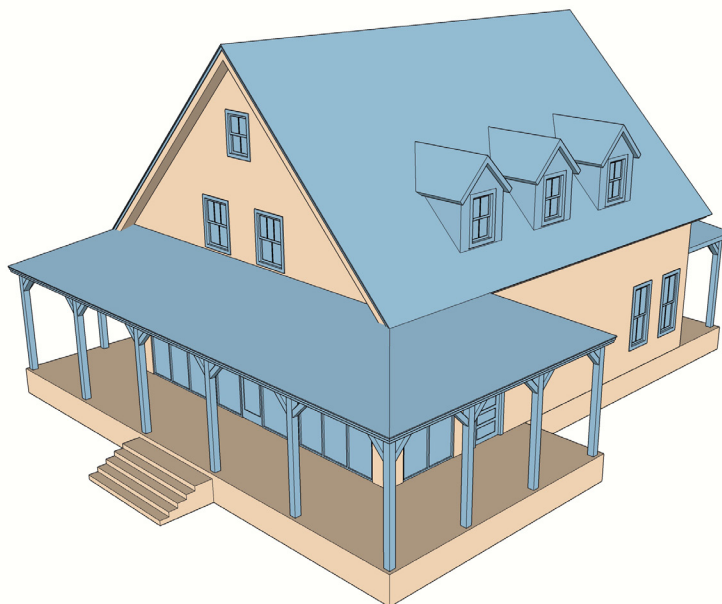
*A steeply pitched roof encompasses the entire upper story.*



*A front facade with storefront glazing and transom windows allows natural light into the lower story space and invites pedestrians in.*



*Dormers let light into the upper story space and provide additional floor space. If the upper story is to be occupied by a different tenant, or is for a residential use, then a separate side entry can be added.*



*Straight or braced columns support the deep porch. Dormers can be separate or combined into one large dormer.*

## Center Station Commercial & Mixed Use

### 1. Roof

Shingle or standing seam metal

### 2. Trim

Simple profile, multi-layered

### 3. Upper story windows

Divided lite, clear glass windows

### 4. Porch roof

Shingle or standing seam metal

### 5. Columns and brackets

Wood or composite

### 6. Ground floor windows

Storefront with clear (untinted) glass

### 7. Doors

Storefront with clear (untinted) glass

### 8. Railings and stairs

### 9. Decking

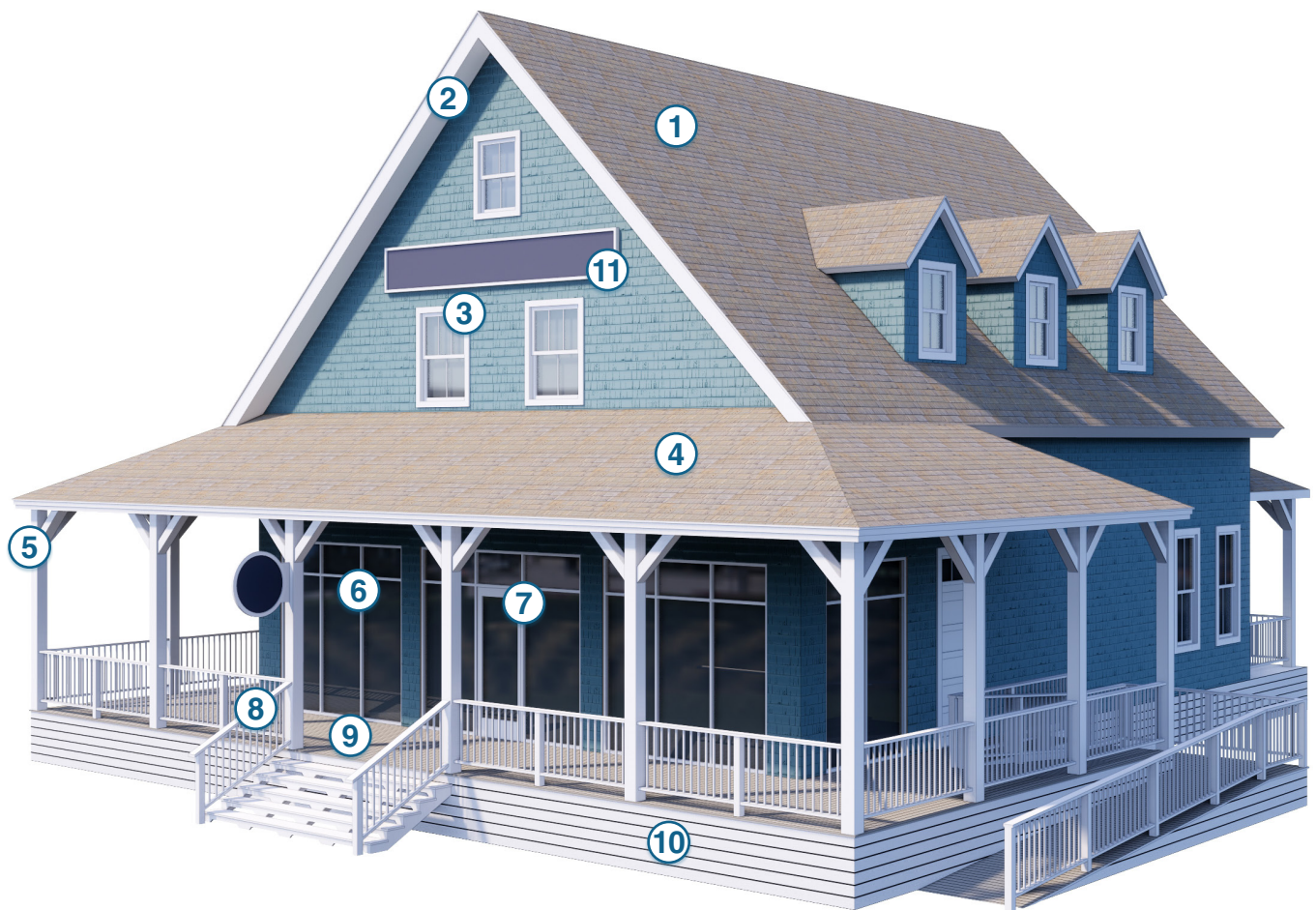
Wood (rot resistant) or composite

### 10. Foundation skirt

Solid or slatted in appearance

### 11. Sign board

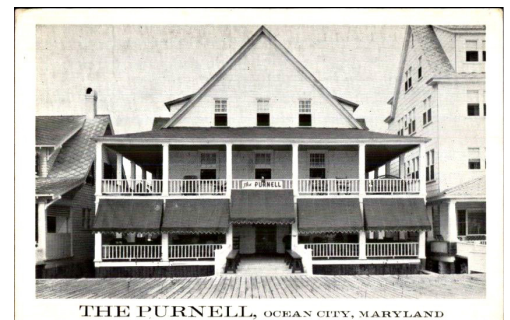
Recessed or raised perimeter to differentiate from cladding



Caffey's Inlet Lifesaving Station  
in Dare County, NC



Seatack Station, Virginia Beach, VA



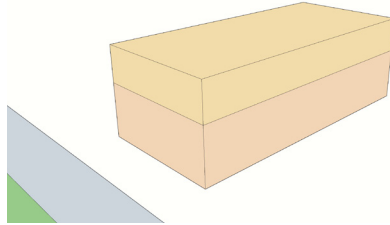
The Purnell Hotel, Ocean City, MD

## Center Station Commercial & Mixed Use

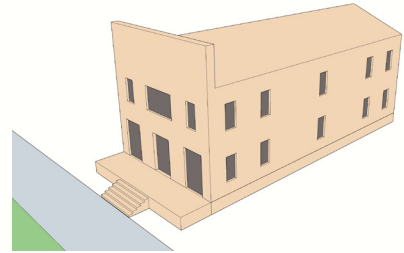
### Medium 2-3 story building

#### Parapet-front building

1. A parapet is used to give a more commercial appearance to a pitched-roof building.
2. The building can be used for a single use, or a vertical mix of uses with offices or residential units on the upper floors.



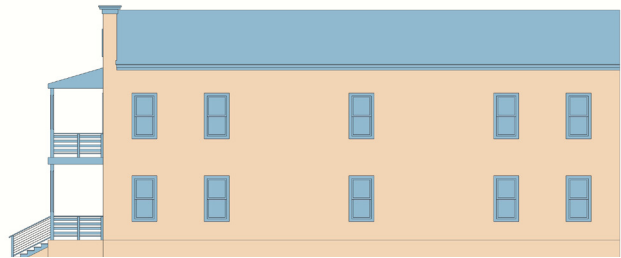
*A 2-story building program in a rectangular footprint.*



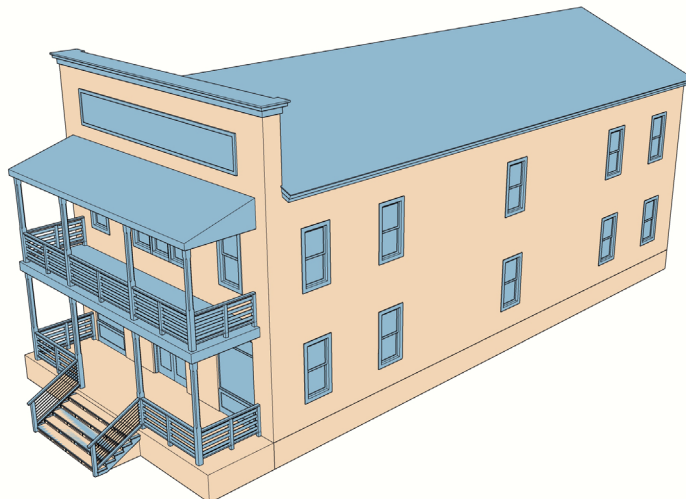
*A false front facade makes use of a parapet to make the pitched roof building appear to be a traditional flat roofed commercial building.*



*A front facade with doors and generous windows centered on bays is functional and pedestrian friendly. Adding a second story porch makes upper floor residential uses more inviting.*



*Ground floor side windows are necessary to maintain the visual permeability of the street frontage. Side windows towards the rear of the building are optional, but encouraged.*



*Roof and window types, awnings, trim, and brackets add detail to the building and give it a coastal appearance.*



## Center Station Commercial & Mixed Use

### 1. Roof

Shingle or standing seam metal

### 2. Trim

Simple profile, multi-layered

### 3. Cladding

Masonry, shake, or clapboard

### 4. Upper story windows

Double hung, divided lite, clear (untinted) glass windows

### 5. Porch roof

Match main roof or standing seam metal

### 6. Columns

### 7. Doors

Storefront with transoms with clear (untinted) glass

### 8. Ground floor windows

Storefront with transoms with clear (untinted) glass

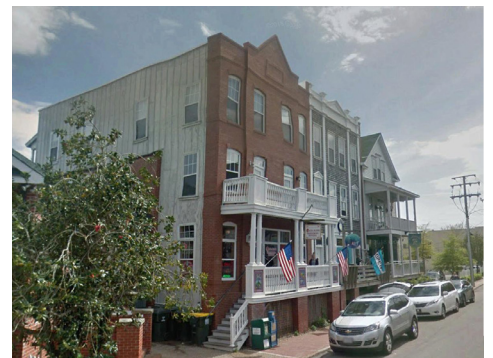
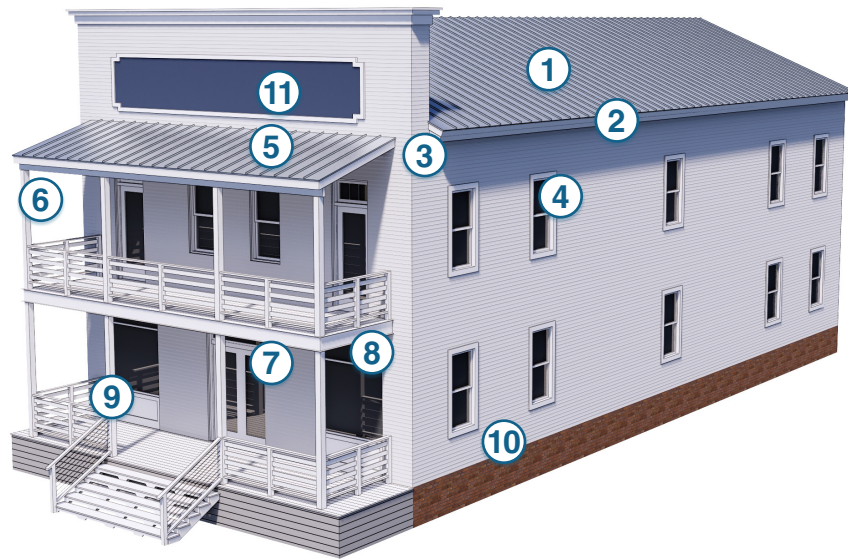
### 9. Railing and stairs

### 10. Foundation skirt

Solid in appearance with optional slatted material at porch

### 11. Sign board

Recessed or raised perimeter to differentiate from cladding

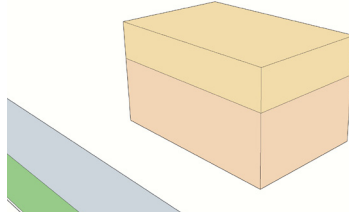


## Center Station Commercial & Mixed Use

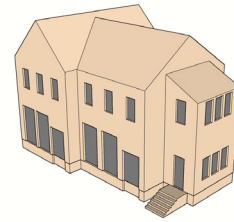
### Medium 2-story building

#### L-shaped

1. Use gable ends to break up longer facades and create the appearance of a series of smaller masses.
2. Simple details give the building a pedestrian friendly facade while keeping construction costs low.



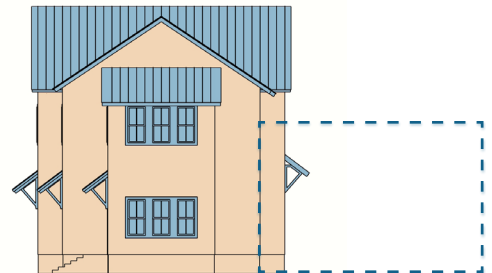
*A 2-story building program in a rectangular broadfront footprint.*



*Adding a gable end breaks up the building facade and provides multiple distinct storefronts.*



*Storefront windows and doors allow pedestrians to see into the ground floor spaces. A stair and elevator tower on the end of the building gives private access to the upper story if desired.*



*An optional addition on the rear of the building add. ground floor space.*



*Awnings with brackets and shutters protect the windows from sun and rain.*



## Center Station Commercial & Mixed Use

### 1. Roof

Standing seam metal or shingle

### 2. Trim

Simple profile, multi-layered

### 3. Cladding

Masonry, shake, or clapboard

### 4. Upper story windows

Divided lite, clear (untinted) glass windows

### 5. Shutters

1/2 width and full height of window, operable  
louvered or solid shutters

### 6. Awning

### 7. Doors

Storefront with transoms and clear (untinted)  
glass

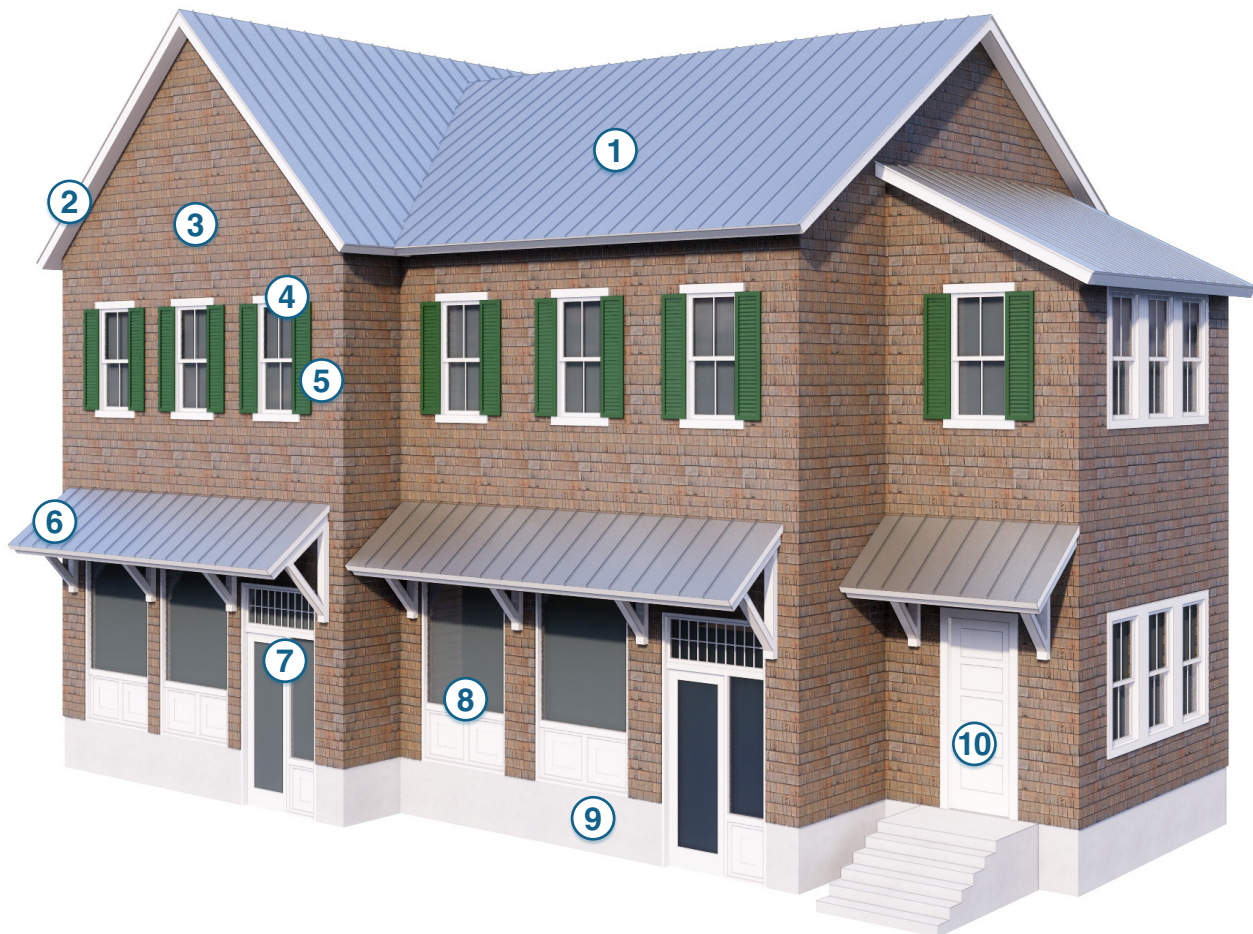
### 8. Ground floor windows

Storefront with transoms with clear (untinted)  
glass and optional opaque paneling

### 9. Foundation

Solid in appearance

### 10. Residential door

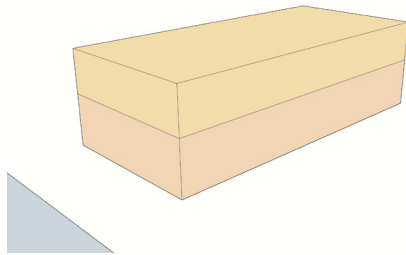


## Center Station Commercial & Mixed Use

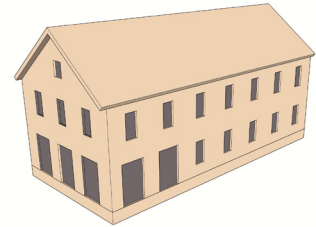
### Medium 2-3 story building

#### Gable-front building

1. A classic and versatile building form lends itself well to a vertical mix of uses.
2. Simple details give the building a pedestrian friendly facade while keeping costs low.



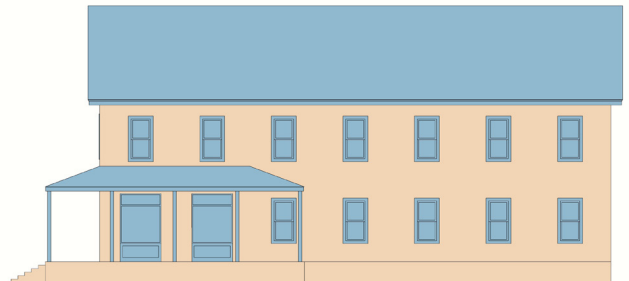
A 2 to 3-story building program in a rectangular footprint.



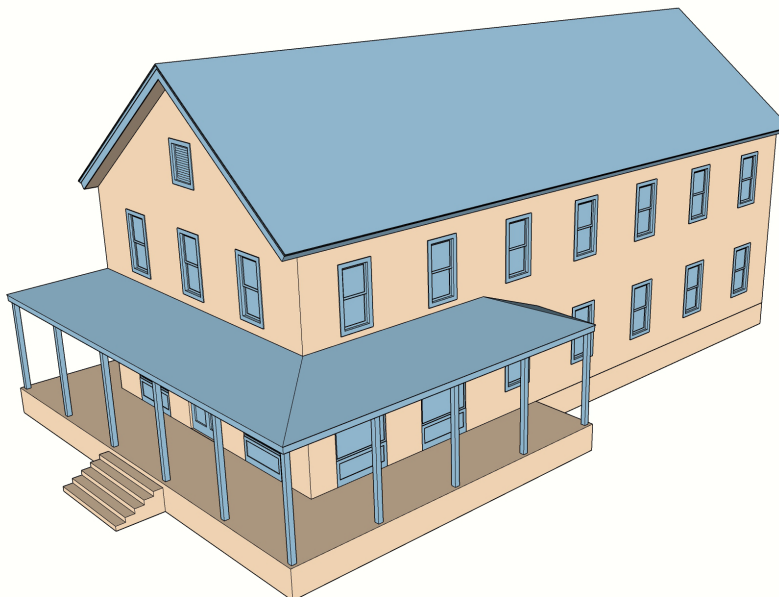
A gable above the upper story makes an easy-to-construct, adaptable, and durable building.



Minimal overhangs are typical, but the eaves can be extended up to 3' or 4' with exposed rafter tails for a more Craftsman appearance.



Evenly spaced side windows on all levels produce usable light throughout the building.



The wraparound porch can be supported by simple square columns or brackets.

## Center Station Commercial & Mixed Use

### 1. Roof

Standing seam metal or shingle

### 2. Trim

Simple profile, multi-layered

### 3. Upper story windows

Single or divided lite, clear (untinted) glass windows

### 4. Porch roof

Match main roof or standing seam metal

### 5. Columns and brackets

4"-8" square or round

### 6. Ground floor windows

Storefront or folding glass windows with clear (untinted) glass

### 7. Doors

Storefront with clear (untinted) glass

### 8. Railings and stairs

### 9. Decking

Wood (rot resistant) or composite

### 10. Foundation skirt

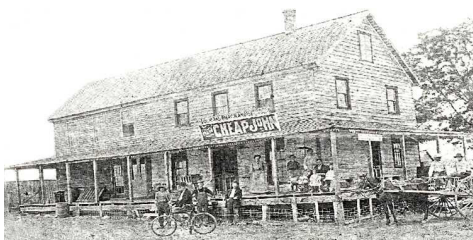
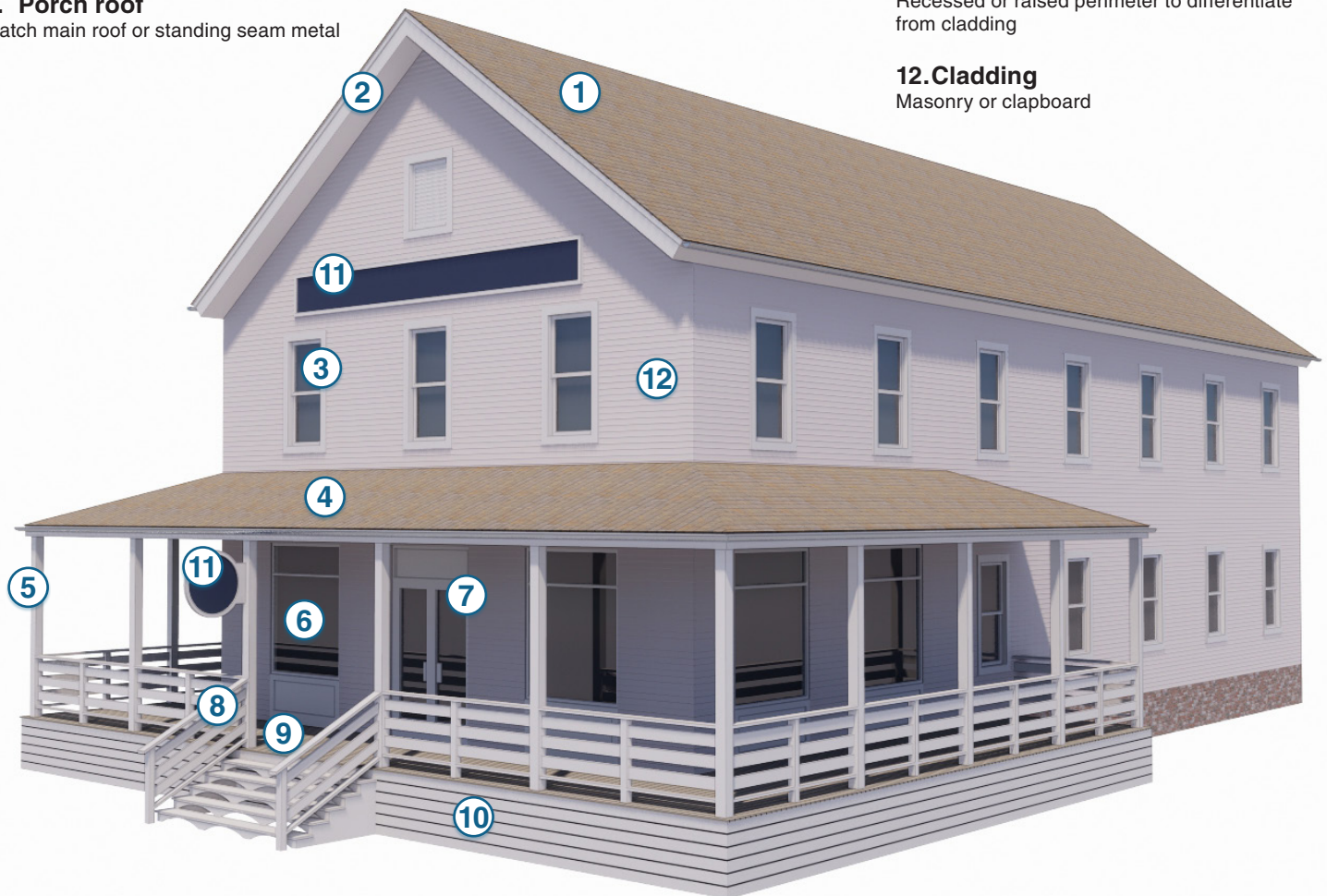
Solid in appearance with optional slatted material at porch

### 11. Sign board

Recessed or raised perimeter to differentiate from cladding

### 12. Cladding

Masonry or clapboard



Cheap John's Store, Currituck County, NC



Creekmore Brothers Store, Currituck County, NC



JM Roberts House, Currituck County, NC

Currituck Station

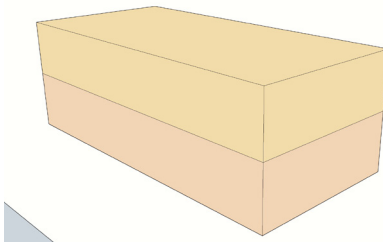


## Center Station Commercial & Mixed Use

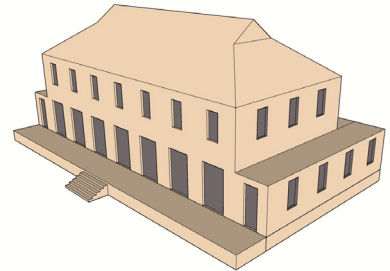
### Medium 2-story building

#### Broad-front building

1. Occupy the frontage of a wide site and provide continuous street-level access to multiple tenants.
2. Upper stories can be used for offices or residential and are pulled back from the street.



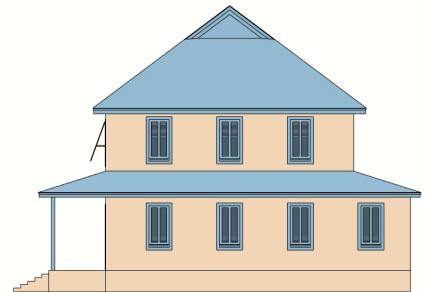
A 2 to 3-story building program in a rectangular broadfront footprint.



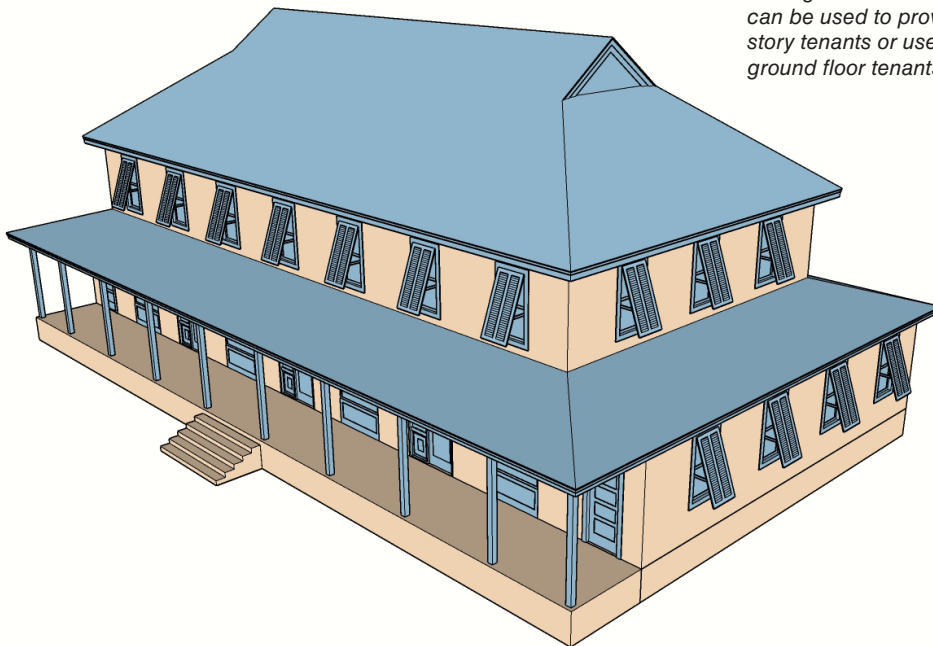
Closely spaced large openings at the ground floor are important to making the long facade feel permeable and welcoming to pedestrians.



A broad front facade allows for more space behind the building to be used for parking and allows for more individual tenants to have street frontage.



Ground floor side windows are necessary to maintain the visual permeability of the street frontage. The enclosed areas under the porch roof can be used to provide building access for upper story tenants or used as enclosed porches for ground floor tenants.



A gambrel roof is used here, but gable or hipped roofs would also be appropriate. Bermuda shutters have been used to give the building a coastal appearance.

## Center Station Commercial & Mixed Use

### 1. Roof

Standing seam metal or shingle

### 2. Trim

Simple profile, multi-layered

### 3. Cladding

Shake or clapboard

### 4. Upper story windows

Double hung, divided lite, clear (untinted) glass windows with shutters

### 5. Shutters

Bermuda shutters. full width and length of window

### 6. Porch roof

Match main roof

### 7. Columns

Square or round simple columns

### 8. Doors

Storefront with transoms with clear (untinted) glass

### 9. Ground floor windows

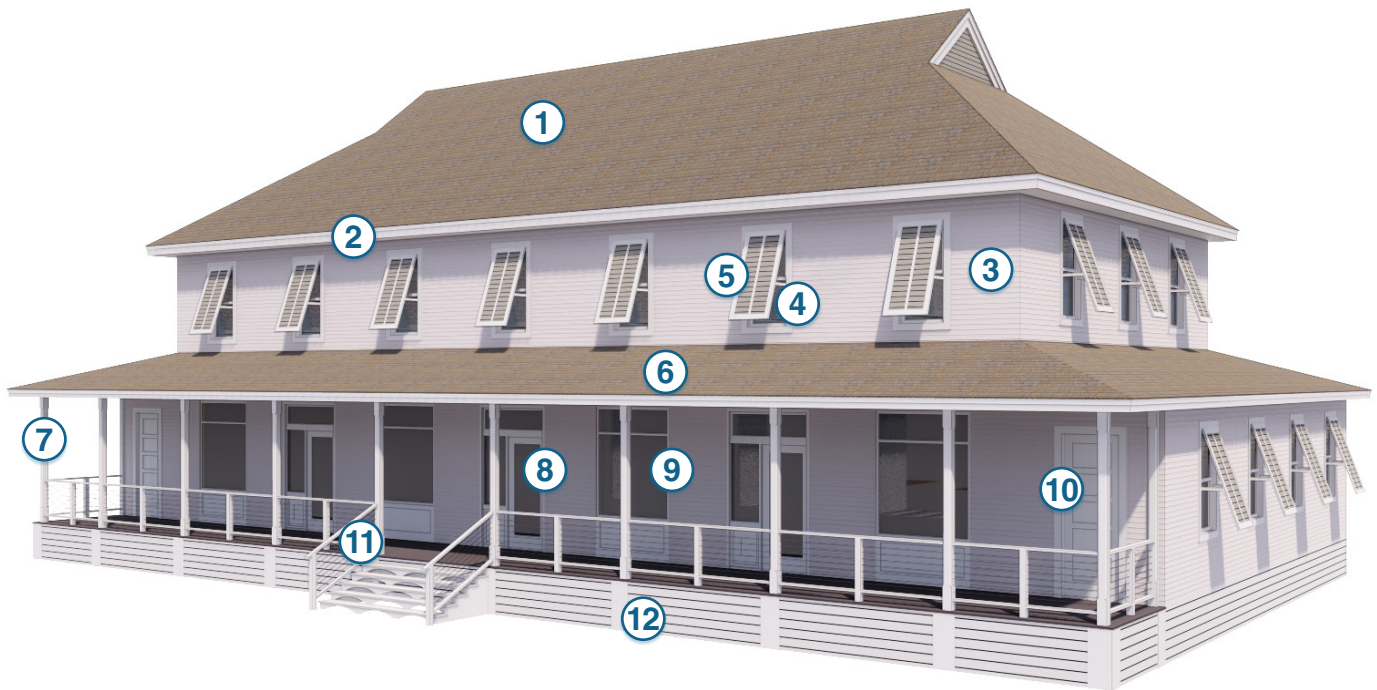
Storefront with transoms with clear (untinted) glass

### 10. Residential/Upper story door

### 11. Railing and stairs

### 12. Foundation skirt

Solid or slatted in appearance

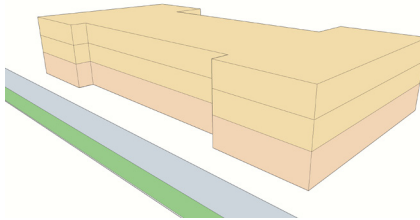


## Center Station Commercial & Mixed Use

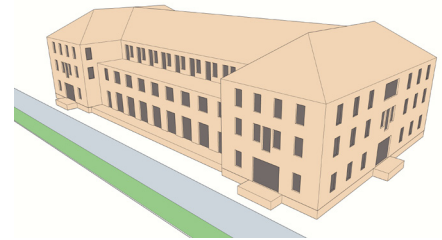
### Large 3-story building

#### I-shaped building

1. Multi-tiered porches break up the facade.
2. Repetitive use of residential scale windows and features on upper stories makes a large building feel less imposing.



*A 2 to 4-story building program in a rectangular broadfront footprint.*



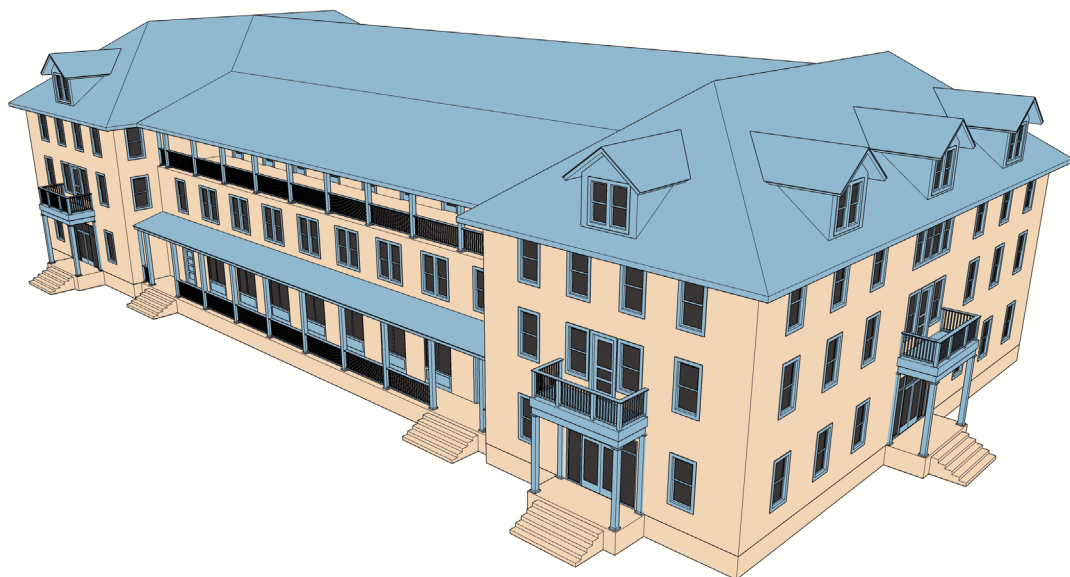
*Multi-tiered porches provide building stepbacks and break up the mass of the building. Gables bookend the middle of the building.*



*A broad facade is broken up by regularly spaced large windows. The scale of the windows and facade treatment decreases at each level, with the smallest and most residential scale features closest to the top.*



*Ground floor side windows are necessary to maintain the visual permeability of the street frontage. Large buildings should allow entry along the sides as well as the front and back.*



*Minimal ornament is needed if the windows and other features are scaled appropriately. Dormers break up the large roof expanses and can be used to bring daylight into loft spaces or to ventilate mechanical spaces.*

## Center Station Commercial & Mixed Use

### 1. Roof

Shingle

### 2. Trim

Simple profile, multi-layered

### 3. Cladding

Masonry, shake, or clapboard

### 4. Upper story windows

Divided lite, clear (untinted) glass windows with optional shutters

### 5. Commercial windows

Storefront with transoms or operable, divided lite, clear (untinted) glass windows

### 6. Porches

Wood or composite

### 7. Balconies

Deck with railings and standing seam metal roof. Operable out-swing doors with large glazed area

### 8. Columns

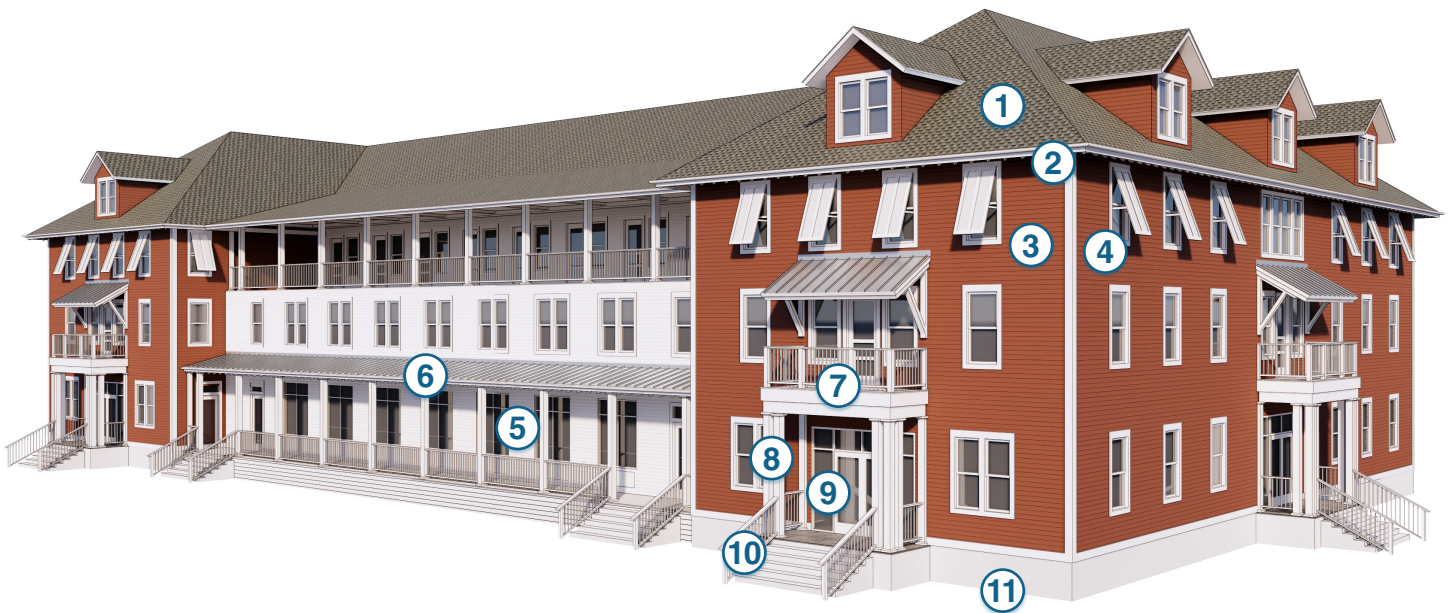
### 9. Commercial doors

Storefront with transoms with clear (untinted) glass

### 10. Railing and stairs

### 11. Foundation skirt

Solid in appearance with optional slatted appearance at porch



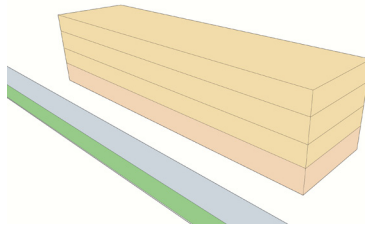


## Center Station Commercial & Mixed Use

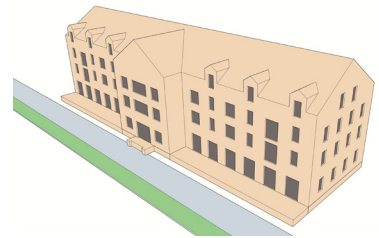
### Large 4-story building

#### Large broad-front building

1. A very simple footprint allows for efficient construction and use of interior space.
2. Gable ends that break the facade can be used as central entries, or to separate multiple tenants who each have a side or section of the building.



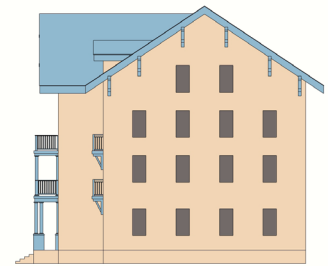
*A 2 to 3-story building program in a rectangular broadfront footprint.*



*Adding a gable end breaks the facade into multiple masses and makes for a clear point of entry.*



*Ground floor porches flanking the entry provide pedestrian scale spaces.*



*Side windows are necessary to keep the building from appearing to be monolithic.*



*Minimal ornament is needed if the windows and other features are scaled appropriately. Dormers break up the large roof expanses and can be used to bring daylight into loft spaces or to ventilate mechanical spaces.*



## Center Station Commercial & Mixed Use

### 1. Roof

Standing seam metal or shingle

### 2. Trim

Simple profile, multi-layered and wood or composite brackets

### 3. Cladding

Shake or shingle with optional masonry base story

### 4. Upper story windows

Operable, divided lite, clear (untinted) glass windows with shutters

### 5. Commercial windows

Storefront with transoms or operable, divided lite, clear (untinted) glass windows

### 6. Porches

Deck with railings and standing seam metal roof due to low pitch

### 7. Balconies

Deck with railings. Operable out-swing doors with large glazed area

### 8. Columns

Square or round with masonry piers where ganged

### 9. Commercial doors

Storefront with transoms with clear (untinted) glass

### 10. Residential doors

### 11. Railing and stairs

### 12. Foundation skirt

Solid in appearance with optional slatted appearance at porches



## Center Station Multifamily Buildings

### Multifamily development

Multifamily development in Currituck Station is broken into two scales for the purposes of this pattern book:

For smaller multifamily developments up to 12 units, stacked urban apartment and mansion apartment buildings are appropriate. These can come in a variety of forms ranging from triplexes to courtyard apartment buildings.

Large scale, high density development should follow the pattern of traditional grand beachfront hotels. These buildings feature continuous porches, which can be interrupted internally to afford some privacy to individual units, delicate columns and railings, and simple roof forms. They frequently employ dormers for additional daylighting of loft spaces or ventilating mechanical spaces, which also serve to break up the mass of the long roof form.



## Center Station Multifamily Buildings



*The old Atlantic Hotel in Ocean City, MD.*



*While not a grand hotel, the Moyock High School is a good precedent for large scale multi family buildings in Currituck Station.*



*The First Colony Inn of Nags Head is a great example of a grand hotel-style building of modest scale. The delicate stacked porches and regularly spaced dormers effectively break down the scale of the building while being simple to construct.*



*The Pleasant View Hotel in Nags Head is another example of the grand hotel-style that can be adapted to multifamily housing.*

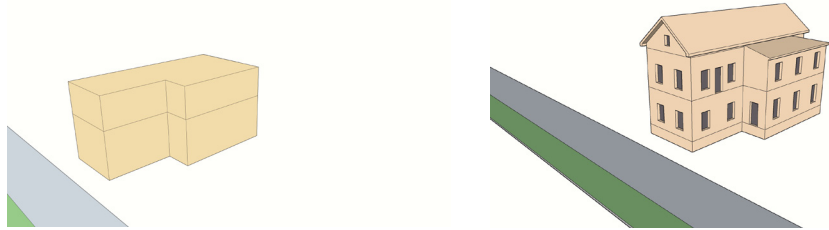


## Center Station Multifamily Buildings

### Small 2-story building

#### Duplex Style Apartment

1. A 2-story long, narrow building with a recessed side extension presents a narrow facade to the street.
2. The recessed entry provides privacy to the residents while giving the street frontage more depth.



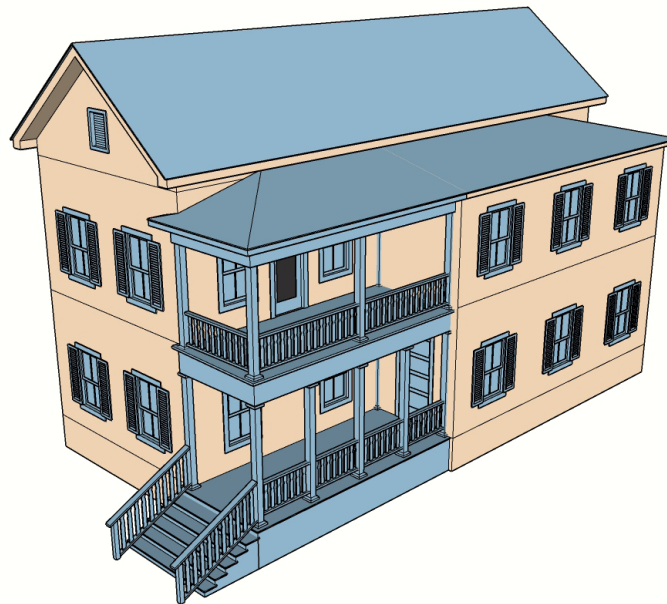
*A 2 to 3-story building program in a rectangular footprint. A side entry provides privacy on busy streets.*



*The narrow front facade is easily made pedestrian-friendly with just a few windows.*



*With the entries on the side, they can be less ornate and still be appropriate.*



*The side porches add detail to the front elevation while providing a private outdoor space for residents.*

## Center Station Multifamily Buildings

### 1. Roof

Standing seam metal or shingle

### 2. Trim

Simple profile, multi-layered

### 3. Cladding

Masonry, shake, or clapboard

### 4. Upper story windows

Operable, divided lite, clear (untinted) glass windows

### 5. Porch roof

Match main roof

### 6. Columns

Square 4"-8"

### 7. Doors

Storefront with transoms with clear (untinted) glass

### 8. Ground floor windows

Storefront with transoms with clear (untinted) glass

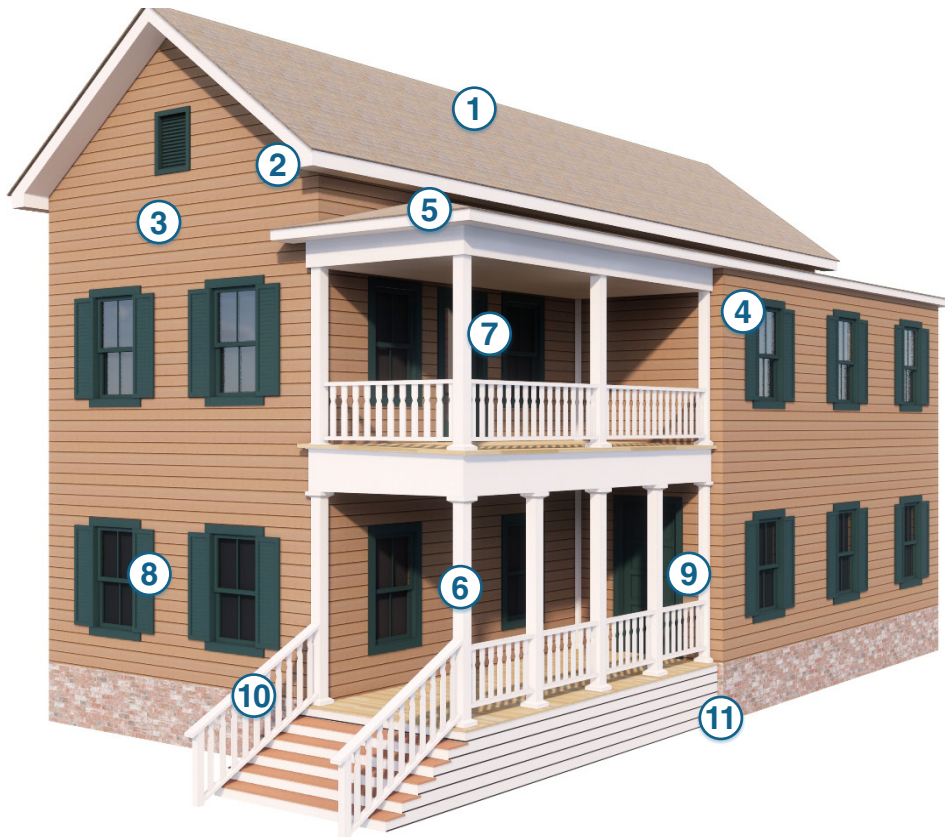
### 9. Building Main Entry

Residential entry system

### 10. Railings

### 11. Foundation skirt

Solid appearance with optional slatted appearance at porch

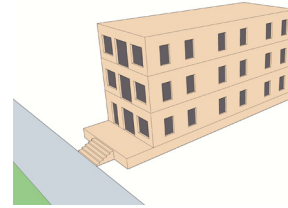
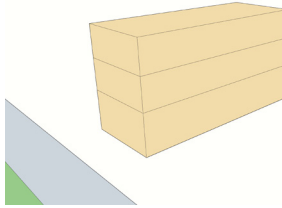


## Center Station Multifamily Buildings

### Small 3-story building

#### Triplex Style Apartment

1. A narrow building with 3 stacked apartments.
2. A compact footprint and simple detailing keep construction costs low while providing more density.

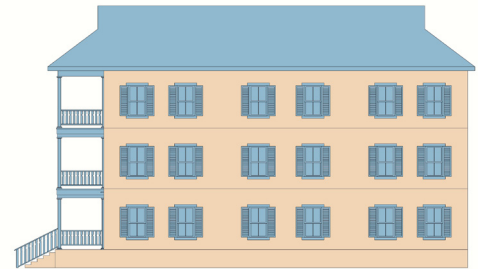


*A 2 to 3-story building program in a rectangular footprint.*

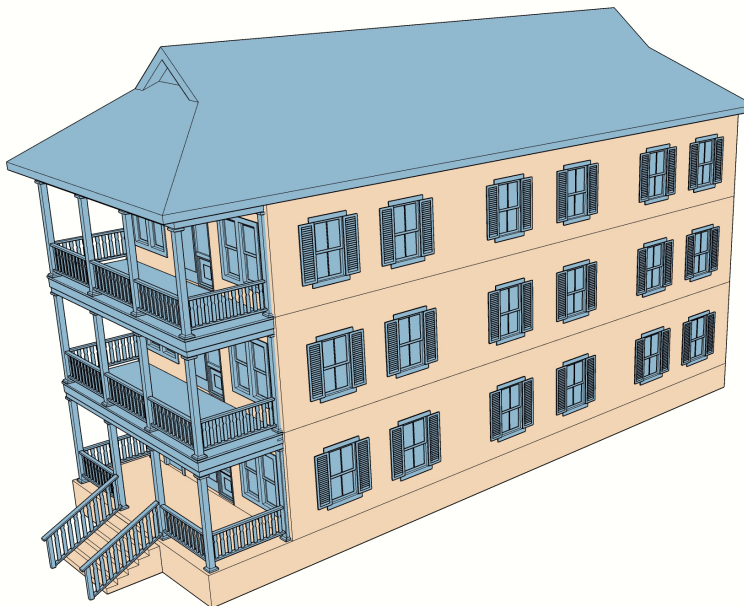
*A side entry provides privacy on busy streets.*



*The front facade is a simple composition with regularly spaced windows and doors.*



*Windows should be placed to daylight and ventilate all interior spaces.*



*A hipped or gabled roof helps to step the mass of the building back.*

## Center Station Multifamily Buildings

### 1. Roof

standing seam metal or shingle

### 2. Trim

Simple profile

### 3. Cladding

Masonry, shake, or clapboard

### 4. Windows

Operable, divided lite, with clear (untinted) glass

### 5. Columns

Square 4"-8"

### 6. Building Main Entry

Residential or commercial entry system

### 7. Railings

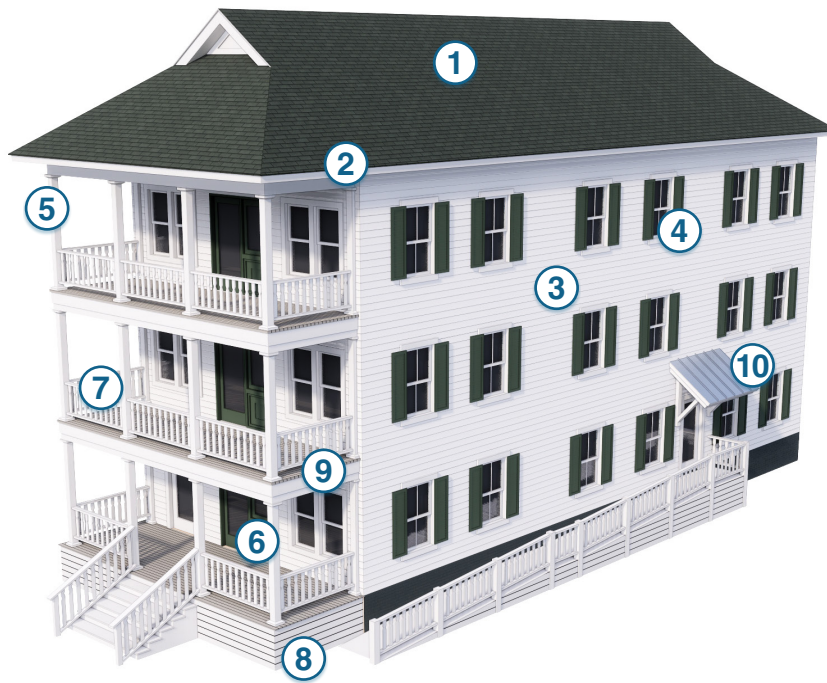
### 8. Foundation skirt

Solid appearance with optional slatted appearance at porch

### 9. Porch Decking

### 10. Awnings

Match main roof or standing seam metal with wood or metal structure

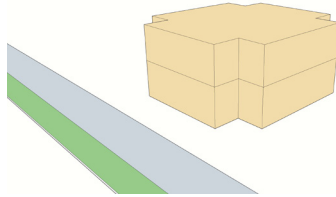


## Center Station Multifamily Buildings

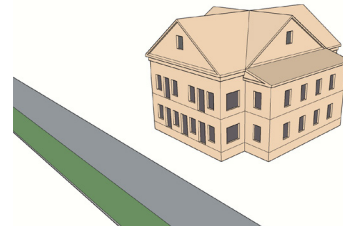
### Medium 2-story building

#### Mansion Style Apartment

1. Intended to appear like a large house that has been broken up into smaller dwelling units, the design should be that of a large residence.
2. Simple details give the building a pedestrian friendly facade while keeping costs low.



*A 2 to 3-story building program in a rectangular or square footprint.*



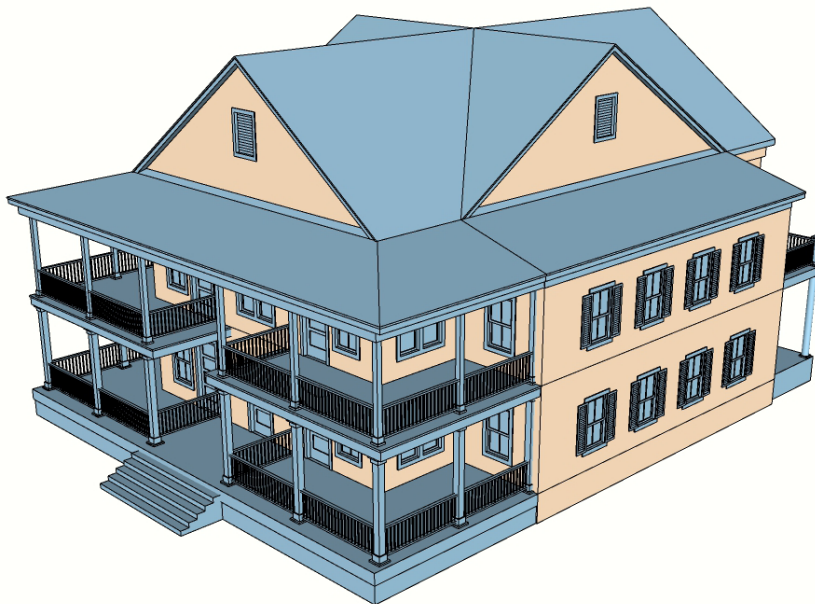
*Typical residential windows and details are appropriate.*



*A front facade with doors and generous windows centered on bays is functional and pedestrian friendly.*



*The windows should continue around the perimeter of the building to provide daylighting for all of the interior spaces.*



*Wrap-around porches provide outdoor space for residents and accommodate a coastal lifestyle.*



## Center Station Multifamily Buildings

### 1. Roof

Standing seam metal or shingle

### 2. Trim

Simple profile, multi-layered

### 3. Cladding

Brick, shake, or clapboard

### 4. Windows

Operable, divided lite, clear (untinted) glass windows

### 5. Porch roof

Match main roof

### 6. Columns

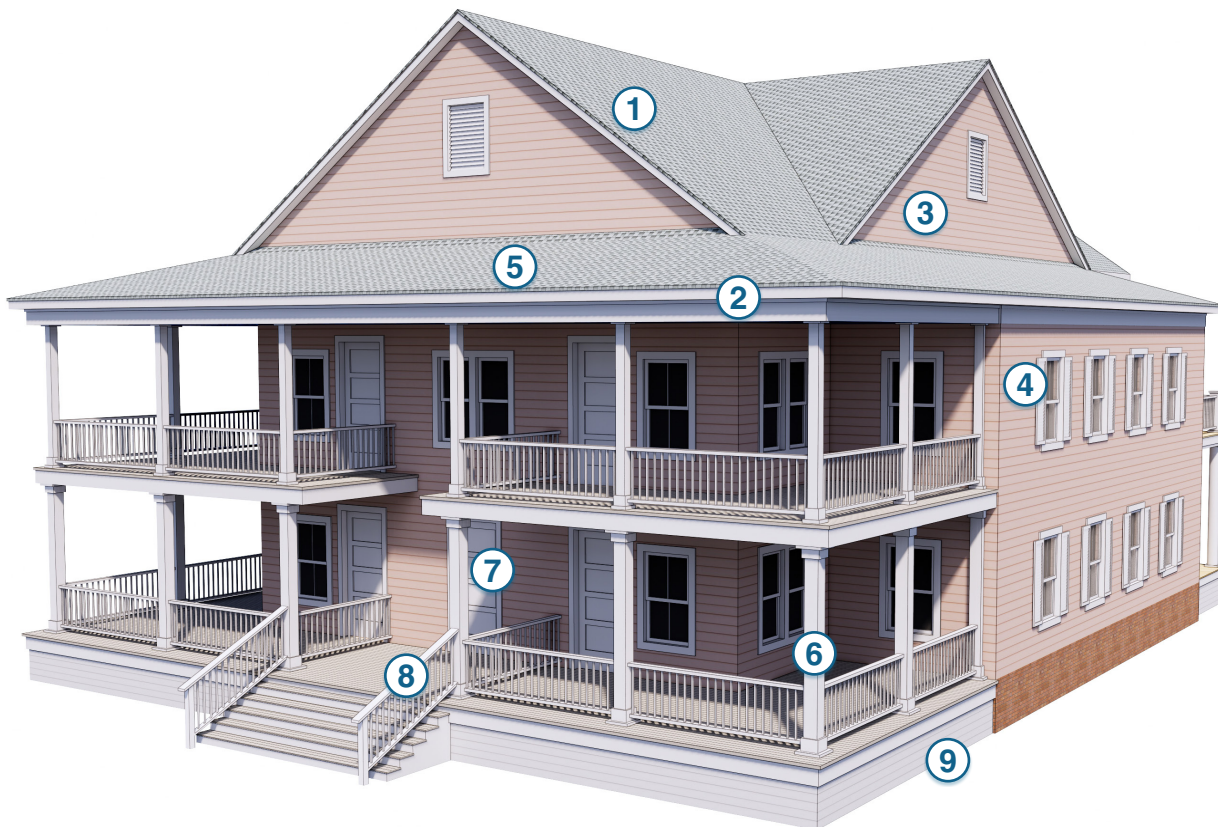
Square 6"-12"

### 7. Entry Doors

### 8. Railings

### 9. Foundation skirt

Solid appearance with optional slatted appearance at porch

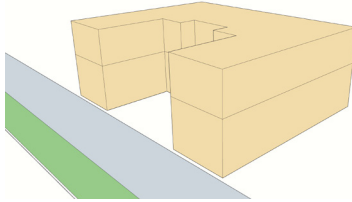


## Center Station Multifamily Buildings

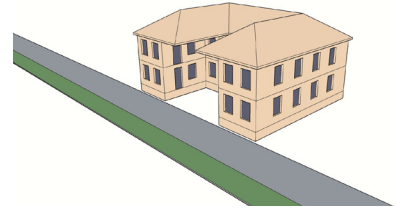
### Medium 2-story building

#### Courtyard Style Apartment

1. A multifamily building with a small scale.
2. A courtyard allows all units to be naturally lit from multiple directions.



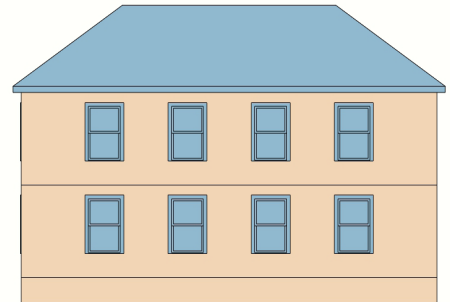
*A 2 to 3-story building program in a square or rectangular footprint with a courtyard.*



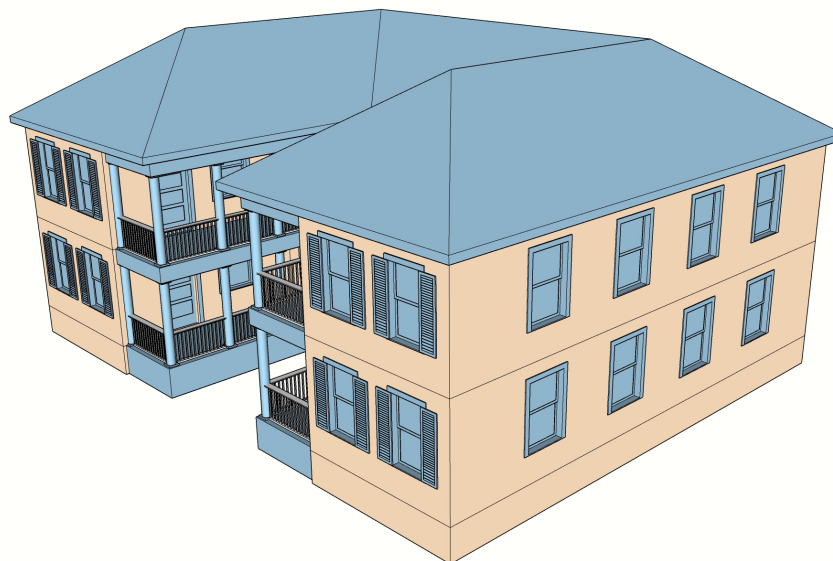
*Windows and porches are placed to take advantage of the natural light available around the exterior perimeter, and the privacy afforded by the courtyard.*



*A central courtyard provides a semi-private entrance and porch area while maintaining the building facade line of the block.*



*Ground floor side windows are necessary to maintain the visual permeability of the street frontage. Side windows towards the rear of the building are optional, but encouraged.*



*Roof and window types, awnings, trim, and brackets add detail to the building and give it a coastal appearance.*

## Center Station Multifamily Buildings

### 1. Roof

Standing seam metal or shingle

### 2. Trim

Simple profile, multi-layered

### 3. Cladding

Masonry, shake, or clapboard

### 4. Upper story windows

Operable, divided lite windows with clear (untinted) glass

### 5. Columns

Square or round

### 6. Entry Doors

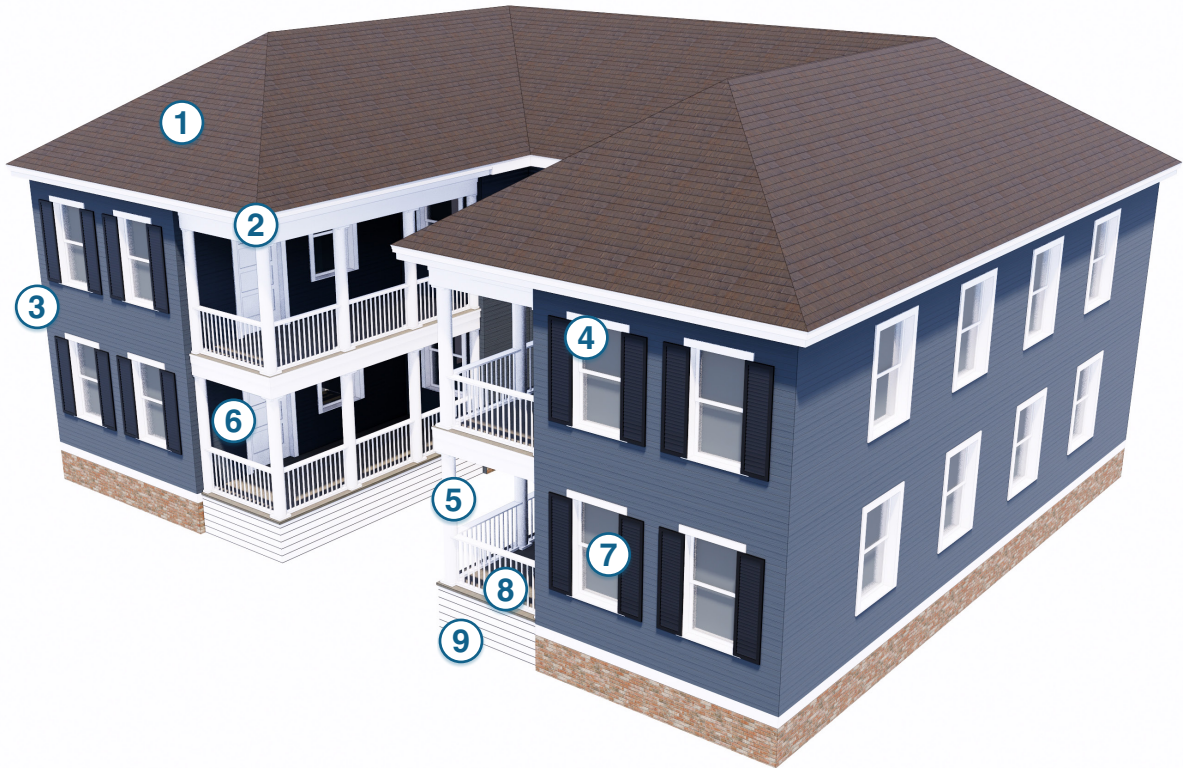
### 7. Ground floor windows

Storefront with transoms and clear (untinted) glass

### 8. Railings

### 9. Foundation skirt

Solid appearance with optional slatted appearance at porches



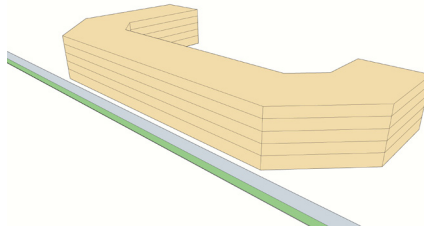


## Center Station Multifamily Buildings

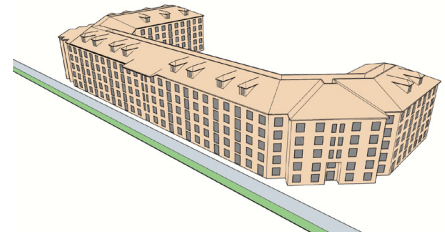
### Large 4-story building

#### Grand Hotel Style Apartment

1. Multi-tiered porches are a defining feature of the grand hotel style. Their repetitive nature is efficient for construction and reduces the visual scale of the building.
2. Simple details give the building a pedestrian friendly facade while keeping costs low.



*A 2 to 5-story building program in a rectangular broadfront footprint.*



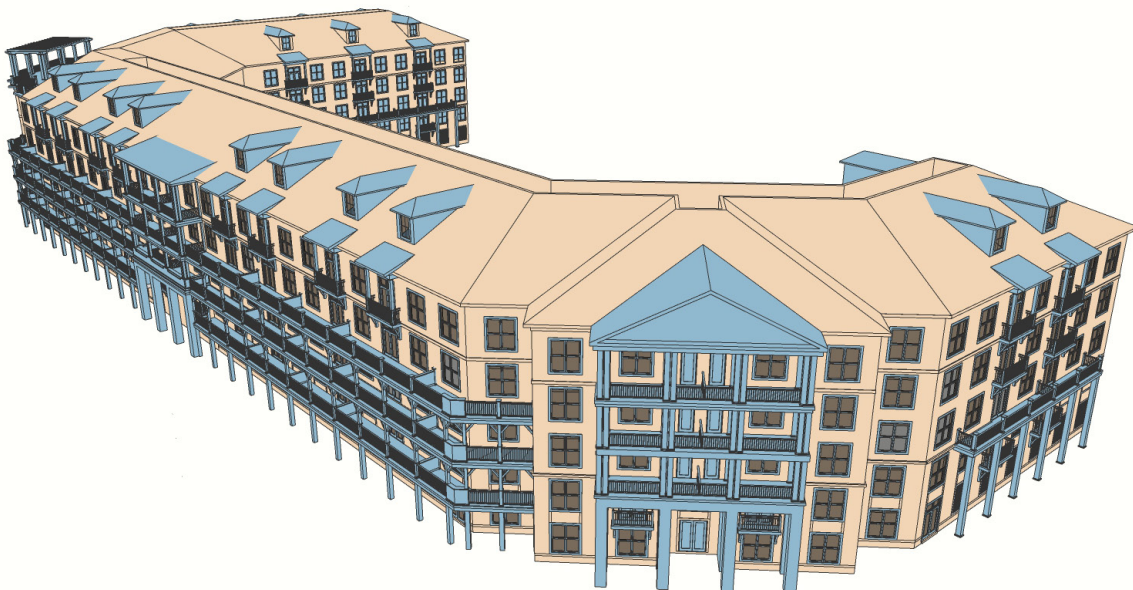
*Turning the ends of the building back in to the lot provides a courtyard for parking or building amenities.*



*A front facade with doors and generous windows centered on bays is functional and pedestrian friendly.*



*Carrying the same elements of the front facade around the sides creates a coherent building.*



*Roof and window types, awnings, trim, and brackets add detail to the building and give it a coastal appearance.*

## Center Station Multifamily Buildings

### 1. Roof

Standing seam metal or shingle

### 2. Trim

Simple profile, multi-layered

### 3. Cladding

Brick, shake, or clapboard

### 4. Upper story windows

Operable, divided lite, clear (untinted) glass windows

### 5. Dormers

### 6. Porch roof

Match main roof

### 7. Columns

Square or round

### 8. Doors

Storefront with transoms with clear (untinted) glass

### 9. Ground floor windows

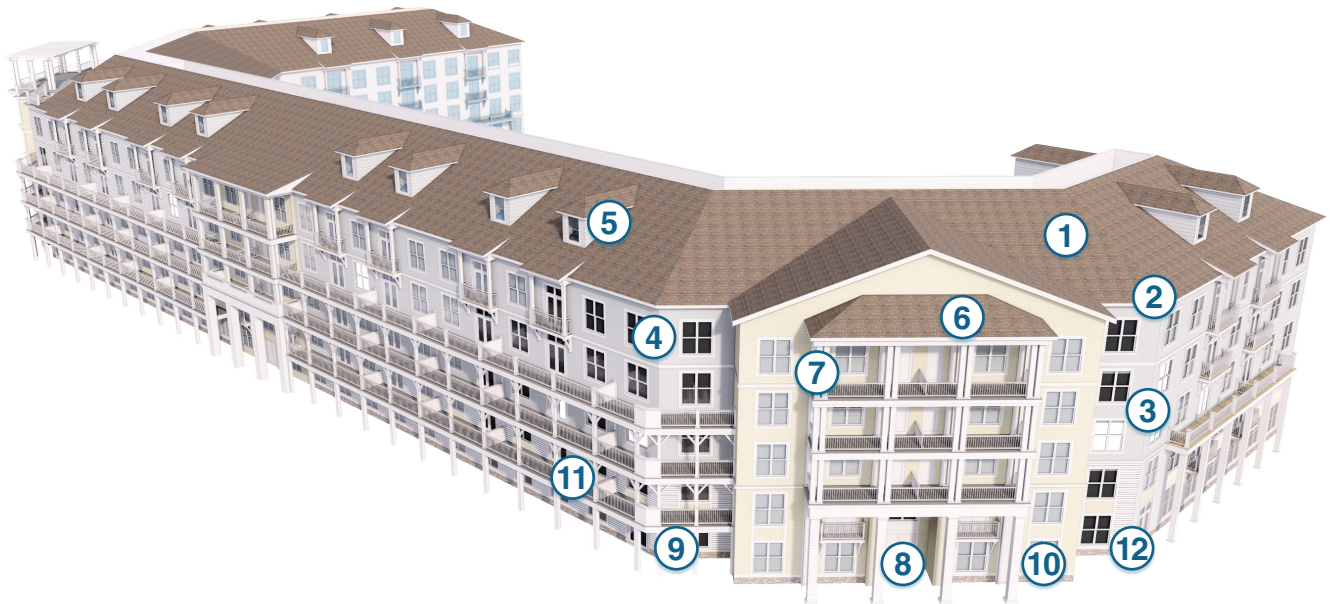
Storefront with transoms with clear (untinted) glass

### 10. Screening Of Podium Parking

### 11. Railings

### 12. Foundation skirt

Solid appearance

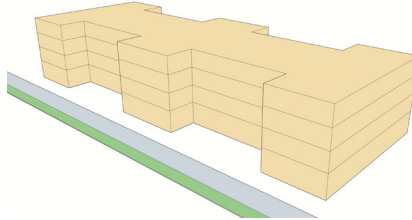


## Center Station Multifamily Buildings

### Large 4-story building

#### Grand Hotel Style Apartment

1. Multi-tiered porches are a defining feature of the grand hotel style. Their repetitive nature is efficient for construction and reduces the visual scale of the building.
2. Simple details give the building a pedestrian friendly facade while keeping costs low.



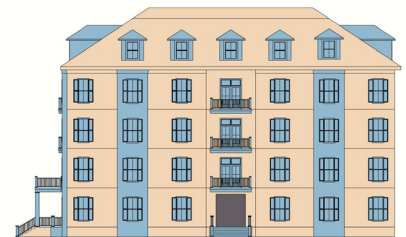
*A 2 to 5-story building program in a rectangular broadfront footprint.*



*Turning the ends of the building back in to the lot provides a courtyard for parking or building amenities.*



*A front facade with doors and generous windows centered on bays is functional and pedestrian friendly.*



*Carrying the same elements of the front facade around the sides creates a coherent building.*



*Roof and window types, awnings, trim, and brackets add detail to the building and give it a coastal appearance.*



## Center Station Multifamily Buildings

### 1. Roof

Standing seam metal or shingle

### 2. Trim

Simple profile, multi-layered

### 3. Cladding

Brick, shake, or clapboard

### 4. Upper story windows

Operable, divided lite, clear (untinted) glass windows

### 5. Dormers

### 6. Entry Balcony

Match style of balconies

### 7. Columns

Square

### 8. Doors

Storefront with transoms with clear (untinted) glass

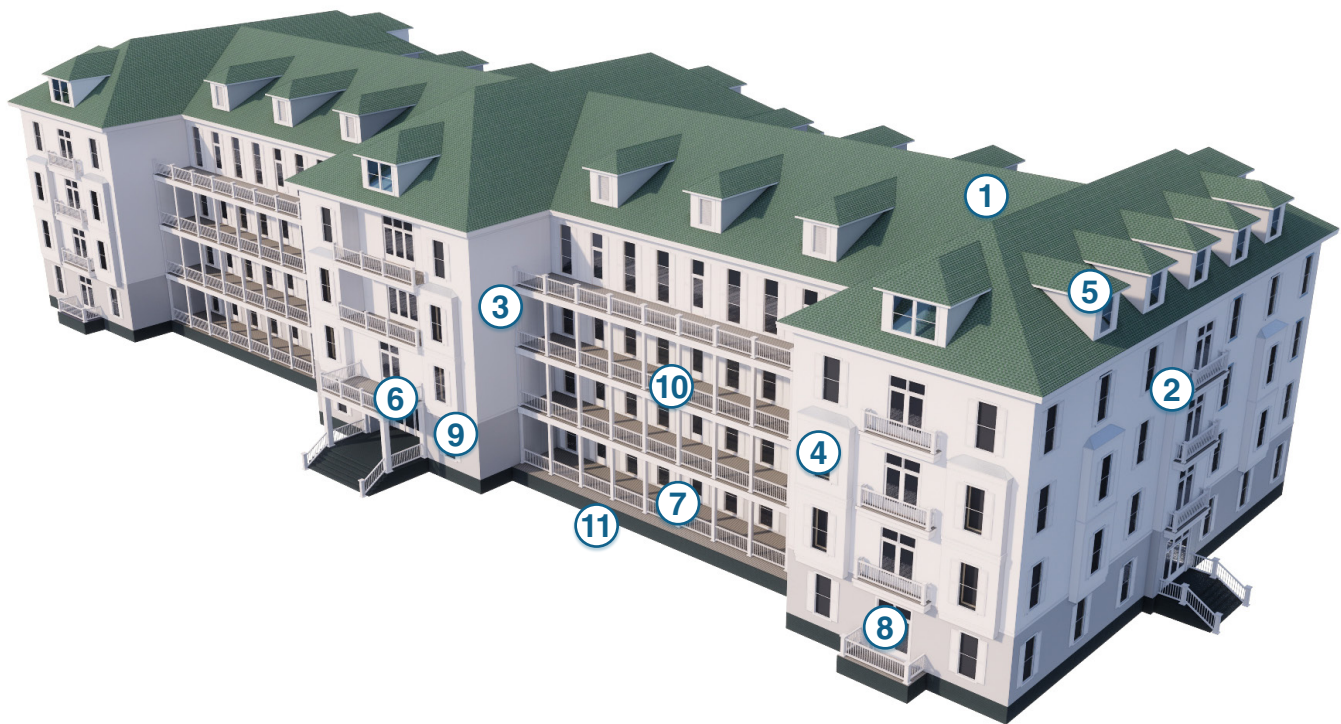
### 9. Ground floor windows

Storefront with transoms with clear (untinted) glass

### 10. Railings

### 11. Foundation skirt

Solid appearance



# Center Station Commercial, Mixed Use, & Multifamily

## Building details

### Roof materials



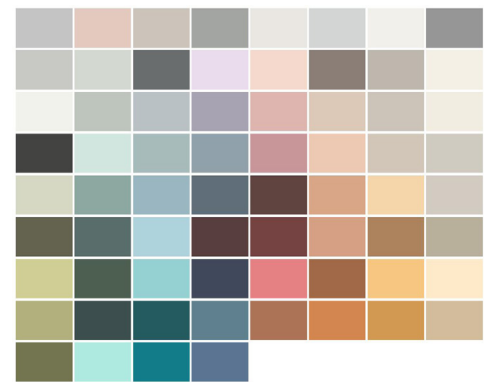
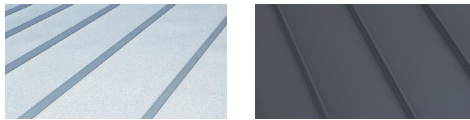
Architectural shingles. Dark green, medium brown, medium gray, or dark red in color.



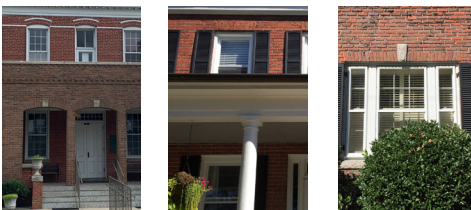
Standing seam metal. 1 1/2" vertical seam with 12"-18" spacing. Silver metallic, medium gray, dark green, or dark red in color



Cedar or cypress shingles.



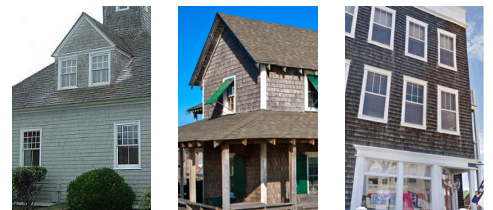
### Exterior cladding details



Full brick buildings as well as buildings that have brick foundations and clapboard or shingle cladding above are appropriate.



Wood or fiber cement clapboard siding in a variety of colors in whites, grays, earth tones, and pastels are appropriate. Exposures should be 8" or less.



Cedar shake or fiber cement simulated shake siding, stained, painted, or natural, is appropriate. Colors should be whites, grays, earth tones, or pastels.

### Windows and doors details



Doors and windows set in brick - recessed with brick mold with brick lintels or arches above and brick or wood/composite sills below.



Doors and windows set in clapboard siding with trim 3" to 6" in width. The door/window trim width should always be less than the width of the corner trim of the building.



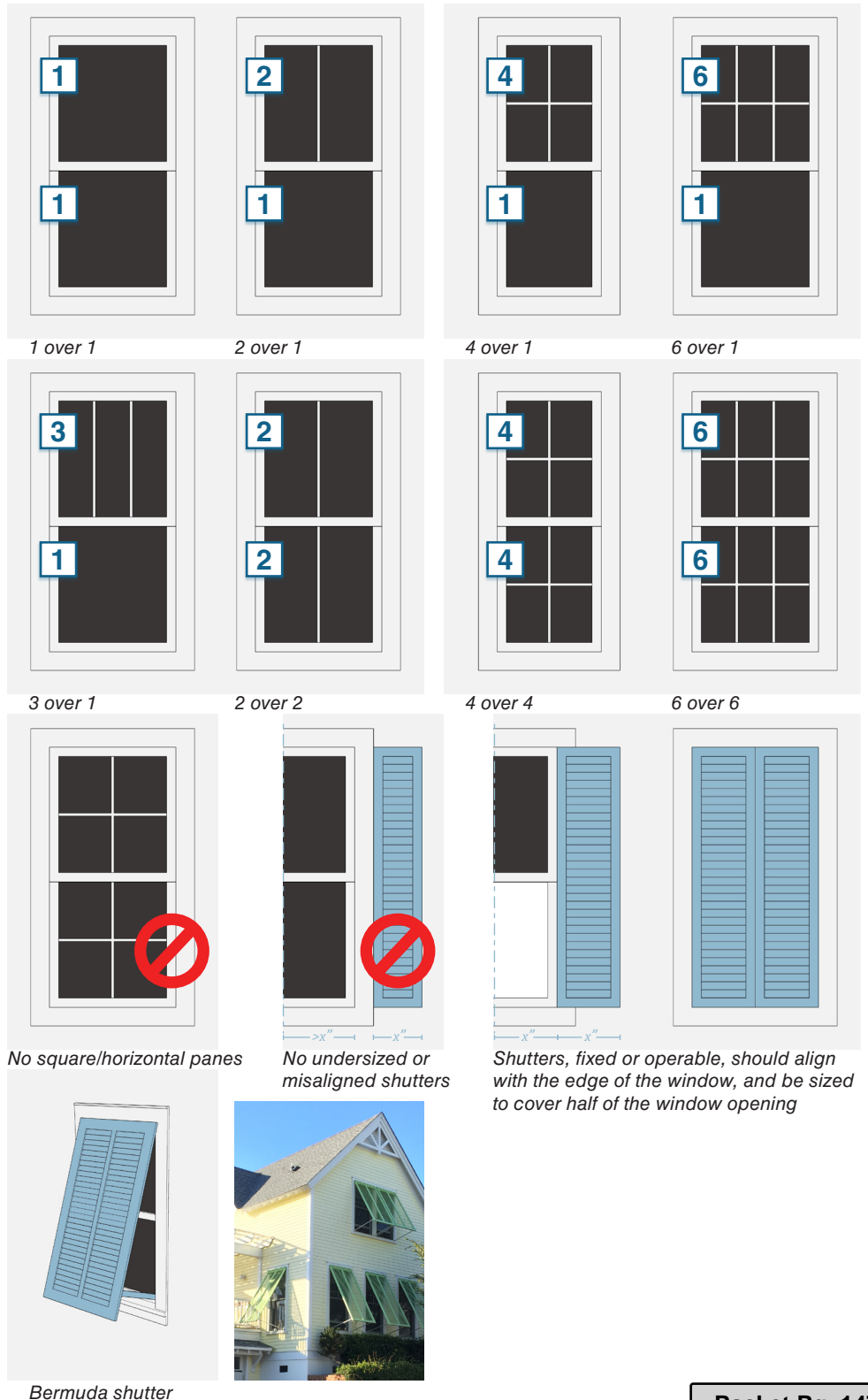
Doors and windows set in cedar or cypress shake siding with 1 1/2" to 3" flat trim.



## Center Station Commercial, Mixed Use, & Multifamily

### Double-hung windows

- Upper story windows, and windows in residential spaces on any level should be operable.
- Casement and awning windows are appropriate in circumstances where the window sill is higher than typical, such as in bathrooms or over a counter top.
- Double-hung windows are the most common and are appropriate in most circumstances.
  - Muntin divisions should result in individual panes (also called *lites/lights*) with a vertical proportion, rather than being square or horizontal.
  - Vary the number of divisions in differently-sized windows in order to maintain a similar pane proportion from one window to the next rather than maintaining the same number of divisions for every window.
- Operable shutters are preferred for protection from storm-borne debris as well as their functionality in maintaining privacy and reducing solar gain while windows are open in nice weather.
  - Shutters should always be sized (whether operable or not) so that they would fully cover the window when closed.
  - Mulled windows should not have shutters alongside them unless each shutter is sized to cover half of the mulled unit.
- Operable Bermuda shutters are a great solution in coastal environments to protect from hot sun and storm-borne debris.
  - Bermuda shutters should be sized to overlap the window by at least 1" on all sides.



# Center Station Commercial, Mixed Use, & Multifamily

## Building details

### Railing Styles



**Cable Railing**  
Contemporary style of railing with high visibility and horizontal emphasis



**Decorative Railing**  
Transitional style of railing with low visibility and horizontal emphasis



**Plank Railing**  
Rustic style of railing with low visibility and horizontal emphasis



**Picket Railing**  
Traditional style of railing with vertical emphasis, picket styles vary

### Column Styles



**Doric Column**  
Classical style



**Square Column**  
Simple style, tapered sides shown above



**Double Columns on plinths**  
Contemporary style. Plinths can be wood or masonry



**Square Column**  
Simple style, shown with brackets above

### Bracket Styles



**Ornate Bracket**



**Simple Bracket**



## Center Station Public Space

Center Station, the gateway to Currituck Station, is a mixed-use sub-district. Commercial, office, and residential uses in this sub-district will produce more pedestrian activity than other sub-districts.

A public space is an area that a resident or visitor has access to from the public right-of-way (R.O.W.), typically a sidewalk in Center Station.

There are various types of public spaces appropriate for Center Station. The following requirements guide developing all public space in Currituck Station.



*The Center Station public space patterns are intended to result in a walkable, pedestrian-scaled environment similar to the rendering above.*

## Center Station Public Space

### Linear Lakes



*Linear lakes*

1. Tiered park that can store storm water temporarily.
2. The lowest tier contains continuously flowing water.
3. Paths and overlooks may be around the perimeter of the lake, along with site amenities.
4. Some appropriate site amenities are benches, trash receptacles, informational signage, path lighting, and tables with chairs.
5. The top-most tiers should be planted with native vegetation that can survive damp environments.

### Amenities



*Seating along edges of walkable paths*

1. Benches should remain lit at night.
2. Benches facing each other are encouraged.
3. Plaza amenities may vary. At a minimum, provide shaded seating and paved walking paths.



*Shaded Bike Racks and Drinking Fountain*

1. Located adjacent to paved walkways and public spaces.
2. Bike racks are typical near commercial and office functions.
3. Shade structure should not be opaque - allowing full visibility of any locked bikes.



# Center Station Public Space

## Plazas



*Mid-Block Plaza*

1. Located along paved walkway
2. Neighboring properties may share a plaza.
3. Plaza minimum size 40' x 40'
4. Plaza paving should be designed to reflect heat. Color to contrast adjacent paving or ground cover.
5. Plaza amenities may vary. At a minimum, provide shaded seating.



*Corner Plaza*

1. Located adjacent to paved walkways at one corner of a block.
2. Plaza minimum size 80' x 60'
3. Plaza paving to reflect heat, not glare. Color to contrast adjacent paving or ground cover.
4. Plaza amenities may vary. At a minimum, provide shaded seating and paved walking paths.

## Squares



*Mid-Block Square*

1. Located along paved walkway, between 2 businesses.
2. Adjacent businesses may use squares.
3. Square minimum size 60' x 80'
4. Square paving to reflect heat, not glare. Color to contrast adjacent paving or ground cover.
5. Square amenities may vary, at a minimum, provide shaded seating.



*Intersection Square*

1. Located at the nexus of adjacent sub-districts.
2. Vehicular traffic surrounds the square.
3. Square minimum size 100' x 100'
4. Maintain a buffer between vehicular traffic and pedestrians inside square.
5. Suitable buffers are a continuous row of trees, planters, and/or on-street parking.

# Center Station Public Space

## Parks



*Pocket Parks*

1. Located within the open space of one lot.
2. Typically between 100 - 200 sq. ft.
3. These small parks are most useful on lots with multiple residences.
4. Paving at perimeter of space should be of contrasting color.
5. Seating and landscaping are common amenities here.



*Neighborhood Playgrounds*

1. Located within or near large public space.
2. Neighborhood playgrounds must be visible from the right-of-way.
3. Provide non-opaque fencing that is continuous and secured around the perimeter.
4. Seating, water fountains, and trash receptacles are common amenities to include.



*Dog Parks*

1. Fencing around dog park should be continuous.
2. Wood and metal picket fencing are acceptable. Provide top caps so that collars won't get caught on pickets.
3. Planting at base of fence is encouraged, to eliminate burrowing.
4. When possible, provide water fountain for pets.
5. The ground cover should be artificial turf or seeded grass.
6. Ensure good drainage to prevent muddy areas from regular wear & tear
7. A trash container should be provided for collection of animal waste.



*Fitness Stations*

1. Paving should be soft and durable, rubber tiles and pourable rubber compounds are typical.
2. Paving color should have a low heat reflectivity.
3. Fitness station paving to reflect heat, not glare. Color to contrast adjacent paving or ground cover.
4. Fitness station amenities may vary, at a minimum, provide shaded seating and paved walking paths.

# Center Station Public Right-of-Way

## Collector streets

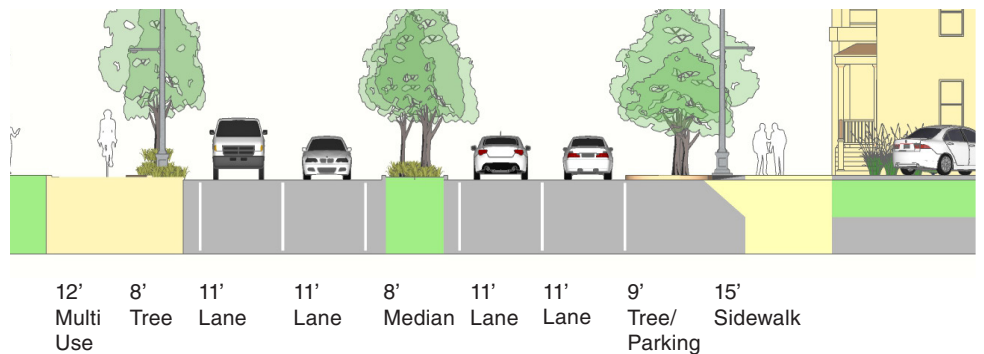
### Center Station - Charter Boundary

1. The lower density development of the Charter sub-district allows for a wide multi-use path that accommodates both pedestrians and cyclists along a pleasant, meandering path.
2. The 2 travel lanes exiting the development allow for morning rush traffic to more effectively stack at Caratoke Highway.
3. Parallel parking, and generous sidewalks help establish the pedestrian-friendly, retail-oriented nature of the Center Station sub-district.

Charter Sub-District

Public Collector A

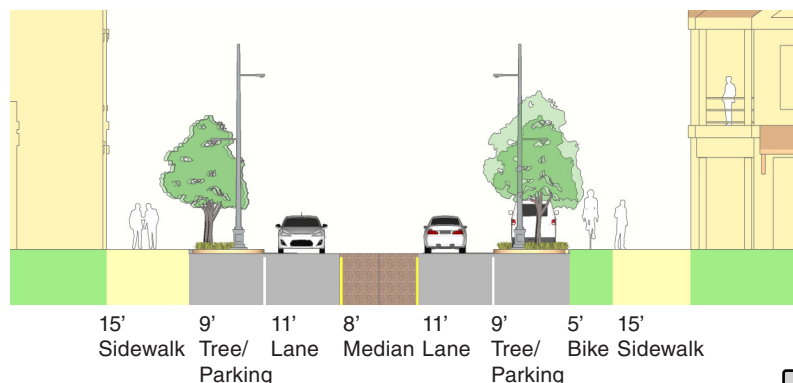
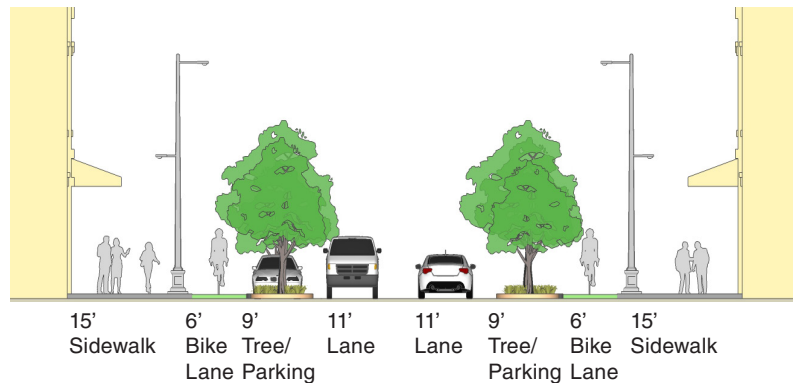
Center Station Sub-District



## Local streets

### Interior Street Options

1. Sidewalks are sized to accommodate pedestrian movement as well as pedestrian oriented amenities such as seating areas and outdoor dining.
2. The bicycle lane is protected from traffic by a row of parallel parking and trees.
3. The parallel parking lane is used to accommodate tree wells at regular intervals of 2 to 3 parking spaces.
4. Trees shall be placed at regular intervals and of a species sized to provide continuous shade to pedestrians.
5. Lighting shall be provided for both vehicular and pedestrian paths; lighting shall be 2700K maximum in color temperature and provide a CRI of 80 or better.





## Center Station Public Right-of-Way

### Pedestrian paths

1. Pedestrian paths in Center Station are wide enough to accommodate multiple uses.
2. Along East/ West Streets, are bike lanes on either side of the roadway.
3. Along North/South streets, the bike lane is located on the least commercially dense side to interfere with as few pedestrians as possible.
4. The pedestrian paths at the connection of Center Station and the neighboring Charter sub-district are wide multi use paths that can be populated by either cyclists, or ambulatory pedestrians.



Center Station - Interior Streets - East/West travel direction



Center Station - Interior Street - North/South travel direction



Center Station - Charter Boundary





The following pages provide examples of building massing and architectural styles that are compatible with the Currituck Station design intent. Designers are not expected to copy these, only to use them as a guide towards their own compatible designs.

# Charter Development Principles

The Charter sub-district provides a more conventional development pattern that reinforces the walkable nature of the Center Station Sub-District. The pattern of development includes a grid of streets supporting pedestrian activities, on-street parallel or angled parking, wide sidewalks with consistent tree canopy, outdoor café seating, and public spaces such as plazas and parks.

To reinforce the walkable, pedestrian-oriented nature of Charter’s adjacent sub-district, off-street parking lots are located behind buildings or vegetated screens, towards the interior of the lot. Development is designed to support vibrant, walkable streets by placing buildings close to the street with active and public uses on the ground floor and pedestrian entrances accessed from the street. An interconnected network of sidewalks, multi-use paths, public spaces, and parks provide access to the mix of uses found throughout the sub-district.

The Charter sub-district is ideal for vertical mixing of residential, retail, and/or office functions within one building. Horizontal mixing of functions, within separate buildings is permitted with attention to detail through architectural and aesthetic treatments, integrated signage, landscape and buffer enhancements, and interconnected developments.



## Dimensions

The allowable dimensions for the Charter sub-district are designated in the Currituck Unified Development Ordinance.

## Allowable uses

This is an abbreviated table of uses for reference only. For a current and complete table of uses, see the Unified Development Ordinance

### Residential Uses

- Multifamily
- Single Family (Attached)
- Mixed-Use

### Commercial Uses

- Retail
- Office
- Health Care
- Restaurant
- Recreation
- Hotel

### Industrial Uses

- Warehouse

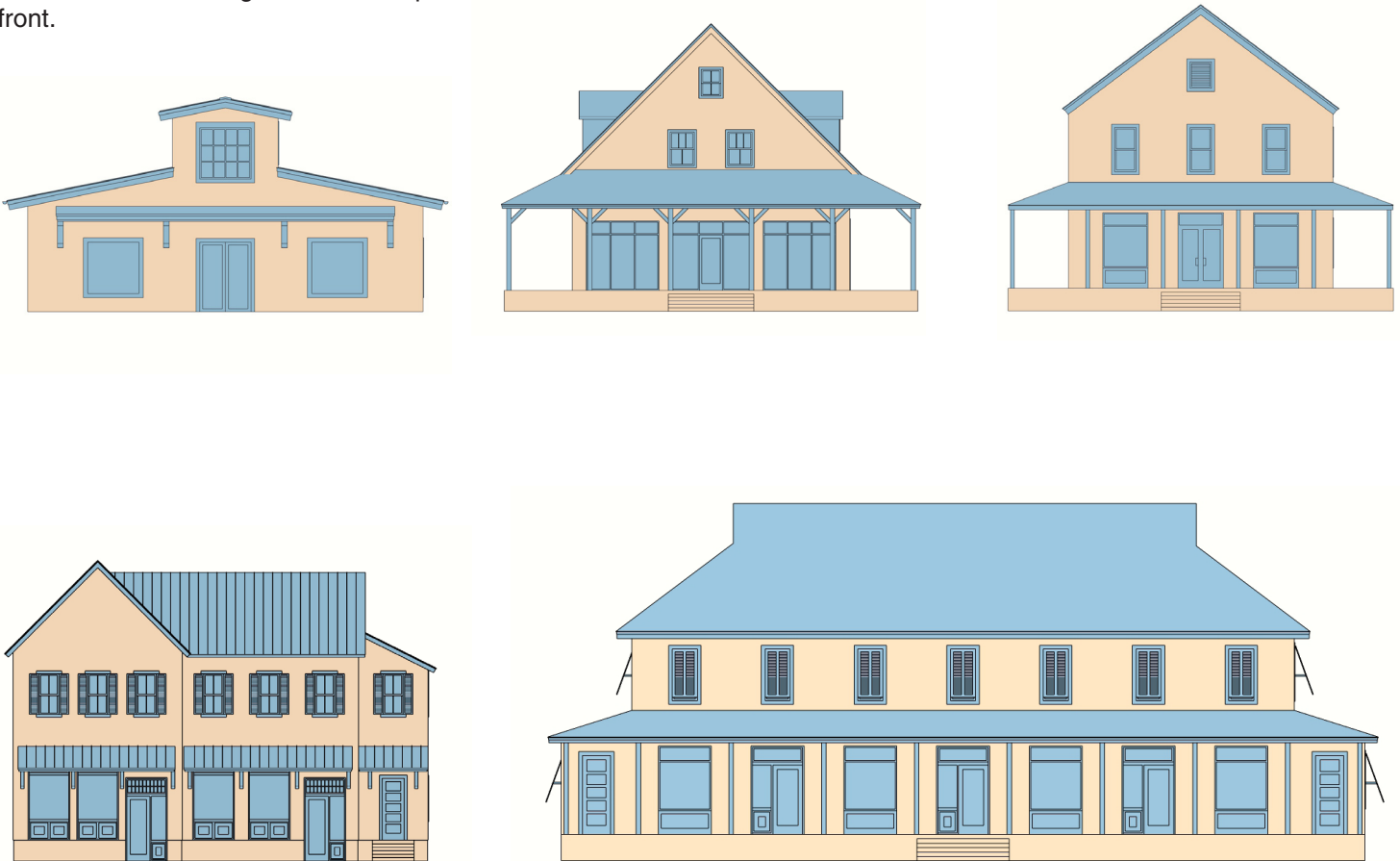
### Civic Uses

- Public Space
- Community
- Education

## Charter Commercial & Mixed Use Buildings

Charter sub-district commercial and mixed use developments follow the patterns of the small and medium Center Station buildings.

Additions such as drive-through canopies and garage doors support the more auto-oriented nature of the Charter sub-district. These additions should be placed at the rear of the building to maintain a pedestrian oriented front.

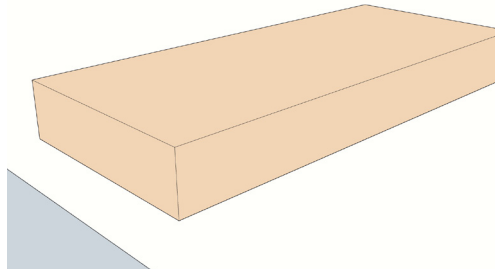


## Charter Commercial & Mixed Use Buildings

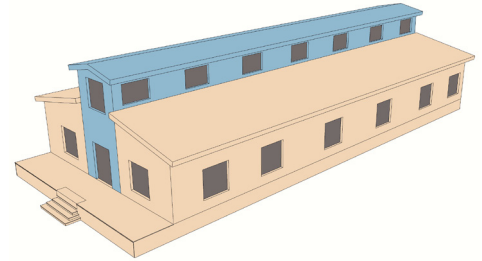
### Small 2-story building

#### Clerestory building

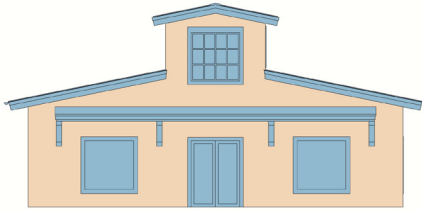
1. Use features such as clerestory to give a small building a 2-story appearance. The second floor may or may not be occupied.
2. Simple details give the building a pedestrian-friendly facade while keeping costs low.



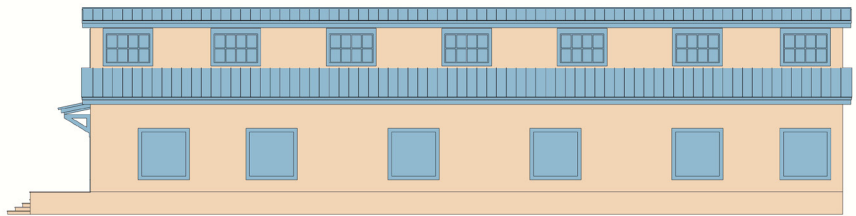
*A 1-story building program in a rectangular footprint. A 1-story building can only be accommodated if the facade is at least 20' tall giving a 2-story appearance.*



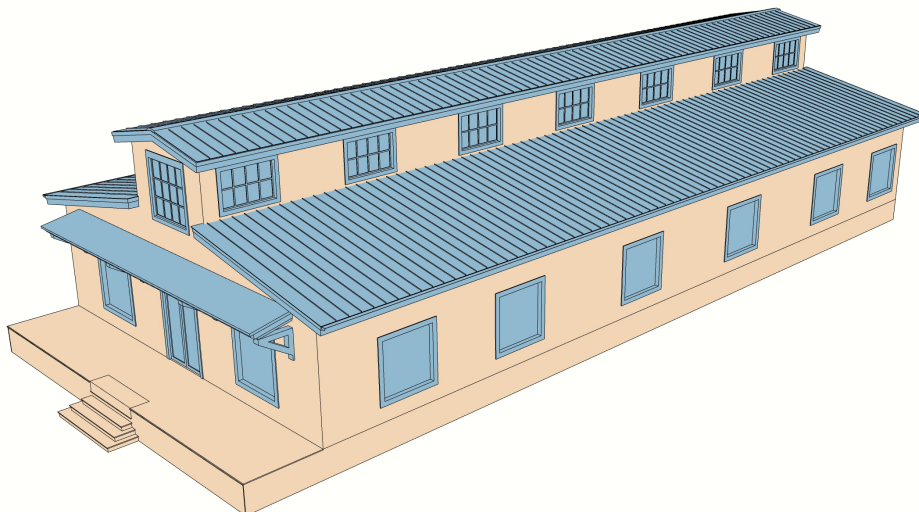
*Adding a clerestory gives the building a usable 2nd story for offices or studio apartments. Alternatively, the clerestory can be used to provide additional natural light and an airy feeling to the 1st floor space while meeting the 20' building height requirement.*



*A front facade with doors and generous windows centered on bays is functional and pedestrian friendly. The width of the clerestory section can be adjusted to suit the building program needs.*



*Ground floor side windows near the street are necessary to maintain visual permeability of the street frontage. Side windows towards the rear of the building are optional, but encouraged.*



*A small, simple fixed awning with support brackets and simple trim profiles add detail to the building and give it a coastal appearance.*



## Charter Commercial & Mixed Use Buildings

### 1. Roof

Standing seam metal due to low pitch

### 2. Trim

Simple profile, multi-layered

### 3. Cladding

Board & batten, shake, or clapboard

### 4. Clerestory windows

Divided lite, clear glass windows

### 5. Awning

Sloped with simple brackets

### 6. Railings

### 7. Doors

Storefront doors with clear (untinted) glass

### 8. Ground floor windows

Storefront or folding glass windows with clear (untinted) glass

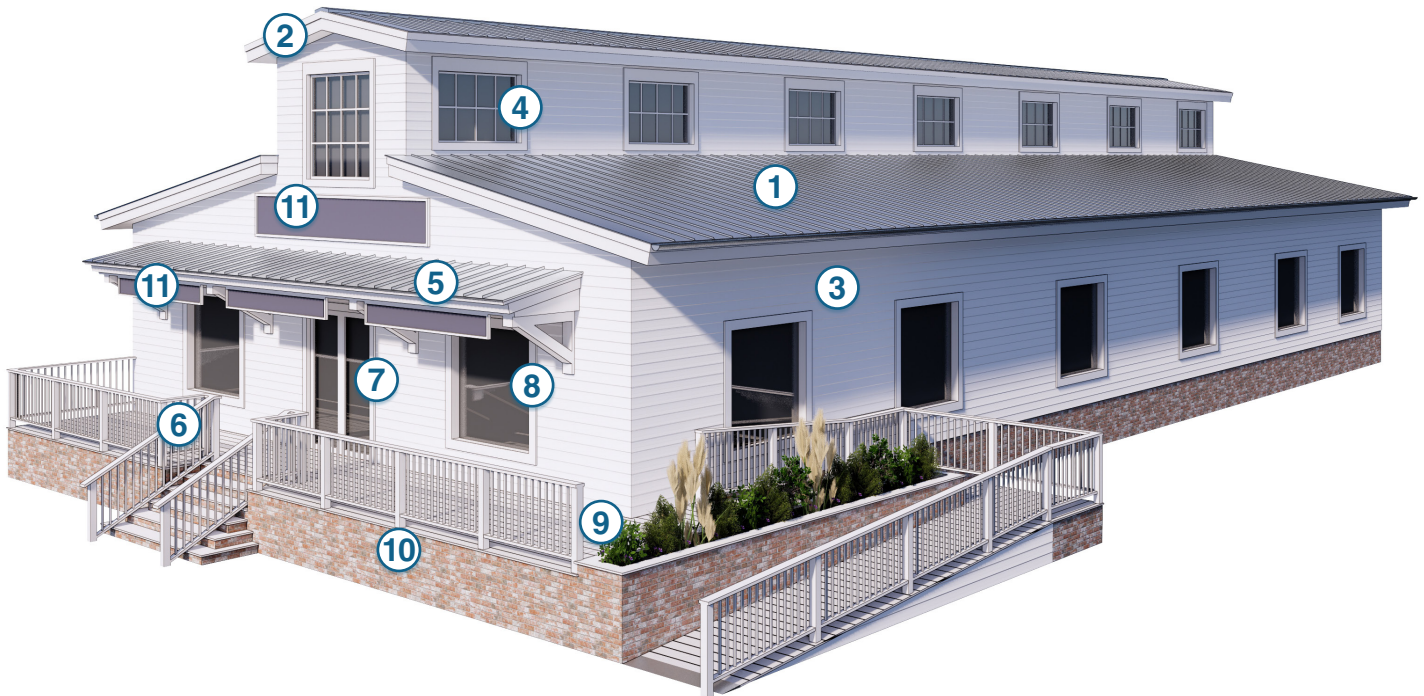
### 9. Decking

### 10. Foundation

Solid in appearance

### 11. Sign boards

Recessed or raised perimeter to differentiate from cladding



Local Pie in Bluffton, SC



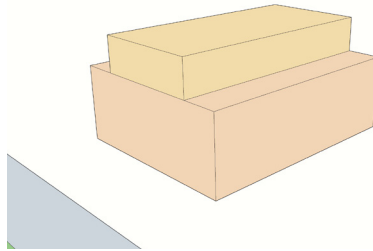
The Hitching Post (The Spry Store) in Currituck, NC

## Charter Commercial & Mixed Use Buildings

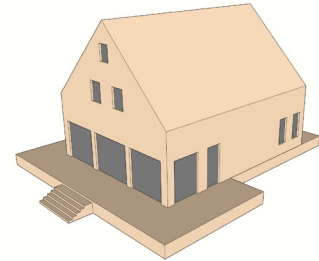
### Small 2-story building

#### A-Frame with Porch

1. An iconic building form along the eastern seaboard, the A-frame is easy to construct, weathers storm events, and provides ample floor space while presenting a compact facade to the public.
2. A deep wrap-around porch shades the windows from hot summer sun and makes an inviting place for customers to enjoy.



*A 2-story building program in a rectangular footprint.*



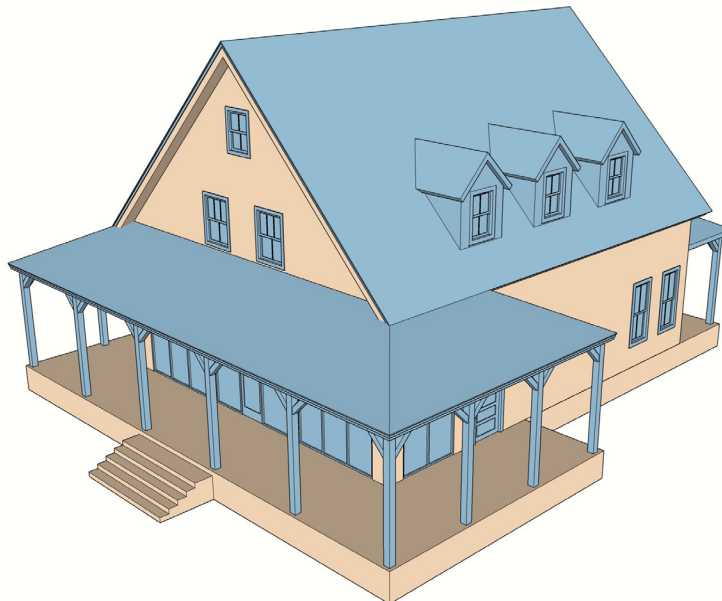
*A steeply pitched roof encompasses the entire upper story.*



*A front facade with storefront glazing and transom windows allows natural light into the lower story space and invites pedestrians in.*



*Dormers let light into the upper story space and provide additional floor space. If the upper story is to be occupied by a different tenant, or is for a residential use, then a separate side entry can be added.*



*Straight or braced columns support the deep porch. Dormers can be separate or combined into one large dormer.*



## Charter Commercial & Mixed Use Buildings

### 1. Roof

Shingle or standing seam metal

### 2. Trim

Simple profile, multi-layered

### 3. Upper story windows

Divided lite, clear glass windows

### 4. Porch roof

Shingle or standing seam metal

### 5. Columns and brackets

Wood or composite

### 6. Ground floor windows

Storefront with clear (untinted) glass

### 7. Doors

Storefront with clear (untinted) glass

### 8. Railings and stairs

### 9. Decking

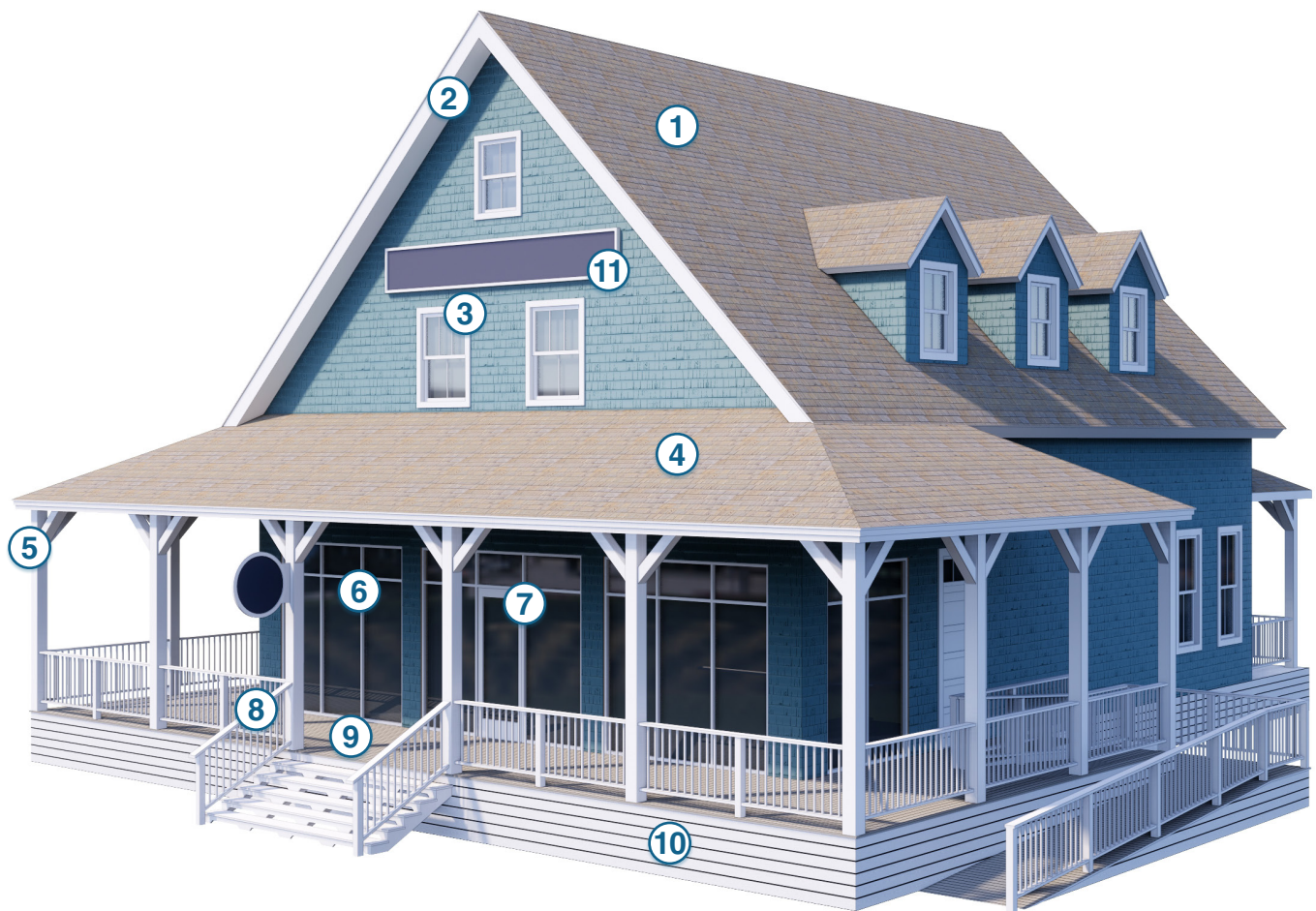
Wood (rot resistant) or composite

### 10. Foundation skirt

Solid or slatted in appearance

### 11. Sign board

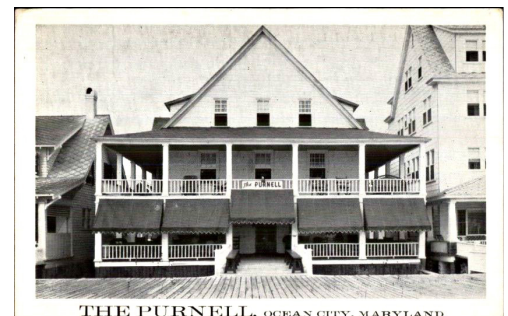
Recessed or raised perimeter to differentiate from cladding



Caffey's Inlet Lifesaving Station  
in Dare County, NC



Seatack Station, Virginia Beach, VA



The Purnell Hotel, Ocean City, MD

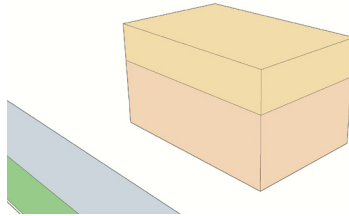
Currituck Station

## Charter Commercial & Mixed Use Buildings

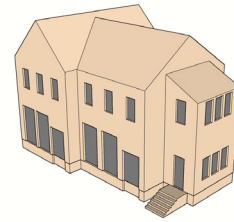
### Medium 2-story building

#### L-shaped

1. Use gable ends to break up longer facades and create the appearance of a series of smaller masses.
2. Simple details give the building a pedestrian friendly facade while keeping construction costs low.



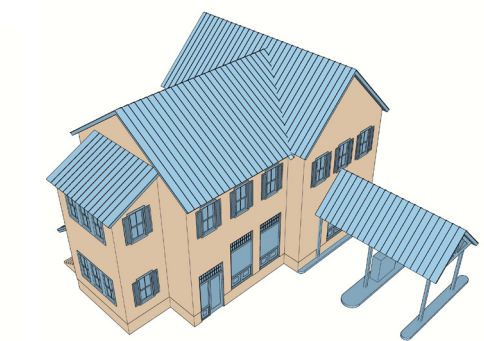
*A 2-story building program in a rectangular broadfront footprint.*



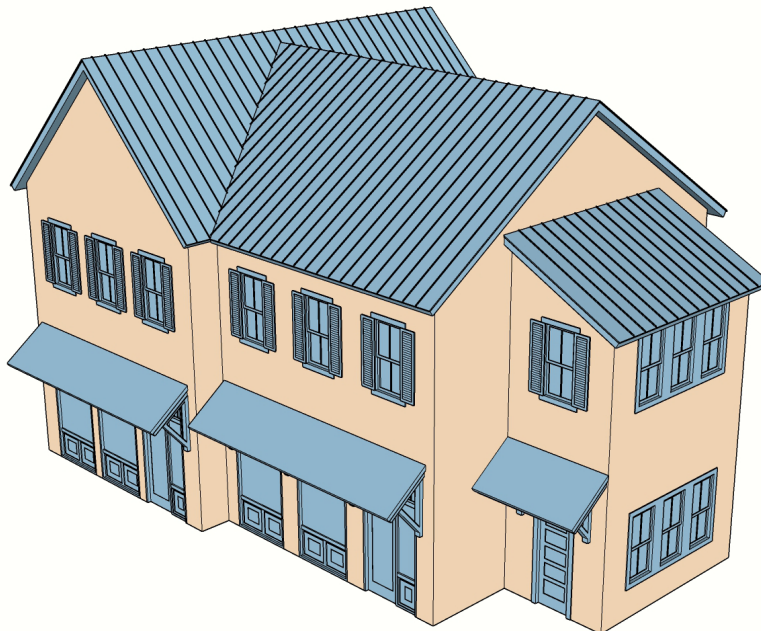
*Adding a gable end breaks up the building facade and provides multiple distinct storefronts.*



*Storefront windows and doors allow pedestrians to see into the ground floor spaces. A stair and elevator tower on the end of the building gives private access to the upper story if desired.*



*A drive-through canopy added to the rear of the building allows auto-oriented uses to occupy the building while maintaining the vernacular character*



*Awnings with brackets and shutters protect the windows from sun and rain.*



## Charter Commercial & Mixed Use Buildings

### 1. Roof

Standing seam metal or shingle

### 2. Trim

Simple profile, multi-layered

### 3. Cladding

Masonry, shake, or clapboard

### 4. Upper story windows

Divided lite, clear (untinted) glass windows

### 5. Shutters

1/2 width and full height of window, operable  
louvered or solid shutters

### 6. Awning

### 7. Doors

Storefront with transoms and clear (untinted)  
glass

### 8. Ground floor windows

Storefront with transoms with clear (untinted)  
glass and optional opaque paneling

### 9. Foundation

Solid in appearance

### 10. Residential door

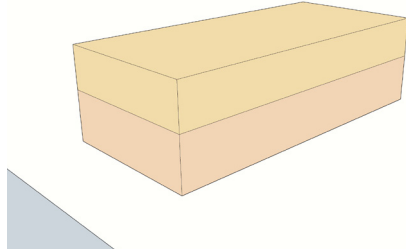


## Charter Commercial & Mixed Use Buildings

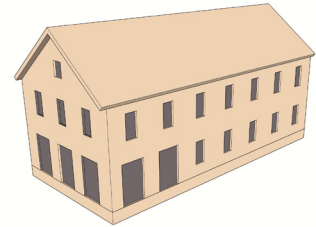
### Medium 2-story building

#### Gable-front building

1. A classic and versatile building form lends itself well to a vertical mix of uses.
2. Simple details give the building a pedestrian friendly facade while keeping costs low.



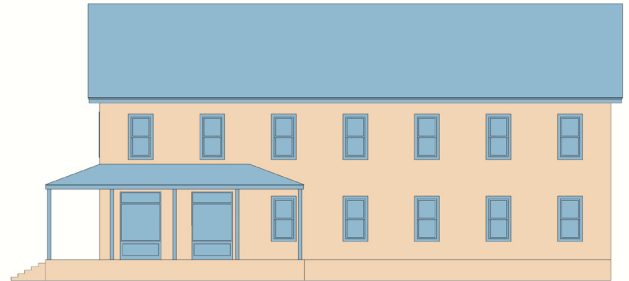
A 2 to 3-story building program in a rectangular footprint.



A gable above the upper story makes an easy-to-construct, adaptable, and durable building.



Minimal overhangs are typical, but the eaves can be extended up to 3' or 4' with exposed rafter tails for a more Craftsman appearance.



Evenly spaced side windows on all levels produce usable light throughout the building.



The wraparound porch can be supported by simple square columns or brackets.

## Charter Commercial & Mixed Use Buildings

### 1. Roof

Standing seam metal or shingle

### 2. Trim

Simple profile, multi-layered

### 3. Upper story windows

Single or divided lite, clear (untinted) glass windows

### 4. Porch roof

Match main roof or standing seam metal

### 5. Columns and brackets

4"-8" square or round

### 6. Ground floor windows

Storefront or folding glass windows with clear (untinted) glass

### 7. Doors

Storefront with clear (untinted) glass

### 8. Railings and stairs

### 9. Decking

Wood (rot resistant) or composite

### 10. Foundation skirt

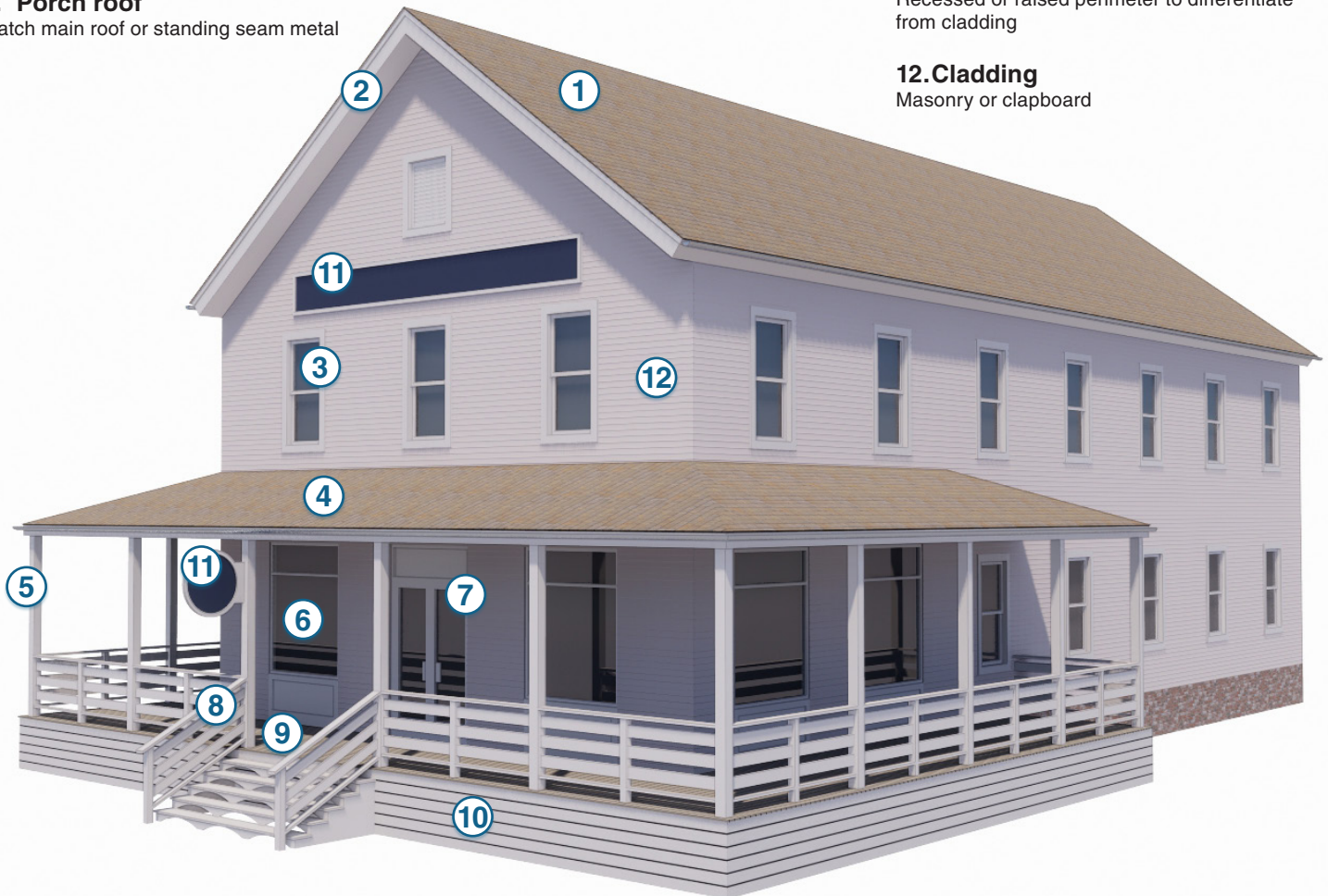
Solid in appearance with optional slatted material at porch

### 11. Sign board

Recessed or raised perimeter to differentiate from cladding

### 12. Cladding

Masonry or clapboard



Cheap John's Store, Currituck County, NC



Creekmore Brothers Store, Currituck County, NC



JM Roberts House, Currituck County, NC

Currituck Station

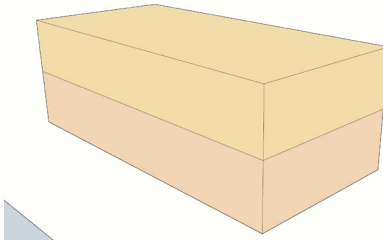


## Charter Commercial & Mixed Use Buildings

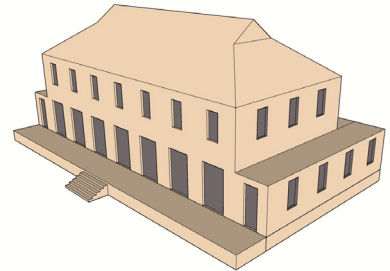
### Medium 2-story building

#### Broad-front building

1. Occupy the frontage of a wide site and provide continuous street-level access to multiple tenants.
2. Upper stories can be used for offices or residential and are pulled back from the street.



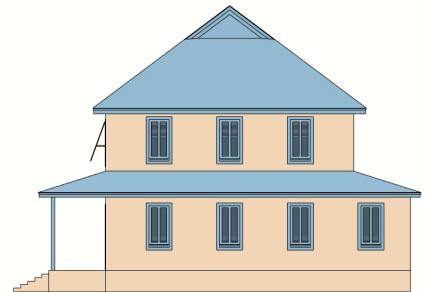
*A 2 to 3-story building program in a rectangular broadfront footprint.*



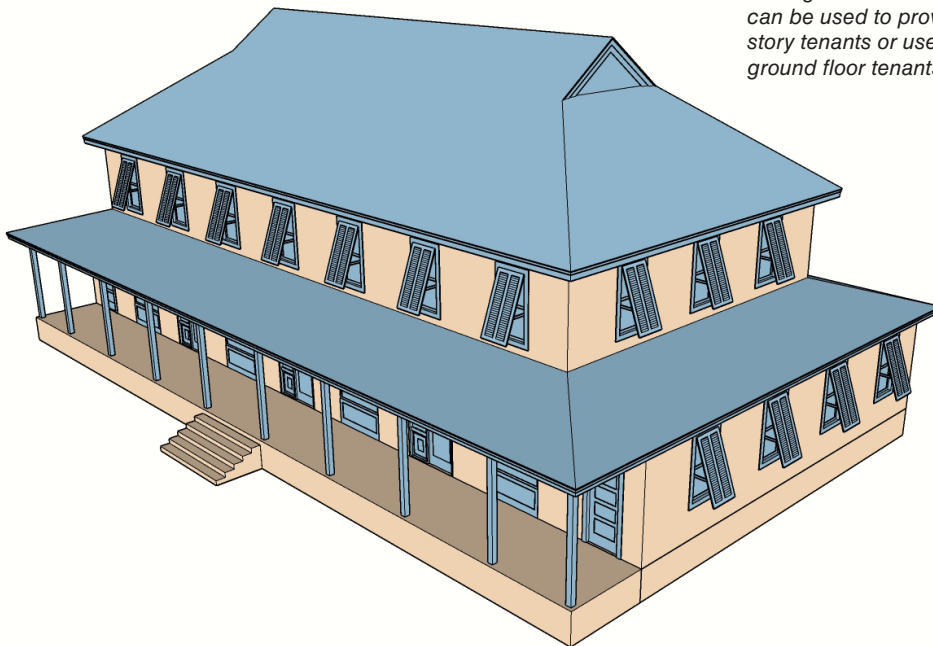
*Closely spaced large openings at the ground floor are important to making the long facade feel permeable and welcoming to pedestrians.*



*A broad front facade allows for more space behind the building to be used for parking and allows for more individual tenants to have street frontage.*



*Ground floor side windows are necessary to maintain the visual permeability of the street frontage. The enclosed areas under the porch roof can be used to provide building access for upper story tenants or used as enclosed porches for ground floor tenants.*



*A gambrel roof is used here, but gable or hipped roofs would also be appropriate. Bermuda shutters have been used to give the building a coastal appearance.*

## Charter Commercial & Mixed Use Buildings

### 1. Roof

Standing seam metal or shingle

### 2. Trim

Simple profile, multi-layered

### 3. Cladding

Shake or clapboard

### 4. Upper story windows

Double hung, divided lite, clear (untinted) glass windows with shutters

### 5. Shutters

Bermuda shutters. full width and length of window

### 6. Porch roof

Match main roof

### 7. Columns

Square or round simple columns

### 8. Doors

Storefront with transoms with clear (untinted) glass

### 9. Ground floor windows

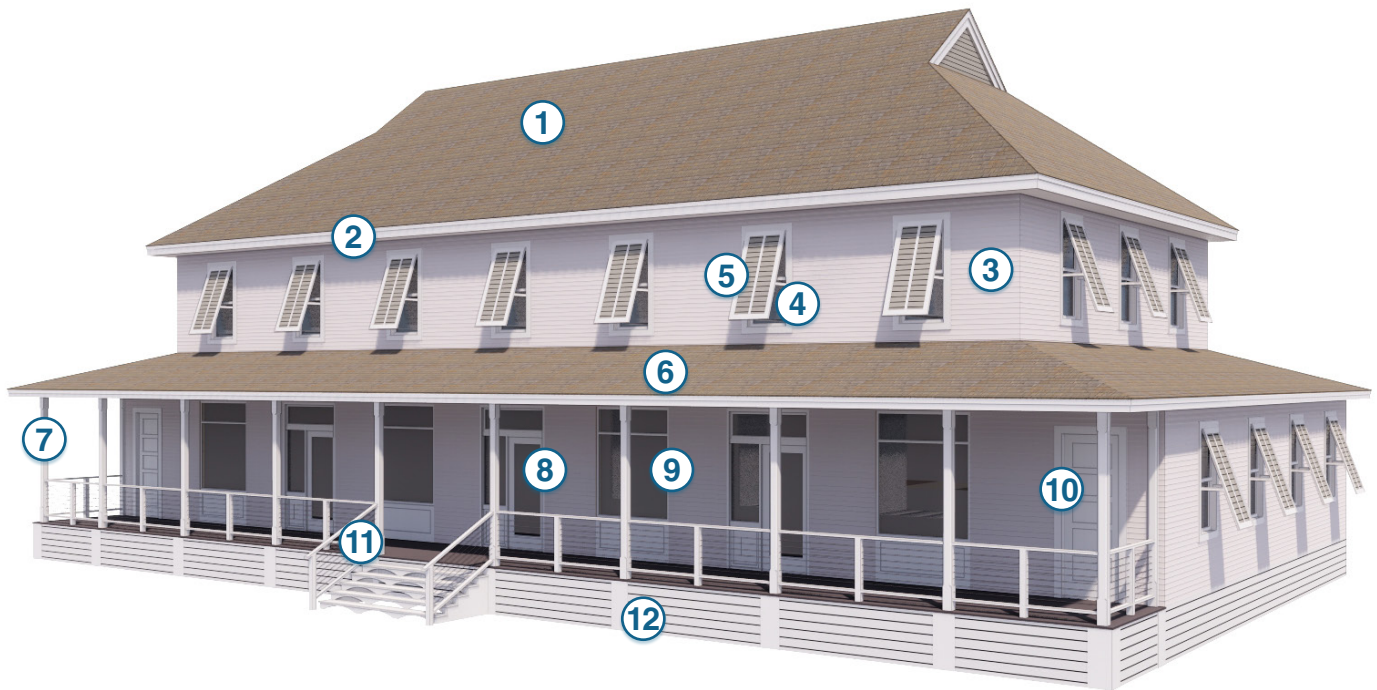
Storefront with transoms with clear (untinted) glass

### 10. Residential/Upper story door

### 11. Railing and stairs

### 12. Foundation skirt

Solid or slatted in appearance





## Charter Multifamily Buildings

Multifamily development in the Charter sub-district should be composed of neighborhood-scale buildings that can be clustered around a common amenity or parking area if a greater number of units is desired.

Multifamily buildings of this type can support up to 12 units. Shown in this section are examples of a duplex, a triplex, a courtyard apartment, and a mansion apartment. These basic building types can be scaled up or down to accommodate the site and number of units in the development.

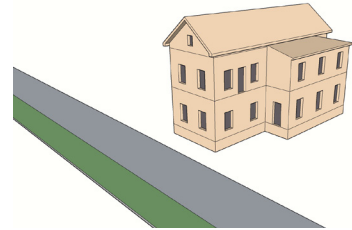
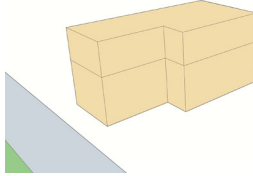


## Charter Multifamily Buildings

### Small 2-story building

#### Duplex Style Apartment

1. A 2-story long, narrow building with a recessed side extension presents a narrow facade to the street.
2. The recessed entry provides privacy to the residents while giving the street frontage more depth.



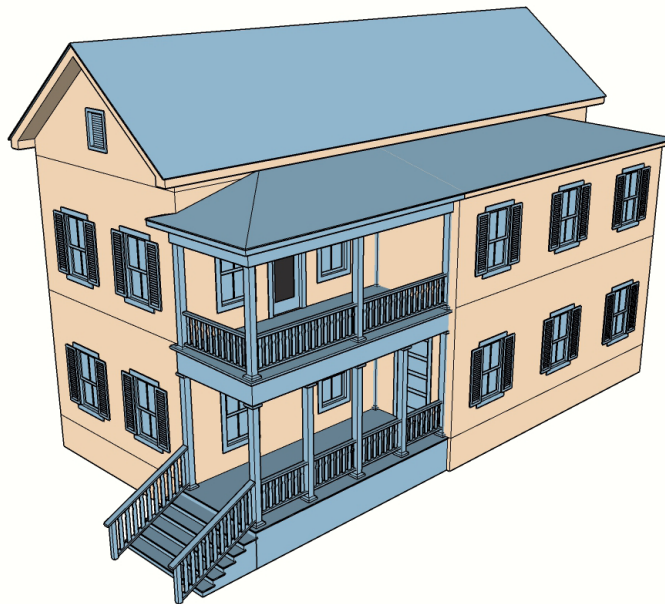
*A 2 to 3-story building program in a rectangular footprint. A side entry provides privacy on busy streets.*



*The narrow front facade is easily made pedestrian-friendly with just a few windows.*



*With the entries on the side, they can be less ornate and still be appropriate.*



*The side porches add detail to the front elevation while providing a private outdoor space for residents.*



## Charter Multifamily Buildings

### 1. Roof

Standing seam metal or shingle

### 2. Trim

Simple profile, multi-layered

### 3. Cladding

Masonry, shake, or clapboard

### 4. Upper story windows

Operable, divided lite, clear (untinted) glass windows

### 5. Porch roof

Match main roof

### 6. Columns

Square 4"-8"

### 7. Doors

Storefront with transoms with clear (untinted) glass

### 8. Ground floor windows

Storefront with transoms with clear (untinted) glass

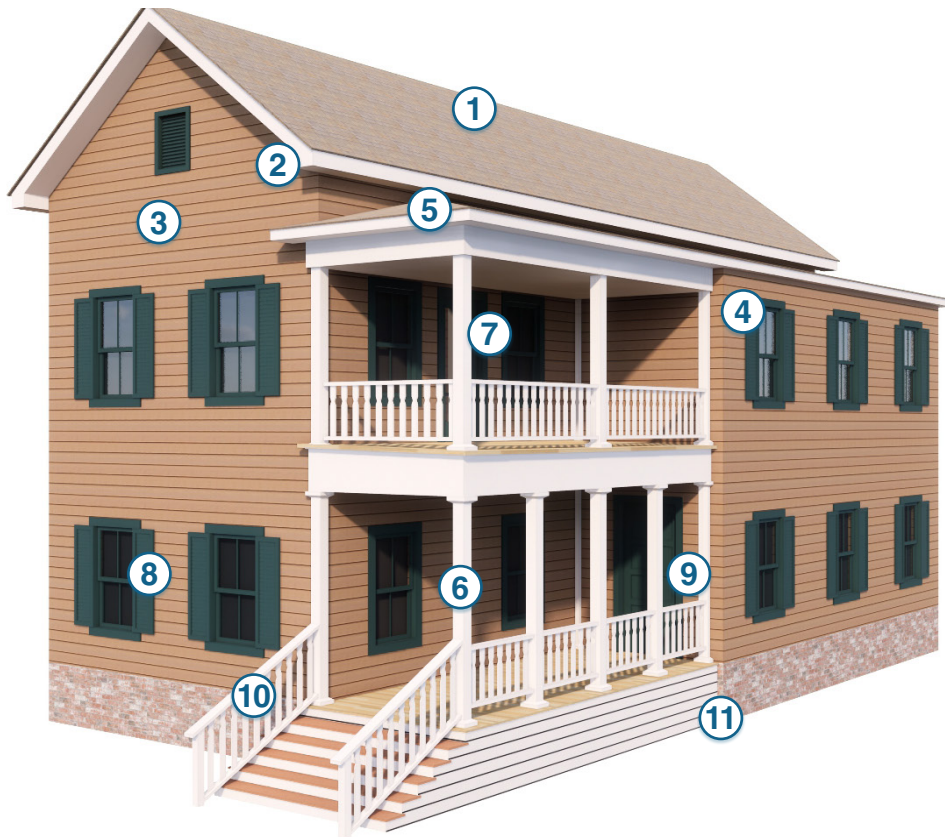
### 9. Building Main Entry

Residential entry system

### 10. Railings

### 11. Foundation skirt

Solid appearance with optional slatted appearance at porch

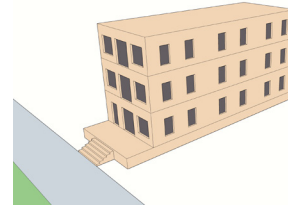
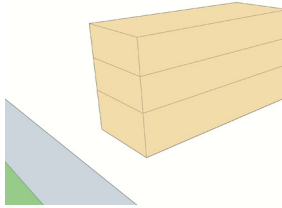


# Charter Multifamily Buildings

## Small 3-story building

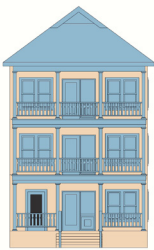
### Triplex Style Apartment

1. A narrow building with 3 stacked apartments.
2. A compact footprint and simple detailing keep construction costs low while providing high density.

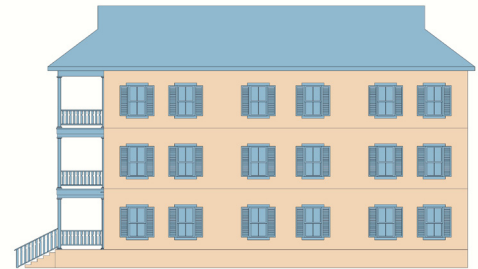


*A 2 to 3-story building program in a rectangular footprint.*

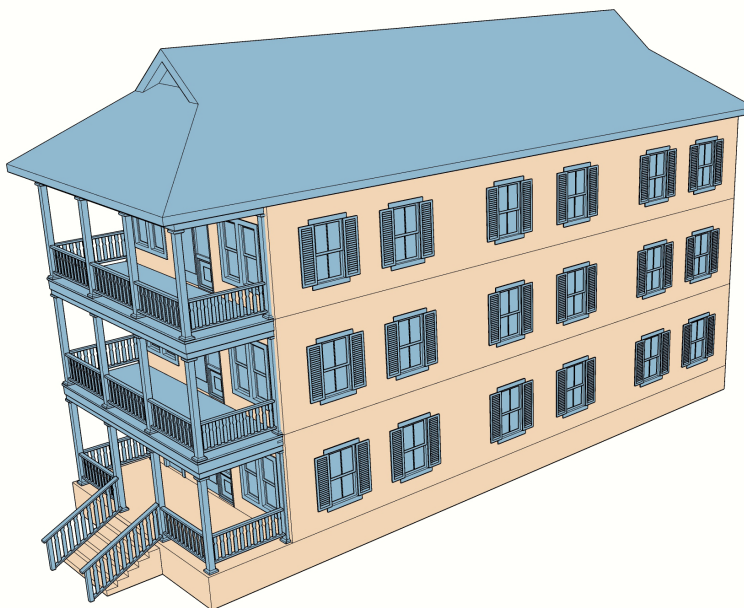
*A side entry provides privacy on busy streets.*



*The front facade is a simple composition with regularly spaced windows and doors.*



*Windows should be placed to daylight and ventilate all interior spaces.*



*A hipped or gabled roof helps to step the mass of the building back.*

## Charter Multifamily Buildings

### 1. Roof

standing seam metal or shingle

### 2. Trim

Simple profile

### 3. Cladding

Masonry, shake, or clapboard

### 4. Windows

Operable, divided lite, with clear (untinted) glass

### 5. Columns

Square 4"-8"

### 6. Building Main Entry

Residential or commercial entry system

### 7. Railings

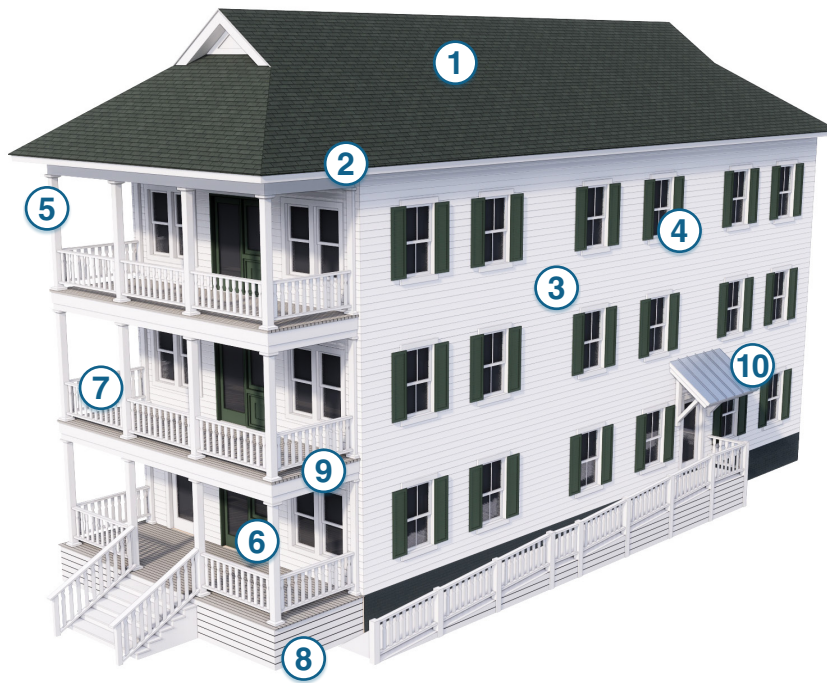
### 8. Foundation skirt

Solid appearance with optional slatted appearance at porch

### 9. Porch Decking

### 10. Awnings

Match main roof or standing seam metal with wood or metal structure

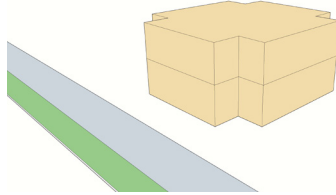


# Charter Multifamily Buildings

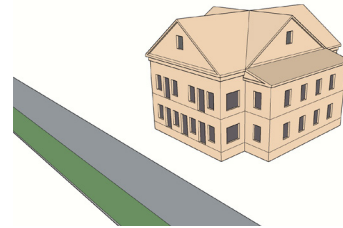
## Medium 2-story building

### Mansion Style Apartment

1. Intended to appear like a large house that has been broken up into smaller dwelling units, the design should be that of a large residence.
2. Simple details give the building a pedestrian friendly facade while keeping costs low.



*A 2 to 3-story building program in a rectangular or square footprint.*



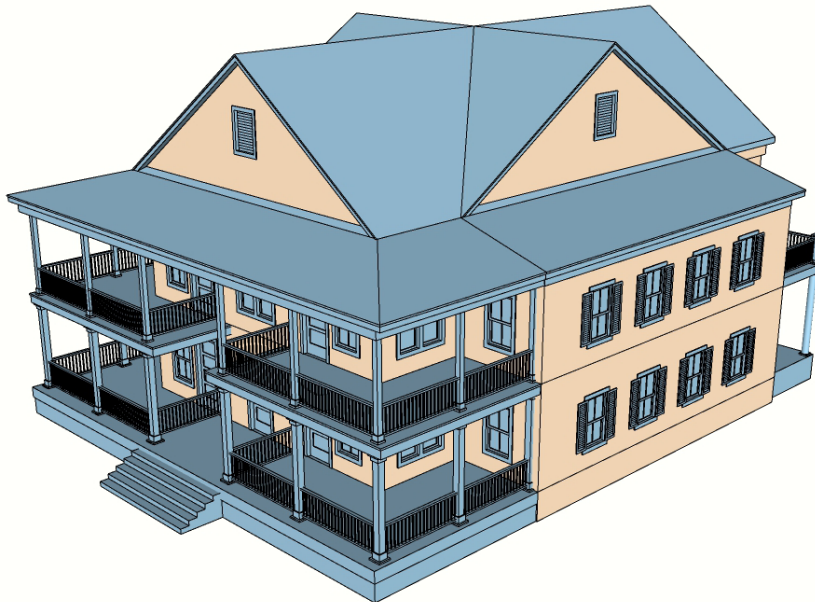
*Typical residential windows and details are appropriate.*



*A front facade with doors and generous windows centered on bays is functional and pedestrian friendly.*



*The windows should continue around the perimeter of the building to provide daylighting for all of the interior spaces.*



*Wrap-around porches provide outdoor space for residents and accommodate a coastal lifestyle.*



## Charter Multifamily Buildings

### 1. Roof

Standing seam metal or shingle

### 2. Trim

Simple profile, multi-layered

### 3. Cladding

Brick, shake, or clapboard

### 4. Windows

Operable, divided lite, clear (untinted) glass windows

### 5. Porch roof

Match main roof

### 6. Columns

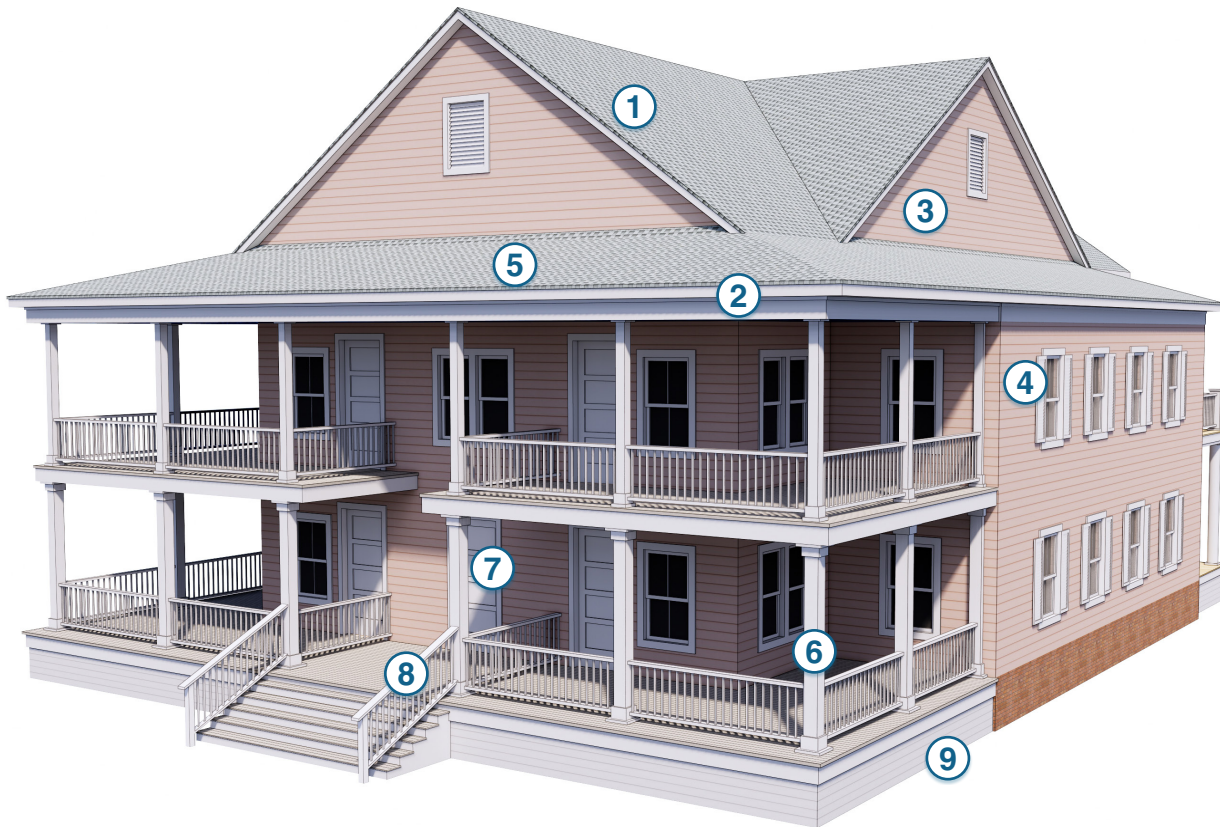
Square 6"-12"

### 7. Entry Doors

### 8. Railings

### 9. Foundation skirt

Solid appearance with optional slatted appearance at porch



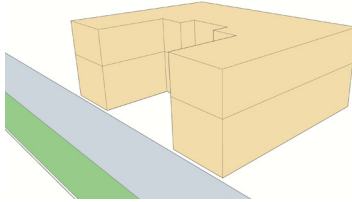


## Charter Multifamily Buildings

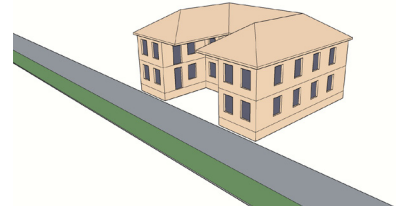
### Medium 2-story building

#### Courtyard Style Apartment

1. A multifamily building with a small scale.
2. A courtyard allows all units to be naturally lit from multiple directions.



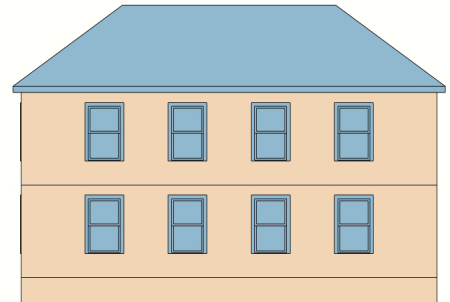
*A 2 to 3-story building program in a square or rectangular footprint with a courtyard.*



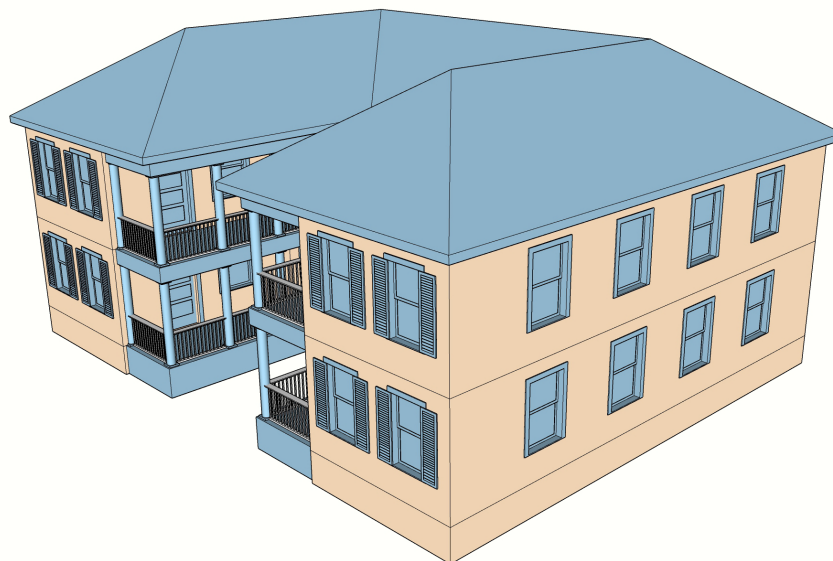
*Windows and porches are placed to take advantage of the natural light available around the exterior perimeter, and the privacy afforded by the courtyard.*



*A central courtyard provides a semi-private entrance and porch area while maintaining the building facade line of the block.*



*Ground floor side windows are necessary to maintain the visual permeability of the street frontage. Side windows towards the rear of the building are optional, but encouraged.*



*Roof and window types, awnings, trim, and brackets add detail to the building and give it a coastal appearance.*

## Charter Multifamily Buildings

### 1. Roof

Standing seam metal or shingle

### 2. Trim

Simple profile, multi-layered

### 3. Cladding

Masonry, shake, or clapboard

### 4. Upper story windows

Operable, divided lite windows with clear (untinted) glass

### 5. Columns

Square or round

### 6. Entry Doors

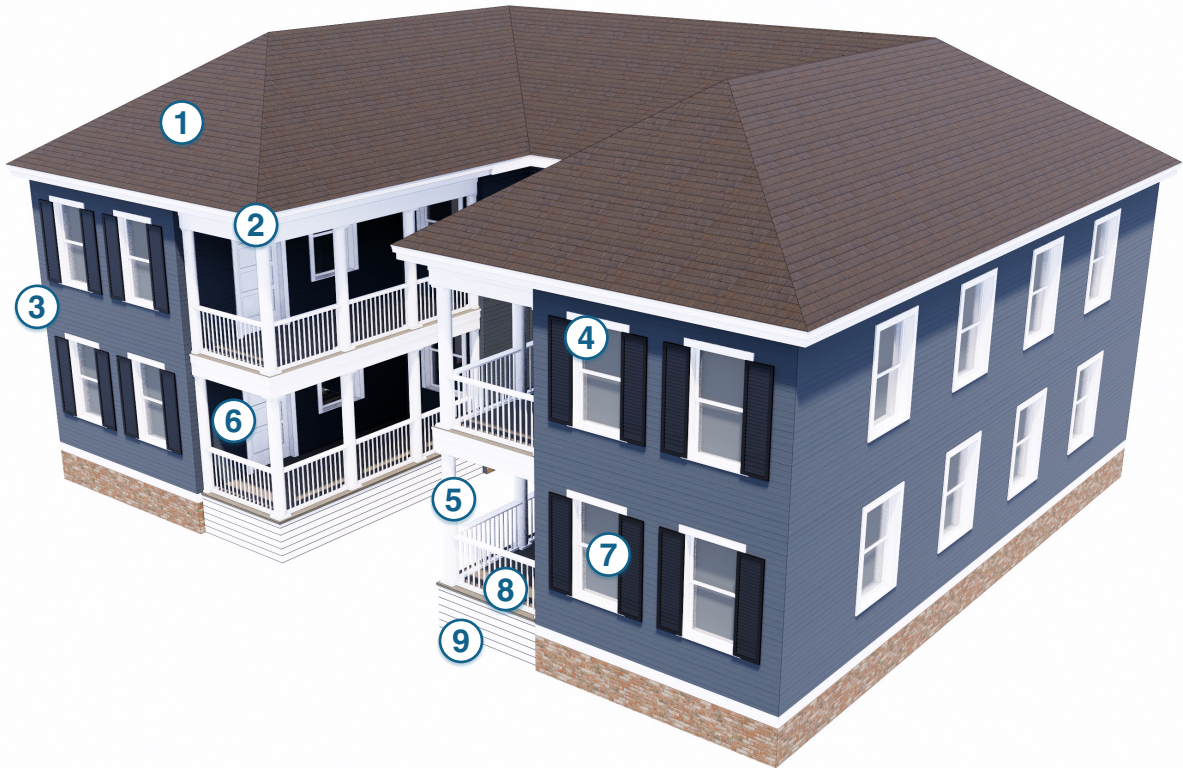
### 7. Ground floor windows

Storefront with transoms and clear (untinted) glass

### 8. Railings

### 9. Foundation skirt

Solid appearance with optional slatted appearance at porches





# Charter Commercial, Mixed Use & Multifamily

## Building details

### Roof materials



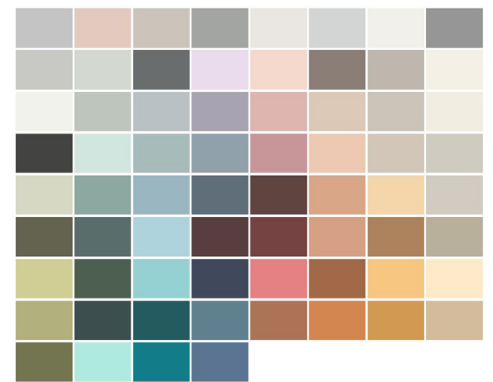
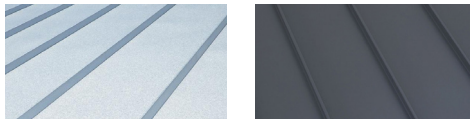
Architectural shingles. Dark green, medium brown, medium gray, or dark red in color.



Standing seam metal. 1 1/2" vertical seam with 12"-18" spacing. Silver metallic, medium gray, dark green, or dark red in color



Cedar or cypress shingles.



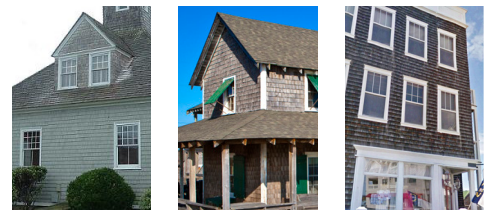
### Exterior cladding details



Full brick buildings as well as buildings that have brick foundations and clapboard or shingle cladding above are appropriate.



Wood or fiber cement clapboard siding in a variety of colors in whites, grays, earth tones, and pastels are appropriate. Exposures should be 8" or less.



Cedar shake or fiber cement simulated shake siding, stained, painted, or natural, is appropriate. Colors should be whites, grays, earth tones, or pastels.

### Windows and doors details



Doors and windows set in brick - recessed with brick mold with brick lintels or arches above and brick or wood/composite sills below.



Doors and windows set in clapboard siding with trim 3" to 6" in width. The door/window trim width should always be less than the width of the corner trim of the building.



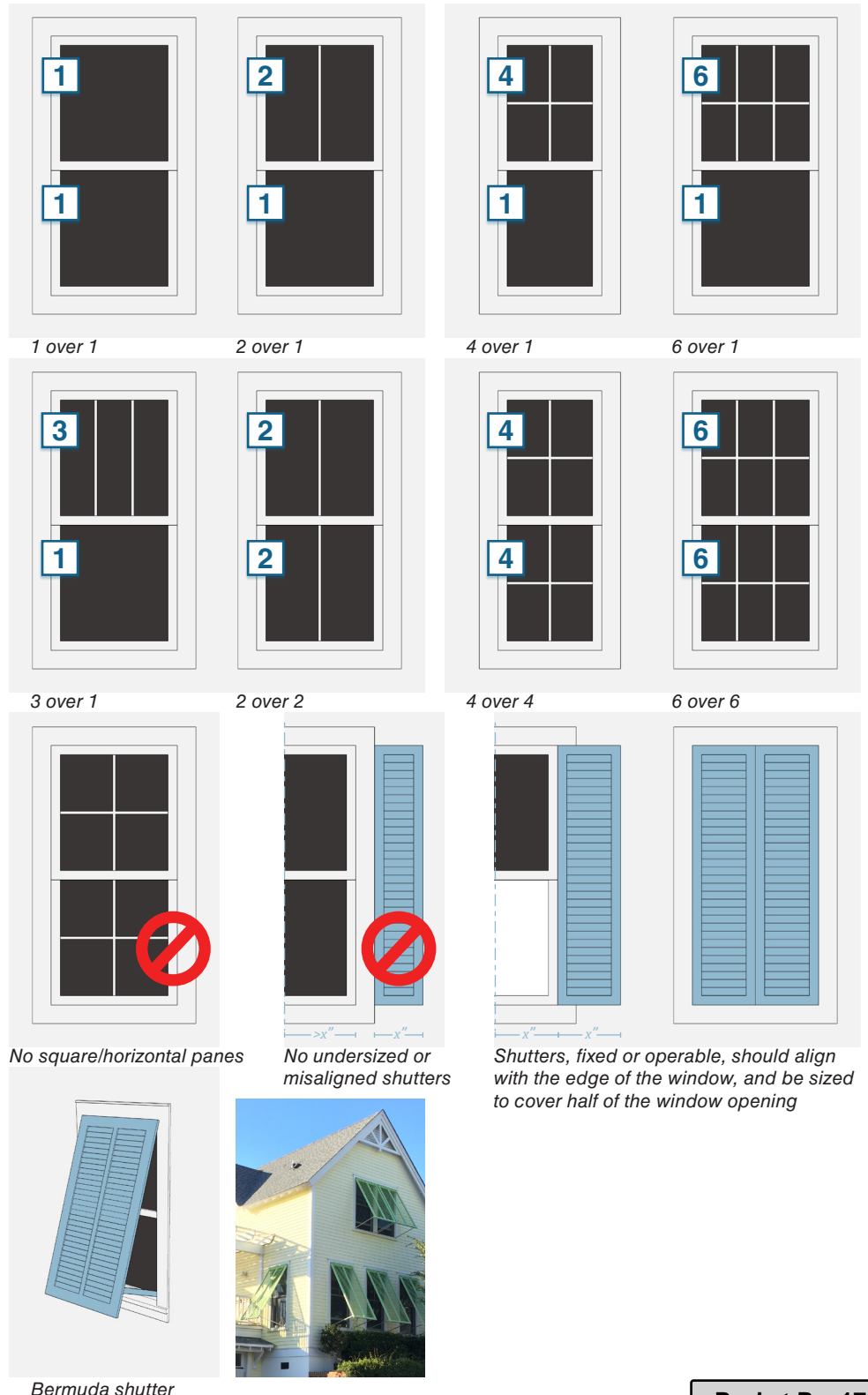
Doors and windows set in cedar or cypress shake siding with 1 1/2" to 3" flat trim.

# Charter

## Commercial, Mixed Use & Multifamily

### Double-hung windows

- Upper story windows, and windows in residential spaces on any level should be operable.
- Casement and awning windows are appropriate in circumstances where the window sill is higher than typical, such as in bathrooms or over a counter top.
- Double-hung windows are the most common and are appropriate in most circumstances.
  - Muntin divisions should result in individual panes (also called *lites/lights*) with a vertical proportion, rather than being square or horizontal.
  - Vary the number of divisions in differently-sized windows in order to maintain a similar pane proportion from one window to the next rather than maintaining the same number of divisions for every window.
- Operable shutters are preferred for protection from storm-borne debris as well as their functionality in maintaining privacy and reducing solar gain while windows are open in nice weather.
  - Shutters should always be sized (whether operable or not) so that they would fully cover the window when closed.
  - Mulled windows should not have shutters alongside them unless each shutter is sized to cover half of the mulled unit.
- Operable Bermuda shutters are a great solution in coastal environments to protect from hot sun and storm-borne debris.
  - Bermuda shutters should be sized to overlap the window by at least 1" on all sides.





# Charter Commercial, Mixed Use & Multifamily

## Building details

### Railing Styles details



**Cable Railing**  
Contemporary style of railing with high visibility and horizontal emphasis



**Decorative Railing**  
Transitional style of railing with low visibility and horizontal emphasis



**Plank Railing**  
Rustic style of railing with low visibility and horizontal emphasis



**Picket Railing**  
Traditional style of railing with vertical emphasis, picket styles vary

### Column Styles



**Doric Column**  
Classical style



**Square Column**  
Simple style, tapered sides shown above



**Double Columns on plinths**  
Contemporary style. Plinths can be wood or masonry



**Square Column**  
Simple style, shown with brackets above

### Bracket Styles



**Ornate Bracket**



**Simple Bracket**





## Charter Public Space

The Charter sub-district is intended to be a little more conventional in its pattern of development, though it should still be a pleasantly walkable place. Connections between developments and connections to the adjacent sub-districts are the primary focus.

Intersections of primary roadways and the focal points of developments within the sub-district are the main opportunities for amenity spaces and community assets.

The following public space types are appropriate to use in the Charter sub-district.



# Charter Public Space

## Squares



*Mid-block Square*

1. Located along paved walkway, between 2 businesses.
2. Business adjacent may use squares.
3. Square minimum size 60' x 80'.
4. Square paving to reflect heat, not light.
5. Color to contrast adjacent paving or ground cover.
6. Square amenities may vary, at a minimum, provide shaded seating.



*Intersection Square*

1. Located at the nexus of adjacent sub-districts.
2. Vehicular traffic surrounds the square.
3. Maintain a buffer between vehicular traffic outside of square and pedestrians inside square.
4. Suitable buffers are a continuous row of trees, planters, and/or on-street parking.

## Greenbelts



*Greenbelt Path*

1. Gently meandering path.
2. Greenbelts widen at building entrances.
3. Benches, trash receptacles, and water fountains shall be regularly spaced along the greenbelt.



*Greenbelt Activity Node*

1. Activity nodes are to be set back from the path, while remaining visible from the R.O.W.
2. Activity nodes should offer various options for visitors:
3. Exercise equipment.
4. Rest areas.
5. Scenic looks.
6. Picnic venues.
7. Bike repair stations.



# Charter Public Space

## Parks



*Pocket Parks*

1. Located within the open space of one lot
2. Typically between 100 - 200 sq. ft.
3. These small parks are most useful on lots with multiple residences.
4. Paving at perimeter of space should be of contrasting color.
5. Seating and plants are common amenities.



*Dog Parks*

1. Continuous Fencing around dog parks.
2. Bull fencing and picket fencing are acceptable styles.
3. Planting at base of fence is encouraged, to eliminate burrowing.
4. When possible, provide water fountain for pets
5. The ground cover should be artificial turf or seeded grass.
6. A trash container should be provided for collection of animal waste.



*Neighborhood Playgrounds*

1. Located within or near large public space.
2. Neighborhood playgrounds must be visible from the right-of-way.
3. Provide non-opaque fencing that is continuous and secured around the perimeter.
4. Seating, water fountains, and trash receptacles are common amenities to include:



*Fitness stations*

1. Paving should be soft and durable, rubber mats are typical.
2. Paving color should have a low heat reflectivity.
3. Plaza paving to reflect heat, not glare. Color to contrast adjacent paving or ground cover
4. Plaza amenities may vary, at a minimum, provide shaded seating and paved walking paths.

## Amenities



*Area of concentrated amenities including shaded bike racks, drinking fountains, and trash receptacles.*



*Benches placed across from each other for social interaction*

# Charter Public Right-of-Way

## Local streets

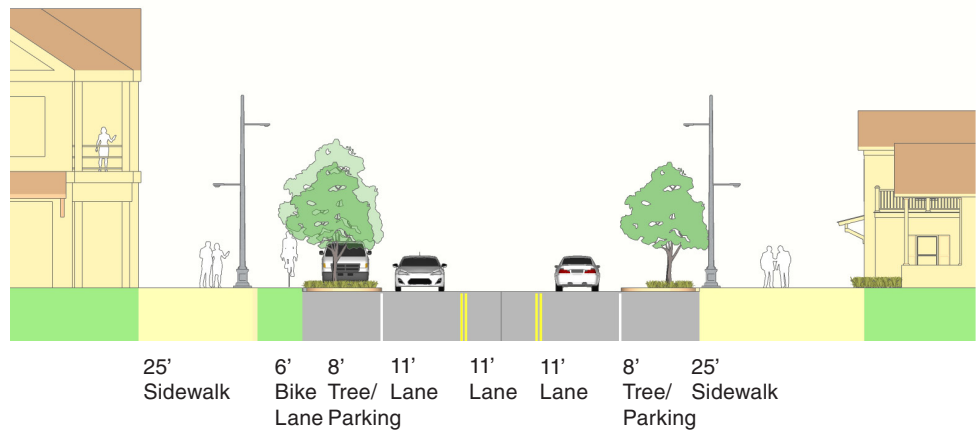
### Interior Streets

1. Sidewalks are sized to accommodate pedestrian movement as well as pedestrian oriented amenities such as seating area and outdoor dining
2. The bicycle lane is protected from traffic by a row of parallel parking and trees
3. The center lane is for turning vehicles and may be upgraded to a planted median as required
4. The parallel parking lane is used to accommodate tree wells at regular intervals of 2 to 3 parking spaces
5. Trees shall be placed at regular intervals and of a species sized to provide continuous shade to pedestrians
6. Lighting shall be provided for both vehicular and pedestrian paths; lighting shall be no cooler than 3000K in color temperature and

Charter District

Interior Streets

Charter District



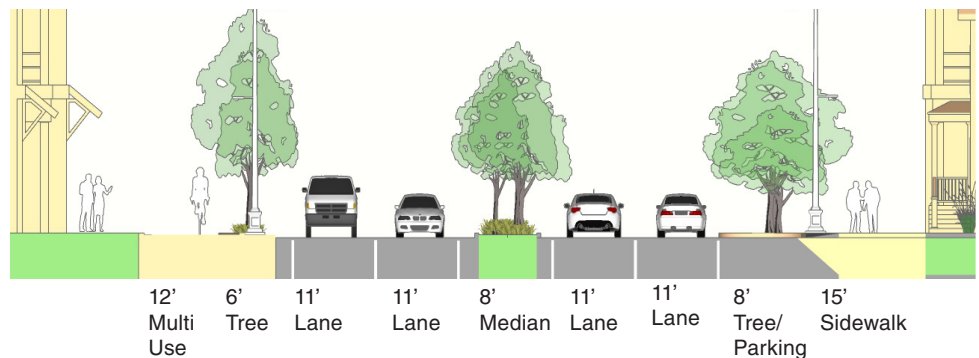
### Center Station - Charter Boundary

1. The lower density development of the Charter sub-district allows for a wide multi-use path that accommodates both pedestrians and cyclists along a pleasant, meandering path
2. The 2 travel lanes exiting the development allow for morning rush traffic to more effectively stack at Caratoke Highway
3. Parallel parking, and generous sidewalks help establish the pedestrian-friendly, retail-oriented nature of the Charter sub-district

Charter Sub-District

Public Collector A

Center Station Sub-District





## Charter Public Right-of-Way

### Pedestrian paths

1. Pedestrian paths within Charter may serve several uses.
2. Where there is little commercial activity, it is appropriate to designate a bike lane along the pedestrian path.
3. Bike lanes are to be painted in a contrasting color with the adjacent pavement
4. Pedestrian paths crossing a street are to be raised when in the middle of a block.
5. Pedestrian path lighting shall be continuous and even.
6. Pedestrian multi-use paths shall gently meander in locations where the building setback exceeds 20'.



Charter - Interior Streets

20'



Center Station - Charter Boundary

2'

12'

6'

The following pages provide examples of building massing and architectural styles that are compatible with the Currituck Station design intent. Designers are not expected to copy these, only to use them as a guide towards their own compatible designs.

Cypress Development Principles

The Cypress sub-district forms the low density, single-family residential development of the Currituck Station District. To support the residences in this sub-district, small, neighborhood-serving commercial and office uses are permitted. These non-residential uses may be provided when adjacent to or fronting a collector street or arterial street.

To maintain the residential, family-oriented nature of Cypress, parking garages should be set back, towards the interior of the lot. Development is designed to support the residential nature of the sub-district. Small office and retail shall use vegetated buffers to screen off-street parking, mechanical equipment, trash enclosures, and other non-residential features. An interconnected network of sidewalks, multi-use paths, public spaces, and parks provide access to the mix of uses found throughout the sub-district.

Cypress is the low-density family sub-district of Currituck Station, in order to present a welcoming and safe environment to the families here, landscape and buffer enhancements are encouraged.



Dimensions

The allowable dimensions for the Center Station sub-district are designated in the Currituck Unified Development Ordinance.

Allowable uses

This is an abbreviated table of uses for reference only. For a current and complete table of uses, see the Unified Development Ordinance

Residential Uses	Commercial Uses	Industrial Uses	Civic Uses
Single Family (Attached) Duplex	Neighborhood-serving retail Office	None	Community-serving amenities Education Government



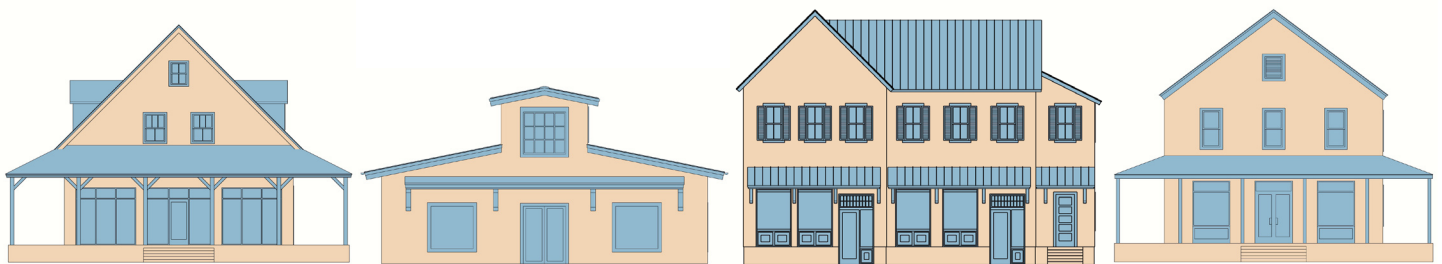
## Cypress Commercial Development

Commercial development in the Cypress sub-district is limited to neighborhood serving retail and services. These buildings should not dramatically stand out from the neighborhood houses in either style or scale. Small to medium sized, residential-type buildings are adaptable enough to suit the needs of the variety of businesses which are needed to support daily life, while not being so out of character for the neighborhood that they are not identified as being part of it.

If drive-through retail is necessary for the business occupying the building, then the drive-through lanes and canopies should be placed at the rear of the building, out of sight of the primary street frontage. The canopies should be of a similar roof type to the primary building, matching either the main roof or the porch roof construction.

Additions such as drive-through canopies and garage doors support the more auto-oriented nature of the Charter sub-district. These additions should be placed at the rear of the building to maintain a pedestrian oriented front.

### Building massing

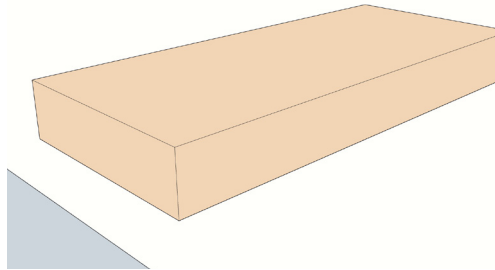


## Cypress Commercial Development

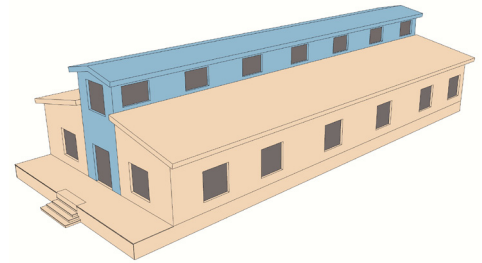
### Small 2-story building

#### Clerestory building

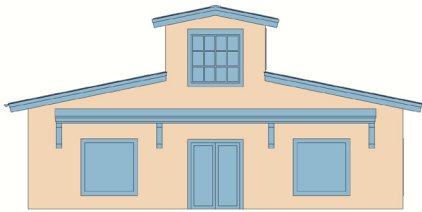
1. Use features such as clerestory to give a small building a 2-story appearance. The second floor may or may not be occupied.
2. Simple details give the building a pedestrian-friendly facade while keeping costs low.



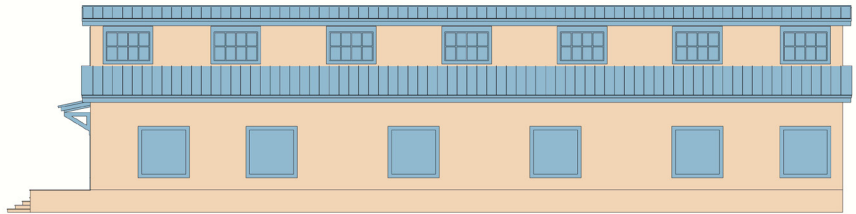
*A 1-story building program in a rectangular footprint. A 1-story building can only be accommodated if the facade is at least 20' tall giving a 2-story appearance.*



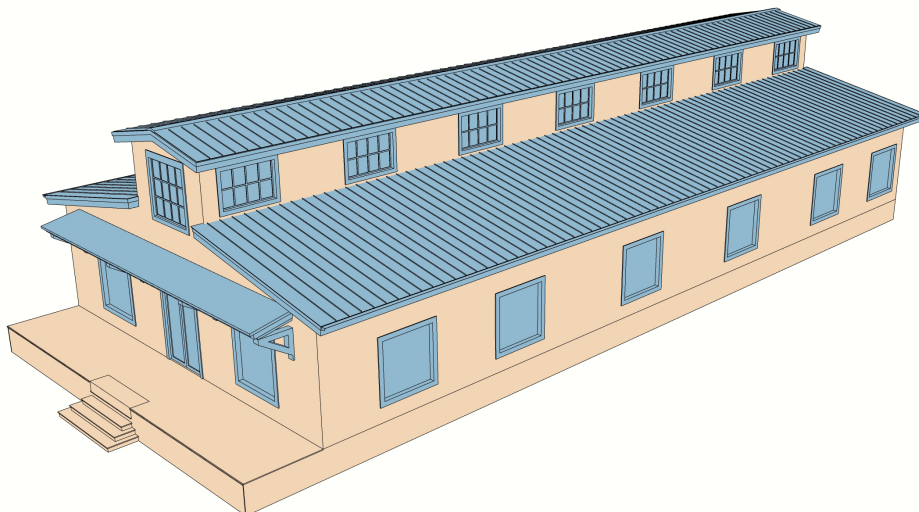
*Adding a clerestory gives the building a usable 2nd story for offices or studio apartments. Alternatively, the clerestory can be used to provide additional natural light and an airy feeling to the 1st floor space while meeting the 20' building height requirement.*



*A front facade with doors and generous windows centered on bays is functional and pedestrian friendly. The width of the clerestory section can be adjusted to suit the building program needs.*



*Ground floor side windows near the street are necessary to maintain visual permeability of the street frontage. Side windows towards the rear of the building are optional, but encouraged.*



*A small, simple fixed awning with support brackets and simple trim profiles add detail to the building and give it a coastal appearance.*



## Cypress Commercial Development

### 1. Roof

Standing seam metal due to low pitch

### 2. Trim

Simple profile, multi-layered

### 3. Cladding

Board & batten, shake, or clapboard

### 4. Clerestory windows

Divided lite, clear glass windows

### 5. Awning

Sloped with simple brackets

### 6. Railings

### 7. Doors

Storefront doors with clear (untinted) glass

### 8. Ground floor windows

Storefront or folding glass windows with clear (untinted) glass

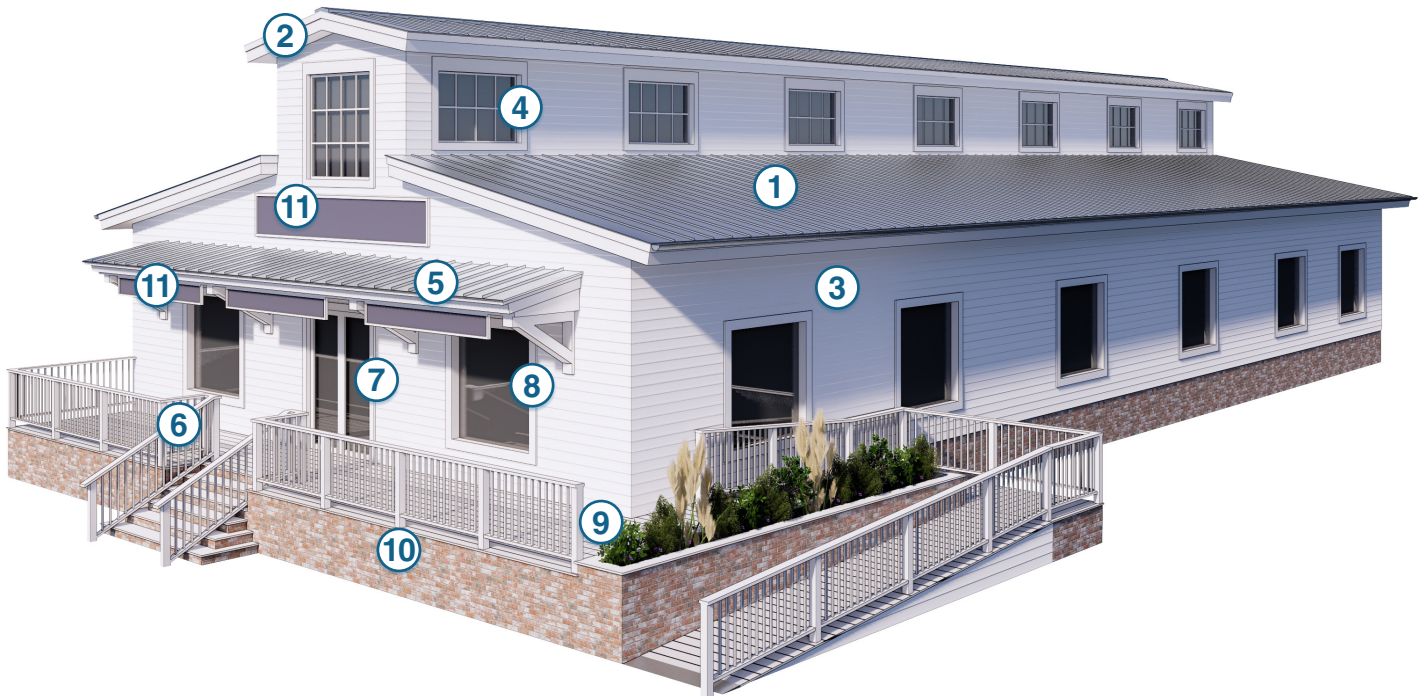
### 9. Decking

### 10. Foundation

Solid in appearance

### 11. Sign boards

Recessed or raised perimeter to differentiate from cladding



Local Pie in Bluffton, SC



The Hitching Post (The Spry Store) in Currituck, NC

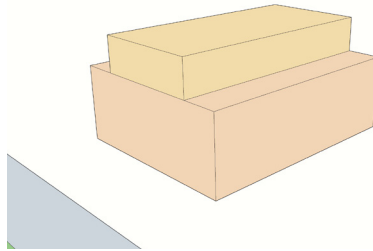
# Cypress

## Commercial Development

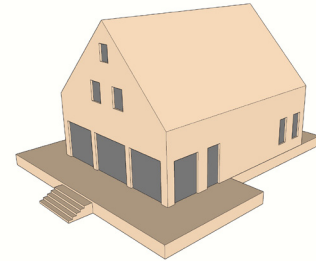
### Small 2-story building

#### A-Frame with Porch

1. An iconic building form along the eastern seaboard, the A-frame is easy to construct, weathers storm events, and provides ample floor space while presenting a compact facade to the public.
2. A deep wrap-around porch shades the windows from hot summer sun and makes an inviting place for customers to enjoy.



A 2-story building program in a rectangular footprint.



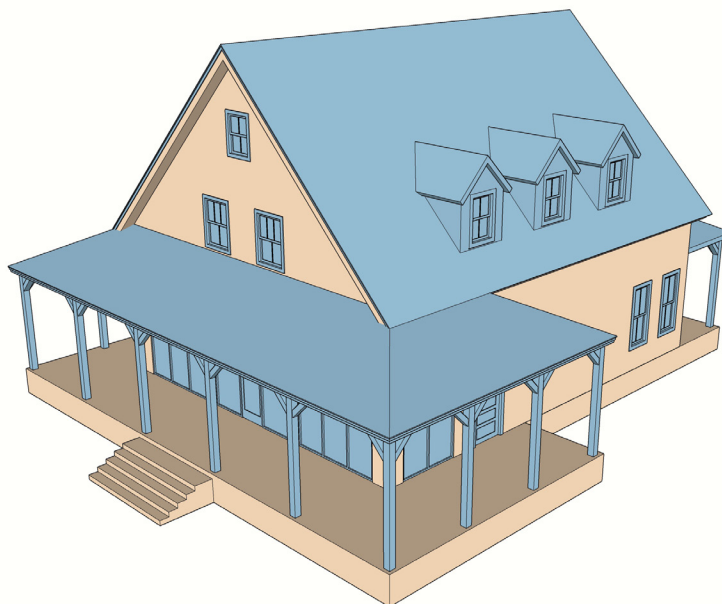
A steeply pitched roof encompasses the entire upper story.



A front facade with storefront glazing and transom windows allows natural light into the lower story space and invites pedestrians in.



Dormers let light into the upper story space and provide additional floor space. If the upper story is to be occupied by a different tenant, or is for a residential use, then a separate side entry can be added.



Straight or braced columns support the deep porch. Dormers can be separate or combined into one large dormer.



## Cypress Commercial Development

### 1. Roof

Shingle or standing seam metal

### 2. Trim

Simple profile, multi-layered

### 3. Upper story windows

Divided lite, clear glass windows

### 4. Porch roof

Shingle or standing seam metal

### 5. Columns and brackets

Wood or composite

### 6. Ground floor windows

Storefront with clear (untinted) glass

### 7. Doors

Storefront with clear (untinted) glass

### 8. Railings and stairs

### 9. Decking

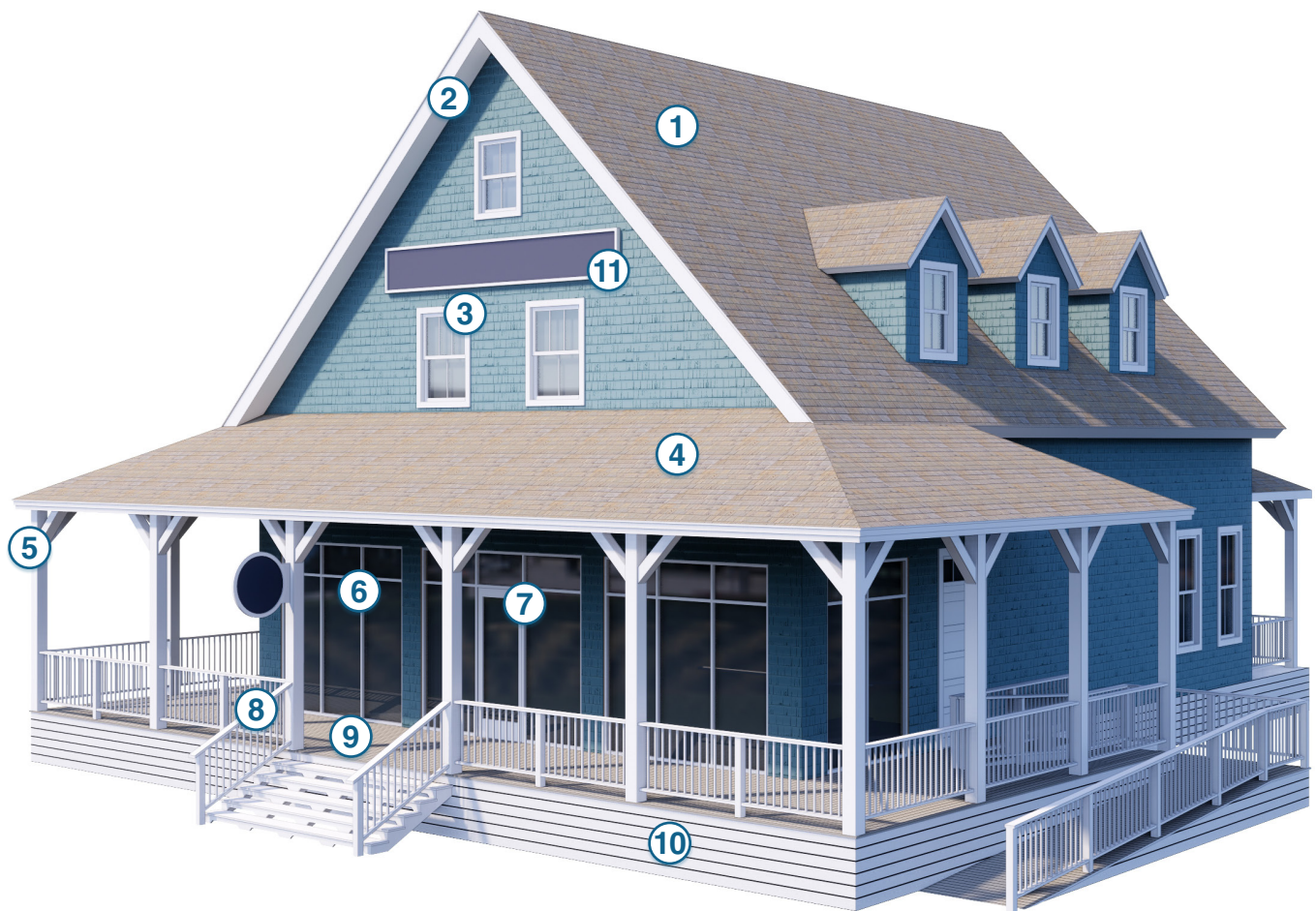
Wood (rot resistant) or composite

### 10. Foundation skirt

Solid or slatted in appearance

### 11. Sign board

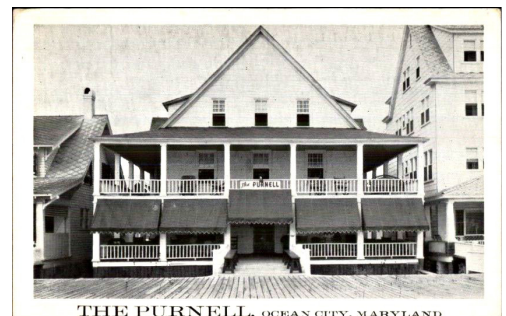
Recessed or raised perimeter to differentiate from cladding



Caffey's Inlet Lifesaving Station  
in Dare County, NC



Seatack Station, Virginia Beach, VA



The Purnell Hotel, Ocean City, MD

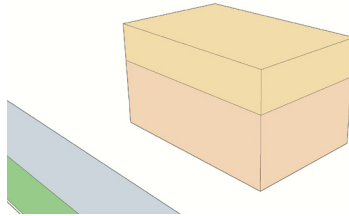
Currituck Station

## Cypress Commercial Development

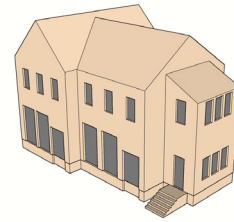
### Medium 2-story building

#### L-shaped

1. Use gable ends to break up longer facades and create the appearance of a series of smaller masses.
2. Simple details give the building a pedestrian friendly facade while keeping construction costs low.



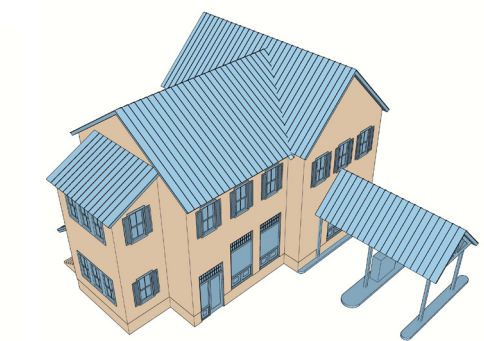
A 2-story building program in a rectangular broadfront footprint.



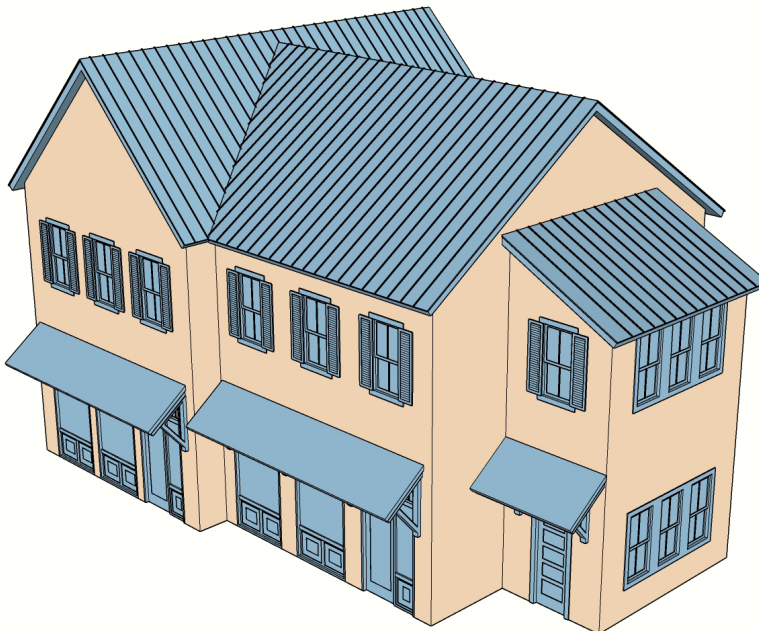
Adding a gable end breaks up the building facade and provides multiple distinct storefronts.



Storefront windows and doors allow pedestrians to see into the ground floor spaces. A stair and elevator tower on the end of the building gives private access to the upper story if desired.



A drive-through canopy added to the rear of the building allows auto-oriented uses to occupy the building while maintaining the vernacular character



Awnings with brackets and shutters protect the windows from sun and rain.



## Cypress Commercial Development

### 1. Roof

Standing seam metal or shingle

### 2. Trim

Simple profile, multi-layered

### 3. Cladding

Masonry, shake, or clapboard

### 4. Upper story windows

Divided lite, clear (untinted) glass windows

### 5. Shutters

1/2 width and full height of window, operable  
louvered or solid shutters

### 6. Awning

### 7. Doors

Storefront with transoms and clear (untinted)  
glass

### 8. Ground floor windows

Storefront with transoms with clear (untinted)  
glass and optional opaque paneling

### 9. Foundation

Solid in appearance

### 10. Residential door



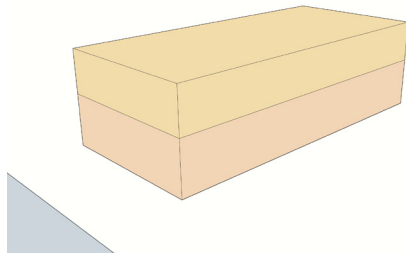


# Cypress Commercial Development

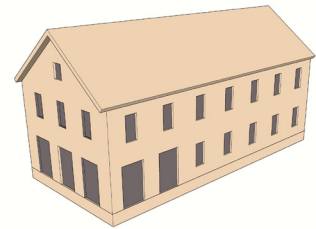
## Medium 2-story building

### Gable-front building

1. A classic and versatile building form lends itself well to a vertical mix of uses.
2. Simple details give the building a pedestrian friendly facade while keeping costs low.



A 2 to 3-story building program in a rectangular footprint.



A gable above the upper story makes an easy-to-construct, adaptable, and durable building.



Minimal overhangs are typical, but the eaves can be extended up to 3' or 4' with exposed rafter tails for a more Craftsman appearance.



Evenly spaced side windows on all levels produce usable light throughout the building.



The wraparound porch can be supported by simple square columns or brackets.

## Cypress Commercial Development

### 1. Roof

Standing seam metal or shingle

### 2. Trim

Simple profile, multi-layered

### 3. Upper story windows

Single or divided lite, clear (untinted) glass windows

### 4. Porch roof

Match main roof or standing seam metal

### 5. Columns and brackets

4"-8" square or round

### 6. Ground floor windows

Storefront or folding glass windows with clear (untinted) glass

### 7. Doors

Storefront with clear (untinted) glass

### 8. Railings and stairs

### 9. Decking

Wood (rot resistant) or composite

### 10. Foundation skirt

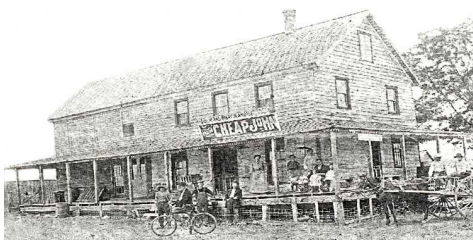
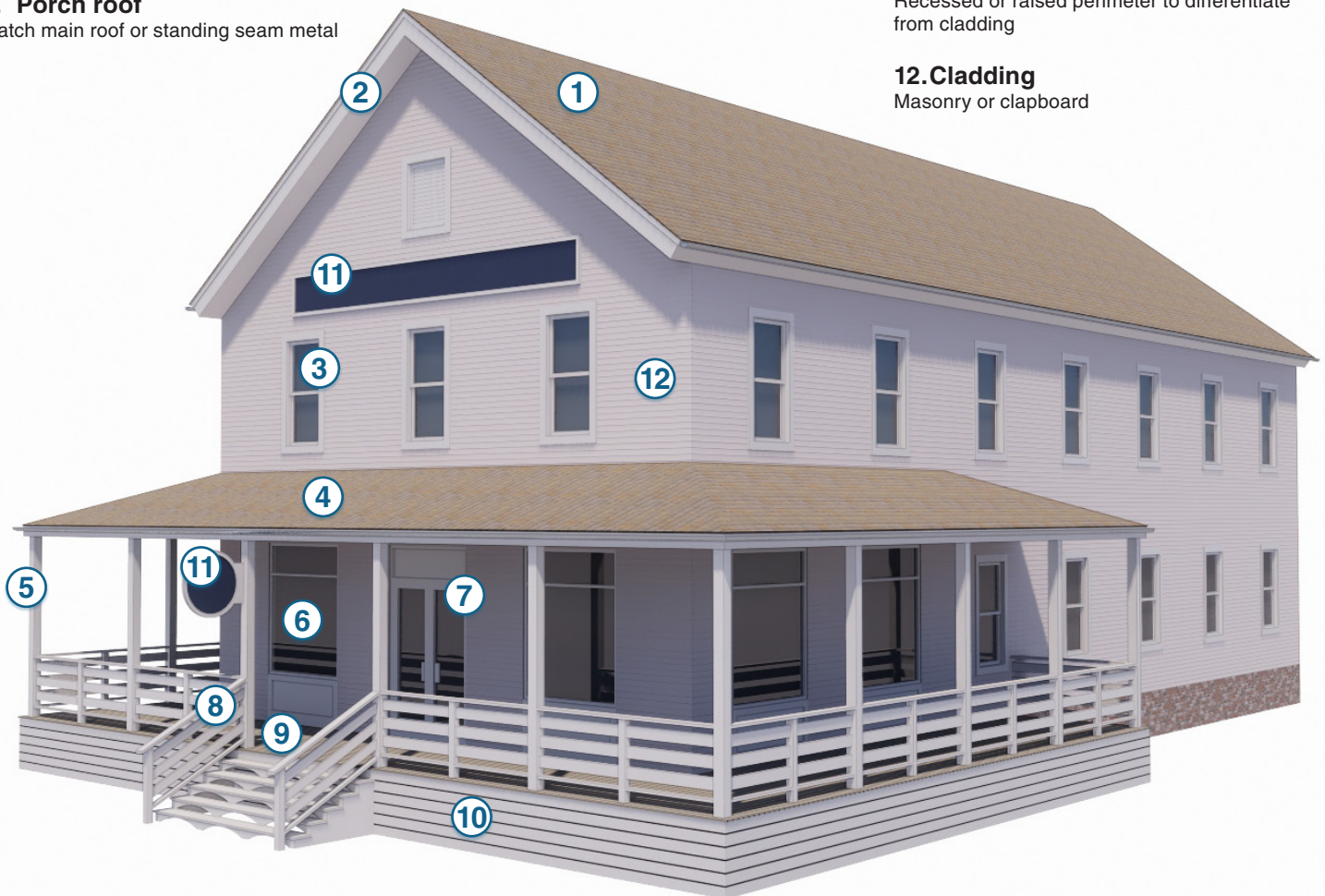
Solid in appearance with optional slatted material at porch

### 11. Sign board

Recessed or raised perimeter to differentiate from cladding

### 12. Cladding

Masonry or clapboard



Cheap John's Store, Currituck County, NC



Creekmore Brothers Store, Currituck County, NC



JM Roberts House, Currituck County, NC

Currituck Station



# Cypress Commercial Development

## Building details

### Roof materials



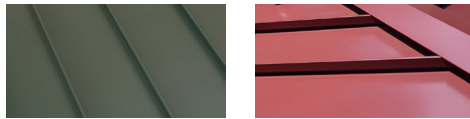
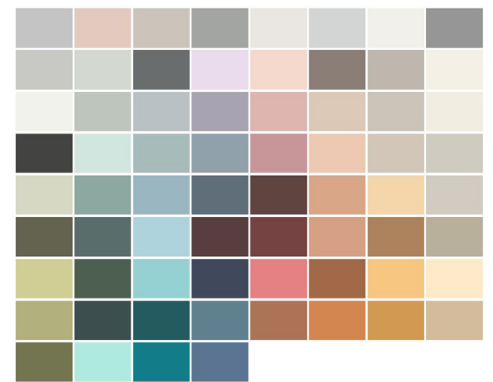
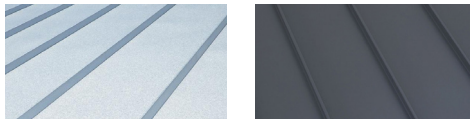
Architectural shingles. Dark green, medium brown, medium gray, or dark red in color.



Standing seam metal. 1 1/2" vertical seam with 12"-18" spacing. Silver metallic, medium gray, dark green, or dark red in color



Cedar or cypress shingles.



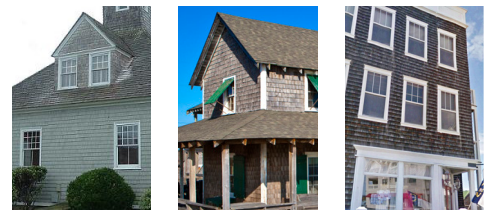
### Exterior cladding details



Full brick buildings as well as buildings that have brick foundations and clapboard or shingle cladding above are appropriate.



Wood or fiber cement clapboard siding in a variety of colors in whites, grays, earth tones, and pastels are appropriate. Exposures should be 8" or less.



Cedar shake or fiber cement simulated shake siding, stained, painted, or natural, is appropriate. Colors should be whites, grays, earth tones, or pastels.

### Windows and doors details



Doors and windows set in brick - recessed with brick mold with brick lintels or arches above and brick or wood/composite sills below.



Doors and windows set in clapboard siding with trim 3" to 6" in width. The door/window trim width should always be less than the width of the corner trim of the building.



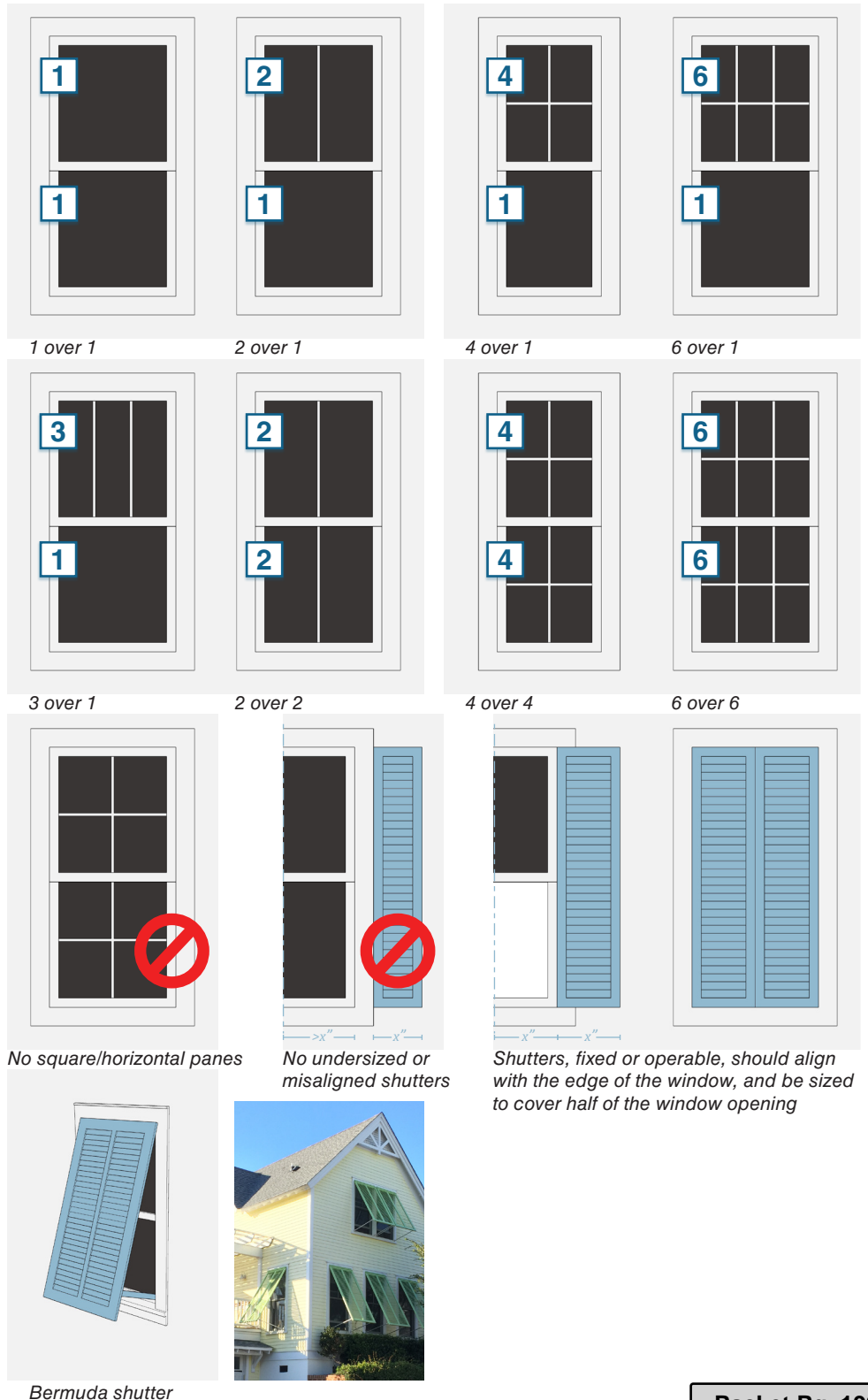
Doors and windows set in cedar or cypress shake siding with 1 1/2" to 3" flat trim.

# Cypress

## Commercial Development

### Double-hung windows

- Upper story windows, and windows in residential spaces on any level should be operable.
- Casement and awning windows are appropriate in circumstances where the window sill is higher than typical, such as in bathrooms or over a counter top.
- Double-hung windows are the most common and are appropriate in most circumstances.
  - Muntin divisions should result in individual panes (also called *lites/lights*) with a vertical proportion, rather than being square or horizontal.
  - Vary the number of divisions in differently-sized windows in order to maintain a similar pane proportion from one window to the next rather than maintaining the same number of divisions for every window.
- Operable shutters are preferred for protection from storm-borne debris as well as their functionality in maintaining privacy and reducing solar gain while windows are open in nice weather.
  - Shutters should always be sized (whether operable or not) so that they would fully cover the window when closed.
  - Mulled windows should not have shutters alongside them unless each shutter is sized to cover half of the mullered unit.
- Operable Bermuda shutters are a great solution in coastal environments to protect from hot sun and storm-borne debris.
  - Bermuda shutters should be sized to overlap the window by at least 1" on all sides.





# Cypress Commercial Development

## Building details

### Railing Styles details



**Cable Railing**  
Contemporary style of railing with high visibility and horizontal emphasis



**Decorative Railing**  
Transitional style of railing with low visibility and horizontal emphasis



**Plank Railing**  
Rustic style of railing with low visibility and horizontal emphasis



**Picket Railing**  
Traditional style of railing with vertical emphasis, picket styles vary

### Column Styles



**Doric Column**  
Classical style



**Square Column**  
Simple style, tapered sides shown above



**Double Columns on plinths**  
Contemporary style. Plinths can be wood or masonry



**Square Column**  
Simple style, shown with brackets above

### Bracket Styles



**Ornate Bracket**



**Simple Bracket**



## Cypress Public space

The Cypress sub-district is intended to be suburban in its pattern of development, though it should still be a pleasantly walkable place. Connections between developments, public amenities, and recreation areas, and connections to the adjacent sub-districts are the primary focus of the public space.

Intersections of primary roadways and the focal points of developments within the sub-district are the main opportunities for amenity spaces and community assets.

The following public space types are appropriate to use in the Cypress sub-district.



## Cypress Public Space

### Amenities



*Area of concentrated amenities.*



*Benches placed across from each other for social interaction.*

### Mail collection areas



*Mail collection areas should be covered, complement the coastal vernacular architecture, and have a pull-off area large enough to accommodate at least 3 automobiles.*



# Cypress Public Space

## Squares



*Mid-block square*

1. Located along paved walkway, between 2 businesses.
2. Business adjacent may use squares.
3. Square minimum size 60' x 80'.
4. Square paving to reflect heat, not light.
5. Color to contrast adjacent paving or ground cover.
6. Square amenities may vary, at a minimum, provide shaded seating.



*Intersection square*

1. Located at the nexus of adjacent sub-districts.
2. Vehicular traffic surrounds the square.
3. Maintain a buffer between vehicular traffic outside of square and pedestrians inside square.
4. Suitable buffers are a continuous row of trees, planters, and/or on-street parking.

## Greenbelts



*Greenbelt path*

1. Gently meandering path.
2. Greenbelts widen at building entrances.
3. Benches, trash receptacles, and water fountains shall be regularly spaced along the greenbelt.



*Greenbelt activity node*

1. Activity nodes are to be set back from the path, while remaining visible from the R.O.W.
2. Activity nodes should offer various options for visitors:
  - a. Exercise equipment.
  - b. Rest areas.
  - c. Scenic looks.
  - d. Picnic venues.
  - e. Bike repair stations.

# Cypress Public Space

## Parks



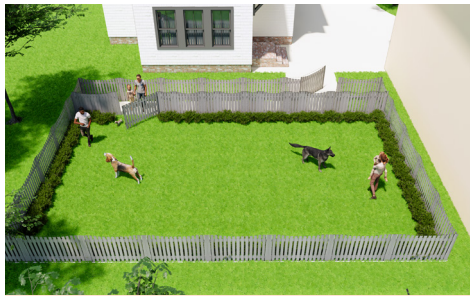
*Pocket Parks*

1. Located within the open space of one lot
2. Typically between 100 - 200 sq. ft.
3. These small parks are most useful on lots with multiple residences.
4. Paving at perimeter of space should be of contrasting color.
5. Seating and plants are common amenities here



*Neighborhood Playgrounds*

1. Located within or near large public space.
2. Neighborhood playgrounds must be visible from the right-of-way.
3. Provide non-opaque fencing that is continuous and secured around the perimeter.
4. Seating, water fountains, and trash receptacles are common amenities to include



*Dog Parks*

1. Fencing around dog park should be continuous.
2. Bull fencing and picket fencing are acceptable styles.
3. Planting at base of fence is encouraged, to eliminate burrowing.
4. When possible, provide water fountain for pets
5. The ground cover should be artificial turf or seeded grass.
6. A trash container should be provided for collection of animal waste.



*Fitness stations*

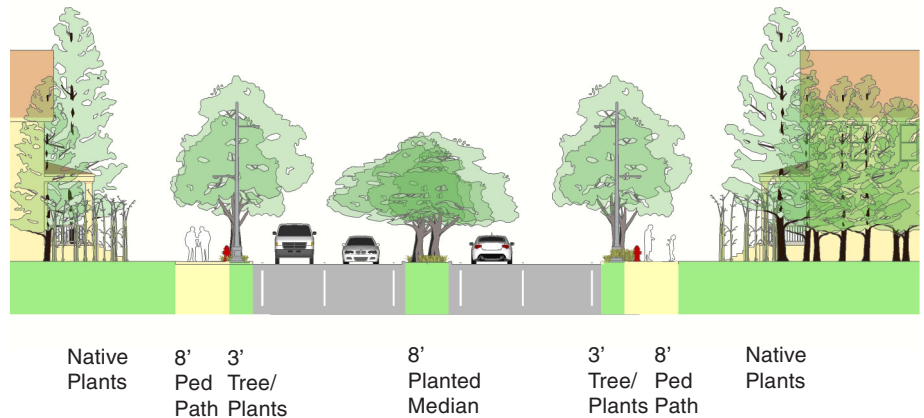
1. Paving should be soft and durable, rubber mats are typical.
2. Paving color should have a low heat reflectivity
3. Plaza paving to reflect heat, not glare. Color to contrast adjacent paving or ground cover
4. Plaza amenities may vary, at a minimum, provide shaded seating and paved walking paths

# Cypress Public Right-of-Way

## Local Streets

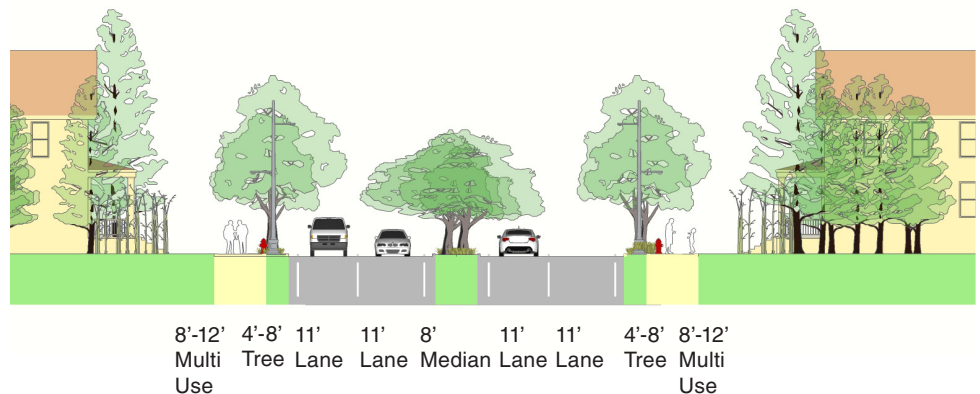
### Interior Streets

1. Sidewalks are protected from traffic by a row of trees.
2. A central median, planted with trees, provide a shaded roadway as well as traffic-calming.
3. 2 travel lanes may be utilized to as needed to facilitate commuter traffic.
4. Outer travel lane may be marked for parking in front of commercial uses as needed.
5. Trees shall be placed at regular intervals and of a species sized to provide continuous shade to pedestrians
6. Lighting shall be provided for both vehicular and pedestrian paths; lighting shall be no cooler than 3000K in color temperature and provide a CRI of 80 or better



## Arterials First

1. The lower density development of the Cypress sub-district allows for a wide multi-use path that accommodates both pedestrians and cyclists along a pleasant, meandering path
2. Parking for individual lots can be handled on-site
3. The 4 total lanes are divided by a central median to create a continuous tree canopy.





## Cypress Public Right-of-Way

### Pedestrian paths

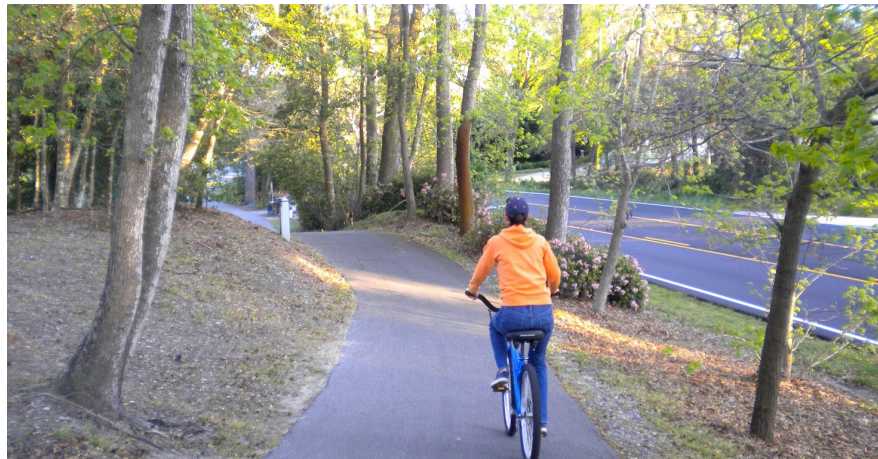
1. Pedestrian paths are multi-use.
2. Pedestrian path should have porous paving to facilitate drainage.
3. Pedestrian path street crossings shall be raised, colored to contrast adjacent road.
4. Pedestrian paths shall be continuously lit.
5. Pedestrian multi-use paths may gently meander.
6. Where driveways interrupt pedestrian paths, pedestrian path must be indicated with contrasting pavement.
7. Driveway pavement should be permeable.
8. The maximum driveway apron width is 24'



Cypress - Interior Street Option A



Cypress - Driveways at pedestrian paths



Corolla Greenway is an example of a good pedestrian path.

The following pages provide examples of building massing and architectural styles that are compatible with the Currituck Station design intent. Designers are not expected to copy these, only to use them as a guide towards their own compatible designs.

## Junction & Newtown Development Principles

### Development principles

The Junction and Newtown sub-districts support the district through residential, single-family, detached development. The Junction sub-district is an existing residential development. Newtown will be developed in a similar manner. Limited single family attached and mixed-use development is permitted.

To maintain the family-oriented nature of Junction and Newtown, mixed use and single-family attached development is encouraged along collectors and arterial streets. Single-family detached residential will be developed within the interior of the sub-district. Non-residential development is designed to support residents by placing buildings close to the street with active and public uses on the ground floor and pedestrian entrances accessed from the street. An interconnected network of sidewalks, multi-use paths, public spaces, and parks provide access to the mix of uses found throughout the sub-district.

Junction, as it is currently developed, is a low density residential sub-division. Typically these developments require paving new roads, resulting in the need to store stormwater in ponds on-site. In order to provide a healthy, and active place for the public, large developments are encouraged to provide pedestrian paths and site amenities around landscaped retention ponds.



### Dimensions

The allowable dimensions for the Junction and Newtown sub-district are designated in the Currituck Unified Development Ordinance.

### Allowable uses

This is an abbreviated table of uses for reference only. For a current and complete table of uses, see the Unified Development Ordinance

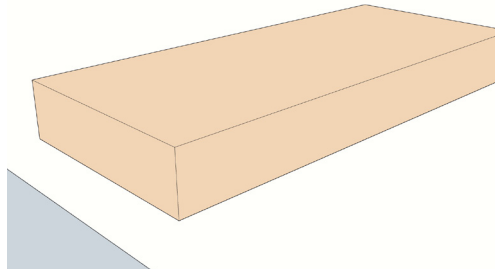
Residential Uses	Commercial Uses	Industrial Uses	Civic Uses
Single Family (Attached) Multifamily	Neighborhood-serving retail Restaurant Office	None	Community-serving amenities Education Government

## Junction & Newtown Commercial Development

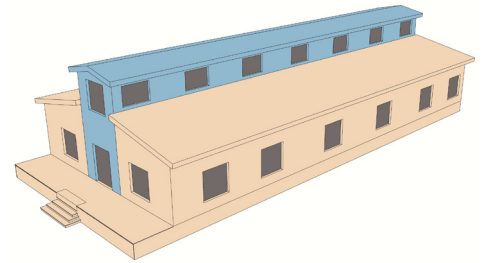
### Small 2-story building

#### Clerestory building

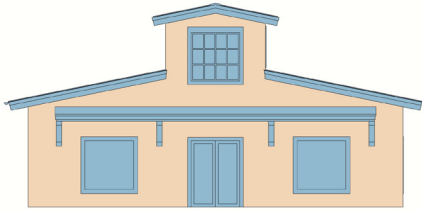
1. Use features such as clerestory to give a small building a 2-story appearance. The second floor may or may not be occupied.
2. Simple details give the building a pedestrian-friendly facade while keeping costs low.



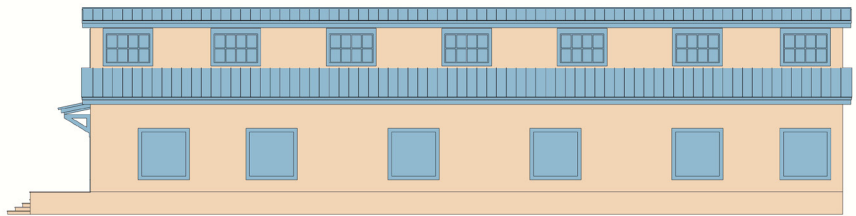
*A 1-story building program in a rectangular footprint. A 1-story building can only be accommodated if the facade is at least 20' tall giving a 2-story appearance.*



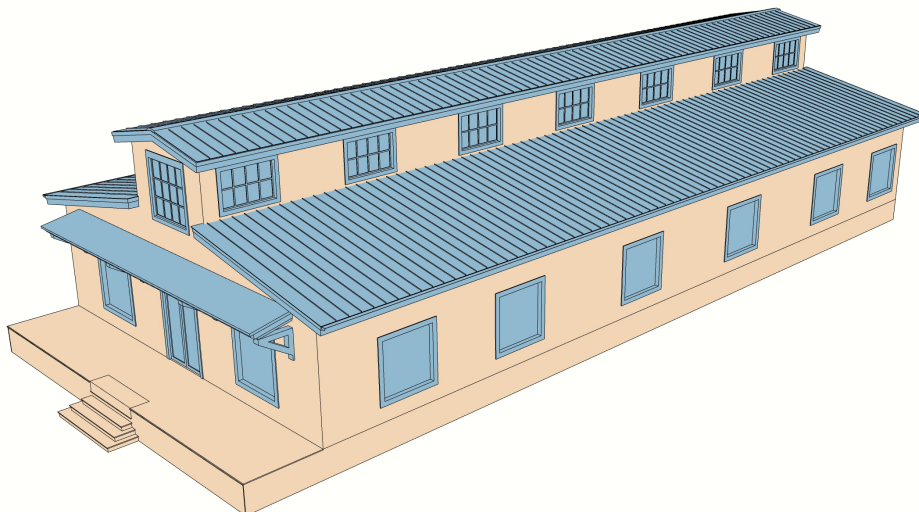
*Adding a clerestory gives the building a usable 2nd story for offices or studio apartments. Alternatively, the clerestory can be used to provide additional natural light and an airy feeling to the 1st floor space while meeting the 20' building height requirement.*



*A front facade with doors and generous windows centered on bays is functional and pedestrian friendly. The width of the clerestory section can be adjusted to suit the building program needs.*



*Ground floor side windows near the street are necessary to maintain visual permeability of the street frontage. Side windows towards the rear of the building are optional, but encouraged.*



*A small, simple fixed awning with support brackets and simple trim profiles add detail to the building and give it a coastal appearance.*



## Junction & Newtown Commercial Development

### 1. Roof

Standing seam metal due to low pitch

### 2. Trim

Simple profile, multi-layered

### 3. Cladding

Board & batten, shake, or clapboard

### 4. Clerestory windows

Divided lite, clear glass windows

### 5. Awning

Sloped with simple brackets

### 6. Railings

### 7. Doors

Storefront doors with clear (untinted) glass

### 8. Ground floor windows

Storefront or folding glass windows with clear (untinted) glass

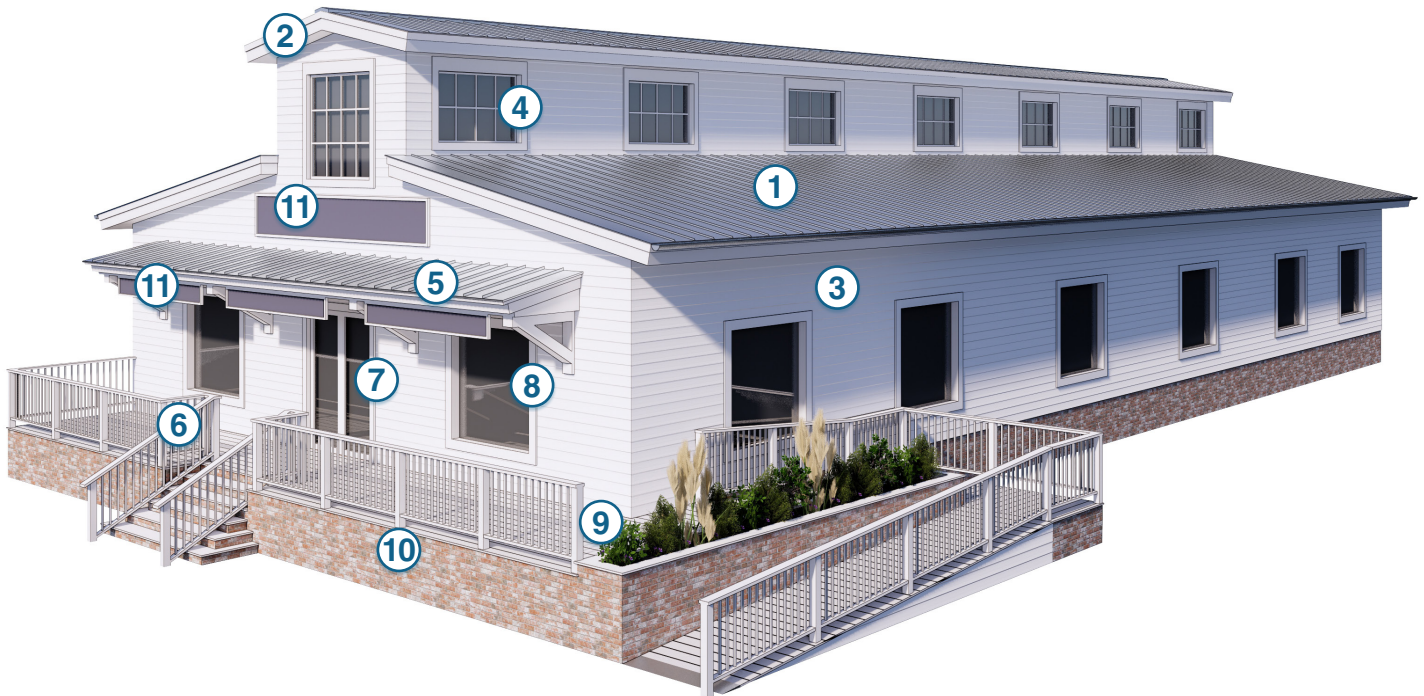
### 9. Decking

### 10. Foundation

Solid in appearance

### 11. Sign boards

Recessed or raised perimeter to differentiate from cladding



Local Pie in Bluffton, SC



The Hitching Post (The Spry Store) in Currituck, NC

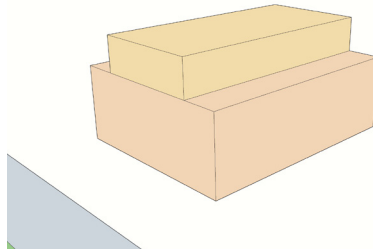


## Junction & Newtown Commercial Development

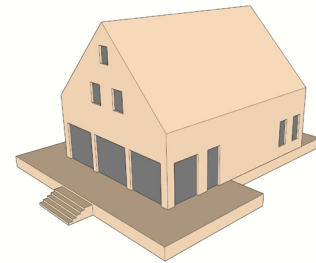
### Small 2-story building

#### A-Frame with Porch

1. An iconic building form along the eastern seaboard, the A-frame is easy to construct, weathers storm events, and provides ample floor space while presenting a compact facade to the public.
2. A deep wrap-around porch shades the windows from hot summer sun and makes an inviting place for customers to enjoy.



*A 2-story building program in a rectangular footprint.*



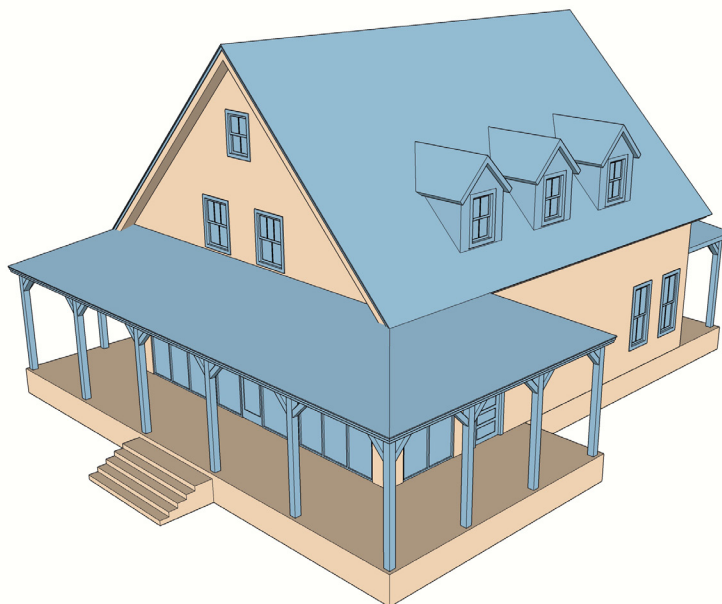
*A steeply pitched roof encompasses the entire upper story.*



*A front facade with storefront glazing and transom windows allows natural light into the lower story space and invites pedestrians in.*



*Dormers let light into the upper story space and provide additional floor space. If the upper story is to be occupied by a different tenant, or is for a residential use, then a separate side entry can be added.*



*Straight or braced columns support the deep porch. Dormers can be separate or combined into one large dormer.*

## Junction & Newtown Commercial Development

### 1. Roof

Shingle or standing seam metal

### 2. Trim

Simple profile, multi-layered

### 3. Upper story windows

Divided lite, clear glass windows

### 4. Porch roof

Shingle or standing seam metal

### 5. Columns and brackets

Wood or composite

### 6. Ground floor windows

Storefront with clear (untinted) glass

### 7. Doors

Storefront with clear (untinted) glass

### 8. Railings and stairs

### 9. Decking

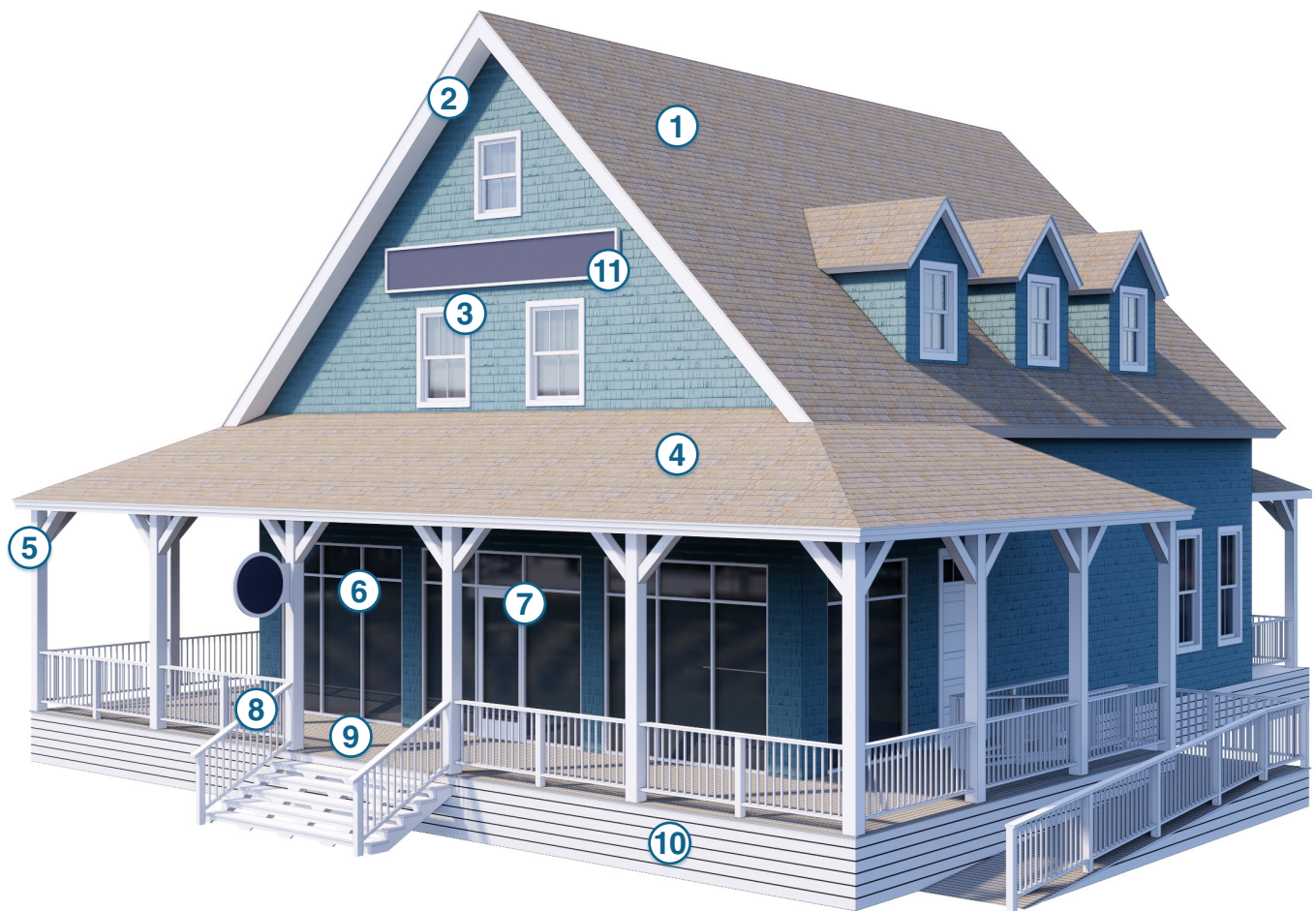
Wood (rot resistant) or composite

### 10. Foundation skirt

Solid or slatted in appearance

### 11. Sign board

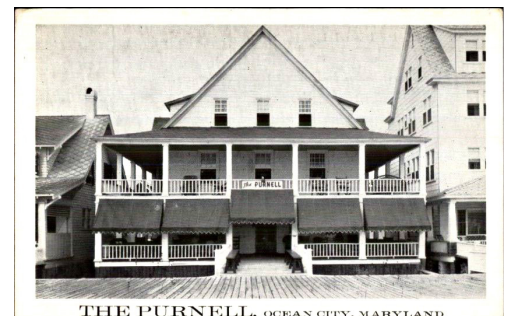
Recessed or raised perimeter to differentiate from cladding



Caffey's Inlet Lifesaving Station  
in Dare County, NC



Seatack Station, Virginia Beach, VA



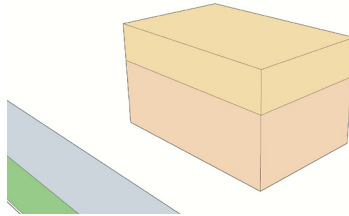
The Purnell Hotel, Ocean City, MD

## Junction & Newtown Commercial Development

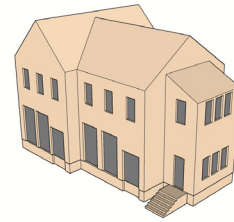
### Medium 2-story building

#### L-shaped

1. Use gable ends to break up longer facades and create the appearance of a series of smaller masses.
2. Simple details give the building a pedestrian friendly facade while keeping construction costs low.



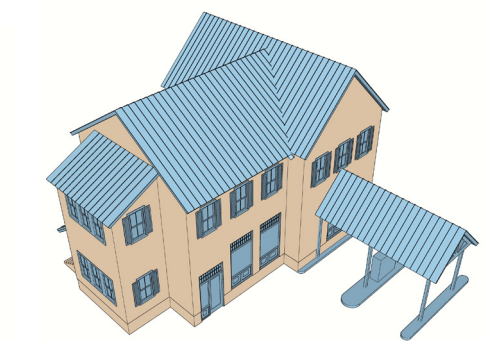
*A 2-story building program in a rectangular broadfront footprint.*



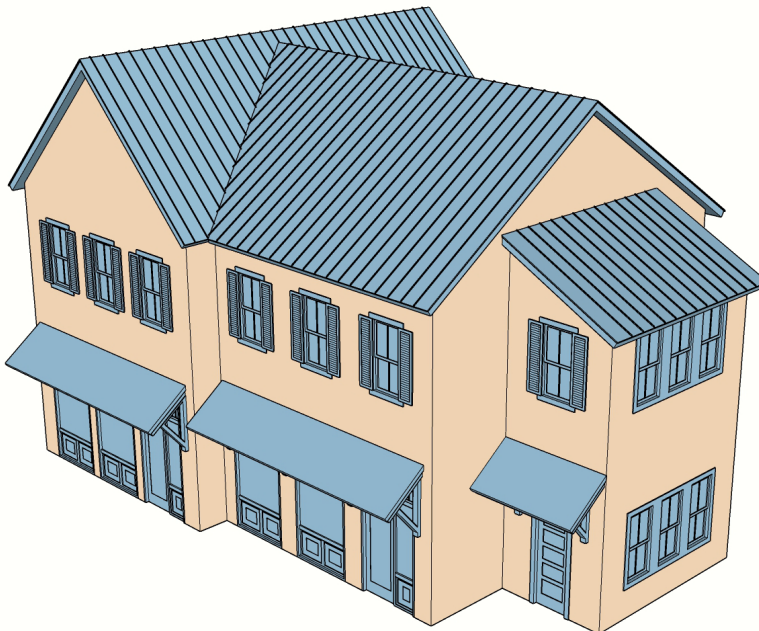
*Adding a gable end breaks up the building facade and provides multiple distinct storefronts.*



*Storefront windows and doors allow pedestrians to see into the ground floor spaces. A stair and elevator tower on the end of the building gives private access to the upper story if desired.*



*A drive-through canopy added to the rear of the building allows auto-oriented uses to occupy the building while maintaining the vernacular character*



*Awnings with brackets and shutters protect the windows from sun and rain.*



## Junction & Newtown Commercial Development

### 1. Roof

Standing seam metal or shingle

### 2. Trim

Simple profile, multi-layered

### 3. Cladding

Masonry, shake, or clapboard

### 4. Upper story windows

Divided lite, clear (untinted) glass windows

### 5. Shutters

1/2 width and full height of window, operable  
louvered or solid shutters

### 6. Awning

### 7. Doors

Storefront with transoms and clear (untinted)  
glass

### 8. Ground floor windows

Storefront with transoms with clear (untinted)  
glass and optional opaque paneling

### 9. Foundation

Solid in appearance

### 10. Residential door



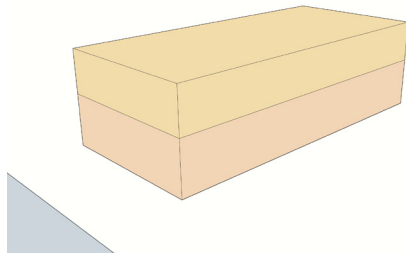


## Junction & Newtown Commercial Development

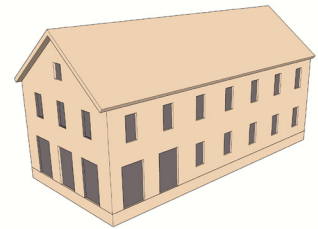
### Medium 2-story building

#### Gable-front building

1. A classic and versatile building form lends itself well to a vertical mix of uses.
2. Simple details give the building a pedestrian friendly facade while keeping costs low.



A 2 to 3-story building program in a rectangular footprint.



A gable above the upper story makes an easy-to-construct, adaptable, and durable building.



Minimal overhangs are typical, but the eaves can be extended up to 3' or 4' with exposed rafter tails for a more Craftsman appearance.



Evenly spaced side windows on all levels produce usable light throughout the building.



The wraparound porch can be supported by simple square columns or brackets.

## Junction & Newtown Commercial Development

### 1. Roof

Standing seam metal or shingle

### 2. Trim

Simple profile, multi-layered

### 3. Upper story windows

Single or divided lite, clear (untinted) glass windows

### 4. Porch roof

Match main roof or standing seam metal

### 5. Columns and brackets

4"-8" square or round

### 6. Ground floor windows

Storefront or folding glass windows with clear (untinted) glass

### 7. Doors

Storefront with clear (untinted) glass

### 8. Railings and stairs

### 9. Decking

Wood (rot resistant) or composite

### 10. Foundation skirt

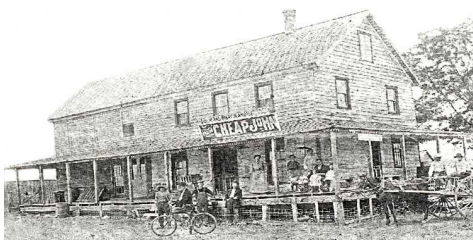
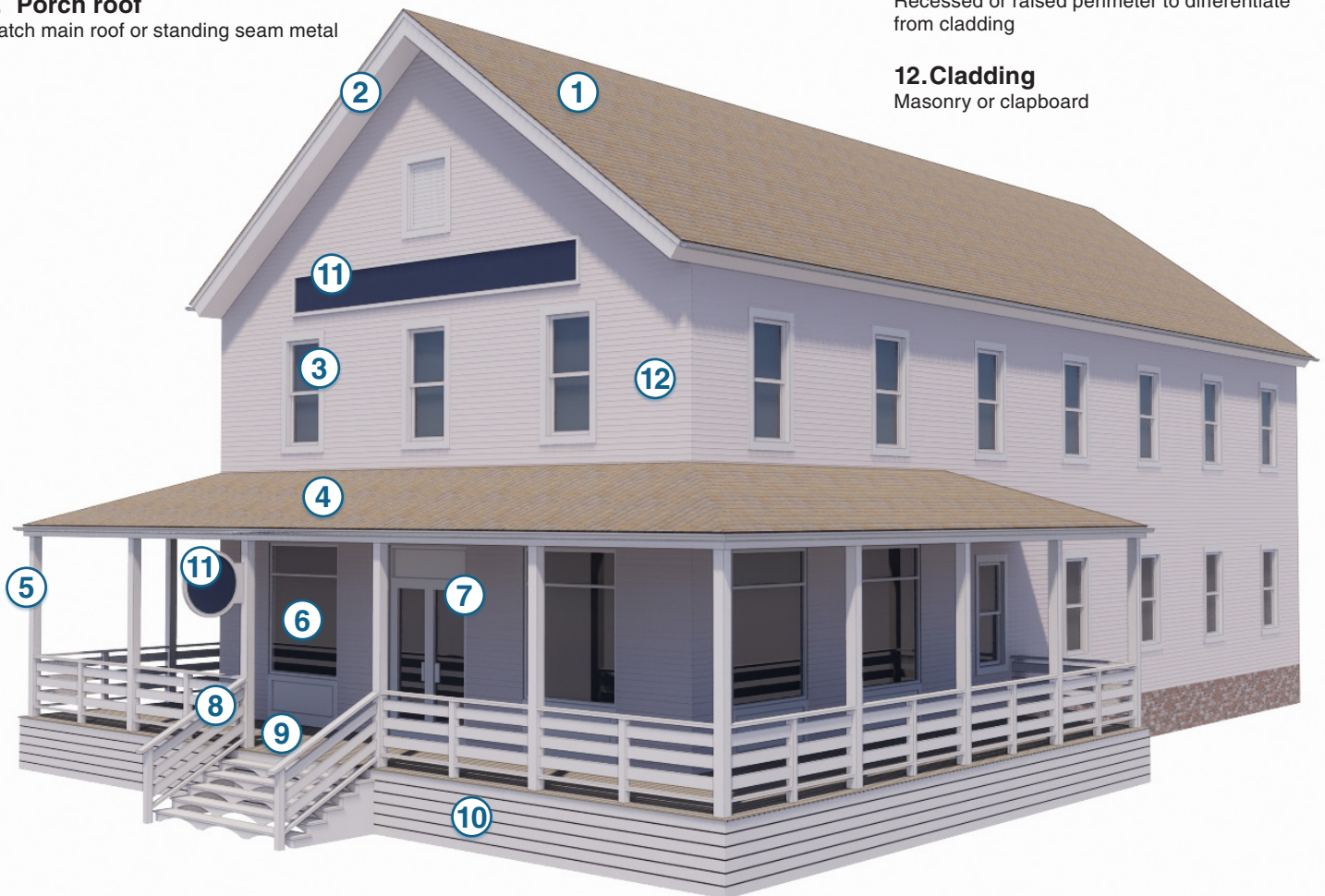
Solid in appearance with optional slatted material at porch

### 11. Sign board

Recessed or raised perimeter to differentiate from cladding

### 12. Cladding

Masonry or clapboard



Cheap John's Store, Currituck County, NC



Creekmore Brothers Store, Currituck County, NC



JM Roberts House, Currituck County, NC

Currituck Station



## Junction & Newtown Public Spaces

Junction and Newtown sub-districts, the established single-family region of Currituck Station, is primarily a place to live and play. Residential development will feature dispersed public spaces for families to use.

A public space, is an area that a resident or visitor has access to from the public right-of-way (R.O.W.), typically a road in Junction and Newtown.

There are various types of public spaces appropriate for Junction and Newtown. The following requirements guide developing all public space in the Junction and Newtown sub-districts.





# Junction & Newtown Public Spaces

## Greenbelts



*Greenbelt path*

1. Gently meandering path.
2. Greenbelts widen at building entrances.
3. Benches, trash receptacles, and water fountains shall be regularly spaced along the greenbelt.



*Greenbelt activity node*

1. Activity nodes are to be set back from the path, while remaining visible from the R.O.W.
2. Activity nodes should offer various options for visitors: Exercise equipment, Rest areas, Scenic looks, Picnic venues, Bike repair stations.

## Parks



*Dog Parks*

1. Fencing around dog park should be continuous.
2. Planting at base of fence is encouraged, to eliminate burrowing.
3. When possible, provide trash receptacles and water fountain for pets.
4. The ground cover should be artificial turf or seeded grass.



*Fitness stations*

1. Paving should be soft and durable, rubber mats are typical.
2. Paving color should have a low heat reflectivity.
3. Plaza amenities may vary, at a minimum, provide shaded seating and paved walking paths.

## Amenities

1. Drinking fountains
2. Benches/Seating
3. Bike racks



*Area of concentrated amenities*



*Benches placed across from each other for social interaction*

*Currituck Station*

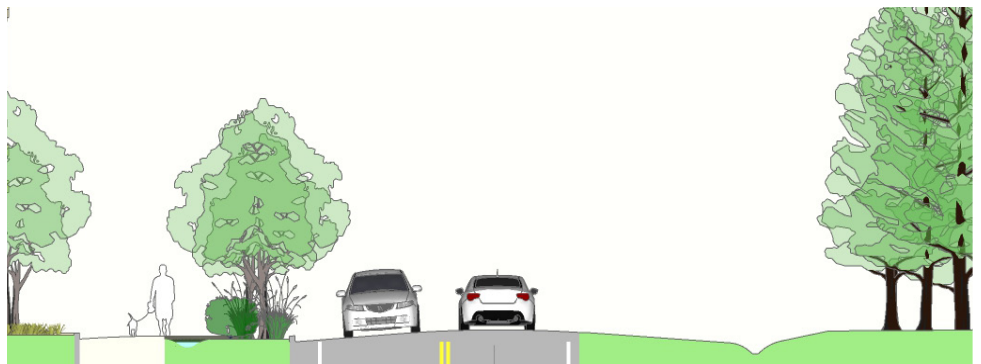


## Junction & Newtown Public Right-of-Way

### Local streets

#### Interior Street Options

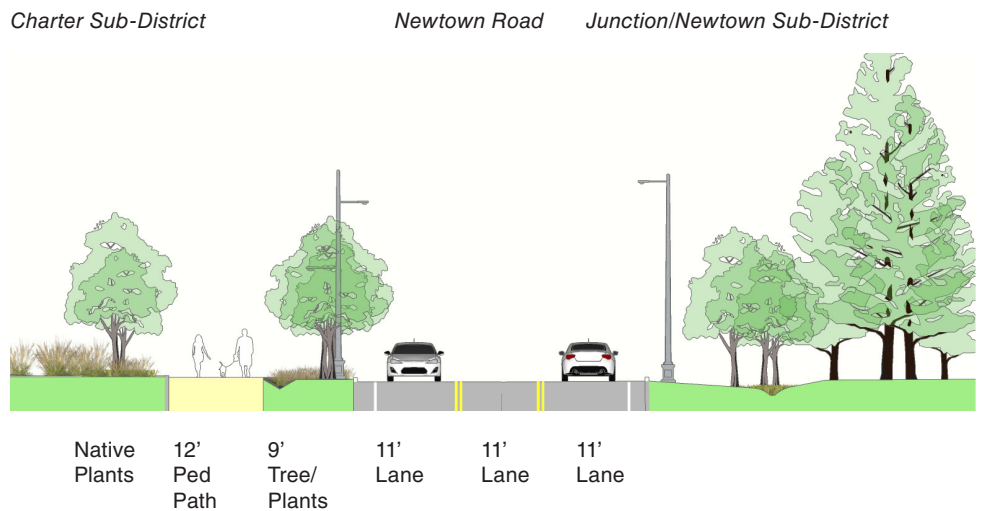
1. New streets will be designed to match the character of existing streets within the Junction and Newtown sub-districts



Representative of existing streets

### Arterials First

1. New development in the Junction and Newtown sub-districts should allow for a wide multi-use path that accommodates both pedestrians and cyclists along a pleasant, meandering path
2. The pedestrian path meanders with a constant width of 12'
3. The pedestrian path is screened with a row of trees to serve as a barrier from any errant vehicles.
4. Trees shall be placed at regular intervals and of a species sized to provide continuous shade to pedestrians



### Pedestrian paths

1. Pedestrian path types will be a multi-use path in these districts
2. Pedestrian path paving
3. Pedestrian path street crossings must be striped with pedestrian crossing signs for approaching vehicles.
4. Pedestrian path lighting shall be continuous, and even
5. Pedestrian multi use paths shall gently meander



Junction & Newtown - Interior Street

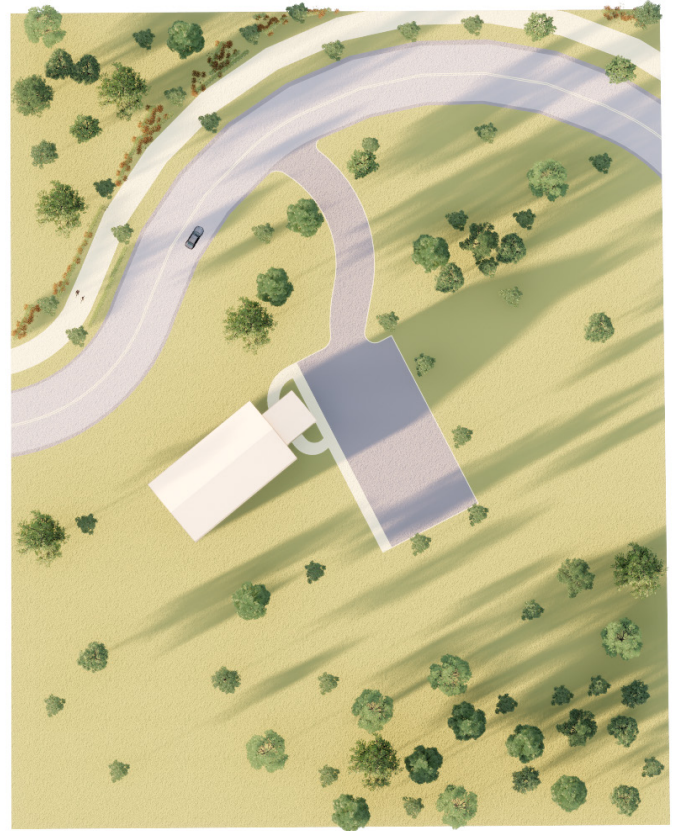
The following pages provide examples of building massing and architectural styles that are compatible with the Currituck Station design intent. Designers are not expected to copy these, only to use them as a guide towards their own compatible designs.

## Crossroads Development Principles

The Crossroads sub-district forms the industrial and job producing, non-residential core of the Currituck Station District. In addition to industrial development, Crossroads is appropriate for small offices, professional services, childcare facilities, medical facilities, and limited restaurant or cafe uses.

Uses within the Crossroads sub-district will provide buffers and, where necessary, additional stormwater mitigation techniques to the adjacent residential and environmentally identified areas of the district. Where retention ponds are required for treating stormwater, pedestrian paths are encouraged to allow workers and visitors an accessible amenity.

Crossroads is the place where many people in Currituck Station will come to work. In order to facilitate the increased traffic in this area, additional attention to detail of circulation for pedestrians and vehicles is required. The industrial commotion of Crossroads is insulated from neighboring residential development with significant perimeter buffers.



### Dimensions

The allowable dimensions for the Crossroads sub-district are designated in the Currituck Unified Development Ordinance.

### Allowable uses

This is an abbreviated table of uses for reference only. For a current and complete table of uses, see the Unified Development Ordinance

Residential Uses	Commercial Uses	Industrial Uses	Civic Uses
None	Office Restaurant	Yes	Education Government

## Crossroads Industrial Development

### Building massing

While not as architecturally sensitive as other sub-districts in Currituck Station, developments in Crossroads should still welcome visitors and those passing through with a human-scaled entry facing the street.



*Industrial buildings should have a welcoming entry prominently located closest to the frontage street.*

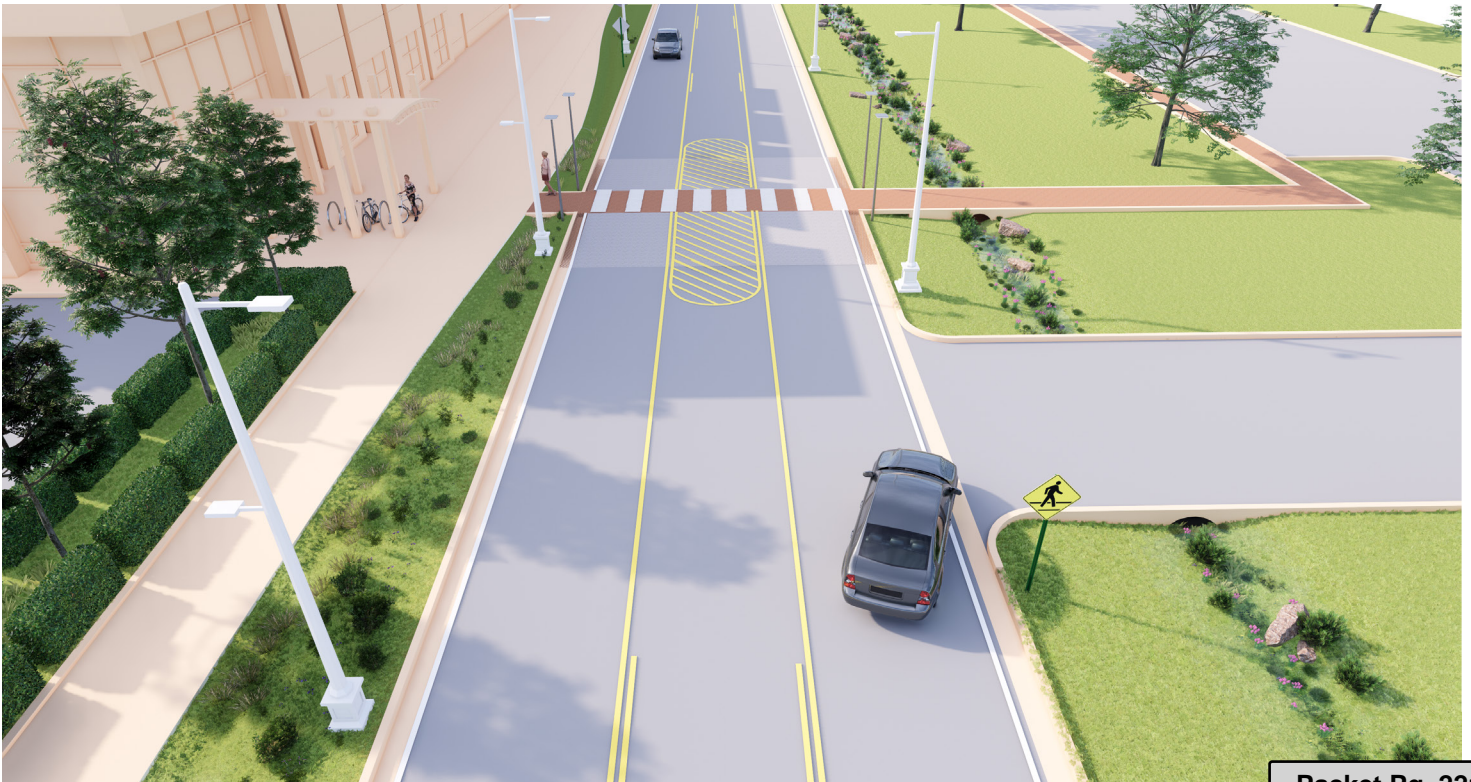


## Crossroads Public Right-of-Way

Crossroads, the industrial region of Currituck Station, is primarily a place to work and conduct business. Commercial and office uses in this sub-district will produce more vehicular activity than other sub-districts.

A public space, is an area that a resident or visitor has access to from the public right-of-way (R.O.W.), typically a multi-use path in Crossroads.

There are various types of public spaces appropriate for Crossroads. The following requirements guide developing all public space in the Crossroads sub-district.



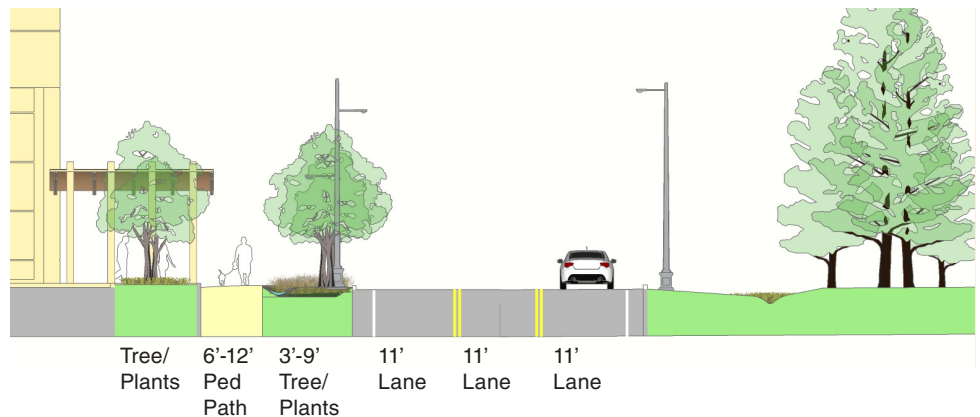


## Crossroads Public Right-of-Way

### Local Streets

#### Interior Street Options

1. Sidewalks are protected from traffic by a row of trees
1. Pedestrian paths widen towards the verge at building entrances to facilitate increased pedestrian volumes
2. The center lane is for turning vehicles and may be upgraded to a planted median, as required
3. Trees shall be placed at regular intervals and of a species sized to provide continuous shade to pedestrians
4. Lighting shall be provided for both vehicular and pedestrian paths; lighting shall be no cooler than 3000K in color temperature and provide a CRI of 80 or better



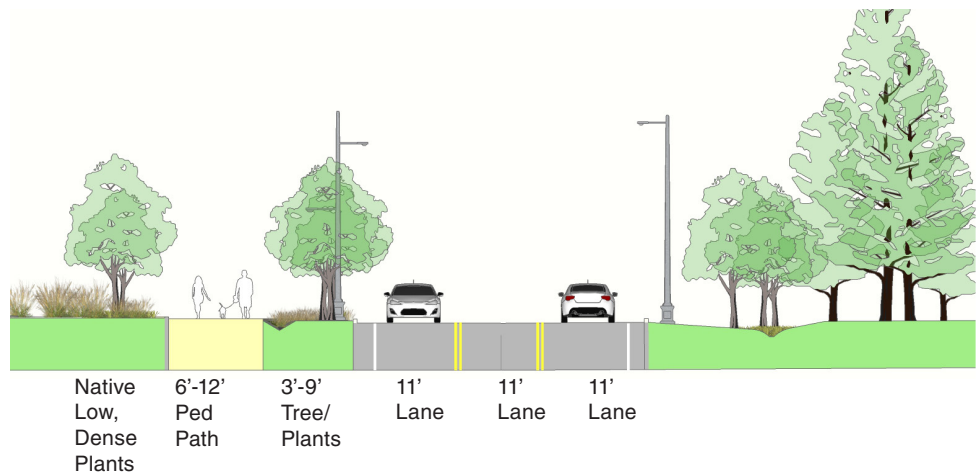
### Arterials First

1. A wide multi-use path that accommodates both pedestrians and cyclists along a pleasant, meandering path
2. Pedestrian paths widen towards the verge at building entrances to facilitate increased pedestrian volumes
3. The center lane is for turning vehicles and may be upgraded to a planted median as required
4. A row of native grasses and trees protects pedestrians on the multi-use path from errant vehicles
5. A screen planting may be utilized to hide industrial facilities from pedestrian view

Crossroads Sub-District

East - West Connector

Crossroads Sub-District



## Crossroads

### Public Right-of-Way

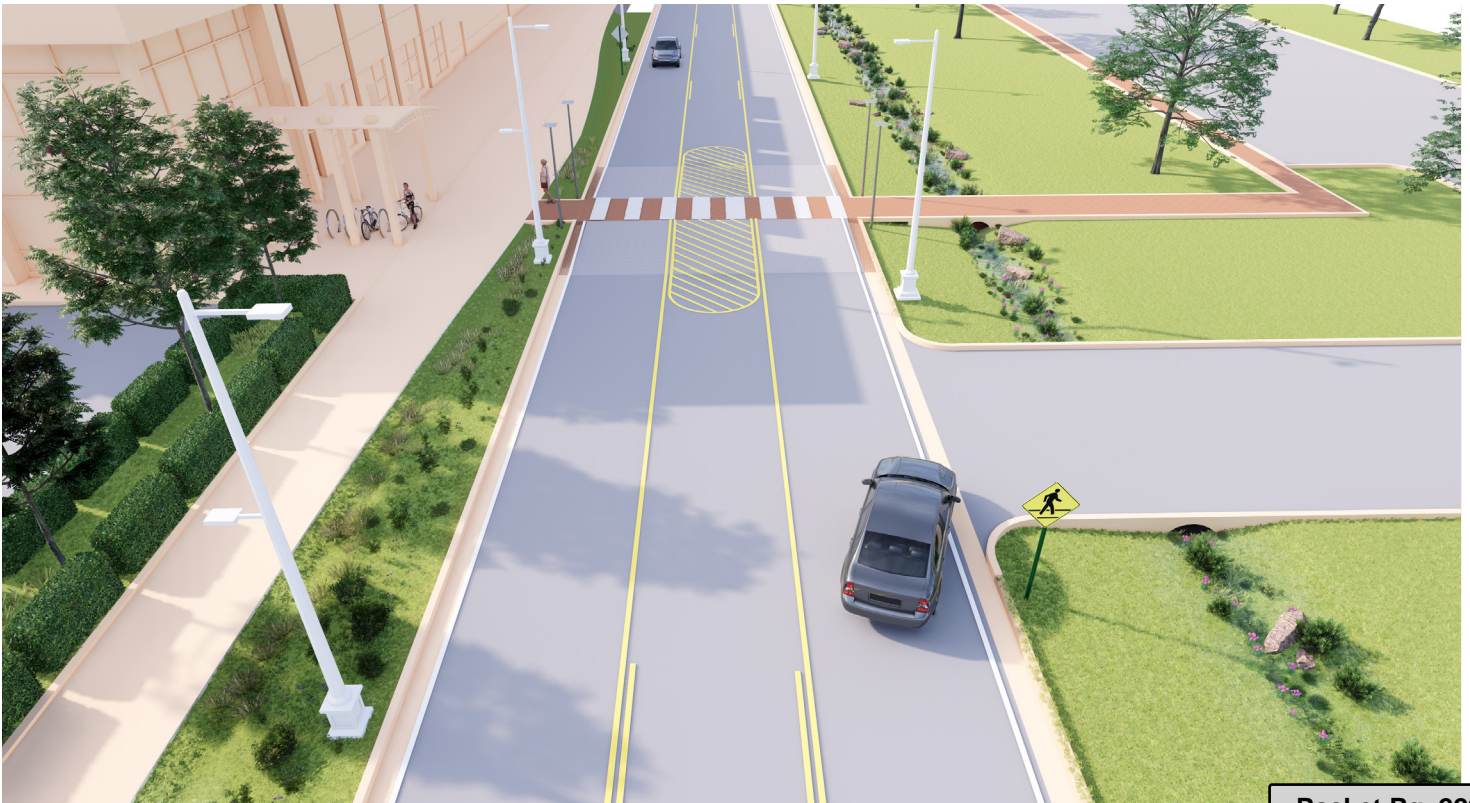
#### Pedestrian paths

1. Pedestrian paths are multi-use.
2. Pedestrian path should have porous paving to facilitate drainage.
3. Pedestrian path street crossings shall be raised, colored to contrast adjacent road.
4. Pedestrian paths shall be continuously lit.
5. Pedestrian multi-use paths may gently meander.



Crossroads - Interior Street

6' - 12'



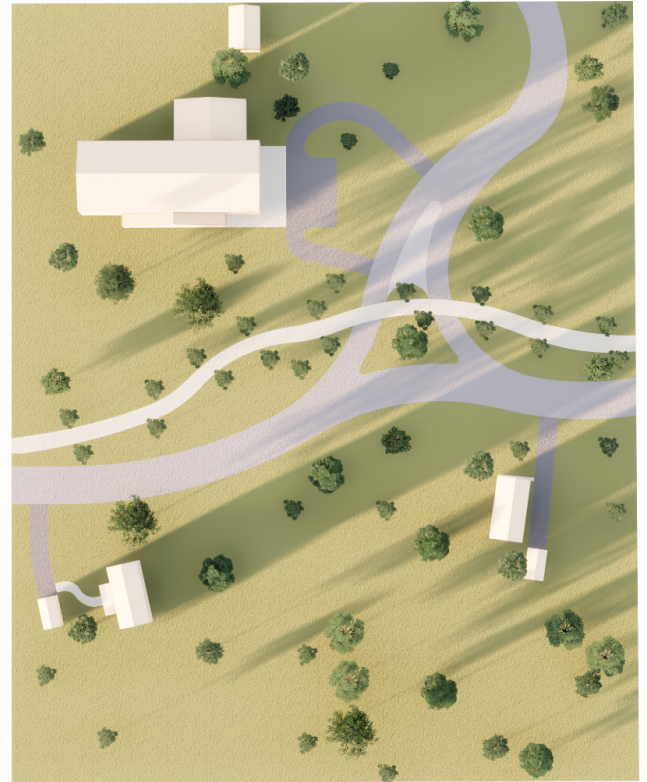
The following pages provide examples of building massing and architectural styles that are compatible with the Currituck Station design intent. Designers are not expected to copy these, only to use them as a guide towards their own compatible designs.

## Moyock Run Development Principles

The Moyock Run sub-district provides centralized governmental and public oriented uses. These uses include, but are not limited to, schools, parks, regional facilities as well as environmental and mitigation areas. Moyock Run is intended to be a natural setting in which these public facilities are placed.

To maintain the civic nature of Moyock Run buildings are encouraged along collectors and arterial streets. Each development should implement centralized (internal) roads and paths that connect to the public right-of-way. An interconnected network of sidewalks, multi-use paths, public spaces, and parks provide access to the civic and public uses found throughout the sub-district.

Moyock Run is intended to be a mostly natural and green area within the Currituck Station district. To maximize the available natural land available, connected and shared parking areas are encouraged.



### Dimensions

The allowable dimensions for the Moyock Run sub-district are designated in the Currituck Unified Development Ordinance.

### Allowable uses

This is an abbreviated table of uses for reference only. For a current and complete table of uses, see the Unified Development Ordinance

Residential Uses	Commercial Uses	Industrial Uses	Civic Uses
None	None	None	Community-serving facilities Education Government



## Moyock Run Public Spaces

Moyock Run, the park-like civic region of Currituck Station, is primarily a place to conduct business and government. Civic uses in this sub-district will produce more vehicular activity than other sub-districts.

A public space, is an area that a resident or visitor has access to from the public right-of-way (R.O.W.), typically a multi-use path in Moyock Run.

There are various types of public spaces appropriate for Crossroads. The following requirements guide developing all public space in Moyock Run.





# Moyock Run Public Spaces

## Squares



*Intersection square*

1. Located at the nexus of adjacent sub-districts.
2. Vehicular traffic surrounds the square.
3. Maintain a buffer between vehicular traffic outside of square and pedestrians inside square.
4. Suitable buffers are a continuous row of trees, planters, and/or on-street parking.

## Greenbelts



*Greenbelt path*

1. Gently meandering path.
2. Greenbelts widen at building entrances.
3. Benches, trash receptacles, and water fountains shall be regularly spaced along the greenbelt.



*Greenbelt activity node*

1. Activity nodes are to be set back from the path, while remaining visible from the R.O.W.
2. Activity nodes should offer various options for visitors: Exercise equipment, Rest areas, Scenic looks, Picnic venues, Bike repair stations.

# Moyock Run Public Spaces

## Parks



*Fitness stations*

1. Paving should be soft and durable, rubber mats are typical.
2. Paving color should have a low heat reflectivity.
3. Fitness station amenities may vary, at a minimum, provide shaded seating and paved walking paths.



*Neighborhood Playgrounds*

1. Located within or near large public space.
2. Neighborhood playgrounds must be visible from the right-of-way.
3. Provide non-opaque fencing that is continuous and secured around the perimeter.
4. Seating, water fountains, and trash receptacles are common amenities to include:

## Amenities



*Buildings and parks should have amenities at their entrance.*



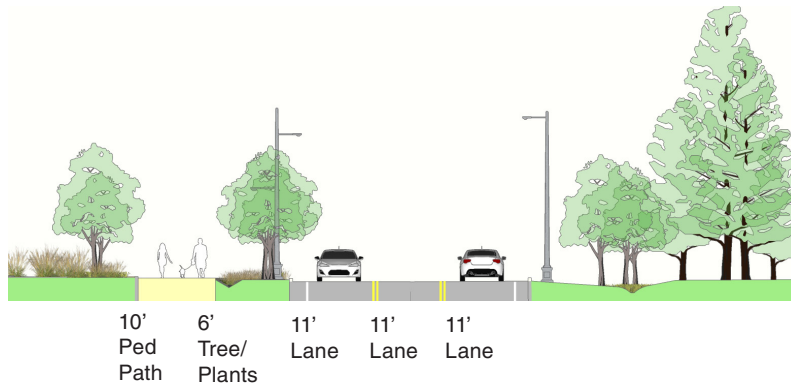
*Water fountains and trash cans are to be provided within parks in Moyock Run.*

# Moyock Run Public Right-of-Way

## Local Streets

### Interior Street Options

1. The large setback in this district allows for a wide winding path that facilitate cyclists in opposing travel directions.
2. The center lane is for turning vehicles or passing traffic
3. Trees shall be placed at regular intervals and of a species sized to provide continuous shade to pedestrians
4. Lighting shall be provided for both vehicular and pedestrian paths; lighting shall be no cooler than 3000K in color temperature and provide a CRI of 80 or better



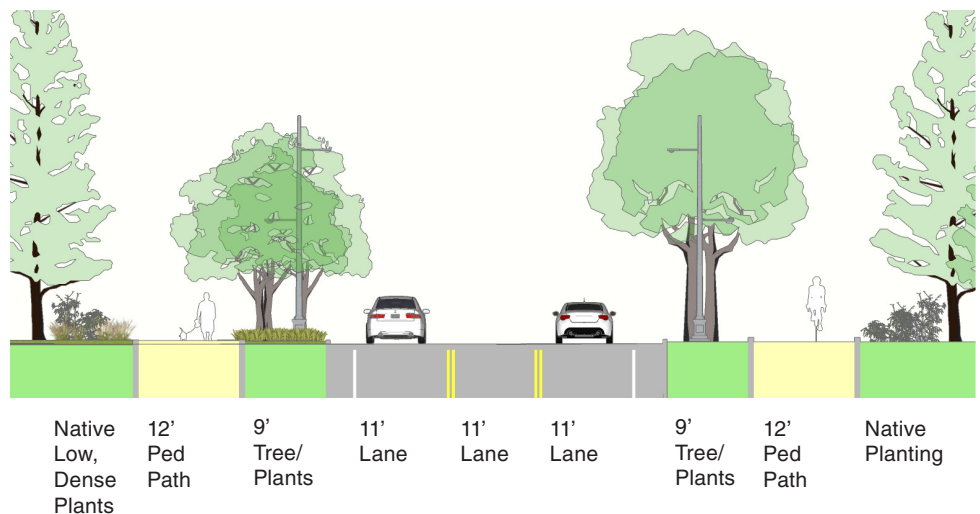
## Arterials

1. The pedestrian path is along the Moyock Run sub-district.
2. The 12' wide path gently meanders.
3. Rows of native trees and grasses serve as a physical barrier for any errant vehicles

*Moyock Run Sub-District*

*Central Parkway*

*Oak Trail*



## Moyock Run Public Right-of-Way

### Pedestrian paths

1. Pedestrian path types will be a multi-use path.
2. Pedestrian path paving should be soft and porous.
3. Pedestrian path street crossings must be striped, with signage alerting oncoming vehicles of crossing pedestrians.
4. Pedestrian path lighting shall be continuous, and even.
5. Pedestrian multi use paths shall gently meander, typically widening at entrances.



Moyock Run - Interior Street

6' - 12'



The following pages provide examples of building massing and architectural styles that are compatible with the Currituck Station design intent. Designers are not expected to copy these, only to use them as a guide towards their own compatible designs.

## Oak Trail Development Principles

The Oak Trail sub-district is intended reflect areas generally identified as environmentally sensitive. This includes, but is not limited to, native habitats, wetlands, riparian buffers, and floodplains. Low density residential uses may be permitted upon determination of environmental area limits.

The Oak Trail sub-district is generally at the periphery of the Currituck Station district. Connecting the new development with the existing rural lands surrounding by an interconnected network of greenbelt paths, parks, activity nodes, and scenic lookouts.

To maintain as much of the existing natural land as possible, development should be oriented towards collector and arterial roads. Shared parking and access roads should be utilized to minimize the amount of required paved surfaces. When paving is necessary, permeable materials should be utilized where there is no negative environmental effect.



### Dimensions

The allowable dimensions for the Junction and Newtown sub-district are designated in the Currituck Unified Development Ordinance.

### Allowable uses

This is an abbreviated table of uses for reference only. For a current and complete table of uses, see the Unified Development Ordinance

Residential Uses	Commercial Uses	Industrial Uses	Civic Uses
Single Family (Detached)	None	None	Environmental Facilities Government

## Oak Trail Public Spaces

Oak Trail, the natural open and scenic region of Currituck Station, is primarily a place to conduct business and government. Civic uses in this sub-district will produce more vehicular activity than other sub-districts.

A public space, is an area that a resident or visitor has access to from the public right-of-way (R.O.W.), typically a path or trail in Oak Trail.

There are various types of public spaces appropriate for Oak Trail. The following requirements guide developing all public space in the Oak Trail sub-district.





# Oak Trail Public Spaces

## Greenbelts



*Greenbelt path*

1. Gently meandering path.
2. Greenbelts widen at building entrances.
3. Benches, trash receptacles, and water fountains shall be regularly spaced along the greenbelt.



*Greenbelt activity node*

1. Activity nodes are to be set back from the path, while remaining visible from the R.O.W.
2. Activity nodes should offer various options for visitors: Exercise equipment, Rest areas, Scenic looks, Picnic venues, Bike repair stations.



*Greenbelt path*

1. Located within or near environmental features.
2. Fencing should allow visibility to natural site features where possible
3. Provide non-opaque fencing that is continuous and secured around the perimeter.
4. Seating, water fountains, and trash receptacles are common amenities to include

# Oak Trail Public Spaces

## Parks



*Fitness stations*

1. Paving should be soft and durable, rubber mats are typical.
2. Paving color should have a low heat reflectivity.
3. Fitness station amenities may vary, at a minimum, provide shaded seating and paved walking paths.



*Neighborhood Playgrounds*

1. Located within or near large public space.
2. Neighborhood playgrounds must be visible from the right-of-way.
3. Provide non-opaque fencing that is continuous and secured around the perimeter.
4. Seating, water fountains, and trash receptacles are common amenities to include:

## Amenities



*Buildings and parks should have amenities at their entrance.*



*Water fountains and trash cans are to be provided within parks in Moyock Run.*

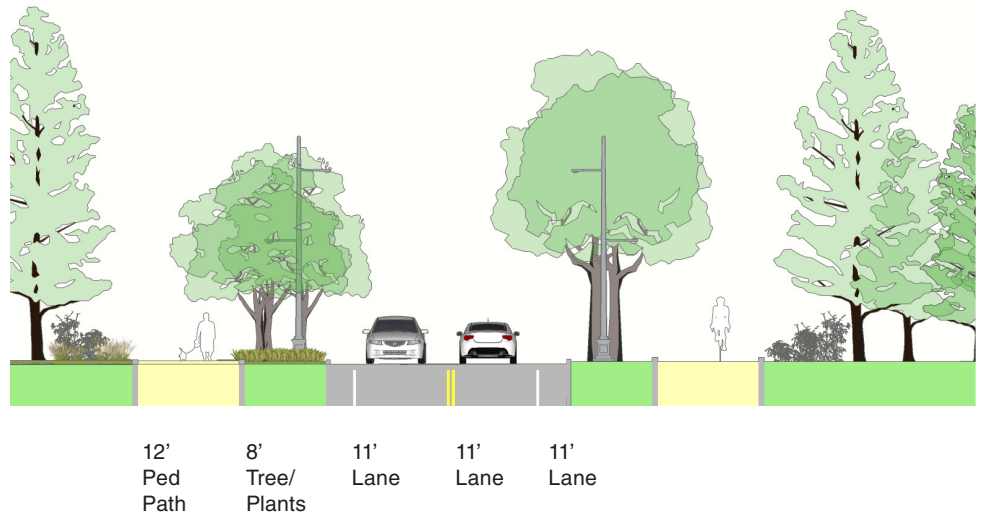


# Oak Trail Public Right-of-Way

## Local Streets

### Interior Street Options

1. The large setback in this district allows for a wide winding path that facilitate cyclists in opposing travel directions.
2. The center lane is for turning vehicles or passing traffic
3. Trees shall be placed at regular intervals and of a species sized to provide continuous shade to pedestrians
4. Lighting shall be provided for both vehicular and pedestrian paths; lighting shall be no cooler than 3000K in color temperature and provide a CRI of 80 or better



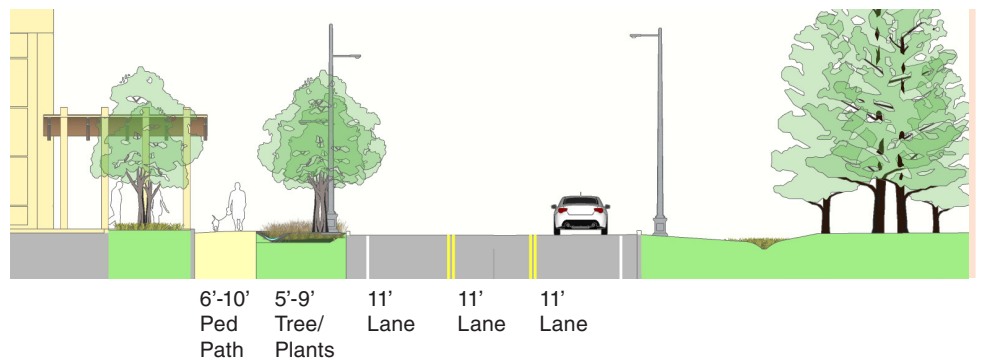
## Arterials First

1. The pedestrian path is closest to the crossroads sub-district, facilitating connection to building entrances
2. The pedestrian path is a minimum of 6' where there is no building frontage adjacent.
3. The path widens at building frontages to facilitate increased pedestrian traffic
4. A row of trees serve as a barrier to protect the pedestrian path from errant vehicles

*Crossroads Sub-District*

*Bypass Road*

*Oak Trail Sub-District*



## Oak Trail Public Right-of-Way

### Pedestrian paths

1. Pedestrian path types will be multi-use paths.
2. Pedestrian path paving should be soft and porous.
3. Pedestrian path street crossings must be striped, with signage alerting oncoming vehicles of crossing pedestrians.
4. Pedestrian path lighting shall be continuous, and even.
5. Pedestrian multi use paths shall gently meander, typically widening at entrances.



*Oak Trail - Street at Building Entrance*





## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 2721)**

**Agenda Item Title**

PB 20-01 McDonald's Corporation:

**Brief Description of Agenda Item:**

Request for a text amendment to the Unified Development Ordinance, Chapter 5. Development Standards, and Chapter 10. Definitions, to allow the installation of fully electronic menu board signs associated with drive through lanes.

**Planning Board Recommendation:**

**Planning Board Recommendation - February 11, 2020**

RECOMMENDED APPROVAL [UNANIMOUS]

MOVER: Juanita S Krause, Board Member SECONDER: David Doll, Board Member

AYES: C. Shay Ballance, Chairman, Garry Owens, Vice Chairman, K. Bryan Bass, Board Member, David Doll, Board Member, Anamarie Hilgendorf, Board Member, Juanita S Krause, Board Member ABSENT: J. Timothy Thomas, Board Member

**Planning Board Motion:**

Ms. Krause motioned to approve PB 20-01 McDonald's Corporation's requested text amendment to allow the installation of fully electronic menu board signs associated with drive through lanes because it is consistent with the goals, objectives, and policies of the 2006 Land Use Plan including:

POLICY ED1: NEW AND EXPANDING INDUSTRIES AND BUSINESSES should be especially encouraged that: 1) diversify the local economy, 2) train and utilize a more highly skilled labor force, and (3) are compatible with the environmental quality and natural amenity based economy of Currituck County.

Also, the request is reasonable and in the public interest because:

Restaurants with drive through lanes are an allowable use in the General Business district and the addition of digital menu boards is a reasonable request since this technology is typical for new and upgraded restaurants.



Ms. Krause noted the Menu Board Signs shall comply with the following standards:

- (1) Up to 100 percent of a menu board sign's area can be electronically controlled.
- (2) Menu board signs shall be associated with an approved drive through lane.
- (3) Menu board signs shall not be used for additional advertisement to off-site views and shall be for the sole purpose of conveying menu information to patrons in a drive through lane.
- (4) Menu Board Signs shall have a maximum area of 60 square feet and shall not exceed 8 feet in height.

Mr. Doll seconded the motion and the motion carried unanimously.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Cheri Elliott, Assistant

**Presenter of Agenda Item**

Jason Litteral


**Currituck County**

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

To: Board of Commissioners  
 From: Planning Staff  
 Date: February 24, 2020  
 Subject: PB 20-01 McDonald's Corporation (Menu Board Signs)

**Background**

The purpose of this text amendment is to allow the installation of fully electronic menu board signs associated with drive through lanes. The current standard in the Unified Development Ordinance limits the area of an electronically controlled message board to 50% of a sign's total area. This amendment proposes to allow a new category of sign, menu board signs, to have up to 100% of their area be electronically controlled.

The **applicant's** proposed amendment to section 5.12.6 is as follows:

*E. Electronic Restaurant Menu Reader Boards*

*Signs otherwise permitted under Section 5.12 shall be allowed for one or more drive-through lanes which are accessory to a principle use whereby goods or services may be offered directly to customers in motor vehicles as long as they meet the following conditions:*

- 1. A restaurant menu reader board shall not exceed forty-two (42) square feet in area and six (6) feet in height per allowable sign ("Menu Reader Board")*
- 2. A pre-browse board consisting of no more than 20 square feet in surface area and six feet in height (Pre-Browse Board").*
- 3. Up to 100% of permitted sign area may be an electronic variable message display.*
- 4. The number of allowable Menu Reader Boards is based on the number of ordering points per drive through lane. A Menu Reader Board shall be permitted at each ordering point in the drive through lane. Each drive-through lane may also consist of a Pre-Browse Board.*
- 5. Two (2) Menu Reader Boards shall be no closer than 8 feet at any point.*
- 6. Such signs shall be set back not less than twenty (20) feet from any property line.*
- 7. The signage shall not be included in the calculation or count towards the total allowable sign area.*

Staff has suggested some changes to the proposed language. In the event a business needs a slightly different size or configuration of signs in a specific drive through lane, staff suggests amending the applicant's proposed language as indicated in the staff report below. This may avoid future amendments to this section.

### **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;

*The proposed text amendment is consistent with the following 2006 Land Use Plan Policies:*

*POLICY ED1: NEW AND EXPANDING INDUSTRIES AND BUSINESSES should be especially encouraged that: 1) diversify the local economy, 2) train and utilize a more highly skilled labor force, and (3) are compatible with the environmental quality and natural amenity based economy of Currituck County.*

2. Is not in conflict with any provision of this Ordinance or the County Code of Ordinances;
  - a. *The text amendment request is consistent with the provisions of the UDO and the County Code of Ordinances.*
3. Is required by changed conditions;
 

*It is likely that most future menu boards will be electronically controlled.*
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;
  - a. *The text amendment request is consistent with the purpose and intent of the zoning districts. The General Business zoning district is the appropriate location for this type of business and menu boards are not in conflict with the purpose or intent of the district.*
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.

- a. *The amendment will 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**

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

### **Planning Board Recommendation – February 11, 2020**

RECOMMENDED APPROVAL [UNANIMOUS]

MOVER: Juanita S Krause, Board Member SECONDER: David Doll, Board Member  
AYES: C. Shay Ballance, Chairman, Garry Owens, Vice Chairman, K. Bryan Bass, Board Member, David Doll, Board Member, Anamarie Hilgendorf, Board Member, Juanita S Krause, Board Member ABSENT: J. Timothy Thomas, Board Member

### **Planning Board Motion:**

Ms. Krause motioned to approve PB 20-01 McDonald's Corporation's requested text amendment to allow the installation of fully electronic menu board signs associated with drive through lanes because it is consistent with the goals, objectives, and policies of the 2006 Land Use Plan including:

POLICY ED1: NEW AND EXPANDING INDUSTRIES AND BUSINESSES should be especially encouraged that: 1) diversify the local economy, 2) train and utilize a more highly skilled labor force, and (3) are compatible with the environmental quality and natural amenity based economy of Currituck County.

Also, the request is reasonable and in the public interest because:  
Restaurants with drive through lanes are an allowable use in the General Business district and the addition of digital menu boards is a reasonable request since this technology is typical for new and upgraded restaurants.

Ms. Krause noted the Menu Board Signs shall comply with the following standards:

- (1) Up to 100 percent of a menu board sign's area can be electronically controlled.
- (2) Menu board signs shall be associated with an approved drive through lane.
- (3) Menu board signs shall not be used for additional advertisement to off-site views and shall be for the sole purpose of conveying menu information to patrons in a drive through lane.
- (4) Menu Board Signs shall have a maximum area of 60 square feet and shall not exceed 8 feet in height.

Mr. Doll seconded the motion and the motion carried unanimously.





**PB 20-01 MCDONALD'S CORP.  
(MENU BOARD SIGNS)  
TEXT AMENDMENT  
BOARD OF COMMISSIONERS  
MARCH 2, 2020**

McDonald's Corporation requests an amendment to the Unified Development Ordinance, Chapter 5 Development Standards and Chapter 10 Definitions to allow the installation of electronic menu board signs associated with drive through lanes.

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

**Item 1:** That Chapter 5 is amended by deleting the following bold and underlined strikethrough language and adding the bold and underlined language in Section 12.6:

**C. Message and Menu Board Signs**

Message board signs shall comply with the following standards:

- (1) Electronically-controlled message board signs are prohibited in the Outer Banks.
- (2) No more than 50 percent of a sign's maximum area can be occupied by a message board, reader board, or electronically controlled message sign.
- (3) Except for time and temperature signs, the message shall remain stationary for at least five seconds.

**Menu Board Signs shall comply with the following standards:**

- (1) **Up to 100 percent of a menu board sign's area can be electronically controlled.**
- (2) **Menu board signs shall be associated with an approved drive through lane.**
- (3) **Menu board signs shall not be used for additional advertisement to off-site views and shall be for the sole purpose of conveying menu information to patrons in a drive through lane.**
- (4) **Menu Board Signs shall have a maximum area of 60 square feet and shall not exceed 8 feet in height.**

**Item 2:** That Chapter 10 is amended by deleting the following bold and underlined strikethrough language and adding the bold and underlined language in Section 5:

**Menu Board Sign**

**A freestanding or wall sign that lists the foods or other products available at facilities with approved drive through lanes.**

**Message Board Sign**

**A message board, reader board, or electronically controlled message sign providing a means of altering outgoing information on a sign not associated with a drive through lane.**

**Item 3: Staff suggested Statement of Consistency and Reasonableness:****Land Use Plan Consistency**

The UDO requires that the Board of Commissioners adopt a statement of consistency and reasonableness that describes whether the decision on the amendment is consistent with county adopted plans that are applicable and why the decision is reasonable and in the public interest.

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

- **POLICY ED1: NEW AND EXPANDING INDUSTRIES AND BUSINESSES** should be especially encouraged that: 1) diversify the local economy, 2) train and utilize a more highly skilled labor force, and (3) are compatible with the environmental quality and natural amenity based economy of Currituck County.

The request is reasonable and in the public interest because:

- Restaurants with drive through lanes are an allowable use in the General Business district and the addition of digital menu boards is a reasonable request since this technology is typical for new and upgraded restaurants.

**Item 4:** The provisions of this Ordinance are severable and if any of its provisions or any sentence, clause, or paragraph or the application thereof to any person or circumstance shall be held unconstitutional or violative of the Laws of the State of North Carolina by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions which can be given effect without the invalid provision or application.

**Item 5:** This ordinance amendment shall be in effect from and after the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
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: 2/11/2020  
PLANNING BOARD RECOMMENDATION: Approved  
VOTE: 6 AYES 0 NAYS

ADVERTISEMENT DATE OF PUBLIC HEARING: 2/19/2020 & 2/27/2020

BOARD OF COMMISSIONERS PUBLIC HEARING: 3/2/2020

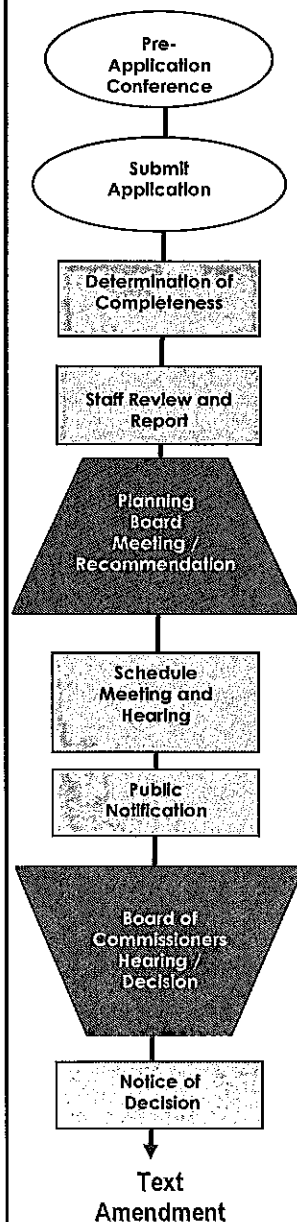
BOARD OF COMMISSIONERS ACTION: \_\_\_\_\_

POSTED IN UNIFIED DEVELOPMENT ORDINANCE: \_\_\_\_\_  
AMENDMENT NUMBER: \_\_\_\_\_

Attachment: PB 20-01 McDonald's Corporation - Menu Boards TA - Staff Report (PB 20-01 McDonald's Corporation)



## Text Amendment Review Process



### Contact Information

Currituck County  
Planning and Community Development  
153 Courthouse Road, Suite 110  
Currituck, NC 27929

Phone: 252.232.3055  
Fax: 252.232.3026

Website: [www.co.currituck.nc.us/planning-community-development](http://www.co.currituck.nc.us/planning-community-development)

### Step 1: Pre-application Conference

The purpose of a pre-application conference is to provide an opportunity for the applicant to determine the submittal requirements and the procedures and standards applicable to an anticipated text amendment application. A pre-application conference is also intended to provide an opportunity for county staff to become familiar with, and offer the applicant preliminary comments about, the scope, features, and impacts of the proposed text amendment, as it relates to the standards in the Unified Development Ordinance (UDO).

The applicant shall submit a written description of the nature and purpose of the text amendment to the Planning and Community Development Department during the pre-application conference.

### Step 2: Application Submittal and Acceptance

The applicant must submit a complete application pack on or before the application submittal date. Applications may be initiated by the Board of Commissioners, the Planning Boards, the Planning Director, the TRC, or any other interested party. A complete application packet consists of the following:

- Completed Currituck County Text Amendment Application.
- Application Fee (\$300)
- Number of Copies Submitted:
  - ☐ 2 Hard copies of ALL documents
  - ☐ 1 PDF digital copy (ex. Compact Disk – e-mail not acceptable) of all documents

On receiving an application, staff shall determine whether the application is complete or incomplete. A complete application contains all the information and materials listed above, and is in sufficient detail to evaluate and determine whether it complies with appropriate review standards. If an application is determined to be incomplete, the applicant may correct the deficiencies and resubmit the application for completeness determination. Incomplete applications will not be processed.

### Step 3: Staff Review and Action

After accepting the text amendment application, staff shall review it, prepare a written report, and provide a recommendation on the application. The recommendation may include a second option that will include text to address conflicts with the existing ordinance or adopted plans.

### Step 4: Advisory Body Review and Recommendation

After the staff prepares a staff report and provides a recommendation on the application, staff shall schedule the application for a public meeting with the Planning Board. At the public meeting, the Planning Board shall consider the application, relevant support materials, staff report, and any public comments. It shall then



recommend approval, approval of a modified version, or denial, and clearly state that factors considered in making the recommendation. The Planning Board shall provide a recommendation on an application it reviews within two months from the date of its initial meeting to consider the application.

#### Step 5: Public Hearing Scheduling and Public Notification

After the Planning Board provides a recommendation on the application, staff shall ensure that the public hearing on it is scheduled for a regularly scheduled Board of Commissioners meeting or a meeting specially called for by the Board of Commissioners. The required public hearing with the Board of Commissioners shall be scheduled so there is sufficient time for a staff report to be prepared and for the public notification requirements to be satisfied under state law.

The application shall meet the following public notification requirements:

- o **Published Notice**

Staff shall publish a notice of the hearing once a week for two successive calendar weeks in a newspaper having general circulation in the county. The first time notice is published, it shall not be less than 10 days nor more than 25 days before the date fixed for the hearing.

#### Step 6: Public Hearing Procedures, and Decision-Making Body Review and Decision

The applicant must be in attendance at the public hearing. During the public hearing, the Planning Director will present the staff report and any review body findings and recommendation to the Board. The applicant will then have the opportunity to present any information they deem appropriate. The public may be permitted to speak in accordance with the Board of Commissioners rules of procedure, or at their discretion, as appropriate, in support of or in opposition to the application. The applicant and Planning Director may respond to any comments, documents, or materials presented.

The Board of Commissioners shall make one of the following decisions on the application:

- o Adoption of the text amendment as proposed;
- o Adoption of a revised text amendment;
- o Denial of the text amendment; or
- o Remand of the text amendment application back to the Planning Board for further consideration.

A text amendment 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 a conditional rezoning, the Board of Commissioners may weigh the relevance of and consider whether and the extent to which the application:

- o Is consistent with the goals, objectives, and policies of the Land Use Plan, other applicable county-adopted plans, and the purposes of the UDO;
- o Is in conflict with any provision of the UDO, or the County Code of Ordinances;
- o Is required by changed conditions;
- o Addresses a demonstrated community need;
- o Is compatible with the purpose and intent of the zoning district in the UDO, or would improve compatibility among uses and ensure efficient development within the county;
- o Would result in a logical and orderly development pattern; and
- o Would result in significant 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;



## Text Amendment Application

**OFFICIAL USE ONLY:**

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

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

Name: McDonald's Corporation  
 Address: c/o Kenneth C. Haywood  
5410 Trinity Road, Suite 210, Raleigh, NC 27607  
 Telephone: 919-821-7700  
 E-Mail Address: khaywood@hsfh.com

**Request**

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

Amend Chapter(s) 5 Section(s) 12.6 C as follows:

See attached.

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

[Signature] Attorney  
 Petitioner for McDonald's  
 Corporation

12/17/19  
 Date

## Section 5.12

### Section 5.12.6

#### C. Message Board Signs

Except as provided in Section 5.12.6 E, (existing text to remain)

#### E. Electronic Restaurant Menu Reader Boards

Signs otherwise permitted under Section 5.12 shall be allowed for one or more drive-through lanes which are accessory to a principal use whereby goods or services may be offered directly to customers in motor vehicles as long as they meet the following conditions:

- (1) A restaurant menu reader board shall not exceed forty-two (42) square feet in area and six (6) feet in height per allowable sign ("Menu Reader Board").
- (2) A pre-browse board consisting of no more than 20 square feet in surface area and six feet in height ("Pre-Browse Board").
- (3) Up to 100% of permitted sign area maybe an electronic variable message display.
- (4) The number of allowable Menu Reader Boards is based on the number of ordering points per drive-through lane. A Menu Reader Board shall be permitted at each ordering point in the drive-through lane. Each drive-through lane may also consist of a Pre-Browse Board.
- (5) Two (2) Menu Reader Boards shall be no closer than eight (8) feet at any point.
- (6) Such signs shall be set back not less than twenty (20) feet from any property line.
- (7) The signage shall not be included in the calculation of or count towards the total allowable sign area.

**Text Amendment Submittal Checklist**

Staff will use the following checklist to determine the completeness of your application. Only complete applications will be accepted.

**Text Amendment****Submittal Checklist**

Date Received: \_\_\_\_\_

Project Name: \_\_\_\_\_

Applicant/Property Owner: \_\_\_\_\_

**Text Amendment Submittal Checklist**

1	Complete Text Amendment application	
2	Application fee (\$300)	
3	2 hard copies of ALL documents	
4	1 PDF digital copy of all documents (ex. Compact Disk – e-mail not acceptable)	

**For Staff Only****Pre-application Conference**

Pre-application Conference was held on November 27, 2019 and the following people were present:

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

**Comments**

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





## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 2638)**

**Agenda Item Title**

PB 19-27 QHOC of Windswept Pines - Driveway Width & Setbacks Text Amendment:

**Brief Description of Agenda Item:**

Request to amend Chapter 5 of the Unified Development Ordinance to allow driveway widths of up to 40 feet when located on a street with curb and gutter section, and where the allowable lot coverage is not exceeded. The amendment also proposes to revise Chapter 3 to reduce the driveway setback from side property lines to 5 feet as opposed to the current requirement of 10 feet.

**Planning Board Recommendation:**

**Planning Board Recommendation - January 14, 2014:**

Chairman Ballance motioned to recommend denial of the text amendment and advising to the Board of Commissioners to stay all fines and all enforcement action is stayed on the eight homeowners who have driveway width issues. For the resolution to be on a case by case basis as Mr. Ott stated in his email and for the Board of Commissioners to consider accepting a letter from an engineer for the other people, such as Mr. Blain and Mr. Brooke who have issues with driveways around the side of the houses to remedy the situation by providing an Engineer letter stating that the property owners will not flood anybody.

Ms. Krause seconded the motion and the motion carried unanimously.

RESULT: RECOMMENDED DENIAL [UNANIMOUS] Next: 2/3/2020 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, J. Timothy Thomas, Board Member  
ABSENT: Anamarie Hilgendorf, Board Member

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Cheri Elliott, Assistant

**Presenter of Agenda Item**

Jason Litteral



Eric T. Weatherly, P.E.  
County Engineer

## Currituck County

153 Courthouse Road, Suite 302  
Currituck, North Carolina 27929  
252-232-6035  
FAX 252-232-3298  
Eric.Weatherly@CurrituckCountyNC.Gov

### MEMORANDUM

**Date:** February 25, 2020

**To:** Ben Stikeleather  
Laurie LoCicero

**From:** Eric Weatherly

**RE:** Driveway Setback Reduction from 10' to 7'

Driveway widths and setbacks were implemented in an attempt to minimize stormwater runoff between adjoining properties. Other regulations were implemented for this same purpose including no fill within 10' of a property line and a requirement for lot line swales.

Reducing the driveway setback from 10' to 7' will have varying impacts on stormwater runoff onto adjoining properties. In new development, the stormwater engineer designs a mass grading plan that accounts for all the lot grades including uniform fill and sizing of the lot line swales. A 3' reduction in the driveway setback can be designed into the grading plan and lot line swale sizing to prevent runoff on to the neighbor. In areas with no grading plan or engineered stormwater system, this 3' reduction could have more impacts due to runoff onto the adjoining property. This includes undersized lot line swales because of limited space, limiting the infiltration area and issues associated with fill and natural grades.

Unlike other allowed setback variances (decks, eaves, fences), driveways have long linear stormwater runoff capabilities. Driveway lengths vary greatly, for example, 25' to several hundred feet. Impacts include a reduction of the lot line swale depth by 0.5' at a 3:1 side slope, increased runoff by approximately 150 cubic feet for a 100' long driveway with a 10 year storm and loss of soil infiltration by as much as 1 inch/hour for Moyock type soils.

It is recommended that this setback change be denied. However, if a change is needed, require any reduction in the driveway setback to include an engineered sealed plan illustrating how runoff will not impact the adjoining lots.

Attachment: Driveway Setbacks Memo from Eric Weatherly (BOC 3-2-20) (PB 19-27 QHOC of Windswept Pines)

## Cheri Elliott

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**From:** Laurie LoCicero  
**Sent:** Tuesday, January 07, 2020 4:11 PM  
**To:** Cheri Elliott  
**Subject:** FW: [External] 4558 Driveway to lot 24 at Windswept Pines

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**From:** Otts, David B [mailto:dbotts@ncdot.gov]  
**Sent:** Friday, January 03, 2020 3:49 PM  
**To:** Laurie LoCicero  
**Cc:** Jason Litteral; Spear, Caitlin A; Tammy Glave; Midgett, Randy; Baker, Sterling D; Jennings, Jerry D; Ben Stikeleather  
**Subject:** RE: [External] 4558 Driveway to lot 24 at Windswept Pines

Good afternoon and Happy New Year Ms. LoCicero,

With our Contractors taking some time off for the Holidays, we have had the opportunity to revisit this issue at length. Our findings, as well as guidance moving forward, are detailed below:

Currituck County's current UDO (Section 5.6.7) is consistent with our policy for one-way operation driveways with a maximum width of 24 feet. We would consider a Residential Driveway a one-way drive. As is noted in our guidelines, exceptions may "be considered on a case by case basis only after justifications of actual necessity". As is noted in Currituck County's UDO (Part F of the aforementioned Section) "deviations... may be approved by the NCDOT upon a finding the development can achieve a satisfactory level of access control consistent with the objectives of this Ordinance." Accordingly, it seems that the two governing entities, working together, can approve individual over-width driveways as long as the owner can prove a need and access control can be kept at an acceptable level.

When Randy Midgett (the Department's District Engineer at that time) was approached by Mark Bissell in May of 2019, Mr. Bissell presented a site plan for Lot 24 which had been constructed with a 30' wide driveway to serve a three car garage. Mr. Midgett indicated that the Department could approve the driveway at 30 feet based upon our provisions alone, but also pointed out that Currituck's UDO limited the width to 24' thereby requiring approval from the County. This issue was again discussed in November when we received an email from Mr. Bissell requesting the Department approve 8 driveways in this subdivision that had been constructed with widths between 33 and 38 feet. Unfortunately, no one with the Department or seemingly the County was afforded the opportunity to agree upon the "necessity" for these widths.

As we have discussed, Currituck County is considering amending their UDO to allow driveways up to 40 feet when located on a street with curb and gutter, and where the allowable lot coverage is not exceeded. This would put Currituck's UDO maximum greater than that allowed by the Department's Policy on Street and Driveway Access to North Carolina Highways. In that case the Department's Policy would now supersede the County's UDO (as the more stringent of the two) and possibly prevent the subdivision road from meeting our minimum construction standards forcing us to deny addition to the State system of maintained roads. In other words, even with an amendment to the UDO allowing wider driveways, the Department would still need to review on a case by case basis.

Attachment: NCDOT Emails (PB 19-27 QHOC of Windswept Pines)



I would recommend that the Department review the existing over width driveways at Windswept Pines and provide comments to the County as to their acceptability (both in regards to necessity and providing adequate access control). **Future over-width driveways in this subdivision should be submitted and approved by both the County and the Department prior to construction.** Looking ahead, and in an effort to reduce the probability of having to review multiple single driveway over-width requests, we would recommend that anything over 24' in width by design (3 car garage, etc.) be a part of the subdivision plat at the time of approval.

Thank you for taking the time to solicit our comments and please don't hesitate to contact us with any questions or concerns.

**David B. Otts, P.E.**  
District Engineer  
Division One – District One  
North Carolina Department of Transportation

(252) 331-4860 office  
(252) 339-0523 mobile  
[dbotts@ncdot.gov](mailto:dbotts@ncdot.gov)

1929 North Road Street  
Elizabeth City, NC 27909



*Email correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.*

[Facebook](#) [Twitter](#) [YouTube](#)

---

**From:** Laurie LoCicero  
**Sent:** Tuesday, November 19, 2019 1:05 PM  
**To:** [mark@bissellprofessionalgroup.com](mailto:mark@bissellprofessionalgroup.com); [rmidgett@ncdot.gov](mailto:rmidgett@ncdot.gov)  
**Cc:** [davek@bissellprofessionalgroup.com](mailto:davek@bissellprofessionalgroup.com); Jason Litteral; [jold@qhoc.com](mailto:jold@qhoc.com); [admin@bissellprofessionalgroup.com](mailto:admin@bissellprofessionalgroup.com); [dbotts@ncdot.gov](mailto:dbotts@ncdot.gov); [caspear@ncdot.gov](mailto:caspear@ncdot.gov)  
**Subject:** RE: [External] 4558 Driveway to lot 24 at Windswept Pines

Randy, David and Caitlin,

To clarify, site plans for the eight homes in Windswept Pines were submitted and approved with driveways at 24' or less. At some point after the permits were issued for the houses, driveways were constructed that exceeded the 24' width limitation. Mark Bissell has submitted a text amendment on behalf of his client to allow this wider driveway where curb and gutter is used.

Yes, county staff has concerns over allowing a wider driveway width. Will having several driveways in a neighborhood that exceed the typical NCDOT standard of 24' impact NCDOT's acceptance of those neighborhood streets?

We have other concerns as well where we would like input from NCDOT.

Would you like me to address them to all three DOT staff?

Thanks,  
Laurie

**Laurie B. LoCicero**, AICP  
Planning Director  
Planning & Community Development  
County of Currituck  
Phone: 252-232-6028  
Fax: 252-232-3026  
[www.currituckgovernment.com](http://www.currituckgovernment.com)

**From:** Mark Bissell [<mailto:mark@bissellprofessionalgroup.com>]  
**Sent:** Wednesday, November 13, 2019 10:43 AM  
**To:** Midgett, Randy  
**Cc:** Dave Klebitz; Jason Litteral; Justin Old; Laurie LoCicero; Marcie Respass; Otts, David B; Spear, Caitlin A  
**Subject:** Re: [External] 4558 Driveway to lot 24 at Windswept Pines

Randy,

Currituck County issued certificates of occupancy for 7 homes that have the wider driveways and then noticed the problem when the eighth applied for a CO. The eighth one was the one that we had inquired about when the problem first came to light. We are now working with the county on a text amendment to allow these to remain, but need to be sure that these driveways will not cause a problem with the roadway acceptance down the road.

Thanks,  
Mark

On Wed, Nov 13, 2019 at 8:56 AM Midgett, Randy <[rmidgett@ncdot.gov](mailto:rmidgett@ncdot.gov)> wrote:

Mark,

So now there are 8? You began this conversation by asking a theoretical question about what the Department would approve with a specific reference to a single lot.

I believe I answered that it was possible to approve, but the decision would ultimately lie with the County as their zoning was more restrictive.

Now it's mushroomed into 8 without County buy in?

I'm not quite sure how to answer you. As I am no longer District Engineer I'll have to discuss it with David Otts.

Randy

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---

**From:** Mark Bissell <[mark@bissellprofessionalgroup.com](mailto:mark@bissellprofessionalgroup.com)>  
**Sent:** Wednesday, November 13, 2019 8:42:15 AM  
**To:** Midgett, Randy <[rmidgett@ncdot.gov](mailto:rmidgett@ncdot.gov)>  
**Cc:** 'Dave Klebitz' <[davek@bissellprofessionalgroup.com](mailto:davek@bissellprofessionalgroup.com)>; 'Justin Old' <[jold@qhoc.com](mailto:jold@qhoc.com)>; 'Laurie LoCicero'

Attachment: NCDOT Emails (PB 19-27 QHOC of Windswept Pines)

<Laurie.LoCicero@currituckcountync.gov>; 'Marcie Respass' <admin@bissellprofessionalgroup.com>; Spear, Caitlin A <caspear@ncdot.gov>; Otts, David B <dbotts@ncdot.gov>; 'Jason Litteral' <Jason.Litteral@CurrituckCountyNC.gov>

**Subject:** RE: [External] 4558 Driveway to lot 24 at Windswept Pines

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Randy,

I am following up with you since we began this conversation a few months ago. There are currently 8 driveways in the Windswept Pines subdivision in Moyock that are between 33 and 38 feet in width at the right-of-way line. At the Currituck Planning Board meeting last night, the Board asked whether, if these driveways are allowed to remain, these widths will cause any difficulty with NCDOT's approval of the roads when a petition is filed in the future for the subdivision roads to be accepted into the state system. If you could weigh in on this question, it will enable us to provide an answer to the Planning Board at their next meeting.

Thanks for your help on this.

Mark S. Bissell, PE



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Attachment: NCDOT Emails (PB 19-27 QHOC of Windswept Pines)

On Wed, May 15, 2019 at 2:33 PM Midgett, Randy <[rmidgett@ncdot.gov](mailto:rmidgett@ncdot.gov)> wrote:

Mark,

After discussion with Laurie LoCicero of Currituck County I feel I may have oversimplified my answer to your question and answered it generically.

The Department's maximum driveway width restriction is 40' unless otherwise approved by the Division Engineer. Therefore a request for a 30' driveway to serve a three bay garage would ordinarily be approved.

However in cases where Municipalities or the County has a more restrictive regulation than our own, the Department defers to the local regulation.

After reading the full Chapter 5.6.7 of Currituck's Development Ordinance, it appears Part F requires the Department's approval or "buy in" towards deviations from their Standard, but acceptance of proposed Deviations would still fall under the purview of the County.

**Randy W. Midgett, PE**

Acting Division Construction Engineer

/ District One Field Engineer

Division One

NC Department of Transportation

252 331-4737 Elizabeth City

252-482-1850 Edenton

[rmidgett@ncdot.gov](mailto:rmidgett@ncdot.gov)

Attachment: NCDOT Emails (PB 19-27 QHOC of Windswept Pines)



1929 North Road Street

Elizabeth City, NC 27909



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North Carolina Public Records Law and may be disclosed to third parties.*

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**From:** Midgett, Randy  
**Sent:** Wednesday, May 15, 2019 8:09 AM  
**To:** Mark Bissell <[mark@bissellprofessionalgroup.com](mailto:mark@bissellprofessionalgroup.com)>  
**Cc:** 'Justin Old' <[jold@ghoc.com](mailto:jold@ghoc.com)>; 'Dave Klebitz' <[davek@bissellprofessionalgroup.com](mailto:davek@bissellprofessionalgroup.com)>; 'Marcie Respass' <[admin@bissellprofessionalgroup.com](mailto:admin@bissellprofessionalgroup.com)>; Spear, Caitlin A <[caspear@ncdot.gov](mailto:caspear@ncdot.gov)>  
**Subject:** RE: [External] 4558 Driveway to lot 24 at Windswept Pines

Mark,

Since it is a single residential driveway it would not require a Driveway Permit from the Department.

However if we were reviewing it as a permitted driveway, the Department would allow it at 30 feet in this location.

**Randy W. Midgett, PE**

Acting Division Construction Engineer

Attachment: NCDOT Emails (PB 19-27 QHOC of Windswept Pines)

/ District One Field Engineer

Division One

NC Department of Transportation

252 331-4737 Elizabeth City

252-482-1850 Edenton

[rmidgett@ncdot.gov](mailto:rmidgett@ncdot.gov)

[1929 North Road Street](#)

[Elizabeth City, NC 27909](#)



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North Carolina Public Records Law and may be disclosed to third parties.*

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**From:** Mark Bissell <[mark@bissellprofessionalgroup.com](mailto:mark@bissellprofessionalgroup.com)>  
**Sent:** Tuesday, May 14, 2019 12:38 PM  
**To:** Midgett, Randy <[rmidgett@ncdot.gov](mailto:rmidgett@ncdot.gov)>  
**Cc:** 'Justin Old' <[jold@qhoc.com](mailto:jold@qhoc.com)>; 'Dave Klebitz' <[davek@bissellprofessionalgroup.com](mailto:davek@bissellprofessionalgroup.com)>; 'Marcie Respass' <[admin@bissellprofessionalgroup.com](mailto:admin@bissellprofessionalgroup.com)>  
**Subject:** [External] 4558 Driveway to lot 24 at Windswept Pines

Attachment: NCDOT Emails (PB 19-27 QHOC of Windswept Pines)

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Randy,

There is a provision in the Currituck UDO that limits driveway width to a SF residence to 24' unless NCDOT agrees to a deviation. The driveway for lot 24 at Windswept Pines has been poured 30' wide to access a 3-car garage. The specific UDO language is "Deviations from the standards Section 5.6.7, Driveway and Access Standards, may be approved by the NCDOT upon a finding the development can achieve a satisfactory level of access control consistent with the objectives of this Ordinance." Is this something that NCDOT will approve? This is a street that NCDOT will be petitioned to take after the subdivision is built out.

Thanks,

Mark

Attachment: NCDOT Emails (PB 19-27 QHOC of Windswept Pines)





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## Currituck County

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

To: Board of Commissioners

From: Planning Staff

Date: January 28, 2020

Subject: PB 19-27 QHOC of Windswept Pines

The enclosed text amendment submitted by QHOC of Windswept Pines revises Chapter 5 of the Unified Development Ordinance (UDO) to allow driveway widths of up to 40 feet when located on a street with curb and gutter section, and where the allowable lot coverage is not exceeded. The amendment also proposes to revise Chapter 3 to reduce the driveway setback from side property lines to 5 feet as opposed to the current requirement of 10 feet.

### Background

Prior to the 1989 Unified Development Ordinance, driveway widths and setbacks on private roads in Currituck County were largely unregulated. Driveways on state maintained streets were regulated by NCDOT. This resulted in wide driveways which could be located near side lot lines. Over time this created stormwater issues, particularly on the Outer Banks where parking was in high demand and space was limited. On the mainland, it also became an issue where development was occurring on smaller lots in areas with poor natural drainage.

In 2005, the UDO was amended to regulate driveways to alleviate stormwater issues. Driveway setbacks were instituted in an attempt to minimize stormwater runoff between adjoining properties. Additionally, driveway width regulations were adopted that reflected NCDOT standards. Those standards are the basis for current ordinance regulations which require a maximum residential driveway width of 24 feet. NCDOT does allow deviation from the 24' standard but this is done on a case by case basis. New subdivision roads are required to be designed and constructed to meet current NCDOT standards with the assumption that they will be accepted into the NCDOT maintenance program.

Part of this text amendment addresses driveway widths in residential developments that use curb and gutter as stormwater conveyance. On the mainland, there is an increase in the use of curb and gutter over the last 6 years. This text amendment would impact existing subdivisions along with any future subdivisions proposing the use of curb and gutter.

### 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

PB 19-27 QHOC of Windswept Pines  
 Driveway Width & Setbacks  
 Text Amendment  
 Page 1 of 8

Attachment: QHOC of Windswept Pines Staff Report2 (PB 19-27 QHOC of Windswept Pines)

determining whether to adopt or deny the proposed text amendment, the Board of Commissioners may weigh the relevance of and consider whether and the extent to which the proposed text amendment:

- (1) Is consistent with the goals, objectives, and policies of the Land Use Plan and other applicable county-adopted plans;
  - a. *The proposed text amendment is not consistent with the following 2006 Land Use Plan Policies:*

*POLICY TR12: New residential developments shall provide for the installation of PAVED PUBLIC ROADWAY AND DRAINAGE INFRASTRUCTURE at the time of development. This policy is intended to prevent the creation of substandard developments that must later correct for infrastructure problems that could have been avoided, had they been installed properly from the beginning. Family subdivisions and non-asphalt roads serving the northern beaches are the only exceptions to this policy.*

- b. *The Land Use Plan Vision Statement:*

*We will strive to maintain and enhance the quality of life within our communities for present and future generations by providing:*

- *economic opportunities and affordable housing for all citizens*
- *quality schools and educational, health and safety services*
- *additional and enhanced recreational facilities*
- *sound transportation planning and water, waste, and stormwater services for a growing population*
- *an aesthetically pleasing environment*

- c. *The proposed text amendment is not consistent with the following purpose statement from the Currituck County Stormwater Manual:*

*In order to manage the growth pressure while addressing the need to protect the sensitive natural systems on which it depends, Currituck County seeks to improve the stormwater management portions of their Unified Development Ordinance (UDO) to raise the level of water quality protection and reduce nuisance flooding problems.*

- (2) Is not in conflict with any provision of this Ordinance or the County Code of Ordinances;
  - a. *The text amendment request may conflict with the following UDO General Purpose and Intent Statements:*
    - *Protect development and residents from flooding and other natural hazards;*
    - *Maintain and protect high quality aesthetic standards for development*
    - *Maintain and enhance the character of various districts within the county through an emphasis on design quality;*
  - b. *The text amendment request is not in conflict with the County Code of Ordinances.*
- (3) Is required by changed conditions;
 

*Staff is not aware of any changed conditions that would require the text amendment.*

- (4) Addresses a demonstrated community need;  
*The text amendment does not appear to address a 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;
- a. *The amendment is not consistent with some of the general purpose statements of the Residential Zoning section of the UDO.*  
*(1)The residential base zoning districts established in this section are intended to provide a comfortable, healthy, safe, and pleasant environment in which to live and recreate. More specifically, they are intended to:*
- *Ensure adequate light, air, privacy, and recreational and open space areas for each dwelling, and protect residents from the negative effects of noise, excessive population density, traffic congestion, **flooding**, and other significant adverse environmental impacts;*
  - *Provide for safe and efficient vehicular access and circulation and promote bicycle-,and pedestrian-friendly neighborhoods;*
- (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.
- a. *The request could result in significantly adverse impacts on the natural environment, specifically stormwater management.*

#### **Staff Recommendation:**

Staff recommends denial of this text amendment request due to the following concerns expressed by the County Engineer and the Planning Department, and the suggested Statement of Consistency and Reasonableness provided in the attached staff report.

#### ***Planning and Engineering comments:***

#### **Greater than 24' driveway width concerns:**

Increased driveway width applies only to residential developments with curb and gutter infrastructure

- With curb and gutter, the section of the driveway within the right-of-way (connection of the driveway to the street), will typically drain to the street.
- Depending on the slope, layout, impervious area and design of the lot, more lot area could drain into the street via the driveway.
- Larger driveways will mean more direct runoff to the curb and gutter section which drains to catch basins and outlet pipes.



- If UDO is changed to allow for wider driveways at the ROW, will the current infrastructure in **existing developments** (gutters, catch basins, outlets) handle the increased flow of SW from wider driveways?
- In existing developments, County staff will need to review revised SW calculations to verify the 40' driveway drainage can be handled by current infrastructure.
- In existing developments, any infrastructure (catch basins, gutters, outlets, etc) will need to be improved to meet additional flow if indicated by revised calculations.
- In existing development, County staff will need verification from NCDOT that increased flow and any altered infrastructure will still meet NCDOT standards and carrying capacity.
- Slope of driveways will need to be minimal to limit velocity of runoff.
- Sheet flow from driveways that slope toward the street will have greater potential to impact properties on the opposite side of the street
- The NCDOT standard for driveway width is 24'. Deviations from this standard are evaluated on a case by case basis.
  - At this time, staff is unsure of the criteria used for determining greater driveway width approval
  - If driveways on a street exceed the 24' standard, will that impact NCDOT acceptance of the street into the DOT system?
- The above factors will need to be taken into account during the design of SW plan and infrastructure for curb and gutter residential developments.
- Consideration of Aesthetics – at 40' wide, up to 5 vehicles can be parked at the right-of-way, how will this impact the appearance of lots, and the neighborhood in general?
- What are the potential safety concerns for pedestrian and vehicular traffic movements from the sidewalk and roadway respectively?

### **Setbacks**

One overarching goal of the driveway setback is to minimize runoff onto your neighbor's property.

- Current UDO standard is a 10' side setback for driveways and parking areas.
- This provides more pervious area, which prevents more direct runoff onto neighboring lots.
- Provides a larger area for infiltration without sheet flowing into swales and ditches
- Lot line swales are required in all subdivisions
- Lot line swales could be impacted with decreased setback of driveways and parking areas
- Driveways that require fill to even out slope could violate ordinance requirement of no fill within the 10' setback

### **Benchmarking other communities' standards**

Staff would like to check with other neighboring communities and professional standards to see how others' address the issue.

**Planning Board Recommendation – January 14, 2014:**

Chairman Ballance motioned to recommend denial of the text amendment and advising to the Board of Commissioners to stay all fines and all enforcement action is stayed on the eight homeowners who have driveway width issues. For the resolution to be on a case by case basis as Mr. Ott stated in his email and for the Board of Commissioners to consider accepting a letter from an engineer for the other people, such as Mr. Blain and Mr. Brooke who have issues with driveways around the side of the houses to remedy the situation by providing an Engineer letter stating that the property owners will not flood anybody.

Ms. Krause seconded the motion and the motion carried unanimously.

RESULT: RECOMMENDED DENIAL [UNANIMOUS] Next: 2/3/2020 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, J. Timothy Thomas, Board Member ABSENT: Anamarie Hilgendorf, Board Member



**PB 19-27 QHOC OF WINDSWEPT PINES  
DRIVEWAY WIDTH AND SETBACKS  
TEXT AMENDMENT  
PLANNING BOARD  
NOVEMBER 12, 2019**

QHOC of Windswept Pines has submitted a text amendment to allow driveway widths of up to 40 feet when located on a street with curb and gutter section, and where the allowable lot coverage is not exceeded. The amendment also proposes to revise Chapter 3 to reduce the driveway setback from side property lines to 5 feet as opposed to the current requirement of 10 feet.

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

**Item 1:** That Chapter 5. Use Standards is amended by adding the following underlined language and removing the following strike-through language:

**C. Driveway Widths**

Driveway widths shall be in accordance with Table 5.6.7.C, Driveway Width:

USE TYPE	RESIDENTIAL USES		NONRESIDENTIAL USES	
	MINIMUM WIDTH (FT)	MAXIMUM WIDTH	MINIMUM WIDTH (FT)	MAXIMUM WIDTH (FT) [1] [3]
Single-Family Detached & Two-to-Four-Family	10	24[5]	N/A	N/A
All Other Uses: One Way Driveway	10	24	10	36
All Other Uses: Two Way Driveway	20		20 [4]	

**NOTES:**

[1] Maximum driveway width shall be measured at the lot line abutting the street right-of-way

[2] Nonresidential driveways shall meet emergency vehicle access requirements as determined by the Fire Marshal. [3] Not applied to fire stations.

[4] Minimum width may be reduced to 10 feet if the driveway is shorter than 75 feet in length, it provides access to less than six spaces, and is configured to allow vehicles to turn around without backing onto the street. It may also be reduced to ten feet if the use generates less than five vehicle trips per day.

[5] Driveways located on streets having curb and gutter section, where the allowable lot coverage is not exceeded, shall have a maximum width of 40 feet.

That Chapter 3 Zoning Districts is amended to reflect a reduced side setback of 5 feet for driveways. Driveway setbacks are established by the dimensional standards table in each zoning district, **all** of which shall be **amended as shown** in the below example.

Chapter 3: Zoning Districts  
SECTION 3.4: RESIDENTIAL BASE ZONING DISTRICTS  
Subsection 3.4.3: Single-Family Residential-Outer Banks (SFO) District

**F. DIMENSIONAL STANDARDS**

Max. Density (du/ac)	N/A	Min. Major Arterial Street Setback (ft)	50
Max. Nonresidential FAR (%)	0.40	Min. Side Setback (ft)	10
Min. Lot Area (sf ft)	20,000	Min. Rear Setback (ft)	25
Max. Lot Area (acres)	N/A	Min. Agricultural Setback (ft) [5]	50
Min. Lot Width, Interior Lot (ft)	100 [1]	Min. Accessory Use Setback (ft)	10
Min. Lot Width, Corner Lot (ft)	110	Min. Driveway/Parking Setback (ft)	<del>10</del> <u>5</u>
Max. Lot Depth	[2]	Min. Fill Setback from all Lot Lines (ft) [6]	10
Max. Lot Coverage (%)	30 [3]	Min. Wetland/Riparian Buffer (ft) [5]	30
Min. Front Setback (ft) [4]	20	Max. Building Height (ft)	35
Min. Corner Side Setback (ft)	20	Min. Spacing Between Principal Buildings (ft)	10
[1] All lots shall maintain a minimum street frontage of 35 feet [2] Lot depth shall not exceed four times the lot width [3] 35% for platted lots of 19,000 sf in area or less [4] Front setbacks shall be measured from ultimate ROW line		[5] Applied to major subdivisions platted after January 1, 2013 and site plans on lots 10 acres in area and greater [6] Except as needed for driveways	

**Item 3:** Staff's suggested Statement of Consistency and Reasonableness:

The requested text amendment is not consistent with the 2006 Land Use Plan and the following specific policies of the plan:

*The Land Use Plan Vision Statement:*

*We will strive to maintain and enhance the quality of life within our communities for present and future generations by providing:*

- *economic opportunities and affordable housing for all citizens*
- *quality schools and educational, health and safety services*
- *additional and enhanced recreational facilities*
- *sound transportation planning and water, waste, and stormwater services for a growing population*
- *an aesthetically pleasing environment*



*POLICY TR12: New residential developments shall provide for the installation of PAVED PUBLIC ROADWAY AND DRAINAGE INFRASTRUCTURE at the time of development. This policy is intended to prevent the creation of substandard developments that must later correct for infrastructure problems that could have been avoided, had they been installed properly from the beginning. Family subdivisions and non-asphalt roads serving the northern beaches are the only exceptions to this policy.*

The text amendment request is not reasonable nor in the public interest because

1. It is unclear if existing curb and gutter systems are capable of preventing floodwaters, generated by increased impervious area and potential increased velocity, from negatively affecting neighboring properties and streets.
2. Reduction of the side setback for driveways may cause issues with flooding of neighboring properties by:
  - Reducing space available for stormwater infiltration
  - Limiting the space available for property line swales
  - Encouraging fill in the 10 foot side setback when grade changes are necessary

**Item 4:** The provisions of this Ordinance are severable and if any of its provisions or any sentence, clause, or paragraph or the application thereof to any person or circumstance shall be held unconstitutional or violative of the Laws of the State of North Carolina by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions which can be given effect without the invalid provision or application.

**Item 5:** This ordinance amendment shall be in effect from and after the \_\_ day of \_\_\_\_\_, 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: 1/14/2020  
PLANNING BOARD RECOMMENDATION: Denial w/ added recommendation  
VOTE: 6 AYES 0 NAYS  
ADVERTISEMENT DATE OF PUBLIC HEARING: 1/22/2020 & 1/29/2020  
BOARD OF COMMISSIONERS PUBLIC HEARING: 2/3/2020  
BOARD OF COMMISSIONERS ACTION: \_\_\_\_\_  
POSTED IN UNIFIED DEVELOPMENT ORDINANCE: \_\_\_\_\_  
AMENDMENT NUMBER: \_\_\_\_\_





Attachment: Driveway example 1 - 34' (PB 19-27 QHOC of Windswept Pines)









Attachment: Setback example 1 - 5' (PB 19-27 QHOC of Windswept Pines)









## Text Amendment Application

**OFFICIAL USE ONLY:**

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

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

Name: QHOC of Windswept Pines, LLC  
 Address: 417 Caratoke Highway, Unit D  
Moyock, NC 27958  
 Telephone: (252) 435-2718  
 E-Mail Address: jold@qhoc.com

**Request**

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

Amend Chapter(s) \_\_\_\_\_ Section(s) \_\_\_\_\_ as follows:

1. Amend 5.6.7.C Driveway Widths to provide an exception to the maximum driveway width for driveways that:

a. Exceed the UDO width of 24' at the right-of-way line but do not exceed the NCDOT standard of 40' wide at the R/W

b. Are located on streets that have a curb and gutter section rather than an open swale, and which therefore will not conflict with any provision of a stormwater permit issued by the NCDEQ

c. Do not result in lot coverage above the approved coverage limit

2. Amend Dimensional Standards in Chapter 2 for all residential uses to decrease driveway setbacks to side property lines to 5 feet where driveways:

a. Do not adversely impact any drainage swale or other facility

b. Do not require fill within 10' of a property line unless part of an approved stormwater permit

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

Petitioner

Date



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2742)

**Agenda Item Title**

Consideration and Action: PB 08-42 Academi Security Training Facility Use Permit Renewal:

**Brief Description of Agenda Item:**

Request to renew the use permit for the security training facility located at 850 Puddin Ridge Road, Tax Map 12, Parcel 1 and Tax Map 17, Parcel 1A, Moyock Township. The use permit is due to expire March 15, 2020.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Cheri Elliott, Assistant

**Presenter of Agenda Item**

Tammy Glave



## **COUNTY OF CURRITUCK**

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

### **MEMORANDUM**

TO: Board of Commissioners

FROM: Planning Staff

DATE: February 18, 2020

SUBJECT: PB 08-42 Academi Security Training Facility Use Permit Renewal

Academi's use permit for a security training facility is due to expire on March 15, 2020 and they have requested that the use permit be renewed. The Currituck County portion of the operation contains firing ranges and part of a driver training facility. The original use permit was approved by the Board of Commissioners on March 2, 2009; renewed March 15, 2010; and renewed March 16, 2016. The permit is due to expire on March 15, 2020.

We have received no complaints regarding Academi's use of the property and to the best of our knowledge they have operated in compliance with their existing use permit. Staff recommends **approval** of the renewed use permit subject to the previous special use permit conditions:

1. The storage of munitions or explosives shall be prohibited in Currituck County.
2. Each firing range shall be posted indicating the allowable caliber of weapon permissible and any other applicable rules.
3. A copy of the most recent Military Handbook shall be available at each firing range.
4. No activities past 10:00 p.m. shall be conducted on the site.
5. Operations shall be prohibited on Sunday.

Typically, a use permit runs with the land and does not expire. The BOC limited the approval date in this instance to allow the facility to operate for five years so the county could determine compliance and investigate any unforeseen complications. **Since Academi has operated in compliance with no violations or complaints, staff recommends the use permit be approved without an expiration date.**

A copy of the extension request as well as the original use permit is attached to this memorandum. Thank you.



**COUNTY OF CURRITUCK**

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

March 17, 2015

Academi Real Estate Holdings, LLC  
PO Box 1029  
Moyock, NC 27958

Academi  
PO Box 1029  
Moyock, NC 27958

**RE: PB 08-42 Academi Security Training Facility**

Dear Owner/Applicant:

At its March 16, 2015 meeting, the Currituck County Board of Commissioners approved the request to renew the use permit for a security training facility located at 850 Puddin Ridge Road, Tax Map 12, Parcel 1 and Tax Map 17, Parcel 1A, Moyock Township. Enclosed is the use permit.

If you have any questions, please call me at 252-232-6029.

Sincerely,

Ben E. Woody, AICP  
Planning and CD Director

BEW/st

Enclosure

Cc: Harry Lee, Currituck County

Attachment: 2 Use Permit (BOC 3.16.15) (PB 08-42 Academi Use Permit)



## **COUNTY OF CURRITUCK**

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

### **USE PERMIT GRANTED**

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

Owner: Academi Real Estate Holdings, LLC  
 PO Box 1029  
 Moyock, NC 27958

Applicant: Academi  
 PO Box 1029  
 Moyock, NC 27958

Property Location: 850 Puddin Ridge Road, Moyock Township  
 Tax Map 12, Parcel 1 and Tax Map 17, Parcel 1A

Project: PB 08-42 Academi Security Training Facility

Proposed Use: Security Training Facility

Meeting Dates: February 10, 2009 – Planning Board Recommendation  
 March 15, 2010 – Board of Commissioners' Public Hearing/Action  
 March 16, 2015 – Board of Commissioners' Public Hearing/Action

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

- (A) The applicant shall complete the development strictly in accordance with the plans submitted to and approved by the Board of Commissioners, a copy of which is filed in the office of the Planning and Community Development Department.
- (B) If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then this permit shall be void and of no effect.
- (C) This permit is valid for five years and will expire on March 15, 2020, after which it must be renewed by the Currituck County Board of Commissioners.

(D) Other conditions:

1. The storage of munitions or explosives shall be prohibited in Currituck County.
2. Each firing range shall be posted indicating the allowable caliber of weapon permissible and any other applicable rules.
3. A copy of the most recent Military Handbook shall be available at each firing range.
4. No activities past 10:00 p.m. shall be conducted on the site.
5. Operations shall be prohibited on Sunday.

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

ATTEST:

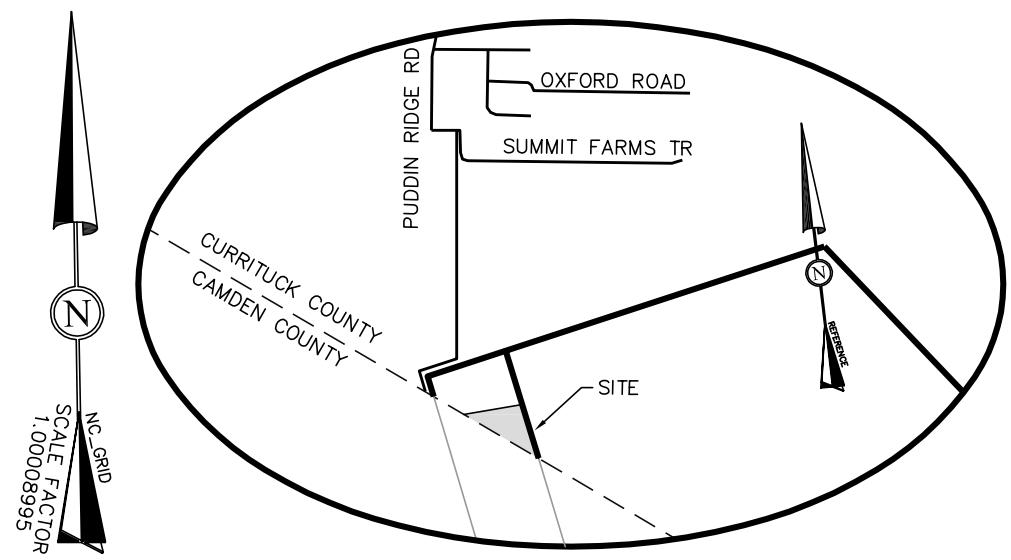
\_\_\_\_\_(Seal)  
Clerk to the Board

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

\_\_\_\_\_  
Date

(NOT VALID UNTIL FULLY EXECUTED)





VICINITY MAP

SITE DATA:

- OWNER/DEVELOPER:  
E & J HOLDINGS, LLC  
PO BOX 1029  
MOYOCK, NC 27958  
(252) 435-1868
- E & J HOLDINGS CONTIGUOUS ACRES IN  
CURRITUCK COUNTY: 4639 AC
- ZONING: A
- SUBJECT AREAS:  
1=40.47 AC  
2= 1.64 AC
- IMPERVIOUS COVERAGE BY AREA:  
1=132294 SF  
2= 0 SF
- SITE IS LOCATED IN FLOOD ZONE "X" AS SHOWN ON FLOOD  
INSURANCE RATE MAP NUMBER 3720892800K  
NOTE: FLOOD ZONES ARE SCALED FROM F.I.R.M.  
FLOOD ZONES ARE SUBJECT TO CHANGE BY FEMA.

**HYMAN  
ROBEY**

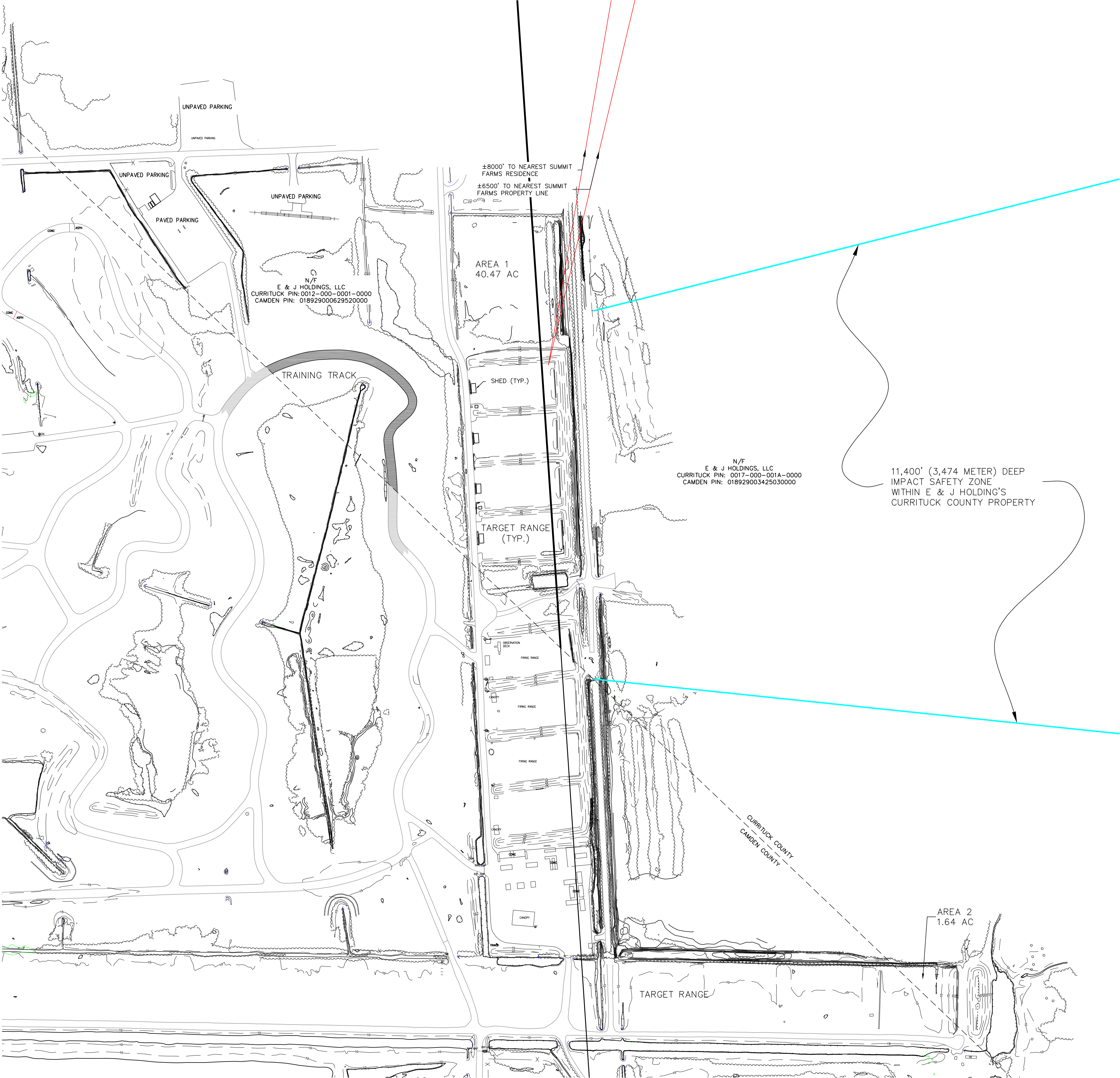
SOLUTIONS FROM THE GROUND UP

150 US Hwy 158 E.  
PO Box 339  
Camden, NC 27921  
(252) 338-2913  
(252) 338-5552 fax  
www.hymanrobery.com

**PRELIMINARY**  
DO NOT USE FOR CONSTRUCTION  
SALES OR RECORDATION

EXHIBIT MAP

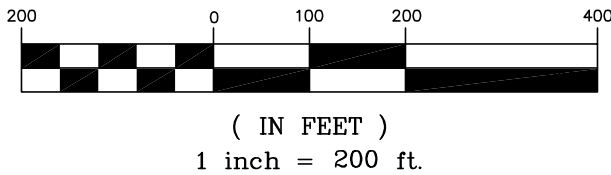
FOR  
**E & J  
HOLDINGS, LLC**  
**SPECIAL USE  
PERMIT  
APPLICATION**  
MOYOCK TOWNSHIP  
CURRITUCK COUNTY  
NORTH CAROLINA



LEGEND

- PROPERTY LINE - CURRITUCK COUNTY
- PROPERTY LINE - CAMDEN COUNTY
- SUBJECT AREAS
- COUNTY LINE
- EXISTING CONTOUR
- WOODLINE
- TRAINING TRACK - CURRITUCK COUNTY
- TRAINING TRACK - CAMDEN COUNTY

GRAPHIC SCALE



Project #: 080235  
Drawing #: 080235 Sp Use Perm  
Drawn: JHS  
Checked: ETH  
Approved: ETH  
Date: 12-19-08  
Sheet #: 1 OF 1  
Scale: 1"=200'

REVISIONS:	NUM.	DATE	DESCRIPTION
1	01-21-09	REV. PER TRC	

SHEET TITLE:  
**EXHIBIT MAP**

SHEET NUMBER:

1





A CONSTELLIS COMPANY

PO BOX 1029 MOYOCK, NC 27958 | T (252) 435-2488 | F (252) 435-6388

VIA ELECTRONIC MAIL: [donna.voliva@currituckcountync.gov](mailto:donna.voliva@currituckcountync.gov)

January 15, 2020

Ms. Donna Voliva  
Assistant Planning Director  
Currituck County, North Carolina

Re: ACADEMI Special Use Permit

Dear Ms. Voliva:

ACADEMI hereby respectfully requests an extension of its Special Use Permit issued by Currituck County for a Security Training Facility. As you are aware, this Special Use Permit has been in place since March of 2010 and was renewed in March of 2015. The current permit is scheduled to expire on March 15, 2020, and ACADEMI would like to request at least another five-year extension or longer if the Board of Commissioners so agrees. As a result of the Special Use Permit, ACADEMI currently employs approximately 330 full-time employees at its Moyock facility.

ACADEMI submits this request as the applicant and it and its affiliates are the entities conducting operations at the Moyock location. The current owner of the property is Stonebriar Commercial Finance as a result of a sale-leaseback transaction completed in June 2019. ACADEMI Real Estate Holdings, LLC is the current lessor with the exclusive option to purchase the property.

Please let me know what additional information you will need to process this request. You can reach me by e-mail at [kmckenzie-veal@constellis.com](mailto:kmckenzie-veal@constellis.com) or by phone at 252-435-1868.

Sincerely,

Katherine F. McKenzie-Veal  
Senior Counsel

Attachment: 3 2020-01-15 ACADEMI SUP Extension Request (PB 08-42 Academi Use Permit)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2753)

**Agenda Item Title**

Consideration for Approval of Contract-Shoreline Stability Study

**Brief Description of Agenda Item:**

Consideration of contract to undertake a three-year comprehensive shoreline stability study for Currituck County. The study will encompass the entirety of the coast from the Dare County line to the Virginia border.

After a review of proposals received in response to the county's Request for Qualifications, APTIM was chosen to undertake the project. A copy of the contract with a cost summary breakdown is included for review.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

**APTIM COASTAL PLANNING & ENGINEERING OF NORTH CAROLINA, INC.**  
**SERVICES AGREEMENT**  
**FIXED PRICE BASIS**

All in accordance with the following terms and conditions.

1. **SCOPE OF SERVICES: APTIM COASTAL PLANNING & ENGINEERING OF NORTH CAROLINA, INC. ("APTIM")** agrees to perform for the undersigned CLIENT, engineering and consulting ("Services") described in the attached Proposal and/or as follows:

**2020 – 2022 Beach Monitoring and Beach Stability Assessment, Currituck County, North Carolina**

2. **FEES, INVOICES AND PAYMENTS:** The Services will be performed on a fixed price basis as follows:

**Base services: Tasks 1-6, 8, 9, 11, and 12 will be performed for a lump sum fee of \$614,990.00.**

**Optional services: Task 7 and Task 10 will be performed for a lump sum fee of \$133,303.00, as authorized by the County.**

Invoices will be submitted by APTIM no more frequently than every two weeks, with payment due upon CLIENT'S receipt of invoice. Payment shall be in U.S. Dollars. CLIENT shall be responsible for payments (without deduction or offset from the total invoice amount) of any and all sales, use, value added, gross receipts, franchise and like taxes, tariffs and duties levied against APTIM or its employees by any government or taxing authority. A service charge equal to one-half percent (1/2 %) per month, or the maximum rate permitted by law, whichever is less, will be added to all accounts which remain unpaid for more than thirty (30) calendar days beyond the date of the invoice. Should there be any dispute as payments to be made on a percent complete basis to any portion of an invoice, the undisputed portion shall be promptly paid.

3. **CLIENTS COOPERATION:** To assist APTIM in performing the Services, CLIENT shall (i) provide APTIM with relevant material, data, and information in its possession pertaining to the specific project or activity, (ii) consult with APTIM when requested, (iii) permit APTIM reasonable access to relevant project sites, (iv) ensure reasonable cooperation of CLIENT's employees in APTIM's activities, and (v) notify and report to all regulatory agencies as required by such agencies.

4. **CONFIDENTIALITY:** In the course of performing Services, to the extent that CLIENT discloses to APTIM, business or technical information that CLIENT clearly marks in writing as confidential or proprietary, APTIM will exercise reasonable efforts to avoid the disclosure of such information to others. Nonetheless, CLIENT shall treat as confidential all information and data furnished to it by APTIM in connection with this Agreement including, but not limited to, APTIM's technology, formulae, procedures, processes, methods, trade secrets, ideas, inventions, and/or computer programs; and CLIENT shall not disclose such information to any third party.

Nothing herein is meant to prevent nor shall be interpreted as preventing either party from disclosing and/or using any information or data (i) when the information or data are actually known to the receiving party before being obtained or derived from the transmitting party, (ii) when information or data are generally available to the public without the receiving party's fault at any time before or after it is acquired from the transmitting party; (iii) where the information or data are obtained or acquired in good faith at any time by the receiving party from a third party who has the same in good faith and who is not under

any obligation to the transmitting party in respect thereto; (iv) where a written release is obtained by the receiving party from the transmitting party; (v) three (3) years from the date of receipt of such information; or (vi) when required by process of law; or by North Carolina Public Records Law; provided, however, upon service of such process, the recipient thereof shall use reasonable efforts to notify the other party and afford it an opportunity to resist such process.

**5. DELAYS AND CHANGES IN CONDITIONS:**

If APTIM is delayed or otherwise in any way hindered or impacted at any time in performing the Services by (i) an act, failure to act or neglect of CLIENT or CLIENT's employees or any third parties; (ii) changes in the scope of the work; (iii) unforeseen, differing or changed circumstances or conditions including differing site conditions, acts of force majeure (such as fires, floods, riots, and strikes); (iv) changes in government acts or regulations; (v) delay authorized by CLIENT and agreed to by APTIM; or (vi) any other cause beyond the reasonable control of APTIM, then 1) the time for completion of the Services shall be extended based upon the impact of the delay, and 2) APTIM shall receive an equitable compensation adjustment. Any such equitable adjustment shall be based on APTIM's then current Time and Material Rates, as may be provided in a Rate sheet attached hereto.

- 6. INSURANCE:** APTIM is presently protected by Worker's Compensation Insurance as required by applicable law and by General Liability and Automobile Liability Insurance (in the amount of \$1,000,000 combined single limit) for bodily injury and property damage. Insurance certificates will be furnished to CLIENT on request. If the CLIENT requires further insurance coverage, APTIM will endeavor to obtain said coverage, and CLIENT shall pay any extra costs therefor.

- 7. INDEMNITIES:** APTIM shall defend, indemnify and hold harmless CLIENT and its

officers and employees from and against loss or damage to tangible property, or injury to persons, to the extent arising from the negligent acts or omissions or willful misconduct of APTIM, its borrowed servants and their employer and its subcontractors, and their respective employees and agents acting in the course and scope of their employment. To the extent authorized by law, CLIENT shall defend, indemnify and save harmless APTIM (including its borrowed servants and their employers and its officers, and employees) from and against, any loss or damage to tangible property, or injury to persons, to the extent arising from the negligent acts or omissions or willful misconduct of CLIENT, its officers and employees.

**8. LIMITATIONS OF LIABILITY:**

- a. GENERAL LIMITATION - CLIENT'S SOLE AND EXCLUSIVE REMEDY FOR ANY ALLEGED BREACH OF WARRANTY BY APTIM SHALL BE TO REQUIRE APTIM TO RE-PERFORM ANY DEFECTIVE SERVICES. APTIM'S LIABILITY AND CLIENT'S REMEDIES FOR ALL CAUSES OF ACTION ARISING HEREUNDER WHETHER BASED IN CONTRACT, WARRANTY, NEGLIGENCE, , OR ANY OTHER CAUSE OF ACTION, SHALL NOT EXCEED EXCEPT FOR THE MUTUAL INDEMNIFICATIONS SET FORTH IN SECTION 7 ABOVE. IN THE CUMULATIVE AGGREGATE (INCLUDING ANY INSURANCE PROCEEDS) WITH RESPECT TO ALL CLAIMS ARISING OUT OF OR RELATED TO THIS AGREEMENT, WHATEVER MINIMUM AMOUNT MAY BE REQUIRED BY LAW OR, IF NONE, THE AMOUNT OF COMPENSATION FOR SUCH SERVICES,
- b. CONSEQUENTIAL DAMAGES: FURTHER AND REGARDLESS OF ANY OTHER PROVISION HEREIN, APTIM SHALL NOT BE LIABLE FOR ANY INCIDENTAL, INDIRECT, OR CONSEQUENTIAL DAMAGES (INCLUDING LOSS OF PROFITS, DECLINE



IN PROPERTY VALUE, REGULATORY AGENCY FINES, LOST PRODUCTION OR LOSS OF USE) INCURRED BY CLIENT OR FOR WHICH CLIENT MAY BE LIABLE TO ANY THIRD PARTY OCCASIONED BY THE SERVICES OR BY APPLICATION OR USE OF REPORTS OR OTHER WORK PERFORMED HEREUNDER.

9. **GOVERNING LAWS:** This Agreement shall be governed and construed in accordance with the laws of the State of North Carolina.

10. **TERMINATION:** Either party may terminate this Agreement with or without cause upon forty five (45) days' written notice to the other party. Upon such termination, CLIENT shall pay APTIM for all Services performed hereunder up to the date of such termination. In addition, if CLIENT terminates, CLIENT shall pay APTIM all reasonable costs and expenses incurred by APTIM in effecting the termination, including, but not limited to non-cancelable commitments and demobilization costs.

11. **ASSIGNMENT:** Neither APTIM nor CLIENT shall assign any right or delegate any duty under this Agreement without the prior written consent of the other, which consent shall not be unreasonably withheld. Notwithstanding the foregoing, APTIM may, upon notice to CLIENT, assign, pledge or otherwise hypothecate the cash proceeds and accounts receivable resulting from the performance of any Services or sale of any goods pursuant to this Agreement.

12. **MISCELLANEOUS:**

a. **ENTIRE AGREEMENT, PRECEDENCE, ACCEPTANCE MODIFICATIONS:** The terms and conditions set forth herein constitute the entire understanding of the Parties relating to the provisions of the Services by APTIM to the CLIENT. All previous proposals, offers, and other communications relative to the provisions of these Services by APTIM, oral or written, are

hereby superseded, except to the extent that they have been expressly incorporated by reference herein. In the event of conflict, the three pages of this Agreement shall govern. CLIENT may accept these terms and conditions by execution of this Agreement or by authorizing APTIM to begin work. Any modifications or revision of any provisions hereof or any additional provisions contained in any purchase order, acknowledgement or other document issued by the CLIENT is hereby expressly objected to by APTIM and shall not operate to modify the Agreement.

b. **DISPUTES, ATTORNEY FEES** – Any dispute regarding this Agreement or the Services shall be resolved first by exchange of documents by senior management of the parties, who may be assisted by counsel. Any thereafter unresolved disputes shall be litigated in the state whose law governs under Section 9 hereunder.

c. **WAIVER OF TERMS AND CONDITIONS** - The failure of APTIM or CLIENT in any one or more instances to enforce one or more of the terms or conditions of this Agreement or to exercise any right or privilege in the Agreement or the waiver by APTIM or CLIENT of any breach of the terms or conditions of this Agreement shall not be construed as thereafter waiving any such terms, conditions, rights, or privileges, and the same shall continue and remain in force and effect as if no such failure to enforce had occurred.

d. **NOTICES** – Any notices required hereunder may be sent by orally confirmed US Mail, courier service (e.g. FedEx), orally confirmed telecopy (fax) or orally confirmed email (further confirmed by US Mail) to the addresses set forth below.

e. **SEVERABILITY AND SURVIVAL** - Each provision of this Agreement is severable from the others. Should any provision of this Agreement be found invalid or unenforceable, such provision shall be ineffective only to the extent required by

law, without invalidating the remainder of such provision or the remainder of this Agreement.

Further, to the extent permitted by law, any provision found invalid or unenforceable shall be deemed automatically redrawn to the extent necessary to render it valid and enforceable consistent with the parties' intent. The terms and conditions set forth herein shall survive the termination of this Agreement.

CLIENT and APTIM agree to the foregoing **(INCLUDING THE LIMITATIONS ON LIABILITY IN SECTIONS herein)** and have caused this Agreement to be executed by their duly authorized representatives as of the date set forth below.

Executed on March\_\_\_\_, 2020

**APTIM COASTAL PLANNING &  
ENGINEERING OF NORTH CAROLINA, INC.**

By (Sign): \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**CURRITUCK COUNTY, NORTH CAROLINA**

By (Sign): \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**EXHIBIT “A”**  
**SCOPE OF PROFESSIONAL SERVICES**  
**2020 – 2022 BEACH MONITORING AND BEACH STABILITY ASSESSMENT**  
**CURRITUCK COUNTY, NORTH CAROLINA**

Aptim Coastal Planning & Engineering of North Carolina, Inc. (APTIM) proposes to provide professional services to Currituck County (County) associated with beach monitoring and beach stability assessments. APTIM’s understanding of the County’s goals for the beach monitoring and beach stability assessment are: 1) to better understand the changes that are occurring in the beaches and 2) to assist the County in making informed decisions regarding beach management. This proposal includes topographic and hydrographic survey services, engineering analysis, report production, and presentation of results to the County at a public meeting.

This Scope of Professional Services was developed through coordination with County staff and includes anticipated services to be provided over the course of the three-year study period. In that regard, this scope includes annual beach monitoring in Year 1, Year 2, and Year 3, an initial beach stability assessment to be completed following Year 1 surveys, and annual reports to be provided in Year 2 and Year 3 updating the County on shoreline and volume change trends based on survey data acquired in Year 2 and Year 3, respectively. The beach stability assessment will include an assessment of volume and shoreline change trends, projected shoreline changes into the future over a 30-year period and a vulnerability analysis. Presentations to the County Commission are also included in the Scope of Services to present the results of the annual analyses. The services are described in detail in the following sections.

**TASK 1 – YEAR 1 (2020) BEACH PROFILE SURVEYS**

The standard method used to monitor a beach is to conduct repeated beach profile surveys and track the changes in volume of sand along the beach and the shoreline position. APTIM will conduct beach profile surveys along approximately 120 profiles spaced approximately 1000 ft. apart along the project area. The project area has been defined as the portion of the County’s oceanfront beach from approximately the southern boundary of Currituck County’s oceanfront to the North Carolina/Virginia Border. The study area is approximately 119,500 feet in length or 22.6 miles. Figures 1 and 2 show the locations of the northern and southern limits of the project area.

APTIM will establish a baseline along the project area along which the profiles will be established. In areas along which known beach profile surveys have been conducted, APTIM will attempt to align the profiles for this study at the same station and along the same azimuth as previously collected data to allow for accurate comparison with historic data. For example, APTIM is aware that the Pine Island Property Owner’s Association conducted beach profile surveys from the southern County Limit to approximately Sea Shell Lane. APTIM will align profiles along this portion of the project area to align with previously conducted beach profile surveys.

Surveying of each beach profile includes a topographic survey of the dune, berm, and foreshore section of the beach, while a bathymetric survey will be conducted for the offshore portion of the profile. Beach profiles will extend landward from their respective baseline station until a structure is encountered or a range of 25 feet beyond the dune is reached, whichever is more seaward. Elevation measurements will also be taken seaward along the profile to a range of 2,500 feet beyond the shoreline or to the -30 NAVD88 contour, whichever is more landward.



**EXHIBIT "A"**  
**SCOPE OF PROFESSIONAL SERVICES**  
**2020 – 2022 BEACH MONITORING AND BEACH STABILITY ASSESSMENT**  
**CURRITUCK COUNTY, NORTH CAROLINA**



Figure 1. Map of the southern boundary of the Project Area located near the oceanfront border between Currituck and Dare County (Imagery from Google Earth).



Figure 2. Map of the northern boundary of the Project Area located at the oceanfront border between Virginia and North Carolina (Imagery from Google Earth).



**EXHIBIT “A”**  
**SCOPE OF PROFESSIONAL SERVICES**  
**2020 – 2022 BEACH MONITORING AND BEACH STABILITY ASSESSMENT**  
**CURRITUCK COUNTY, NORTH CAROLINA**

***Survey Control Reconnaissance:***

Prior to the start of the surveys, reconnaissance of published National Geodetic Survey NGS 2<sup>nd</sup> order control (or higher) control monuments will be conducted to confirm that survey control is in place and undisturbed. Real Time Kinematic Global Navigation Satellite System (RTK GNSS) and Static GNSS techniques will be used to locate and confirm survey control for this project. Static GNSS methods will also be utilized to establish temporary benchmarks (TBMs) if the published survey control is disturbed or insufficient to cover the entire survey area. Survey control from historic survey events will be located and utilized to allow for past survey comparison and datum compatibility.

Horizontal and vertical positioning checks will be conducted at the beginning and end of each survey day to confirm that survey control is undisturbed and meets the accuracy standards of this project with a horizontal limit of 0.66 feet and a vertical limit of 0.16 ft. for all electronic equipment. RTK GNSS utilizes statistical methods to ensure data remains within the 95% confidence interval and meets the accuracy required for this survey.

All horizontal positions will be collected in US survey feet relative to the North American Datum of 1983/2011 (NAD 83/11). All vertical data will be collected in US survey feet relative to the North American Vertical Datum of 1988 (NAVD 88), Geoid 12b.

***Upland and Nearshore Beach Profiles (Topography):***

Cross-sections of the upland beach will be surveyed using extended rod RTK GNSS rovers, standard RTK GNSS rovers, and differential leveling techniques. Extended rod RTK GNSS rovers are used to augment RTK GPS survey capability into the nearshore. The current systems allow surveyors from APTIM to collect the entire beach profile with RTK GPS technology. Incorporation of RTK GPS into monitoring surveys greatly reduces the potential for human error during data collection and reduction. Differential leveling will only be used in areas where RTK GNSS fix is lost due to overhead cover or loss of satellite coverage. The use of multi-constellation Trimble R10 and R8 receivers will limit leveling to a minimum.

The nearshore portion of the survey will commence from a point overlapping the upland data to ensure seamless transitions and extend seaward to a point overlapping the offshore data collected by the survey vessel by a minimum of fifty (50) feet. The nearshore portion of the profiles will be surveyed by two (2) surveyors with an Extended Rod Trimble RTK GNSS rovers who enter the water wearing Personal Floatation Devices (PFD). This system allows surveyors to obtain RTK GNSS data in the nearshore region while maintaining data accuracy and personal safety.

***Offshore Profiles (Hydrography):***

The offshore survey will be conducted using an ODOM Hydrotrac sounder with digitizer (or equivalent) on a survey vessel with a centrally located hull-mounted transducer. Offshore data points shall also be collected with a maximum spacing of 25 feet. A Trimble RTK GNSS and a TSS dynamic motion sensor will be used onboard the survey vessel to provide instantaneous tide

**EXHIBIT “A”**  
**SCOPE OF PROFESSIONAL SERVICES**  
**2020 – 2022 BEACH MONITORING AND BEACH STABILITY ASSESSMENT**  
**CURRITUCK COUNTY, NORTH CAROLINA**

corrections as well as heave corrections. Tide corrections will be obtained redundantly using RTK GNSS and a local tide gauge verified to meet the requirements for the specific work. In order to maintain the vessel navigation along the profile lines, HYPACK navigation software will be used for real time navigation and data acquisition.

Offshore profiles will extend seaward to the projected depth of closure. The offshore data collection landward limit will be based on a safe approach distance for the survey vessel based on conditions. All offshore data will have a minimum overlap of fifty (50) feet with the nearshore beach profile.

The sounder will be calibrated with a sound velocity probe and conventional bar-check at the beginning and end of each survey day. The Odom DigiBar PRO sound velocity probe provides a fast and accurate sounder calibration as compared to the traditional bar-check. Bar-checks will be performed as a redundant calibration from a depth of five (5) feet to a minimum depth of twenty (25) feet.

***Data Processing and Survey Deliverables:***

Upon completion of the field work, data will be processed using internal software programs, Trimble Business Center, ArcGIS, and HYPACK. The offshore data will be processed using HYPACK and an ASCII XYZ file will be created and exported for plan view maps as well as cross-section plots. Onshore and offshore data will be merged, and a representative cross-sectional plot derived for each profile line. All data will undergo strict quality control procedures including tidal verification, historical data comparison, static verification of all GNSS control, and RTK GNSS control checks.

Upon completion of data processing, a survey report detailing survey methods and results will be prepared. The report will include:

1. Control Monument Information
2. Beach Cross-Section Plots
3. ASCII XYZ Data Files (Topography and Bathymetry)
4. Ground and Aerial Digital Photography
5. Survey Field Notes
6. Plan-View Survey Maps

**TASK 2 – YEAR-1 NEARSHORE BATHYMETRIC SURVEY**

As stated previously, the standard method used to monitor a beach is to conduct repeated beach profile surveys and track the changes in volume of sand along the beach and the shoreline position. The profile data are used to calculate volume changes using the average end area method which assumes that bathymetric contours running parallel to shore between the profiles are relatively parallel to the shoreline. While this is a safe assumption along many beaches, a series of offshore bathymetric surveys conducted between December 2017 and October 2018 offshore Kitty Hawk and Kill Devil Hills identified deep depressions or troughs and shore oblique sandbars. Figure 3

**EXHIBIT “A”**  
**SCOPE OF PROFESSIONAL SERVICES**  
**2020 – 2022 BEACH MONITORING AND BEACH STABILITY ASSESSMENT**  
**CURRITUCK COUNTY, NORTH CAROLINA**

shows a bathymetric chart of the area offshore Kitty Hawk and Kill Devil Hills in which the deep depressions or troughs and shore oblique sandbars exist. Analysis indicated that some of the apparent loss of material measured along the Kitty Hawk and Kill Devil Hills project areas was due to the inability of the 1,000-foot spacing between profile lines to capture volume changes due to the proximity of the survey lines to the mobile nearshore depressions. Based on analysis performed by APTIM comparing beach profile surveys and the more-dense shore parallel offshore bathymetric surveys, it was concluded that using a combination of these methods provided a more accurate volume change calculation.

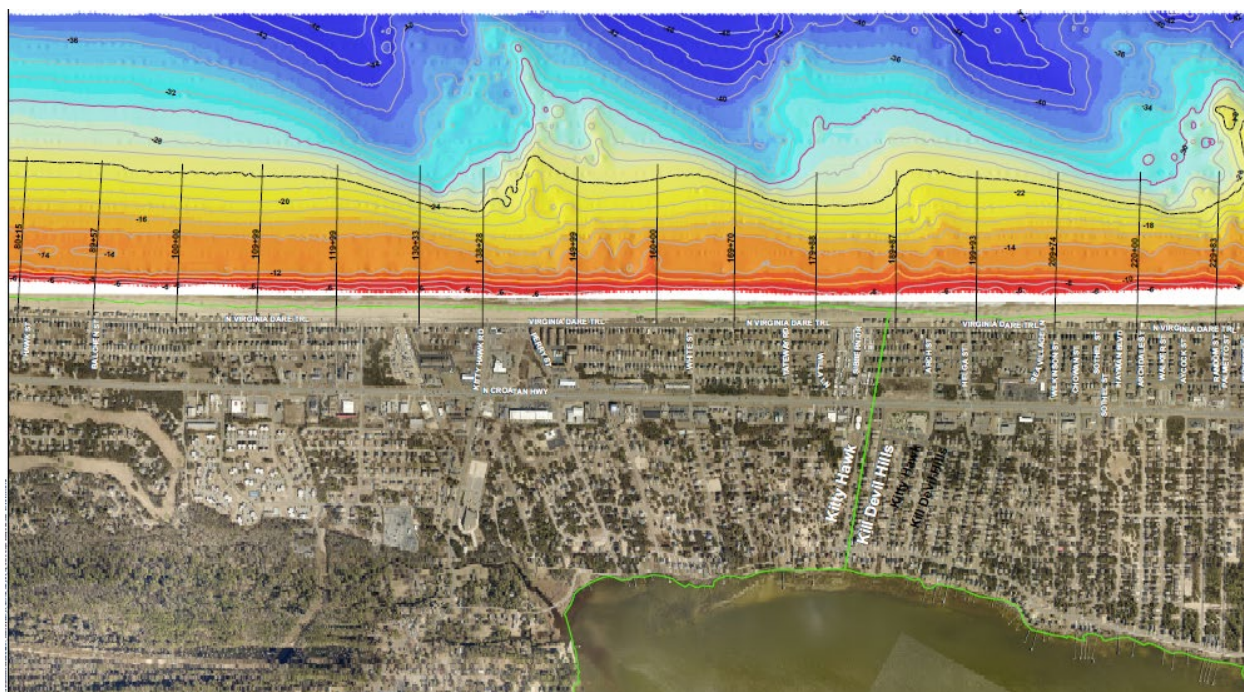


Figure 3. Map and bathymetric chart of the area offshore Kitty Hawk and Kill Devil Hills in which deep depressions or troughs and shore oblique sandbars exist.

The Pine Island Property Owner’s Association (PIPOA) commissioned a beach profile survey in 2015 and 2017 along the extent of their community. During that study, similar features were identified offshore of the southern portion of their community. Figure 4 shows a figure from 2017 *Beach Condition Monitoring Pine Island, Currituck County, North Carolina*, which was prepared by Coastal Science and Engineering, which shows similar features offshore southern Currituck County.

APTIM recommends that a shore-parallel bathymetric survey be conducted along the project area in Year 1 to determine the presence/absence of similar features. This recommendation is based on the fact that previous analysis conducted by APTIM suggests a combination of beach profiles and more densely spaced offshore shore parallel bathymetric surveys provide higher resolution and more accurate volume calculations in areas where these features exist; and given these features have been documented to exist in northern Dare County and southern Currituck County.

**EXHIBIT "A"**  
**SCOPE OF PROFESSIONAL SERVICES**  
**2020 – 2022 BEACH MONITORING AND BEACH STABILITY ASSESSMENT**  
**CURRITUCK COUNTY, NORTH CAROLINA**

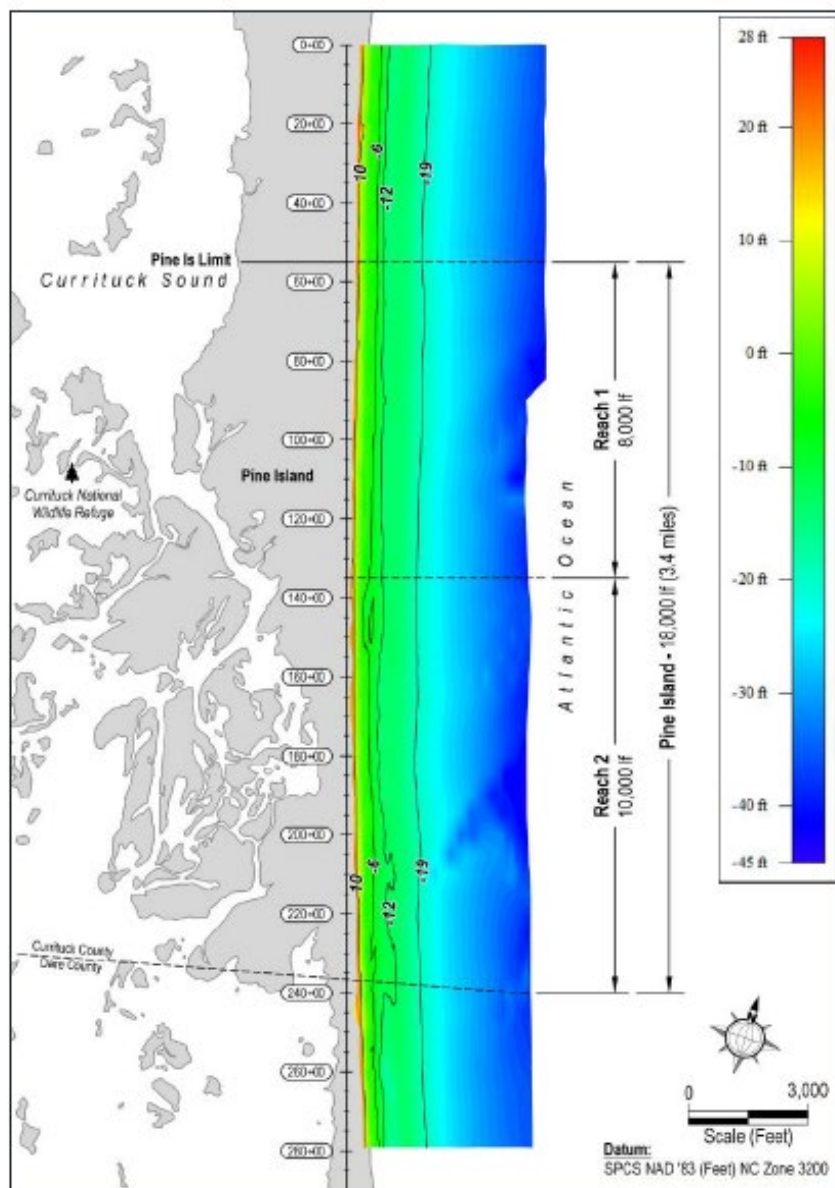


Figure 3. Map from *2017 Beach Condition Monitoring Pine Island, Currituck County, North Carolina* which shows the presence of deep depressions or troughs and shore oblique sandbars along the southern portion of Currituck County (Courtesy Pine Island Property Association).

Under Task 2, APTIM will conduct a bathymetric survey along the project area as defined previously in this Scope of Services. The total length of the survey area is approximately 119,500 ft. (approximately 22.6 miles). Survey data will be collected from approximately the -12 ft. contour out to approximately 3,000 ft. offshore. Survey lines will be laid out to run parallel to shore and spaced approximately 200 ft. apart.



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The same methodology described in the *Offshore Profiles (Hydrography)* portion of Task 1 will be used to acquire the bathymetric data for Task 2. Upon completion of the field work, data will be edited and reduced with HYPACK *Single Beam Editor* and internal software programs. RTK GNSS tide data will be compared to local observed and predicted tides for data verification purposes.

Upon completion of data reduction, APTIM will use the data to create a surface from which contours and color shaded charts can be generated. APTIM will provide as a deliverable: 1) digital copies of the processed data and 2) plan view maps showing the surface elevations within the survey areas. These deliverables will be provided as an appendix to the Year-1 Monitoring and Beach Stability Assessment described under Task 5.

### **TASK 3 – BEACH SEDIMENT GRAIN SIZE ANALYSIS**

The stability of a beach is a factor of many different variables including wave climate, sediment input into the littoral system, proximity to tidal inlets, presence/absence of coastal structures, and the grain size characteristics of the beach sediments. Grain size distribution, mean grain size, and mineral composition can all contribute to the slope of the beach, and the way in which a beach responds to storm conditions. In this regard, APTIM proposes to collect representative sediment samples along six (6) evenly spaced lines throughout the project area to determine grain size distribution, mean grain size, mineralogy and color. This information will be used to setup the storm vulnerability model described in Task 4. Results of grain size analysis will also be archived in the report included in Task 5, as this type of data would be required in the future for any possible beach fill project, which would require a sediment compatibility analysis.

APTIM will collect thirteen (13) samples from specifically defined locations along nine (9) profiles. One profile sample will be taken from each of the following morphodynamic zones where present: frontal dune, frontal dune toe, mid berm, mean high water (MHW), mid tide (MT), mean low water (MLW), trough, bar crest, and at even depth increments from the bar crest out to a 20-foot depth.

The sediment samples collected along each profile will be individually analyzed to determine color and grain size distribution. During sieve analysis, the wet, dry and washed Munsell colors will be noted. Sieve analysis of the sediment samples will be performed in accordance with the American Society for Testing and Materials (ASTM) Standard Methods Designation D 422-63 for particle size analysis of soils. This method covers the quantitative determination of the distribution of sand size particles. For sediment finer than the No. 230 sieve (4.0 phi) the ASTM Standard Test Method, Designation D 1140-00 will be followed. Weights retained on each sieve will be recorded cumulatively. Grain size results will be entered into the gINT® software program, which computes the mean and median grain size, sorting, silt/clay percentages for each sample using the moment method. Upon completion of individual sediment analysis, composite sediment characteristics will also be calculated for each profile. APTIM will incorporate maps showing the locations of samples taken, as well as granulometric reports and grain size distribution curves for individual and profile composite samples, as well as overall composite grain size tables.

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**TASK 4 – VULNERABILITY ANALYSIS**

As previously stated, the overall beach stability assessment includes an assessment of volume and shoreline change trends as well as a vulnerability analysis. The volume and shoreline change analysis as well as overall preparation of the beach stability assessment report is included under Task 5 (Year 1 Monitoring Report and Beach Stability Assessment). Task 4 includes the vulnerability analysis, which will be incorporated into the overall beach stability assessment report.

The nature of this storm vulnerability analysis is comparable to the vulnerability analysis employed by APTIM in the evaluation of storm vulnerability for the neighboring Outer Banks communities of Duck, Southern Shores, and Kill Devil Hills. The approach focuses on potential damage associated with a “design storm” or a range of potential “design storms”. Given the overall goal of the County in commissioning this study, is to assess the stability and conditions of the beach. APTIM proposes that the initial vulnerability analysis use a “design storm” having similar characteristics as Hurricane Isabel, which impacted the Outer Banks in 2003. The relatively recent occurrence of this particular storm, which resulted in widespread impacts to the Outer Banks, provides those with first hand knowledge of the event, a tangible frame of reference to understand the vulnerability analysis.

The analysis will utilize the Storm Induced Beach Change Model, SBEACH, developed by Larson and Kraus (Larson and Kraus, 1989) for the US Army Corps of Engineers (USACE). SBEACH simulates changes in the beach profile that could result from coastal storms of varying intensity in terms of storm tide levels, wave heights, wave periods, and storm duration. Information required as input to run the SBEACH model includes the beach cross-section, the median sediment grain size, and the time histories of the wave height, wave period, and water elevation.

The SBEACH model previously calibrated for similar studies for the Towns of Duck, Southern Shores and Kill Devil Hills will be used for this study. Utilizing grain size data obtained through conducting Task 3, APTIM will conduct a sensitivity analysis and adjust calibration parameters as needed to account for major differences in the sediment characteristics between Duck and the Currituck County project area. Production runs of profile response will be completed using data collected in Year 1 (Spring 2020) at approximately 120 beach profiles along the County’s oceanfront. The analysis includes extending profiles further onshore/offshore to ensure model stability (if needed), running SBEACH simulation, extracting output profiles, analyzing output profiles to identify impact line, plotting impact lines in GIS to identify structures impacted, and creating deliverable maps and tables of the number of structures impacted.

The results of the SBEACH model will be used to assess the relative health of the beach and dune system in terms of providing a particular level of storm damage reduction to public and private development along the County’s coast. The results will also be used to identify which structures within the project area could be impacted by the design storm. Note this analysis will only identify which structures could experience damage due to storm induced erosion caused by a storm having similar characteristics to Hurricane Isabelle. The analysis is based on the impacts to the beach system as a result of the oceanographic conditions generated by the design storm. The analysis does not include specific evaluations of damages to individual structures due to direct flooding, wave

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impacts, or wind impacts, nor will it quantify the economic impacts resulting from the damage or loss of such structures. If the County requires this type of economic impact, APTIM will provide an additional proposal to cover such efforts upon request.

**TASK 5 – YEAR-1 MONITORING AND BEACH STABILITY ASSESSMENT**

Assessing long- and short-term changes to a beach must consider several metrics. The simplest metric is shoreline change, which is a measure of the distance a particular depth or elevation contour moves (landward or seaward) over time. Typically, shoreline change is measured in terms of feet per year. Over a long period of time (>5 years), shoreline change can provide information on trending changes of a beach. However, episodic changes in the slope of the beach that occur in response to storms and wave climate seasonality, may skew results based solely on shoreline changes.

APTIM proposes to use a combination of publicly available LiDAR data sets and available beach profile surveys to determine shoreline change rates along the project area. APTIM is aware of at least 13 publicly available LiDAR data sets dating from 1996 - 2018 that will be evaluated in the determination of long-term shoreline change trends. New data collected over the course of the 3-year monitoring period will then be used to update long-term shoreline changes. A simple shoreline change model will be setup using established shoreline change rates computed using both existing LiDAR data and Year 1 monitoring data to evaluate long-term shoreline change rates and project future changes. This model will project shoreline position for 10, 20, and 30 years into the future. Maps will be produced and provided as a deliverable under Task 5, showing the current and projected shoreline positions.

APTIM believes that a thorough beach evaluation program must also consider volume changes. Beaches are in a constant state of change, as sand moves onto the beach during certain sea conditions, and into the nearshore zone (below the water line) in response to storms. Proper tracking of the volume of sand in the beach system requires surveys to extend from landward of the dunes seaward to a depth sufficient to capture regular sand migration. In the Outer Banks, that depth is typically about 30 feet of water. These surveys are proposed under Tasks 1 and 2.

In order to conduct a volumetric change analysis, two subsequent data sets are needed to determine changes. APTIM is aware of two data sets collected in 2015 and 2017 along the southern portion of the project area (south of Sea Shell Lane) by the PIPOA, that can be used to determine volumetric changes in this portion of the project. APTIM will compute volumetric changes along this and other areas where beach profile data exist. This portion of the work assumes that the PIPOA will provide the data to APTIM for its use. As described in Tasks 8 and 12, data collected in Year 2 and Year 3 of the study, will allow us to compute volumetric changes throughout the project area.

In Year 1, APTIM will utilize the beach profile surveys to determine relative volume densities along the project area. This type of relative volumetric analysis will provide the County with information regarding the relative health of the beach along the project area. The relative volumetric density of the project area will also be used in combination with vulnerability data developed under Task 4, to relate the volumetric density of the beach to storm vulnerability.

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Upon completion of the survey operations described as part of Tasks 1 and 2 and data analysis described under Tasks 3, 4, and 5, APTIM will prepare a beach monitoring and stability assessment report. The report will summarize and discuss the survey data, including results and discussions on shoreline and volumetric changes, report the findings of the relative volumetric density comparison, and discuss the methodology, results, and conclusions of the vulnerability assessment. The report will also include maps of the vulnerability analysis results. The survey report, described under Task 1, will be included in the report as an Appendix. The survey report will include such information as: survey methods, control monument information, beach cross-section plots, ground and aerial digital photography, and plan-view survey maps.

Deliverables associated with Task 5 include ten (10) hardcopies of the report with USB drive, which will include digital versions of the report, appendices, and data. In addition to the report, one (1) in-person meeting is included to present the findings of the monitoring report to the County.

**TASK 6 – YEAR 2 (2021) BEACH PROFILE SURVEYS**

Approximately 12 months following the Year 1 survey, APTIM will conduct beach profile surveys along the same approximately 120 profiles established and surveyed under Task 1. The same methodology for establishing survey control and conducting topographic and hydrographic surveys as described under Task 1 will be used. Upon completion of the field work, data will be processed using the same methods described under Task 1 and a survey report detailing survey methods and results will be prepared and submitted to the County. The survey report will include all items listed as deliverables under Task 1.

**TASK 7 – YEAR-2 NEARSHORE BATHYMETRIC SURVEY (OPTIONAL)**

Depending on the results of the Year-1 Nearshore Bathymetric Survey as described under Task 2, APTIM will provide the County a recommendation regarding whether to continue this survey protocol in Year 2 and Year 3. If after considering these recommendations, the County elects to continue with the nearshore bathymetric survey protocol, APTIM will conduct a shore-parallel bathymetric survey along the project area as described under Task 2. This survey will be conducted in conjunction with Task 6, which will occur approximately 12 months after the completion of Year 1 surveys. Upon completion of the survey and data reduction, APTIM will use the data to create a surface from which contours and color shaded charts can be generated. These data will also be used in conjunction with profile data collected under Task 6 to compute volumetric changes throughout the project area. APTIM will provide as a deliverable for Task 7: 1) digital copies of the processed data and 2) plan view maps showing the surface elevations within the survey areas. These deliverables will be provided as an appendix to the Year-2 Monitoring and Beach Stability Assessment described under Task 8.

The initiation of services included under Task 7 will require additional written authorization from the County that includes Task-specific notice to proceed.



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**TASK 8 – YEAR-2 MONITORING AND BEACH STABILITY ASSESSMENT**

Following the completion of survey data acquisition for Year 2, APTIM will conduct both shoreline and volumetric change analyses as described under Task 5. The analysis will provide an update to shoreline and volumetric change rates over the longest period for which useable data exists and between Year 1 and Year 2. Results of the analysis will be included in the Year 2 Monitoring and Beach Stability Assessment Report. Deliverables associated with Task 8 include ten (10) hardcopies of the report with USB drive, which will include digital versions of the report, appendices, and data. In addition to the report, one (1) in-person meeting is included to present the findings of the monitoring report to the County.

**TASK 9 – YEAR 3 (2022) BEACH PROFILE SURVEYS**

Approximately 24 months following the Year 1 survey, APTIM will conduct beach profile surveys along the same approximately 120 profiles established and surveyed under Task 1. The same methodology for establishing survey control and conducting topographic and hydrographic surveys as described under Task 1 will be used. Upon completion of the field work, data will be processed using the same methods described under Task 1 and a survey report detailing survey methods and results will be prepared and submitted to the County. The survey report will include all items listed as deliverables under Task 1.

**TASK 10 – YEAR-2 NEARSHORE BATHYMETRIC SURVEY (OPTIONAL)**

As stated under Task 7, APTIM will provide the County a recommendation regarding whether to continue the nearshore bathymetric protocol defined in Task 2 based on the results of that survey in Year 1. If after considering these recommendations, the County elects to continue with the nearshore bathymetric survey protocol, APTIM will conduct a shore-parallel bathymetric survey along the project area as described under Task 2. This survey will be conducted in conjunction with Task 9, which will occur approximately 24 months after the completion of Year 1 surveys. Upon completion of the survey and data reduction, APTIM will use the data to create a surface from which contours and color shaded charts can be generated. These data will also be used in conjunction with profile data collected under Task 9 to compute volumetric changes throughout the project area. APTIM will provide as a deliverable for Task 10: 1) digital copies of the processed data and 2) plan view maps showing the surface elevations within the survey areas. These deliverables will be provided as an appendix to the Year 3 Monitoring and Beach Stability Assessment described under Task 12.

The initiation of services included under Task 7 will require additional written authorization from the County that includes Task-specific notice to proceed.

**TASK 11 – VULNERABILITY ANALYSIS UPDATE**

During the final year of the three-Year monitoring and beach stability assessment, APTIM will conduct an updated vulnerability analysis using the methodology described under Task 4. The

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analysis will utilize the same SBEACH model setup and design storm(s) described under Task 4 to evaluate storm vulnerability with respect to the Year 3 beach profile conditions. The results of the SBEACH model will be used to assess the relative health of the beach and dune system in terms of providing a particular level of storm damage reduction to public and private development along the County’s coast. The results will also be used to identify which structures within the project area could be impacted by the design storm. The results of the Year 3 vulnerability analysis update will be incorporated into the final Year 3 Monitoring and Beach Stability Assessment.

Note the analysis included under Task 11 will only identify which structures could experience damage due to storm induced erosion caused by a storm having similar characteristics to Hurricane Isabelle. The analysis is based on the impacts to the beach system as a result of the oceanographic conditions generated by the design storm. The analysis does not include specific evaluations of damages to individual structures due to direct flooding, wave impacts, or wind impacts, nor will it quantify the economic impacts resulting from the damage or loss of such structures. If the County requires this type of economic impact, APTIM will provide an additional proposal to cover such efforts upon request.

#### **TASK 12 – YEAR-3 MONITORING AND BEACH STABILITY ASSESSMENT**

Following the completion of survey data acquisition for Year 3 and the updating of the vulnerability analysis described in Task 11, APTIM will conduct both shoreline and volumetric change analyses as described under Task 5 using the Year 3 data. The analysis conducted under Task 12 will provide shoreline and volumetric change rates over 1) the longest period for which useable data exists; 2) between Year 1 and Year 3; and 3) between the most recent two (2) surveys (Year 2 and Year 3). Results of the analyses will be included in the Year 3 Monitoring and Beach Stability Assessment Report.

Task 12 will also include an update to the shoreline change model developed as part of Task 5. This model will be used to project future shoreline changes based on rates established through the conduct of this study. Shorelines will be projected into the future for a 10, 20, and 30-year period. Maps will be produced and provided as a deliverable under Task 12, showing the current and projected shoreline positions for the 10, 20, and 30-year period.

The Year 3 monitoring and beach stability assessment report will serve as the final deliverable under this scope of services. In this regard, the report will provide overall conclusions of the 3-year monitoring program. Deliverables associated with Task 12 include ten (10) hardcopies of the report with USB drive, which will include digital versions of the report, appendices, and data. In addition to the report, one (1) in-person meeting is included to present the overall findings of the study to the County.

#### **POST-STORM UAS/LIDAR SURVEYS**

The County included language regarding the need to conduct LiDAR surveys annually along the beach and after major storm events in the original RFQ issued for the Shoreline Stability Study. Based on discussions with County staff, the presence of publicly available LiDAR data within the

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project area, and our understanding of the goals of the study, APTIM does not recommend that the County invest in annual LiDAR surveys of the project area. APTIM can provide photogrammetry surveys using Unmanned Aerial Systems (UAS), commonly referred to as drones, if full coverage point cloud data is desired by the County. These surveys could be conducted prior to, and following, major storms at the County’s discretion. If this is something the County is interested in, APTIM can prepare a separate cost estimate for those particular services. Furthermore, if the County believes that annual LiDAR surveys should be included as part of this study, APTIM can provide a proposal for those services.

*The information contained in this proposal is confidential commercial information and shall not be used or disclosed, except for evaluation purposes, provided that if a contract is awarded to APTIM as a result of or in connection with the submission of this proposal, the requester shall have the right to use or disclose the data to the extent provided in the contract. This restriction does not limit the requester's right to use or disclose any technical data obtained from another source without restriction.*

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Table 1. Breakdown of the total cost of the 2020– 2022 Beach Monitoring and Beach Stability Assessment.

<b>TASK</b>	<b>DESCRIPTION</b>	<b>Cost</b>
1	Year-1 (2020) Beach Profile Surveys	\$99,561.15
2	Year-1 Nearshore Bathymetric Surveys	\$66,651.65
3	Beach Sediment Grain Size Analysis	\$23,687.42
4	Vulnerability Analysis	\$48,430.00
5	Year-1 Monitoring and Beach Stability Assessment	\$57,627.50
6	Year-2 (2021) Beach Profile Surveys	\$99,561.15
7	Year-2 Nearshore Bathymetric Surveys <b>(Optional)</b>	\$66,651.65
8	Year-2 Monitoring and Beach Stability Assessment	\$32,297.50
9	Year-3 (2022) Beach Profile Surveys	\$99,561.15
10	Year-3 Nearshore Bathymetric Surveys <b>(Optional)</b>	\$66,651.65
11	Vulnerability Analysis Update	\$37,480.00
12	Year-3 Monitoring and Beach Stability Assessment	\$50,132.50
<b>SUB-TOTAL (BASE)<sup>1</sup>:</b>		<b>\$614,990.02</b>
<b>SUB-TOTAL (OPTIONAL)<sup>2</sup>:</b>		<b>\$133,303.30</b>
<b>TOTAL<sup>3</sup>:</b>		<b>\$748,293.32</b>

<sup>1</sup> This number is the total cost for Base Services, which include Tasks 1 – 6, 8, 9, 11, and 12. This total excludes the cost of Optional Tasks 7 and 10.

<sup>2</sup> This number is the total cost for Optional Services, which include Tasks 7 and 10.

<sup>3</sup> This is the Total amount combined of all Tasks.

Table 2. Breakdown of Costs associated with Year 1 services.

<b>TASK</b>	<b>DESCRIPTION</b>	<b>Cost</b>
1	Year-1 (2020) Beach Profile Surveys	\$99,561.15
2	Year-1 Nearshore Bathymetric Surveys	\$66,651.65
3	Beach Sediment Grain Size Analysis	\$23,687.42
4	Vulnerability Analysis	\$48,430.00
5	Year-1 Monitoring and Beach Stability Assessment	\$57,627.50
<b>SUB-TOTAL (BASE)<sup>1</sup>:</b>		<b>\$295,957.72</b>
<b>SUB-TOTAL (OPTIONAL)<sup>2</sup>:</b>		<b>\$0.00</b>
<b>TOTAL<sup>3</sup>:</b>		<b>\$295,957.72</b>

<sup>1</sup> This number is the total cost for Base Services in Year 1, which include Tasks 1 – 5.

<sup>2</sup> This number is the total cost for Optional Services, however, there are no optional services associated with Year 1.

<sup>3</sup> This is the Total cost of Base and Optional Services for Year 1.



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Table 3. Breakdown of Costs associated with Year 2 services.

<b>TASK</b>	<b>DESCRIPTION</b>	<b>Cost</b>
6	Year-2 (2021) Beach Profile Surveys	\$99,561.15
7	Year-2 Nearshore Bathymetric Surveys (Optional)	\$66,651.65
8	Year-2 Monitoring and Beach Stability Assessment	\$32,297.50
<b>SUB-TOTAL (BASE)<sup>1</sup>:</b>		<b>\$131,858.65</b>
<b>SUB-TOTAL (OPTIONAL)<sup>2</sup>:</b>		<b>\$66,651.65</b>
<b>TOTAL<sup>3</sup>:</b>		<b>\$198,510.30</b>

<sup>1</sup> This number is the total cost for Base Services in Year 2, which include Tasks 6 and 8.

<sup>2</sup> This number is the total cost for Optional Services associated with Year 1 (Task 7).

<sup>3</sup> This is the Total cost of Base and Optional Services for Year 2.

Table 4. Breakdown of Costs associated with Year 3 services.

<b>TASK</b>	<b>DESCRIPTION</b>	<b>Cost</b>
9	Year-3 (2022) Beach Profile Surveys	\$99,561.15
10	Year-3 Nearshore Bathymetric Surveys (Optional)	\$66,651.65
11	Vulnerability Analysis Update	\$37,480.00
12	Year-3 Monitoring and Beach Stability Assessment	\$50,132.50
<b>SUB-TOTAL (BASE)<sup>1</sup>:</b>		<b>\$187,173.65</b>
<b>SUB-TOTAL (OPTIONAL)<sup>2</sup>:</b>		<b>\$66,651.65</b>
<b>TOTAL<sup>3</sup>:</b>		<b>\$253,825.30</b>

<sup>1</sup> This number is the total cost for Base Services in Year 3, which include Tasks 9, 11, and 12.

<sup>2</sup> This number is the total cost for Optional Services associated with Year 3.

<sup>3</sup> This is the Total cost of Base and Optional Services for Year 3.

**EXHIBIT C:  
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The following items have been identified by Aptim Coastal Planning & Engineering of North Carolina, Inc. (hereinafter “APTIM”) as deliverables to the County of Currituck (County) for the completion of this scope of work.

- Monthly Progress Reports;
- Year 1 Beach Profile Survey Reports;
- Beach Sediment Grain Size Analysis Results;
- Year 1 Monitoring and Beach Stability Assessment Report;
- Year 2 Beach Profile Survey Reports;
- Year 2 Monitoring and Beach Stability Assessment Report;
- Year 3 Beach Profile Survey Reports;
- Year 3 Monitoring and Beach Stability Assessment Report.

A detailed description and an individual schedule for each deliverable are provided below.

Monthly Progress Reports: APTIM will provide a 1 page summary of the project status via e-mail approximately every 30 days during the course of the anticipated 3 year contract period. The letter will describe activities completed throughout the month and update the anticipated schedule of milestones as appropriate.

Year 1 Beach Profile Survey Report: APTIM anticipates conducting survey operations included under Tasks 1 and 2 in April 2020. Upon completion of the beach profile surveys described under Task 1 and the nearshore bathymetric survey described under Task 2, APTIM will provide a survey report to the County. The survey report will include methodology, survey notes, control information, profile plots, cross sections, and digital XYZ data. The survey report will also include maps showing the results of the nearshore bathymetric survey in the form of color shaded bathymetric maps. Barring any unforeseen circumstances, the draft report will be provided within 90 days following completion of survey operations. The final report including hardcopies and will be provided as an appendix to the Year 1 Monitoring and Beach Stability Assessment Report.

Beach Sediment Grain Size Analysis Results: The deliverables associated with the Beach Sediment Grain Size Analysis described under Task 3 will include maps showing the locations of samples collected, granulometric reports and grain size distribution curves for individual samples, granulometric reports and grain size distribution curves for composites of each of the six (6)

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profiles along which samples are collected, and overall composite grain size tables, which will include information on the mean grain size, grain size distribution, wet and dry Munsell color, and percent fines. This information will be incorporated into the Year 1 Monitoring and Beach Stability Assessment Report and will also be included as an appendix in the Year 3 Monitoring and Beach Stability Assessment Report, which will serve as the final deliverable for this study.

Year 1 Monitoring and Beach Stability Assessment Report: APTIM will provide a Draft Year 1 Monitoring and Beach Stability Assessment Report to the County within 120 days of completion of all field activities described under Tasks 1, 2, and 3. The Draft report will be provided in digital format only and will include a description of methodology and results for the following analyses: grain size analysis (Task 3), vulnerability analysis (Task 4), shoreline change analysis using historic LiDAR data and Year 1 survey data, 30 year shoreline change modeling, volumetric change analysis in areas where previous beach profile surveys have been conducted, and volume envelope comparative analysis. The report will also provide initial conclusions developed by APTIM as a result of Year 1 analyses.

Upon receiving comments from the County on the Draft report, APTIM will incorporate those comments into a Final Year 1 Monitoring and Beach Stability Assessment Report. APTIM will submit ten (10) hardcopies of the report with USB drive, which will include digital versions of the report, appendices, and data as described in this proposal. In addition to the report, one (1) in-person meeting is included to present the findings of the monitoring report to the County.

Year 2 Beach Profile Survey Report: APTIM anticipates conducting survey operations included under Tasks 6 and 7 approximately 12 months after completion of Year 1 surveys. Upon completion of the beach profile surveys described under Task 6 and the nearshore bathymetric survey described under Task 7, which are optional, APTIM will provide a survey report to the County. The survey report will include methodology, survey notes, control information, profile plots, cross sections, and digital XYZ data. If the County elects to authorize Optional Task 7, the survey report will also include maps showing the results of the nearshore bathymetric survey in the form of color shaded bathymetric maps. Barring any unforeseen circumstances, the draft report will be provided within 90 days following completion of survey operations. The final report will include hardcopies and will be provided as an appendix to the Year 2 Monitoring and Beach Stability Assessment Report.

Year 2 Monitoring and Beach Stability Assessment Report: APTIM will provide a Draft Year 2 Monitoring and Beach Stability Assessment Report to the County within 120 days of completion of all field activities described under Tasks 6 and 7. The Draft report will be provided in digital format only and will include a description of methodology and results for the following analyses: shoreline change analysis using Year 1 and Year 2 survey data, volumetric change analysis throughout the project area using Year 1 and Year 2 survey data, and updates to the volume

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envelope comparative analysis. The report will also provide updated conclusions developed by APTIM as a result of Year 2 analyses.

Upon receiving comments from the County on the Draft report, APTIM will incorporate those comments into a Final Year 2 Monitoring and Beach Stability Assessment Report. APTIM will submit ten (10) hardcopies of the report with USB drive, which will include digital versions of the report, appendices, and data as described in this proposal. In addition to the report, one (1) in-person meeting is included to present the findings of the monitoring report to the County.

Year 3 Beach Profile Survey Report: APTIM anticipates conducting survey operations included under Tasks 9 and 10 approximately 12 months after completion of Year 2 surveys. Upon completion of the beach profile surveys described under Task 9 and the nearshore bathymetric survey described under Task 10, which are optional, APTIM will provide a survey report to the County. The survey report will include methodology, survey notes, control information, profile plots, cross sections, and digital XYZ data. If the County elects to authorize Optional Task 10, the survey report will also include maps showing the results of the nearshore bathymetric survey in the form of color shaded bathymetric maps. Barring any unforeseen circumstances, the draft report will be provided within 90 days following completion of survey operations. The final report will include hardcopies and will be provided as an appendix to the Year 3 Monitoring and Beach Stability Assessment Report.

Year 3 Monitoring and Beach Stability Assessment Report: APTIM will provide a Draft Year 3 Monitoring and Beach Stability Assessment Report to the County within 120 days of completion of all field activities described under Tasks 9 and 10. The Draft report will be provided in digital format only and will include a description of methodology and results for the following analyses: updated vulnerability analysis (Task 11), shoreline change analysis using historic LiDAR data and Years 1, 2, and 3 survey data, updated 30 year shoreline change modeling, volumetric change analysis throughout the project area using Years 1, 2, and 3 survey data, and updates to the volume envelope comparative analysis. The Year 3 Monitoring and Beach Stability Assessment Report will serve as the final deliverable under this scope of services. The report will provide overall conclusions of the 3-year monitoring program.

Upon receiving comments from the County on the Draft report, APTIM will incorporate those comments into a Final Year 3 Monitoring and Beach Stability Assessment Report. APTIM will submit ten (10) hardcopies of the report with USB drive, which will include digital versions of the report, appendices, and data as described in this proposal. In addition to the report, one (1) in-person meeting is included to present the findings of the monitoring report to the County.





## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 2743)**

**Agenda Item Title**

Contract Amendment-Southern Disaster Recovery Notice to Proceed

**Brief Description of Agenda Item:**

Third amendment to Notice to Proceed for debris removal services for Hurricane Dorian. Increase the not to exceed amount by \$54,000.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

**AMENDMENT TO NOTICE TO PROCEED FOR PRE-EVENT CONTRACT  
FOR DISASTER DEBRIS REMOVAL SERVICES BY AND BETWEEN  
COUNTY OF CURRITUCK AND SOUTHERN DISASTER RECOVERY, LLC.**

THIS AMENDMENT to the Notice to Proceed for the Pre-Event Contract for Disaster Debris Removal Services made and entered into this \_\_\_\_ day of March, 2020 by and between 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 Southern Disaster Recovery, LLC., a South Carolina corporation existing and organized pursuant to the laws of the State of South Carolina, (the "Contractor").

**WITNESSETH:**

WHEREAS, County and Contractor entered into an agreement effective September 3, 2019 (the "Contract"), and pursuant to the Contract the County issued a Notice to Proceed effective September 16, 2019 for the Contractor to provide certain services related to the Hurricane Dorian Disaster Debris Removal Services; and

WHEREAS, County and Contractor have determined that modification of the Notice to Proceed is desirable;

NOW, THEREFORE it is mutually agreed that the Notice to Proceed is amended as follows:

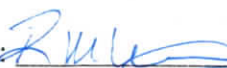
1. "Not to Exceed: amount is rewritten to read as follows:
  1. "Not to Exceed" amount: \$554,000, pursuant to Hourly Rate Schedule, included in Southern Disaster Recovery, LLC's response to RFP for Disaster Debris Removal Services, dated June 20, 2019.
2. Except as amended herein, the terms and conditions of the Notice to Proceed shall remain in effect.

In Testimony Whereof, the parties have executed this Amendment to the Notice to Proceed in duplicate originals this the \_\_\_\_ day of February, 2020.

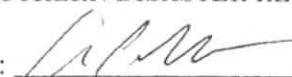
ATTEST:

COUNTY OF CURRITUCK

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

By:  (SEAL)  
Bob White, Chairman  
Board of Commissioners

SOUTHERN DISASTER RECOVERY, LLC

By:  (SEAL)  
Al McClaran, Chief Operating Officer

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

\_\_\_\_\_  
Sandra Hill  
Finance Officer

Attachment: Southern Disaster Recovery-Amendment to NTP (Southern Disaster Recovery Notice to Proceed Amendment)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2758)

**Agenda Item Title**

Fire and EMS Advisory

**Brief Description of Agenda Item:**

Nominee for consideration to serve on the Fire and EMS Advisory Board to serve as the Fire Services Representative, replacing Brooks Hart. If approved, the nominee will fill an unexpired term ending May 31, 2021.

Michael Hurt      5/31/2021 (Unexpired Term)

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**



FIRE AND EMS ADVISORY BOARD  
2 Year Term

Incumbent	District Served	New Appointee	Nominated by	Date of Appointment	End of Term
<b>Fire/EMS Chief</b> Ralph "Chip" Melton	Consensus			12/2/2019	EMS Repres. 5/31/2021
<b>Fire Services Representative</b> Ryland Poyner	Consensus			1/6/2020	Unexpired 5/31/2021
<b>Fire Services Representative</b> <b>Brooks Hart</b>	Consensus			5/18/2015 6/19/2017	2nd Term 5/31/2019
<b>Citizen Representative</b> William Bailey	Consensus			6/4/2018	1st-2 Year Term 5/31/2020
<b>Commissioner*</b> Paul Beaumont	Consensus			12/5/2016	BOC Member
<b>Corolla Fire District Rep</b> Tim Bostaph	Consensus			2/17/2020	Init. 5/31/2022
<b>KI Fire District Rep</b> John Wunder	Consensus			2/17/2020	Init. 5/31/2022

\*Commissioner term expiration extended to December to correlate with election cycles.

Fire/EMS Chief serves as required by ordinance

Commissioner Beaumont serves on this Board



**CURRITUCK COUNTY  
NORTH CAROLINA**

February 17, 2020

Minutes – Regular Meeting of the Board of Commissioners

**WORK SESSION**

**1. 5:00 PM Swan Beach Road Service District**

The Currituck County Board of Commissioners met in the Conference Room of the Historic Courthouse for a work session to discuss creating a road service district in the Swan Beach subdivision located in the Corolla off-road area. County Manager, Ben Stikeleather, presented the request that was submitted by Swan Beach residents and property owners and noted the proposed boundaries would generate an annual revenue between \$2,600 and \$2,700 per .01 cent of tax. Eric Weatherly, County Engineer, projected costs for initial road upgrades at \$35,000/mile and \$3,000/mile for annual maintenance. Photos of area flooding were displayed, and several residents of Swan Beach attended to provide comment. Jim Warfield, who submitted the petition on behalf of property owners, was also in attendance and spoke in support of the request.

To help with initial upgrades and assist with annual maintenance costs, Commissioners discussed using some of the revenue collected from fees paid by horse tour operators, reallocating monies slated for other off-road projects, and occupancy tax. It was determined that a 2.5 cent tax would fund annual maintenance needs for 1.8 miles of roadway within the proposed district, not including stormwater pumping, and Commissioners suggested Mr. Warfield go back to homeowners to see what tax rate they would be willing to pay. The county would need to begin the process in early March for tax assessments to begin on July 1, 2020. The work session concluded at 5:48 PM.

**6:00 PM CALL TO ORDER**

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

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

Chairman White called the meeting to order.

Communication: Minutes for February 17, 2020 (Approval Of Minutes-February 17, 2020)

**A) Invocation & Pledge of Allegiance-Reverend Patrick Moore, Providence Baptist Church**

Commissioner Mary Etheridge offered the Invocation and led the Pledge of Allegiance.

**B) Approval of Agenda**

Commissioner Payment amended the agenda to add a discussion of personnel matters pursuant to G.S. 143-318.11(a)(6) to Closed Session.

Commissioner Mary Etheridge moved for approval. The motion was seconded by Commissioner McCord. The motion carried.

Approved agenda:

**Work Session**

5:00 PM Swan Beach Road Service District

**6:00 PM Call to Order**

A) Invocation & Pledge of Allegiance-Reverend Patrick Moore, Providence Baptist Church

B) Approval of Agenda

**Public Comment**

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

**Commissioner's Report**

**County Manager's Report**

**Administrative Reports**

A) Trillium Annual Report-Bland Baker, Northern Regional Director

B) Albemarle Regional Health Services Report-Battle Betts, Director

C) IT Department Report-Logan Steese, IT Coordinator

**Public Hearings**

- A) Consideration and Action: PB 90-07 Pine Island, Phase 5:**  
Request for a preliminary plat/use permit for a 23 lot Planned Unit Development on Audubon Drive, Tax Map 128, Parcel 2H, Poplar Branch (Beach) Township.
- B) Consideration and Action: PB 15-10 The Landing:**  
Request for an amended preliminary plat/use permit to correct a computation error in the open space acreage, secondary conservation area, and the lot area of a proposed 29 lot conservation subdivision located off Baxter Lane, Tax Map 14, Parcel 4, Moyock Township.
- C) Consideration and Action: PB 19-11 Complete Auto Credit - Use Permit Revocation:** Use permit revocation for automobile sales and rentals at 1383 Caratoke Highway, Tax Map 23, Parcel 10, Moyock Township.
- D) Public Hearing and Consideration of Resolution Authorizing the Sale of Property to JD Love, LLC (Brindley Beach)-Lot 5, Maple Commerce Park**

#### **New Business**

- A) Recommendation of Bid Award-ABC Store, Corolla**
- B) Recommendation of Bid Award-Shingle Landing Park, Moyock**
- C) Consideration of Grant Agreement between Currituck County and the Corolla Wild Horse Fund**
- D) Board Appointments**
1. Fire and EMS Advisory Board
  2. Historic Preservation Commission
  3. Moyock Stormwater Service District
- E) Consent Agenda**
1. Approval Of Minutes-February 3, 2020
  2. Budget Amendments
  3. Project Ordinance-Corolla ABC Store
  4. Report of Unpaid 2019 Real Estate Taxes & Order of Tax Lien Advertisement
  5. EIC-Community Services Block Grant Funding Submission

#### **Recess**



**Special Meeting of the Tourism Development Authority**

Budget Amendments-TDA

**Adjourn Special Meeting Closed****Session**

Closed Session Pursuant to G.S. 143-318.11(a)(3) in order to preserve the attorney-client privilege in the matter entitled 85 and Sunny, LLC v. Currituck County; Amended, to include

G.S. 143-318.11(a)(6) to discuss personnel matters.

**Adjourn**

<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, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Selina S. Jarvis, 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.***

Chairman White opened Public Comment.

Jody O'Donnell, Jarvisburg, said the county has the ability to provide funding for various school facilities, and spoke in favor of the county building a pool for high school swimmers.

Dana Parker of Aydlett, and President of the Currituck County Athletic Booster Club, spoke of the need for athletics funding and asked the Board of Commissioners to work with the Board of Education to create a long-term plan and to develop a solution for high school swimmers.

Jason Sarnowsky, Moyock, disagreed with the high school swim team having to drive to Elizabeth City for student swim practice and supports the county building a pool.

Andrew Sarnowsky of Moyock, and member of the Currituck County High School swim team, talked about the disadvantage to his team due to the limitations presented when practicing at the YMCA and in Elizabeth City. He said a proper pool in the county would allow the team to train to their full potential.

Communication: Minutes for February 17, 2020 (Approval Of Minutes-February 17, 2020)

David Greenwell of Currituck, as a former swimmer, supports the county building a pool that is the proper size and temperature for the swim team.

Following comment, Commissioner Beaumont discussed the possibility of corporate backing, utilizing a maritime safety training center facility slated to be constructed in the county.

No one else was signed up nor wished to speak and the Public Comment period was closed.

### COMMISSIONER'S REPORT

Chairman White acknowledged the absence of Commissioner Jarvis, who was on vacation. He reported he and Commissioner Jarvis attended a recent Board of Education work session to discuss high school accreditation and thanked the school Board for taking up the effort. He attended a district meeting of the North Carolina Association of County Managers where counties discussed solutions to solving firefighter shortages, one of which utilized volunteer training programs through the school system.

Commissioner Payment said he appreciated and agreed with the need to get things accomplished, as was stated during public comment. He also expressed agreement with Commissioner Beaumont's comment regarding securing a corporate sponsor to provide a swim facility. He asked citizens to remember to support their volunteer fire departments.

Commissioner Mary Etheridge, as former Director of Elections for Currituck County, was interviewed by Amber Harris of the North Carolina Association of County Commissioners, for a podcast to discuss elections security. She said the podcast can be viewed on the county website and on her Facebook page. She announced one-stop voting hours and reported her attendance at a ribbon cutting for a breast cancer resource facility located in Moyock called the Pink Ribbon Resource Center.

Commissioner Beaumont talked of recent stormwater discussions that took place at the Board of Commissioners retreat and the need to identify what is impacting flooding, particularly in Moyock. He said growth is not a bad problem to have. He talked about the importance of managing growth.

Commissioner McCord said a variety of topics were discussed at the recent Board of Commissioners retreat. He said all Board work sessions are open to the public and encouraged citizens to check the county website and facebook page for information. He announced his support for school sports programs. Commissioner McCord offered condolences to Kim Old, whose wife passed away, and the family.

Commissioner J. Owen Etheridge was encouraged to see the community attendance at the meeting. He reported his attendance at a reception for Dr. Greg Murphy, United States Congressman for North Carolina. He said Representative Bobby Hanig and Senator Bob Steinburg also attended. He encourage citizens to utilize all resources and reach out to state representatives to discuss issues as well.

Chairman White encouraged citizens to serve on Advisory Boards and announced he will be absent from the March 2, 2020, Commissioners meeting.

## COUNTY MANAGER'S REPORT

County Manager, Ben Stikeleather reported on the start of the county's budget season. He noted the county will post information on social media to inform citizens on what to do if you have a water leak or meter issue, and the process for billing adjustments if a leak has been identified and repaired.

## ADMINISTRATIVE REPORTS

### A. Trillium Annual Report-Bland Baker, Northern Regional Director

Bland Baker, Northern Regional Director of Trillium Health, began by thanking Commissioners for appointing Commissioner Jarvis and citizen member Barbara Courtney, both who are very active and supportive. Mr. Baker used a powerpoint to provide an overview of services in the 26 county area and he provided statistics and data on mental health services provided regionally and locally. He provided an update on Medicaid Transformation and announced companies that will implement the standard plan and discussed funding challenges and impacts to consumers associated with the state budget not yet being approved. Organizational changes in anticipation of Medicaid transformation were reviewed as were current projects and initiatives that included distribution of Naloxone kits to counties, crisis counseling, housing, technology resources, healthy eating, school safety and student outreach programs, and crisis intervention training.

Assistant Peer Coordinator assigned to Currituck County, Tracy Webster, was introduced, and she discussed the primary role of her position and service on the Juvenile Crime Prevention Council and Child Community Protection and Child Fatality Team in Currituck County.

Commissioner McCord noted the good work of the Mobile Crisis Unit and Commissioner Mary Etheridge commented on the trickle-down impacts on services when there is no state budget.

### B. Albemarle Regional Health Services Report-Battle Betts, Director

Albemarle Regional Health Services (ARHS) Director, Battle Betts, attended to present information on services and an update on the Corona Virus. Mr. Betts thanked Commissioner Payment for his engagement on the ARHS Board, and staff members Sandy Jennings, Nicole Hines, Amy Underhill and Ashley Stoop were introduced. Ms. Underhill provided a review of programs and services and Ms. Hines, Currituck County Nursing Supervisor and communicable disease nurse, presented reporting statistics for Currituck County and reviewed the investigations processes for reporting of communicable diseases.

Ms. Jennings reported on the Corona Virus. She discussed the policy for declaring a public health emergency and noted symptoms of the virus. She said ARHS is kept updated with latest information and said the Centers for Disease Control website provides the public with updated travel and quarantine information. Processes for notification and monitoring of patients were reviewed. Current statistics show 70,000

cases with a 2.5% death rate. She said education is key, and advised people to remember to wash hands and if sick, stay home.

### ) Recess

A brief recess was called at 7:12 PM. Chairman White reconvened the meeting at 7:21 PM.

### C. IT Department Report-Logan Steese, IT Coordinator

Internet Technology Services (ITS) Director, Logan Steese, provided information on a large, computer replacement project recently completed for the county. Future projects were discussed, and he reviewed a planned initiative to increase bandwidth for the county and described a free security assessment that will be conducted by the National Guard. He said the assessment will help the county establish proper security protocols. Mr. Steese responded to questions from Commissioners and Ben Stikeleather, County Manager, told Commissioners of Mr. Steese's recent promotion to ITS Director.

## PUBLIC HEARINGS

### A. Consideration and Action: PB 90-07 Pine Island, Phase 5:

APPLICATION SUMMARY	
<b>Property Owner:</b> Pine Island Properties, LLC 4400 Silas Creek Pkwy, Suite 302 Winston Salem, NC 27104	<b>Applicant:</b> Turnpike Properties, LLC 4400 Silas Creek Pkwy, Suite 302 Winston Salem, NC 27104
<b>Case Number:</b> PB90-07	<b>Application Type:</b> Preliminary Plat/Use Permit Phase 5B
<b>Parcel Identification Numbers:</b> 0128-000-002H-0000 (Phase 5B)	<b>Existing Use:</b> Planned Unit Development
<b>2006 Land Use Plan Classification:</b> Full Service	<b>PUD Parcel Size (Acres):</b> 366.22 <b>Phase 5B:</b> 25.15
<b>Request:</b> Preliminary Plat/Use Permit	<b>Zoning:</b> SFO with PUD Overlay
<b>PUD Number of Units:</b> 303 units <b>Phase 5B:</b> 23 units	<b>PUD Density:</b> .87 units per acre <b>Phase 5B:</b> .91 units per acre
<b>PUD REQUIRED Open Space:</b> 128.18 acres (35%) <b>Phase 5B:</b> 7.01 acres (27.9%)	<b>PUD PROVIDED Open Space:</b> 137.95 acres (37.67%) <b>Phase 5B:</b> 7.01 acres (27.9%)

SURROUNDING PARCELS		
	Land Use	Zoning
North	Single Family Dwellings, Hotel and National Audubon Society Property	SFO with PUD Overlay
South	Single Family Dwellings and National Audubon Society Property	SFO with PUD Overlay



East	Single Family Dwellings and Atlantic Ocean	SFO with PUD Overlay
West	National Audubon Society Property	SFO with PUD Overlay

The applicant is requesting preliminary plat/use permit approval for a 23 lot residential subdivision within the Pine Island Planned Unit Development (PUD). On September 16, 2019, the Board of Commissioners approved an amended sketch plan/use permit for Pine Island PUD to allow Phase 5B (Lot 4R) to be developed as 23 single-family dwelling lots on condition that the side setbacks shall be a minimum of 15' on the proposed lots. The applicant is proposing 15' side setbacks for principal structures. The property is located adjacent to the Atlantic Ocean, south of the Hampton Inn in Corolla. Paved sidewalks are proposed within the subdivision and connections will be made to the existing sidewalk along NC12. Community water access is available on the North and South of the property and each owner of oceanfront property may construct a private beach access way. A cabana is proposed at the northern end of the property.

A community meeting was not required for this application; community meetings are not required for plats of less than 50 lots.

#### INFRASTRUCTURE

<b>WATER</b>	PUBLIC
<b>SEWER</b>	PRIVATE CENTRALIZED SYSTEM
<b>TRANSPORTATION</b>	PEDESTRIAN: PROPOSED SIDEWALK WILL CONNECT TO PATH ALONG NC1 CONNECTIVITY SCORE: MINIMUM = 1.2 PROPOSED = 1.5
<b>STORMWATER/DRAINAGE</b>	REVIEWED BY SOIL AND STORMWATER MANAGER.
<b>LIGHTING</b>	NONE PROPOSED.
<b>LANDSCAPING</b>	STREET TREES WILL BE REQUIRED.
<b>PARKING</b>	ADEQUATE PARKING WILL BE PROVIDED ON EACH LOT AS WELL AS AT THE PROPOSED CABANA AMENITY.
<b>COMPATIBILITY</b>	THE USE IS COMPATIBLE WITH THE 2006 LAND USE PLAN.
<b>RECREATION AND PARK AREA DEDICATION</b>	A FEE-IN-LIEU WILL BE PROVIDED. THE FEE WILL BE BASED ON THE ASSESSED VALUE AT THE TIME OF FINAL PLAT.
<b>RIPARIAN BUFFERS</b>	CAMA REGULATIONS APPLY TO OCEANFRONT LOTS.

#### 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. Side setbacks shall be a minimum of 15' for principal structures.
  - b. A fee in lieu is required and shall be paid prior to final plat.

## USE PERMIT REVIEW STANDARDS

A USE PERMIT SHALL BE APPROVED ON A FINDING THAT THE APPLICANT DEMONSTRATES THE PROPOSED USE WILL MEET THE BELOW REQUIREMENTS. IT IS STAFF'S OPINION THAT THE EVIDENCE IN THE RECORD, PREPARED IN ABSENCE OF TESTIMONY PRESENTED AT A PUBLIC HEARING, SUPPORTS THE PRELIMINARY STAFF FINDINGS

The use will not endanger the public health or safety.

### PRELIMINARY APPLICANT FINDINGS:

1. THE USE CONFORMS TO ADJACENT LAND USES.
2. APPROPRIATE CONSIDERATIONS TO THESE COMPONENTS WILL BE GIVEN DURING DESIGN OF CONSTRUCTION DRAWINGS.
3. THE PROPOSED DEVELOPMENT WILL BE SERVED BY A NEW ROADWAY MEETING NCDOT STANDARDS AND WATER/SEWER MEETING STATE REGULATIONS.

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

### PRELIMINARY APPLICANT FINDINGS:

1. The proposed use will not injure the values of adjoining or abutting properties and will complement the adjoining existing uses.
2. The proposed single family dwelling lots are equivalently sized (actually larger) to the adjoining subdivision and offer similar amenities.

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

### Preliminary Staff Findings:

The 2006 Land Use Plan classifies this site as Full Service within the Corolla subarea. The proposed use is consistent with the policies of the plan, including:

POLICY HN1: Currituck County shall encourage development to occur at densities appropriate for the location.

POLICY HN3: Currituck County shall especially encourage two forms of residential development, each with the objective of avoiding traditional suburban sprawl:

1. OPEN SPACE DEVELOPMENTS that cluster homes on less land, preserving permanently dedicated open space and often employ on-site or community sewage treatment.

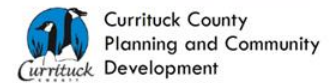
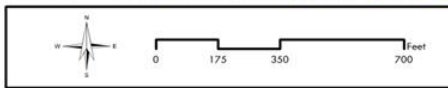
The use will not exceed the county's ability to provide adequate public facilities, including, but not limited to: schools, fire and rescue, law enforcement, and other county facilities. Applicable state standards and guidelines shall be followed for determining when public facilities are adequate.

### PRELIMINARY STAFF FINDINGS:

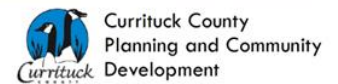
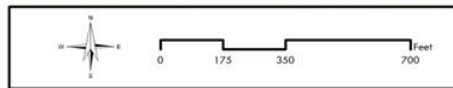
1. The proposed use will not exceed the county's ability to provide adequate public facilities. Utility services are proposed for the site, wastewater and water capacity are available, and on-site stormwater management is proposed to address additional run-off.



Pine Island PUD Phase 5B  
Preliminary Plat/Use Permit  
Aerial

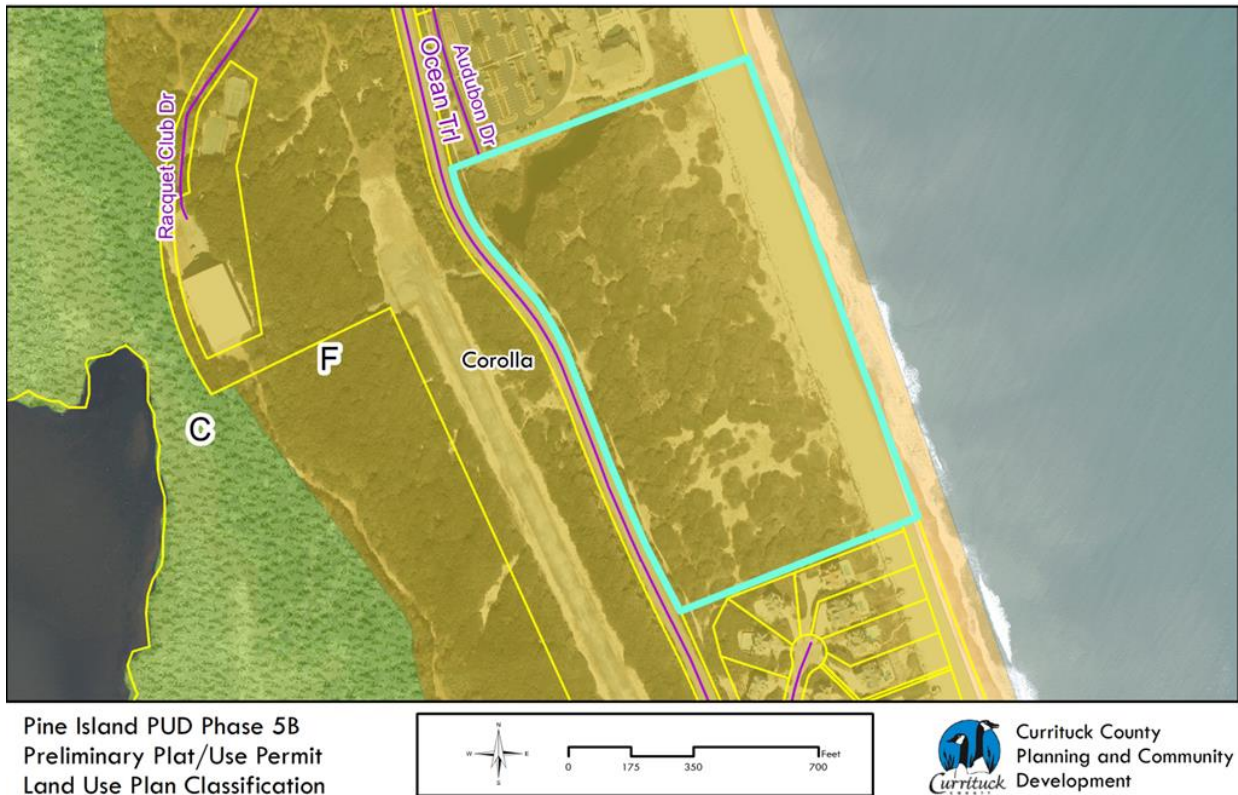


Pine Island PUD Phase 5B  
Preliminary Plat/Use Permit  
Zoning



Communication: Minutes for February 17, 2020 (Approval Of Minutes-February 17, 2020)





Parties to testify were sworn in and Planner, Jennie Turner, presented the application request for Pine Island, Phase 5, preliminary plat/Use Permit. Ms. Turner used the overhead to display an aerial of the location, surrounding property and subdivision plat. Conditions for approval were reviewed and included establishing the timing for construction of beach walkovers and instituting fifteen foot side setbacks for principal structures. Supporting policies were reviewed.

Michael Strader, Engineer, spoke on behalf of the applicant and offered to answer any questions. He confirmed the applicant did agree to the fifteen foot side setback condition for principal structures.

Commissioner Beaumont expressed concerns with safety and prefers no type of structure, including accessory structures, to be allowed within the fifteen foot setback. Mr. Strader said fire code would disallow too much encroachment.

Mr. Strader, along with applicant Rolf Blizzard of Turnpike Properties, described the construction plan and timing for building of the northern and southern beach walkovers and cabana, with intent to maintain natural landscape buffers and pathways. The cabana, walkovers and cluster boxes would be built toward the beginning of development. Mr. Blizzard said Coastal Area Management Administration (CAMA) permitting requirements would be followed, and he reported no issues with setbacks were raised by the Fire Code Official during Technical Review Committee (TRC).

Chairman White opened the Public Hearing.



Daniel Placha, a Pine Island property owner neighboring the development talked about possibly relocating a planned beach access a few blocks north to provide the ability for people to be more spread out when accessing the beach. He believes the current location of the beach access will negatively affect his property value.

Chairman White discussed the expert testimony requirement necessary for Board to make decisions in a quasi-judicial proceeding, and County Attorney, Ike McRee, reviewed the statutory requirement for expert testimony to be presented to sufficiently prove the findings of fact. Following discussion, Chairman White moved to continue the public hearing to the meeting of March 16, 2020. Commissioner Beaumont seconded the motion. The motion carried.

<b>RESULT:</b>	<b>CONTINUED [UNANIMOUS]</b>	<b>Next: 3/16/2020 6:00 PM</b>
<b>MOVER:</b>	Bob White, Chairman	
<b>SECONDER:</b>	Paul M. Beaumont, Commissioner	
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Kevin E. McCord, Commissioner	
<b>ABSENT:</b>	Selina S. Jarvis, Commissioner	

#### B. Consideration and Action: PB 15-10 The Landing:

APPLICATION SUMMARY	
<b>Property Owner:</b> James M. Jarvis, Jr. Trustee, Catherine C. Thrasher Trustee The James Jarvis & Catherine Thrasher Revocable Living Trust 241 Shingle Landing Road Moyock, NC 27958	<b>Applicant:</b> Same
<b>Case Number:</b> PB 15-10	<b>Application Type:</b> Amended Preliminary Plat/ Use Permit
<b>Parcel Identification Number:</b> 0014-000-0004-0000	<b>Existing Use:</b> Undeveloped, partially wooded site
<b>2006 Land Use Plan Classification:</b> Rural/ Conservation <b>2014 Moyock Small Area Plan Land Use Classification:</b> Limited Service/Conservation	<b>Parcel Size (Acres):</b> 120.06 (Total tract) 72.66 (Total development area) 47.4 (Residual parcel to be recorded)
DEVELOPMENT SUMMARY	
<b>Type of Subdivision:</b> Type II - Conservation	<b>Number of Units:</b> 29 residential lots
<b>Project Gross Density:</b> 0.4 units/acre (72.66 ac)	<b>Net Density:</b> 0.93 units/acre (27.06 ac)
<b>Required Open Space:</b> 36.33 acres (50%)*	<b>Provided Open Space:</b> 42.58 acres (58.6%)*
<b>Smallest Lot Size:</b> 37,969 sf	<b>Average Lot Size:</b> 40,707 sf

\*Subject to the requirements in effect for the original approval

SURROUNDING PARCELS		
	LAND USE	ZONING
NORTH	FARMLAND, WOODLAND	AG
SOUTH	LOW DENSITY RESIDENTIAL	SFM
EAST	UNDEVELOPED/WOODED/SHINGLE LANDING CREEK	SFM

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WEST	LOW DENSITY RESIDENTIAL	SFM, C-SFM
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**NARRATIVE**

The applicant is requesting an amendment to the preliminary plat/use permit to correct a computation error. The error was in the acreage of open space, secondary conservation, and the lot area calculations of a proposed 29-lot conservation subdivision. The preliminary plat/use permit was approved by the Board August 15, 2016. An extension of the preliminary plat/use permit was granted by the Board September 4, 2018 and will expire August 15, 2020 if a final plat is not submitted. The property is located at the terminus of Little Acorn Trail adjacent to Baxter's Lane Estates Subdivision and Shingle Landing Creek in Moyock Township. The proposed subdivision abuts the planned County-owned Moyock park property and it is located in an area that has experienced recent subdivision growth. Paved walking trails are proposed and connections will be made to existing sidewalks in adjacent neighborhoods and to the park property. Community water access and kayak launch are also proposed. This amendment is subject to the requirements of the original approval (2015). There are no requested changes to the use permit conditions.

Specifically, the proposed amendment will correct the following calculation errors:

2016 Approved Preliminary Plat	Proposed Amendment to Preliminary Plat
Total Tract: 72.66 acres	Total Tract: 72.66 acres
Total Number of Units: 29 residential lots	Total Number of Units: 29 residential lots
Total Lot Area: 26.25 acres	Total Lot Area: 27.06 acres
Total Open Space Provided: 43.39 acres	Total Open Space Provided: 42.58 acres
Secondary Conservation Area: 9.11 acres	Secondary Conservation Area: 8.3 acres

**DEVELOPMENT HISTORY**

The use permit was approved August 15, 2016 for The Landing with the following conditions of approval:

1. Recreation and Park Area Dedication or Payment-in-Lieu resolved to County's satisfaction.
2. Community Water Access shall be provided including an elevated boardwalk and kayak launch adjacent to Shingle Landing Creek.
3. Paved walking trails and connection to existing sidewalks shall be required.
4. Record exempt division plat so that the application and area calculations are consistent with the 72.66 acre tract.
5. Access streets shall meet NCDOT Construction Standards.
6. Soil engineering for footer(s) will be required as determined by soil map.
7. The minimum homes values are \$250,000.

A two-year extension was approved by the Board September 4, 2018 and the use permit will expire August 15, 2020.

The applicant is not proposing any changes to the use permit conditions and staff is providing the following updates:

1. The applicant will make a connection to the proposed park. The preliminary plat indicates a 20' access easement is proposed to Currituck County for an elevated boardwalk to Shingle Landing Creek. An easement to the County is proposed for the construction of a single camping platform not to exceed 300 square feet is also shown on the preliminary plat. The deed of easement has not transferred to Currituck County.
2. A community water access is shown on the preliminary plat with an elevated boardwalk and kayak launch. The applicant submitted construction drawings that indicate no improvements for the kayak launch.

3. The preliminary plat indicates the paved walking trails except for the last 50' of the connection to Shingle Landing Creek which is shown as a boardwalk (wooden). The UDO requires the walking trails located in the riparian buffer to be boardwalk (wooden).
4. The exempt division plat has not been recorded.
5. All streets will meet NCDOT construction standards.

INFRASTRUCTURE				
WATER		PUBLIC		
SEWER		ON-SITE WASTEWATER (SEPTIC)		
TRANSPORTATION		THE PROPOSED ROADS WILL BE LOCATED IN A 50' RIGHT OF WAY WITH ROADSIDE SWALES. THE PRIMARY ACCESS IS LITTLE ACORN TRAIL. IT IS THE APPLICANT'S RESPONSIBILITY TO EXTEND LITTLE ACORN TRAIL TO MAKE THE CONNECTION TO THE SUBJECT PROPERTY. THE UDO ALSO REQUIRES ROAD CONSTRUCTION TO THE PROPERTY LINE THAT ABUTS THE EXISTING PORTION OF BAXTER'S LANE. THE APPLICANTS WILL INSTALL PAVED WALKING TRAILS AND WILL MAKE CONNECTIONS TO EXISTING SIDEWALKS.		
STORMWATER/DRAINAGE		ROADSIDE AND LOT LINE SWALES WILL BE INSTALLED THAT WILL CONNECT TO A STORMWATER POND. TWO MAJOR DRAINAGEWAYS (OUTLETS) ARE LOCATED WITHIN AND/OR ADJOINING THE PROPOSED BOUNDARIES OF THE DEVELOPMENT. THE BAXTER LANE DITCH IS LOCATED ON THE NORTHERN PORTION OF THE PROPERTY AND THE BAXTER ESTATES OUTLETS ARE LOCATED IN AND ALONG THE SOUTHERN BOUNDARY. SINCE THE 2016 APPROVAL OF THE PRELIMINARY PLAT/USE PERMIT, SEVERAL NEW SUBDIVISIONS INSTALLED UPSTREAM DRAINAGE IMPROVEMENTS THAT FLOW THROUGH THIS PROPERTY TO SHINGLE LANDING CREEK. NUMEROUS STORM EVENTS AND MAINTENANCE DEFICIENCIES HAVE RESULTED IN DRAINAGE IMPEDIMENTS IN THE OUTLET THAT MAY REDUCE THE STORMWATER FLOWS TO SHINGLE LANDING CREEK.		
SCHOOLS		ELEMENTARY STUDENTS GENERATED: 7		
		MIDDLE SCHOOL STUDENTS GENERATED: 2		
		HIGH SCHOOL STUDENTS GENERATED: 4		
COMPATIBILITY		THE USE IS COMPATIBLE WITH THE 2006 LAND USE PLAN AND THE 2014 MOYOCK SMALL AREA PLAN.		
RECREATION AND PARK AREA DEDICATION		The applicants offered an easement for access to Shingle Landing Creek as well as construction of a camping platform along the creek. A payment-in-lieu will be required if the County prefers not to accept the easement.		
ADEQUATE PUBLIC FACILITIES – SCHOOLS <sup>1</sup>				
School	2019-2020 Actual Capacity <sup>2</sup>	2021-2022 Actual Capacity <sup>3</sup>	Committed Capacity <sup>3</sup>	Proposed Capacity Changes
				Number of Students
Moyock Elementary	109%	98%	122%	No capacity changes in the requested amendment
Shawboro Elementary	87%			
Central Elementary	77%			
Griggs Elementary	70%	74%	99%	
Jarvisburg Elementary				
Knotts Island Elementary	36%	38%	38%	

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Moyock Middle Currituck Middle	83%	83%	95%	No capacity changes in the requested amendment
Currituck High JP Knapp Early College	85%	85%	103%	No capacity changes in the requested amendment

<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 2019-2020 classroom standards and January 2020 ADM

<sup>3</sup>Capacity percentages are based on the 2021-2022 classroom standards and January 2020 ADM

## RECOMMENDATIONS

### TECHNICAL REVIEW COMMITTEE

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

1. The application complies with all applicable review standards of the UDO provided the following items are addressed:
  - a. Recreation and Park Area Dedication or Payment-in-Lieu resolved to County's satisfaction.
  - b. Community Water Access shall be provided including an elevated boardwalk and kayak launch adjacent to Shingle Landing Creek.
  - c. Paved walking trails and connection to existing sidewalks shall be required.
  - d. Record exempt division plat so that the application and area calculations are consistent with the 72.66 acre tract.
  - e. Access streets shall meet NCDOT Construction Standards.
  - f. Soil engineering for footer(s) will be required as determined by soil map.
2. **A use permit shall be approved on a finding that the applicant demonstrates the proposed use will meet the below requirements. It is staff's opinion that the evidence in the record, prepared in absence of testimony presented at a public hearing, supports the preliminary findings.**

### USE PERMIT REVIEW STANDARDS

THE USE WILL NOT ENDANGER THE PUBLIC HEALTH OR SAFETY.

#### Preliminary Applicant Finding:

1. **The use will adhere to County health and safety standards, including recommendations made by Albemarle Regional Health Services. The project should not adversely affect the public health or safety.**

THE USE WILL NOT INJURE THE VALUE OF ADJOINING OR ABUTTING LANDS AND WILL BE IN HARMONY WITH THE AREA IN WHICH IT IS LOCATED.

#### Preliminary Applicant Findings:

1. **Land to the east and south has been developed into single family homes; the developable portion of this tract will be developed similarly; over 50% of the land will be preserved. Lot sizes are similar to those in adjacent subdivisions. Wetlands will be preserved. The use will not injure the value of adjoining or abutting lands, and will be in harmony with the surrounding area.**

THE USE WILL BE IN CONFORMITY WITH THE LAND USE PLAN OR OTHER OFFICIALLY ADOPTED PLANS.

#### Preliminary Staff Findings:

1. **The UDO indicates that a Type II conservation subdivision is allowed in the AG zoning district with a use permit.**



2. The 2006 Land Use Plan classifies this site as Rural within the Moyock subarea. The proposed use is in keeping with the policies of the plan, some of which are:  
POLICY HN1: Currituck County shall encourage development to occur at densities appropriate for the location.

POLICY HN3: Currituck County shall especially encourage two forms of residential development, each with the objective of avoiding traditional suburban sprawl:

1. OPEN SPACE DEVELOPMENTS that cluster homes on less land, preserving permanently dedicated open space and often employ on-site or community sewage treatment.

POLICY ES2: NON-COASTAL WETLANDS, including FRESHWATER SWAMPS, AND INLAND, NON-TIDAL WETLANDS, shall be conserved for the important role they play in absorbing floodwaters, filtering pollutants from stormwater runoff, recharging the ground water table, and providing critical habitat for many plant and animal species.

3. The 2014 Moyock Small Area Plan classifies this site as Limited Service. The policy emphasis of this designation is more on residential development and densities. Limited service designations provide for limited availability to infrastructure and services and low to moderate residential densities. This application is low density at .4 units per acre. The proposed use is in keeping with the policies of the plan, some of which are:

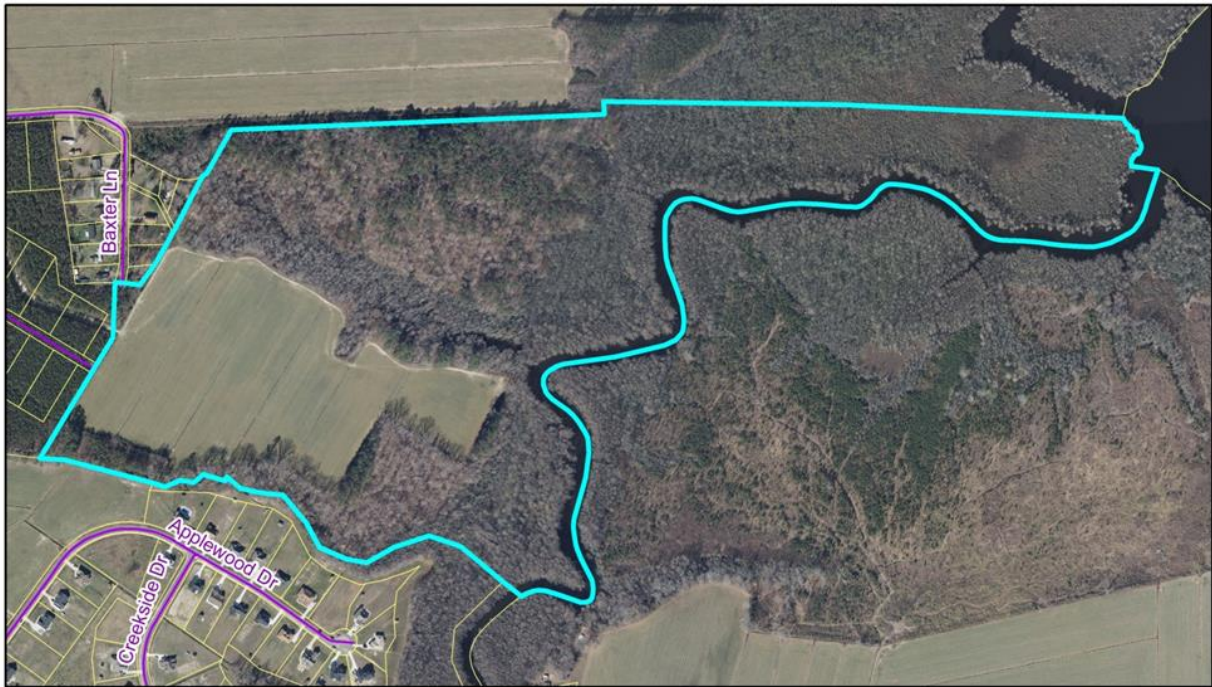
POLICY FLU1: Promote compatibility between new development and existing development to avoid adverse impacts to the existing community.

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 map of this plan.

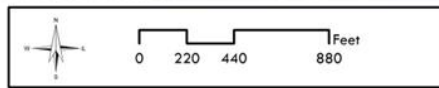
THE USE WILL NOT EXCEED THE COUNTY'S ABILITY TO PROVIDE ADEQUATE PUBLIC FACILITIES, INCLUDING, BUT NOT LIMITED TO: SCHOOLS, FIRE AND RESCUE, LAW ENFORCEMENT, AND OTHER COUNTY FACILITIES. APPLICABLE STATE STANDARDS AND GUIDELINES SHALL BE FOLLOWED FOR DETERMINING WHEN PUBLIC FACILITIES ARE ADEQUATE.

**Preliminary Staff Findings:**

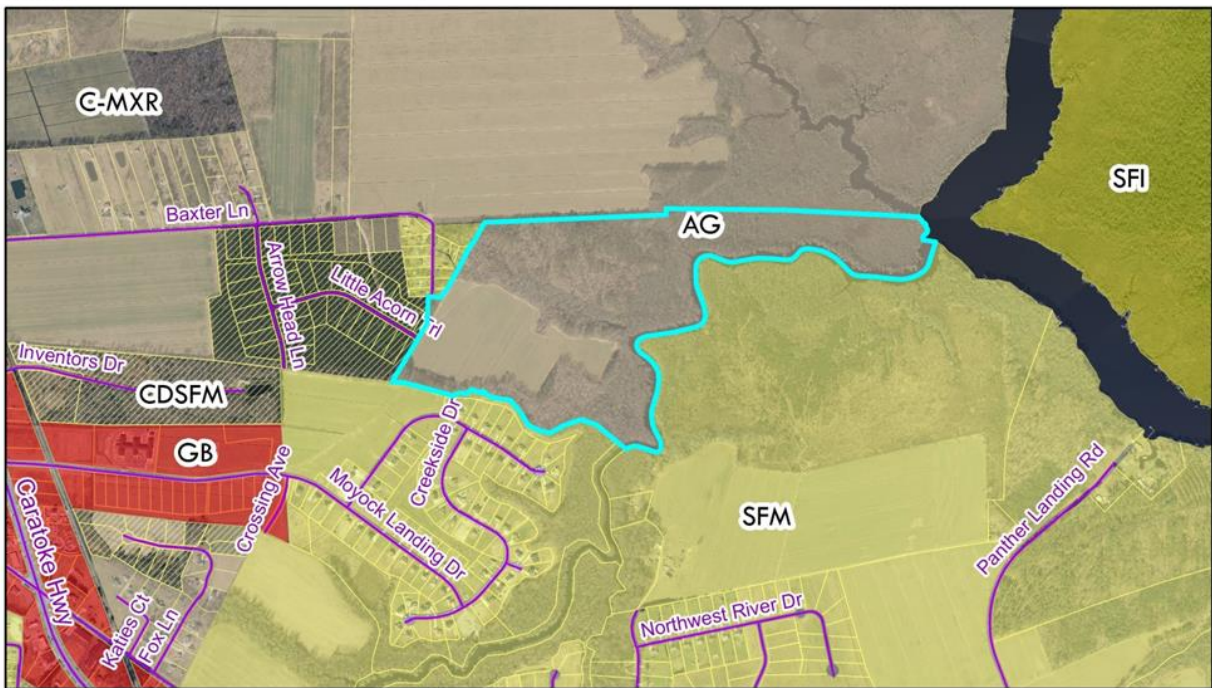
1. The Landing preliminary plat and use permit were approved by the Board of Commissioners on August 15, 2016.
2. The Board of Commissioners approved a two-year extension of the preliminary plat/use permit September 4, 2018 and will expire August 15, 2020.
3. The preliminary plat/use permit indicates 29 residential lots.
4. There is no increase in the number of residential lots as shown on the approved preliminary plat.
5. The proposed amendment will correct a computation error on an unexpired preliminary plat.
6. Based on the 2004 Student Generation Rates prepared by Tischler & Associates the proposed subdivision is projected to generate seven elementary students, two middle school students, and four high school students.
7. At the time of the approved preliminary plat and use permit (August 15, 2016) the seven elementary students, two middle school students, and the four high school students generated from this development did not exceed the county's ability to provide adequate public facilities.



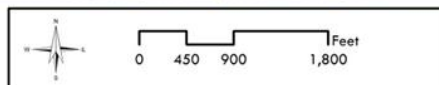
PB 15-10 The Landing  
Preliminary Plat - Use Permit  
Aerial



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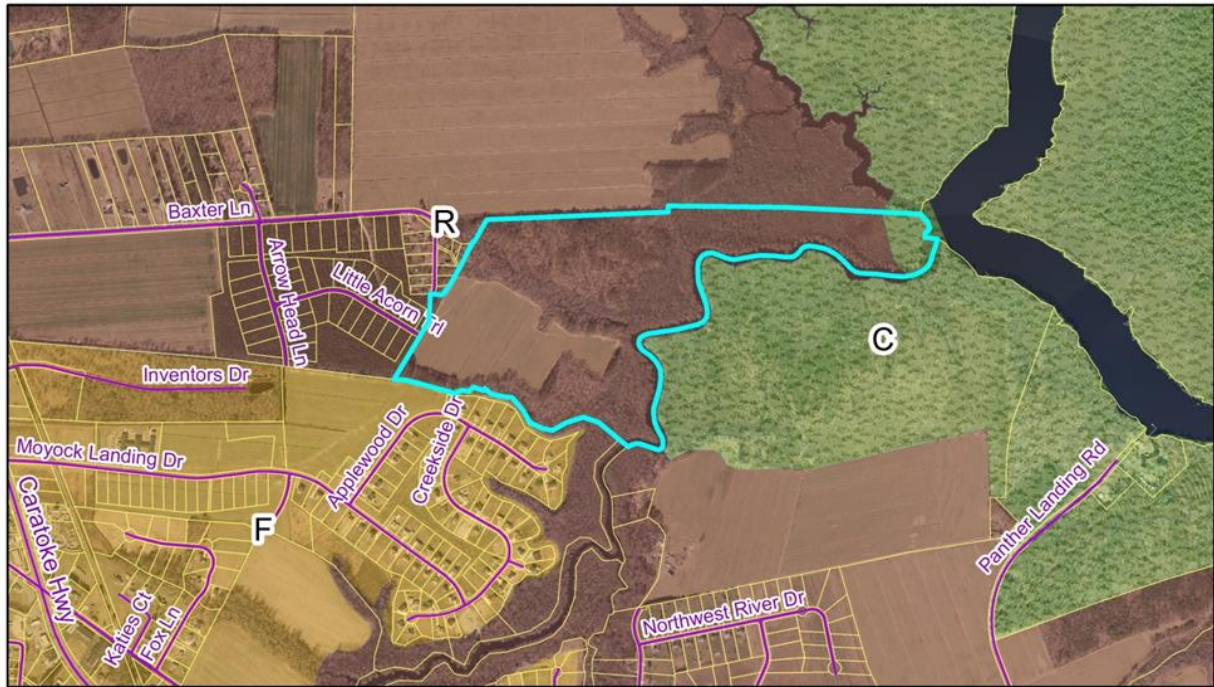
PB 15-10 The Landing  
Preliminary Plat - Use Permit  
Zoning Districts



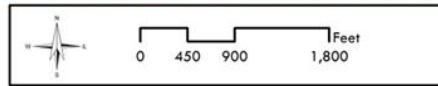
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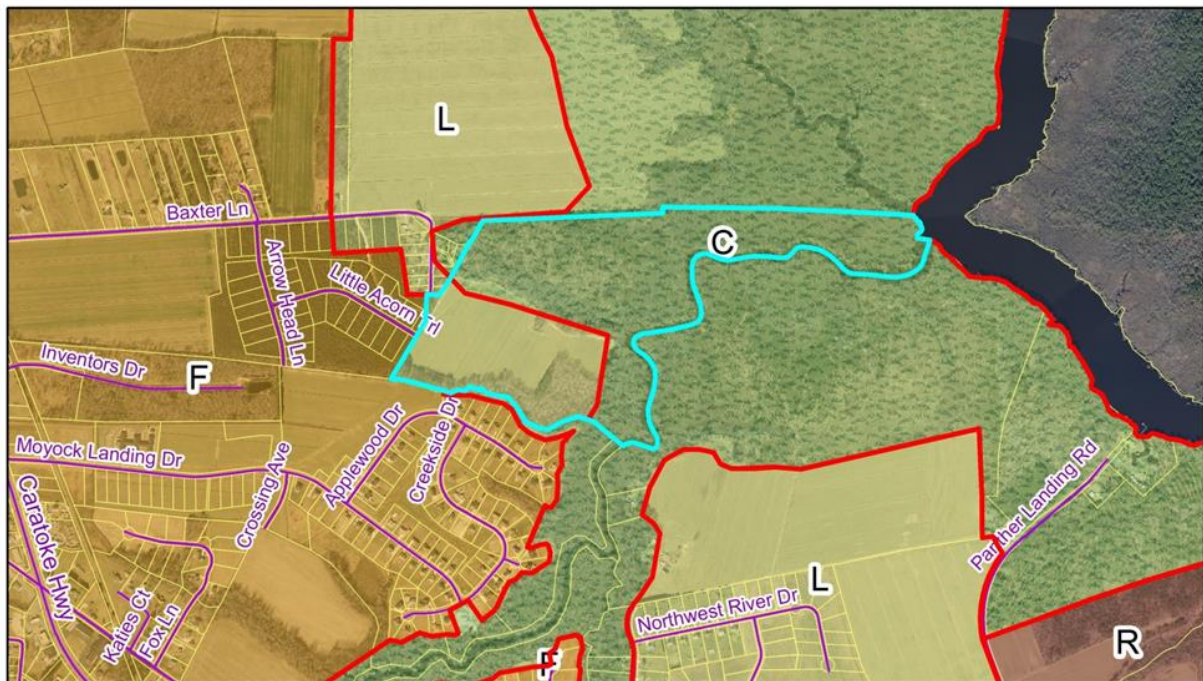




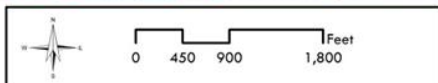
PB 15-10 The Landing  
Preliminary Plat - Use Permit  
Land Use Plan Classifications



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PB 15-10 The Landing  
Preliminary Plat - Use Permit  
Moyock SAP - Future Land Use



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Parties to testify were sworn in and Donna Voliva, Assistant Planning Director, presented the request to amend the preliminary plat/use permit for The Landing to correct a computation error. Using the overhead, she displayed an aerial of the development

location, neighboring land use and zoning, and subdivision plat. The computation error was reviewed for the Board. Ms. Voliva said the Technical Review Committee (TRC) recommends approval, subject to the same conditions proposed at the original approval in 2016, and those conditions were reviewed with Commissioners. Use permit review standards and supporting policies were presented.

David Klebitz, Engineer, testified on behalf of the applicant. He said this application is to correct a calculation error that was identified when the applicant went for construction approval. They are unable to move forward until the correction is made. He said permits are in place, and the project's open space still exceeds the fifty percent minimum requirement. During discussion of drainage, Mr. Klebitz expressed the owner's willingness to clean out the existing ditching but reported the owner is questioning why all of this responsibility is visited on an individual property owner when the ditch serves a large area of Moyock.

Eric Weatherly, Currituck County Engineer, was sworn in to testify as to the working of the ditch and drainage on the property. He said it is a snag and clear project and responded to questions pertaining to the ditch sizing and widening that may be needed in some areas. Mr. Klebitz confirmed open space easements are provided.

Chairman White opened the Public Hearing.

George Turner, Baxter Lane, expressed concerns with the road in the proposed subdivision tying into their road, which is private and not up to standard. He asked about two lots that back up to his fence line affecting an existing easement. He said the easement is not shown on the subdivision plat and is concerned it will be removed. He voiced concerns with a proposed four-acre pond that will be installed close to his property and with drainage when existing ditching on the property is filled in.

In response, Ms. LoCicero said there would be a barrier prohibiting vehicle access from the subdivision to his road, and Mr. Klebitz confirmed no physical road connection is proposed but a waterline connection would be run through to the existing line. He said the plan is to maintain the existing ditch on the property, and it will not drain into the stormwater pond. He is not aware of an easement or road to be removed.

Johnny Moretz voiced his concerns related to stormwater and drainage and potential flooding on his property as a result. He questioned where the dirt from the large stormwater pond would be placed and showed pictures of flooding in the area and debris in the swamp hindering drainage.

No others were signed up nor wished to speak and the Public Hearing was closed.

There was no further discussion and Commissioner J. Owen Etheridge moved to approve, as it is more or less a correction in paperwork. When asked, Ike McRee, County Attorney, said it is an amendment and should be treated in the same manner as when it was originally before the Board.

Commissioner J. Owen Etheridge continued his motion and moved for approval based on the findings and fact and Technical Review Committee (TRC) conditions of approval:



The use will not endanger the public health or safety.

- The use will adhere to County health and safety standards, including recommendations made by Albemarle Regional Health Services. The project should not adversely affect the public health or safety.

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.

- Land to the east and south has been developed into single family homes; the developable portion of this tract will be developed similarly; over 50% of the land will be preserved. Lot sizes are similar to those in adjacent subdivisions. Wetlands will be preserved. The use will not injure the value of adjoining or abutting lands, and will be in harmony with the surrounding area.

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

THE UDO INDICATES THAT A TYPE II CONSERVATION SUBDIVISION IS ALLOWED IN THE AG ZONING DISTRICT WITH A USE PERMIT.

The 2006 Land Use Plan classifies this site as Rural within the Moyock subarea. The proposed use is in keeping with the policies of the plan, some of which are:

POLICY HN1: Currituck County shall encourage development to occur at densities appropriate for this location.

POLICY HN3: Currituck County shall especially encourage two forms of residential development, each with the objective of avoiding traditional suburban sprawl:

1. OPEN SPACE DEVELOPMENTS that cluster homes on less land, preserving permanently dedicated open space and often employ on-site or community sewage treatment.

POLICY ES2: NON-COASTAL WETLANDS, including FRESHWATER SWAMPS, AND INLAND, NON-TIDAL WETLANDS, shall be conserved for the important role they play in absorbing floodwaters, filtering pollutants from stormwater runoff, recharging the ground water table, and providing critical habitat for many plant and animal species.

The 2014 Moyock Small Area Plan classifies this site as Limited Service and Conservation. The policy emphasis of this designation is more on residential development and densities. Limited service designations provide for limited availability to infrastructure and services and low to moderate residential densities. This application is low density at .4 units per acre. The proposed use is in keeping with the policies of the plan, some of which are:

POLICY FLU1: Promote compatibility between new development and existing development to avoid adverse impacts to the existing community.

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 map of this plan.

The use will not exceed the county's ability to provide adequate public facilities

- The Landing preliminary plat and use permit were approved by the Board of Commissioners on August 15, 2016.
- The Board of Commissioners approved a two-year extension of the preliminary plat/use permit September 4, 2018 and will expire August 15, 2020.
- The preliminary plat/use permit indicates 29 residential lots.
- There is no increase in the number of residential lots as shown on the approved preliminary plat.
- The proposed amendment will correct a computation error on an unexpired preliminary plat.
- Based on the 2004 Student Generation Rates prepared by Tischler & Associates the proposed subdivision is projected to generate seven elementary students, two middle school students, and four high school students.
- At the time of the approved preliminary plat and use permit (August 15, 2016) the seven elementary students, two middle school students, and the four high school students generated from this development did not exceed the county's ability to provide adequate public facilities.

Also add the Engineer's agreement that clearing and snagging be done on the area as mentioned in terms of opening the drainage way.

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

<b>RESULT:</b>	<b>MOTION PASSED-ITEM APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	J. Owen 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, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Selina S. Jarvis, Commissioner

#### ) Recess

The Chairman called a recess at 9:01 PM. The meeting reconvened at 9:17 PM.

#### C. Consideration and Action: PB 19-11 Complete Auto Credit - Use Permit Revocation:

DEVELOPMENT SUMMARY	
<b>Property Owner:</b> Tiffany Richardson	<b>Applicant:</b> Marc Sisino
<b>Case Number:</b> PB 19-11	<b>Application Type:</b> Use Permit
<b>Parcel Identification Number:</b> 0023-000-0010-0000	<b>Existing Use:</b> Automobile sales
<b>Land Use Plan Classification:</b> Rural	<b>Parcel Size (Acres):</b> 1.58
<b>Request:</b> Revocation of Use Permit for Auto Sales in GB	<b>Zoning:</b> General Business

**SURROUNDING PARCELS**

	Land Use	Zoning
North	Office Strip	General Business
South	Vacant	Heavy Industrial
East	Vacant	Heavy Industrial
West	Solar Array	Heavy Industrial

In June 2019, the Board of Commissioners approved a Use Permit to allow automobile sales at 1383 Caratoke Highway. Below are the Conditions of Approval that were incorporated into the Use Permit:

1. The applicant shall have ninety (90) days to complete having the building to commercial standards as required by the UDO and receive a Certificate of Occupancy.
2. Improvements will be made to the parking and display areas in accordance with the approved site plan.
3. Landscaping will be upgraded in accordance to the Unified Development Ordinance.
4. Trees can be moved to keep a twenty-five (25) foot area of visibility for the line of sight; the twenty-five foot sight line shall be measured from the existing curb.
5. Display Areas I be screened with a Type A buffer yard, also keeping the twenty-five foot area of visibility.
6. Outdoor storage of vehicles shall occur only within the approved display areas.

On October 15, 2019, staff inspected 1383 Caratoke Highway for compliance with the Conditions of Approval and found those conditions had not been met by the applicant. Below is a timeline of the enforcement process:

- October 15, 2019 –Notice of Violation was issued for non-compliance with the Use Permit Conditions of Approval.
- November 14, 2019 – deadline for appeal of Notice of Violation to the Board of Adjustment; applicant did not submit an appeal; Civil Citations issued
- January 30, 2020 –inspection of the property; Conditions of Approval had not been met; revocation hearing scheduled.

The applicant did not meet all the requirements of Use Permit. Below is the status of the Conditions of Approval.

1. The applicant submitted an Appendix B and made the required improvements for conversion back to a commercial building with the exception of the sign height for the ADA parking space.
2. New paving has been installed but applicant did not apply for or receive a zoning permit for the minor site plan.
3. Landscaping along the northern property line, fence line or southern property line has not been installed.
4. Landscaping has not been installed.
5. Type A buffer yard has not been installed to screen the display areas.
6. Outdoor storage of vehicles is occurring in areas that are not designated on the site plan as display areas.

**RECOMMENDATIONS****PLANNING AND COMMUNITY DEVELOPMENT**

The Unified Development Ordinance Section 9.5.4 provides the enforcement procedure when an investigation finds a violation. The procedure was followed, with the correct notification of the violations. The property owner did not appeal the notice of violation nor did the property come into compliance with all of the Use Permit Conditions of Approval.

The UDO Section 9.6 provides Use Permit revocation as a remedy for violations:

#### **Revocation of Permit or Approval**

No person may continue to make use of land or buildings in the manner authorized by a zoning permit, special use permit, conditional use permit, floodplain development permit, or sign permit approved prior to January 1, 2013, after such permit has been revoked in accordance with this section, or a use permit, zoning compliance permit, floodplain development permit, or sign permit approved after January 1, 2013. The Planning Director may revoke any such permit or approval in accordance with the following.

#### **Use Permit, Conditional Use Permit, and Special Use Permit**

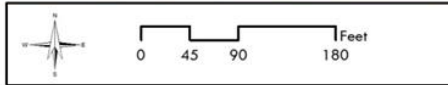
- (a) Notice must be provided by the Planning Director to a permit recipient prior to revocation of a use permit, conditional use permit, or special use permit.
- (b) The notice shall inform the permit recipient of the alleged grounds for the revocation.
- (c) The burden of presenting evidence sufficient to authorize the permit-issuing authority to revoke the permit shall be upon the party advocating that position.
- (d) A motion to revoke a permit by the decision-making body shall include, insofar as practicable, a statement of the specific reasons or findings of fact that support the motion.

The Planning and Community Development **staff recommends revocation** of the Use Permit PB 19-11 due to the property non-compliance with the Conditions of Approval based on the evidence produced during the investigation.





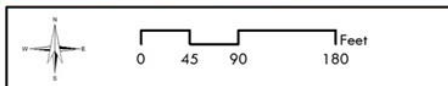
PB 19-11 Complete Auto Credit  
Automobile Sales - Use Permit  
Aerial



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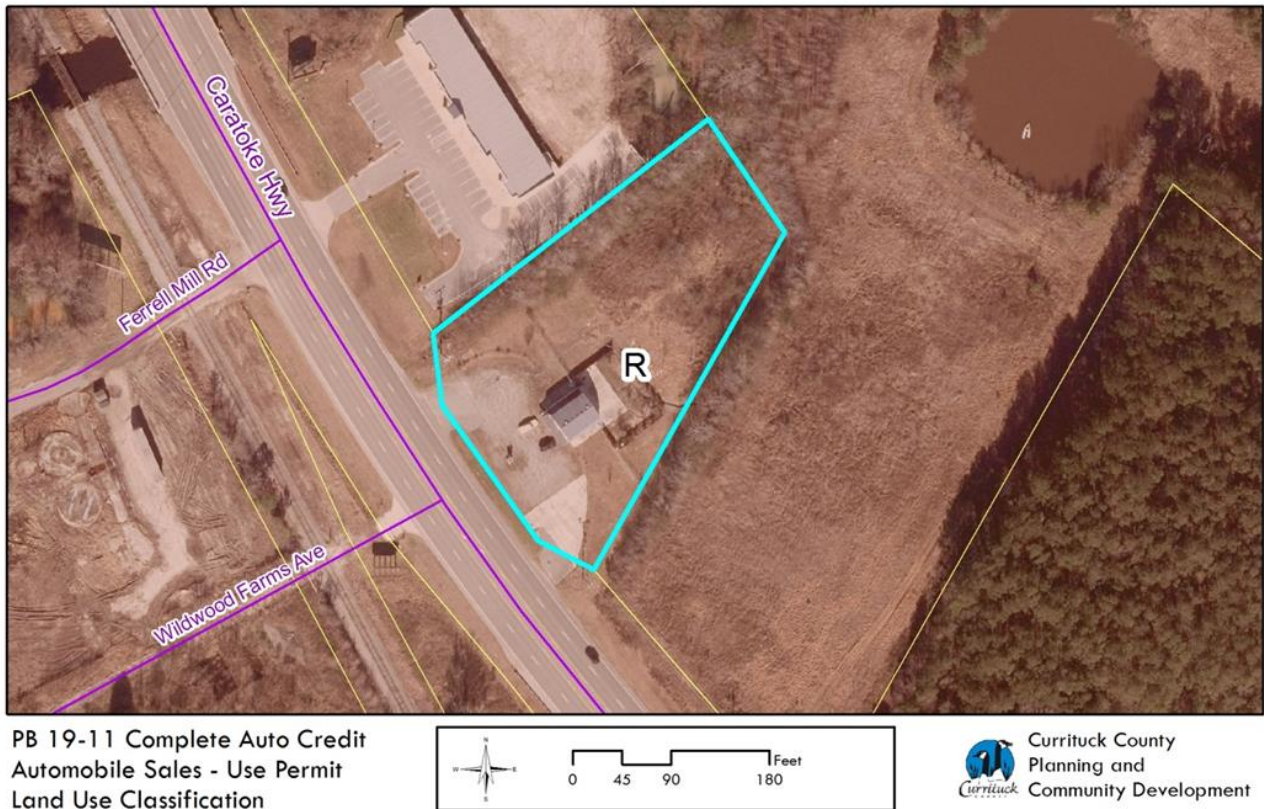
PB 14-15 Saddlebrook Estates  
Preliminary Plat - Use Permit  
Land Use Classification



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Parties to testify were sworn in and Laurie LoCicero, Planning and Community Development Director, reviewed the reasons for the request for revocation of the Complete Auto Credit Use Permit. Ms. LoCicero displayed an aerial of the location and the approved site plan and reviewed conditions of approval associated with the original Use Permit. She presented violations issued in October, 2019, for not meeting the conditions of approval but noted some conditions were met at the time of reinspection. Photos were shown to demonstrate remaining areas of non-compliance. The applicant did not appeal the Notices of Violation, conditions of approval have not been met and staff is, therefore, recommending a revocation of the Use Permit for Auto Sale and Rentals.

Rachael Anderson, Currituck County Code Enforcement Officer, testified. She said no conditions were met and nothing was done until after the notices of violations were issued, at which time the applicant came in to the office to see what needed to be done. She said a concrete pour at the location was done without a permit.

County Attorney, Ike McRee, confirmed the county has issued \$1,700 in violation notices to date that are due and owed to the county.

Applicant Mark Sisino of Virginia Beach, owner of Complete Auto Credit, testified as to the violations and responded to questions posed by the Board. He said he focused on the paving requirement and the interior building construction to bring it up to commercial code and that the vehicle storage issue has been corrected. Photos of the business exterior and vehicle display area were presented to Commissioners for review. He said one bus is stuck in the back area and he is waiting for a wrecker to come to pull it out.

and that he utilizes an off-site storage area for vehicles. Mr. Sisino said he was ill, admitted to the hospital in November, 2019, and thought he sent an email about an appeal to the Board of Adjustment. He is willing to do whatever is necessary to correct the issues, requested leniency from Commissioners, and asked that the item be tabled for a short time to allow him to come into compliance.

Ms. LoCicero said a survey would be needed to confirm the concrete pour and she explained requirements necessary to receive a zoning permit. Ms. Anderson said she did discuss permit requirements with the applicant and confirmed that there is no cost for a zoning permit.

The Public Hearing was opened and with no one signed up nor wanting to speak the Public Hearing was closed.

No discussion followed and Commissioner Payment moved to revoke PB 19-11, Complete Auto Credit Use Permit for Automobile Sales or Rentals, because the applicant has not met Conditions of approval based upon the following findings:

On June 17, 2019, the Board of Commissioners approved a Use Permit for Automobile sales or rentals for 1383 Caratoke Highway with the following Conditions of Approval:

- The applicant shall have ninety (90) days to complete having the building to commercial standards as required by the UDO and receive a Certificate of Occupancy.
- Improvements will be made to the parking and display areas in accordance with the approved site plan.
- Landscaping will be upgraded in accordance to the Unified Development Ordinance.
- Trees can be moved to keep a twenty-five (25) foot area of visibility for the line of sight; the twenty-five foot sight line shall be measured from the existing curb.
- Display Areas be screened with a Type A buffer yard, also keeping the twenty-five foot area of visibility.
- Outdoor storage of vehicles shall occur only within the approved display areas.

On October 15, 2019, staff inspected 1383 Caratoke Highway for compliance with the Conditions of Approval and found those conditions had not been met by the applicant. On October 15, 2019 a Notice of Violation was issued for non-compliance with the Use Permit Conditions of Approval for the following deficiencies:

- New paving for outdoor display areas has been installed but applicant did not apply for or receive a zoning permit for the minor site plan
- Landscaping along the northern property line, fence line or southern property line has not been installed
- Type A buffer yard has not been installed to screen the display areas
- Vehicles are being stored outside of areas designated as display areas on the approved site plan

The deadline for appeal of Notice of Violation to the Board of Adjustment was November 14, 2019 and the applicant did not submit an appeal so Civil Citations were issued. The property was re-inspected on January 30, 2020, violations were found and the revocation hearing was scheduled.

Commissioner Mary Etheridge seconded the motion.

When asked, Ms. LoCicero said the Use Permit would have to be applied for again for

any potential business at the location. Ike McRee, County Attorney, said Mr. Sisino could appeal to Superior Court but could not assert any defense because he would be deemed as admitting to the violations since he made no appeal to the Board of Adjustment.

Discussion concluded and the motion carried.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mike H. Payment, Vice Chairman
<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, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Selina S. Jarvis, Commissioner

#### **D. Public Hearing and Consideration of Resolution Authorizing the Sale of Property to JD Love, LLC (Brindley Beach)-Lot 5, Maple Commerce Park**

Economic Development Director, Larry Lombardi, reviewed the Resolution that would authorize the sale of Lot #5 in Maple Commerce Park, owned by the county, to JD Love, LLC, who intends to build a laundry facility to serve their property management and vacation rental business.

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

Commissioner Beaumont moved for approval. The motion was seconded by Commissioner McCord. The motion carried.

#### **RESOLUTION OF THE BOARD OF COMMISSIONERS FOR CURRITUCK COUNTY, NORTH CAROLINA AUTHORIZING SALE OF PROPERTY HELD FOR ECONOMIC DEVELOPMENT PURPOSES PURSUANT TO SECTION 158-7.1 OF THE GENERAL STATUTES OF NORTH CAROLINA**

WHEREAS, N.C. Gen. Stat. §158-7. 1 authorizes a county to undertake an economic development project by conveying the property to a company in order to cause the company to locate or expand its operations within the county; and

WHEREAS, Currituck County is the owner and developer of Maple Commerce Park, Lot 5, which is a 4.44 acre tract, more or less; and

WHEREAS, Currituck County and JDLove, LLC have engaged in negotiation for the conveyance of Maple Commerce Park Lot 5, to the end that JDLove, LLC may construct a laundry facility on the tract and have reached tentative agreement on the terms of the conveyance; and

WHEREAS, the Currituck County Board of Commissioners has held a public hearing to consider whether to approve conveyance of the Maple Commerce Park Lot 5 to JDLove, LLC.

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

Section 1. The Chairman of the Board of Commissioners and the County Manager are authorized to execute the necessary documents to convey to JDLove, LLC the real property more particularly described as follows:



All of that parcel of land described as "Lot 5" on a map or plat entitled "Maple Commerce Park, Maple, North Carolina, Crawford Township, Currituck County" prepared by Hyman & Robey, PC, July 25, 2013 and recorded in Plat Cabinet N, Page 2 of the Currituck County Registry which map or plat is incorporated herein by reference as if fully set out.

Section 2. The conveyance of Maple Commerce Park Lot 5 is expected to enhance the local economy, promote business and result in the creation of jobs in Currituck County. The probable average hourly wage at the facility to be constructed by JDLove, LLC is \$14.00. This determination of the probable average hourly wage at the facility is based upon information provided to the county by JDLove, LLC.

Section 3. As consideration for the conveyance of Maple Commerce Park Lot 5, JDLove, LLC will pay \$163,200.00 which is the amount of the lot's appraised tax value.

Section 4. This resolution is effective upon its adoption.

ADOPTED the 17th day of February, 2020.

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

ATTEST:

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

[COUNTY SEAL]

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

## NEW BUSINESS

### A. Recommendation of Bid Award-ABC Store, Corolla

Ben Stikeleather reviewed the bids for construction of the Corolla ABC Store and announced Godfrey Construction, LLC, as low bidder in the amount of \$1,761,430.00. Mr. Stikeleather responded to questions posed by the Board. Following discussion Mr. Stikeleather asked that the bid be awarded and authority be granted to the County Manager to execute contracts. Chairman White moved for approval and Commissioner Payment seconded the motion. The motion carried.

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<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob White, Chairman
<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, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Selina S. Jarvis, Commissioner

## B. Recommendation of Bid Award-Shingle Landing Park, Moyock

Ben Stikeleather, County Manager, reviewed the bids and announced AR Chesson as the low bidder for the project in the amount of \$2,513,020.00. He introduced Jason Weeks, Parks and Recreation Director, who attended to speak to the amenities that are planned for the park. Mr. Weeks described the process followed for project development and reviewed the final design that includes both traditional and natural playground features, a walking path and picnic area, pickleball courts, a pond and gazebo, and restroom facilities. After responding to Board questions, Mr. Stikeleather requested Commissioners award the bid to AR Chesson and authorize the County Manager to sign contract documents.

Commissioner J. Owen Etheridge moved for approval. Commissioner Mary Etheridge seconded the motion. The motion carried.

Following the bid award, Planning and Community Development Director, Laurie LoCicero, used the overhead to note the central location of the park that will be easily accessed by many nearby housing developments.

<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, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Selina S. Jarvis, Commissioner

## C. Consideration of Grant Agreement between Currituck County and the Corolla Wild Horse Fund

Ben reviewed the grant agreement to assist Corolla Wild Horse Fund to construct of the Marine portion of the horse containment fence.

Chairman White moved for approval and Commissioner Beaumont seconded the motion. The motion carried.

## GRANT AGREEMENT

This Grant Agreement made, entered into and effective as of the \_\_\_\_ day of February, 2020, by and between COUNTY OF CURRITUCK, NORTH CAROLINA, a body corporate and politic existing

pursuant to the laws of the State of North Carolina, (the "County"), and The Corolla Wild Horse Fund, Inc., ("Grantee").

### WITNESSETH:

WHEREAS, pursuant to N.C. Gen. Stat. §153A-449 a county may contract with and appropriate money to any person in order to carry out any public purpose that the county is authorized by law to engage in; and

WHEREAS, pursuant to N.C. Gen. Stat. §153A-149(c)(6) a county may appropriate money to provide animal protection and control programs; and

WHEREAS, the aging and dilapidated fence located on the ocean front at the north end of the North Beach Access Road (SR1437) built over 20 years ago to keep the Corolla Wild Horses north of the developed areas of Corolla and thereby reduce sometimes dangerous interactions between the wild horses and people, has become severely damaged due to recent storms and is no longer effective in keeping the Corolla Wild Horses north of the developed communities of Corolla; and

WHEREAS, the maintenance and repair of the fence are responsibilities shared between the County and Grantee. The County is responsible for the cost of major repairs and replacements and the Grantee is responsible for the day to day maintenance and repair of the fence and the costs associated with carrying out those duties; and

WHEREAS, the parties have agreed the fence is past the point of repairing and in need of being replaced. The horses are continually wandering into the southern communities which poses a risk for them and the public; and

WHEREAS, County has received approval from the Division of Coastal Management to replace the fence so long as the repairs are consistent with the request and no expansion to the existing fence length occur; and

WHEREAS, Grantee has secured a contractor to replace the fence that extends from the vehicle drive through gate into the ocean and the County has agreed to be responsible for replacing the fence from the vehicle drive through gate on the oceanfront to the cattle grate on the west side of the 4X4 beach driving entrance to the northern beach communities.

NOW, THEREFORE, for valuable consideration and the mutual covenants exchanged between the parties hereto, it is agreed as follows:

1. County agrees to award a grant to the Grantee in the amount not to exceed FIFTY THOUSAND AND NO/100 DOLLARS (\$50,000.00) toward the cost of replacement of the section of fence starting at the vehicle drive through gate and extending eastwardly into the ocean.
2. Grantee agrees that Grantee will use grant funds only for the replacement of the existing fence.
3. Grantee agrees to assume all liability and responsibility for the work performed by their contractors and agrees to ensure the work is performed to the specifications set forth by the Division of Coastal Management as described in Exhibit A attached hereto and incorporated herein by reference.
4. Grantee shall submit a reimbursement request together with invoices for materials and labor to Currituck County Manager's Office, 153 Courthouse Road, Suite 204, Currituck, NC 27929. Reimbursements shall be made in accordance with the County's accounts payable schedule.

5. Grantee shall notify County of completion of the fence installation and make a full and accurate accounting to the County of all expenditures of the grant funds.
6. Grantee shall not discriminate against any person on the grounds of race, color, national origin, sex, age, or disability in the administration of this Grant Agreement.
7. The laws of the State of North Carolina shall control and govern this Grant Agreement. Any controversy or claim arising out of this Grant Agreement shall be settled by an action initiated in the appropriate division of the General Court of Justice in Currituck County, North Carolina.
8. Grantee and County respectively bind themselves, their successors, and assigns in respect to the covenants, agreements and obligations contained in this Grant Agreement.
9. This Grant Agreement sets forth the entire agreement between Grantee and the County and supersedes any and all other agreements on this subject between the parties.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement effective as of the date first above written.

COUNTY OF CURRITUCK

By: \_\_\_\_\_  
Ben Stikeleather, County Manager

ATTEST:

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

(COUNTY SEAL)

COROLLA WILD HORSE FUND, INC.

By: \_\_\_\_\_ (SEAL)

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

## D) Board Appointments

### 1. Fire and EMS Advisory Board

Commissioner Beaumont nominated Tim Bostaph to serve as the Corolla representative and John Wunder to serve as the Knotts Island representative on the Fire and Emergency Medical Services Advisory Board. Chairman White seconded the nominees and they were approved.

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

## 2. Historic Preservation Commission

Chairman White nominated Sophie Jordan to serve on the Historic Preservation Commission. Commissioner Payment seconded and the nominee was approved.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob White, Chairman
<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, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Selina S. Jarvis, Commissioner

## 3. Moyock Stormwater Service District

The following members of the Moyock Stormwater Service District were nominated for reappointment by Consensus, with terms as presented:

W. Charles Eley	Expiring 10-19-2020
Peggy Lusk	Expiring 10-19-2020
Wende Shannon	Expiring 10-19-2021
Ryan Hudgins	Expiring 10-19-2021

Chairman White moved to approve the nominees and Commissioner McCord seconded. The motion carried.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob White, Chairman
<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, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Selina S. Jarvis, Commissioner

## E) Consent Agenda

Commissioner Beaumont moved for approval of the Consent Agenda. Commissioner J. Owen Etheridge seconded the motion. The motion carried.

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

## 1) Approval Of Minutes-February 3, 2020

### 1. Minutes for February 3, 2020

### 2. Budget Amendments

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10530-516200	Vehicle Maintenance	\$ 1,500	
10530-514800	Fees Paid to Officials		\$ 500
10530-516000	Repairs & Maintenance		\$ 1,000
		<u>\$ 1,500</u>	<u>\$ 1,500</u>
<b>Explanation:</b>	Emergency Medical Services (10530) - Transfer funds to cover unanticipated vehicle maintenance.		
		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
210541-531000	Fuel	\$ 12,000	
210541-561000	Professional Services		\$ 10,000
210541-553000	Dues & Subscriptions		\$ 2,000
		<u>\$ 12,000</u>	<u>\$ 12,000</u>
<b>Explanation:</b>	Corolla Fire Services (210541) - Transfer funds budgeted for employee physicals and dues to cover fuel costs for the County Corolla Fire Services.		
<b>Net Budget Effect:</b>	Corolla Fire District (210) - No change.		

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		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
66868-553000	Dues & Subscriptions	\$ 500	
66868-590000	Capital Outlay		\$ 500
		\$ 500	\$ 500
<b>Explanation:</b> Southern Outer Banks Water System (66868) - Transfer budgeted funds to cover increase in the annual NC Rural Water Treatment Plan membership.			
<b>Net Budget Effect:</b> Southern Outer Banks Water System (66) - No change.			

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10535-532000	Supplies	\$ 4,468	
10535-545000	Contract Services		\$ 4,468
26535-532000	Supplies	\$ 5,200	
26535-545000	Contract Services		\$ 5,200
		\$ 9,668	\$ 9,668
<b>Explanation:</b> Communications (10535); Emergency Telephone System (26535) - Transfer funds from contract services to supplies to upgrade computers in communications. The Emergency Telephone System funds will pay for the portion allowable under that program.			
<b>Net Budget Effect:</b> Operating Fund (10) - No change. Emergency Telephone System Fund (26) - No change.			

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10750-514000	Travel	\$ 6,650	
10750-511010	Data Transmission		\$ 5,650
10750-526000	Advertising		\$ 1,000
		\$ 6,650	\$ 6,650
<b>Explanation:</b> Social Services Administration (10750) - Transfer budgeted funds for required training for social services staff.			
<b>Net Budget Effect:</b> Operating Fund (10) - No change.			

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10440-502000	Salaries		\$ 8,650
10440-503500	Temporary Salaries	\$ 6,650	
10440-506000	Insurance Expense		\$ 2,500
10440-526000	Advertising	\$ 2,000	
10440-532000	Supplies	\$ 2,500	
		\$ 11,150	\$ 11,150
<b>Explanation:</b>	Finance (10440) - Transfer funds to increase finance supplies to purchase asset tags. This purchase will last for several years but is necessary this year due to the unanticipated computer replacement. Increase temporary services to assist with the GovDeals auctions and fill in for position vacancies and increase advertising for position vacancy.		
<b>Net Budget Effect:</b>	Operating Fund (10) - No change.		
		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10535 502000	Salaries	\$ 34,500	
10535 502100	Salaries - Overtime		\$ 34,500
		\$ 34,500	\$ 34,500
<b>Explanation:</b>	Communications (10535) - Transfer budgeted funds for overtime used during position vacancies and to accommodate the communications schedule.		
<b>Net Budget Effect:</b>	Operating Fund (10) - No change.		



		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
50795-590007	Moyock Shingle Landing Park	\$ 1,692,600	
50390-495042	T F - Transfer Tax		\$ 1,692,600
		\$ 1,692,600	\$ 1,692,600
<b>Explanation:</b>	County Governmental Construction (50795) - To appropriate funds for construction of the Shingle Landing Park in Moyock.		
<b>Net Budget Effect:</b>	County Governmental Construction Fund (50) - Increased by \$1,692,600.		

### 3. Project Ordinance-Corolla ABC Store

## COUNTY OF CURRITUCK CAPITAL PROJECT ORDINANCE

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

**SECTION 1.** The project authorized is design and construction of the ABC store in Corolla that will be constructed on the 10 acres owned by County of Currituck. This project ordinance is a revision to the design that was approved on March 4, 2019.

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

ABC Store - Corolla	\$ 2,300,000
	<u>\$ 2,300,000</u>

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

Capital Reserve Fund (40)	\$ 2,300,000
	<u>\$ 2,300,000</u>

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

**SECTION 5. SPECIAL APPROPRIATIONS AND RESTRICTIONS**

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

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

**SECTION 6. CONTRACTUAL OBLIGATIONS**

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

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

**SECTION 7. USE OF BUDGET ORDINANCE**

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

ADOPTED this 17th day of February 2020.

**4. Report of Unpaid 2019 Real Estate Taxes & Order of Tax Lien Advertisement****Order to Tax Collector to Advertise Tax Liens**

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

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

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

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

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

THIS, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

THE CURRITUCK COUNTY BOARD OF COMMISSIONERS

BY: \_\_\_\_\_ (SEAL)

Chairman

Attest:

\_\_\_\_\_

Clerk to the Board

## 5. EIC-Community Services Block Grant Funding Submission

### RECESS

Chairman White recessed the regular meeting so Commissioners could sit in a Special Meeting of the Tourism Development Authority.

### SPECIAL MEETING OF THE TOURISM DEVELOPMENT AUTHORITY

The Currituck County Board of Commissioners sat as the Tourism Development Authority in a Special Meeting during a recess of the 6:00 PM regular meeting of the Board. The special meeting was held in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina, for the purpose of considering budget amendments.

### F. Budget Amendments-TDA

Ben Stikeleather, County Manager, reviewed the Budget Amendments for Board consideration. Chairman White moved for approval and Commissioner McCord seconded the motion. The motion carried.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
15447-590000	Capital Outlay	\$ 9,000	
15320-415000	Occupancy Tax		\$ 9,000
		<u>\$ 9,000</u>	<u>\$ 9,000</u>
<b>Explanation:</b> Tourism Related (15447) - Transfer funds for change order for camping platforms. Additional costs were incurred due to inability to moor boat at one site and could not leave equipment overnight. Also, additional trips were necessary due to low tide several days.			
<b>Net Budget Effect:</b> Occupancy Tax Fund (15) - Increased by \$9,000.			

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
15442-526200	Promotional Efforts		\$ 7,300
15442-590000	Capital Outlay	\$ 7,300	
		<u>\$ 7,300</u>	<u>\$ 7,300</u>
<b>Explanation:</b> Tourism Promotions (15442) - Transfer promotion funds to capital outlay to purchase tents for tourism sponsored events.			
<b>Net Budget Effect:</b> Occupancy Tax Fund (15) - No change.			

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
15442-511010	Data Transmission	\$ 1,500	
15442-506000	Insurance Expense		\$ 1,500
		<u>\$ 1,500</u>	<u>\$ 1,500</u>
<b>Explanation:</b> Tourism Promotions (15442) - Transfer promotion funds to data transmission for increases in internet costs at the visitor's centers.			
<b>Net Budget Effect:</b> Occupancy Tax Fund (15) - No change.			

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		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
15447-532160	Maintenance Supplies	\$ 20,000	
15390-495010	T F - Operating Fund		\$ 20,000
		<u>\$ 20,000</u>	<u>\$ 20,000</u>
<b>Explanation:</b>	Tourism Related (15447) - Increase appropriations for costs associated with beach parking permits.		
<b>Net Budget Effect:</b>	Occupancy Tax Fund (15) - Increased by \$20,000.		
		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
15448-532160	Maintenance Supplies	\$ 3,500	
15320-415000	Occupancy Tax		\$ 3,500
		<u>\$ 3,500</u>	<u>\$ 3,500</u>
<b>Explanation:</b>	Whalehead(15448) - Increase appropriations maintenance supplies at the Whalehead Club and Historic Corolla Park.		
<b>Net Budget Effect:</b>	Occupancy Tax Fund (15) - Increased by \$3,500.		
		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
15447-545004	Corolla Wild Horse Fund	\$ 50,000	
15320-415000	Occupancy Tax Fund		\$ 50,000
		<u>\$ 50,000</u>	<u>\$ 50,000</u>
<b>Explanation:</b>	Occupancy Tax - Tourism Related (15447) - Increase appropriations to provide a grant up to \$50,000 to replace the horse fence in Corolla.		
<b>Net Budget Effect:</b>	Occupancy Tax Fund (15) - Increased by \$50,000.		

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob White, Chairman
<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, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Selina S. Jarvis, Commissioner

### ADJOURN SPECIAL MEETING

There was no further business and Commissioner McCord moved to adjourn. Commissioner Mary Etheridge seconded the motion. The motion carried and the meeting of the Tourism Development Authority concluded at 10:16 PM.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Kevin E. McCord, 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, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Selina S. Jarvis, Commissioner

### CLOSED SESSION

Chairman White reconvened the regular meeting of the Board following adjournment of the Special Meeting to hold a Closed Session.

- 1. Closed Session Pursuant to G.S. 143-318.11(a)(3) in order to preserve the attorney-client privilege in the matter entitled 85 and Sunny, LLC v. Currituck County; Amended, to include G.S. 143-318.11(a)(6) to discuss personnel matters.**

Chairman White moved to enter Closed Session pursuant to G.S. 143-318.11(a)(3) in order to preserve the attorney-client privilege in the matter entitled 85 and Sunny, LLC v. Currituck County; and G.S. 143-318.11(a)(6) to discuss personnel matters.

The motion was seconded by Commissioner Payment. The motion carried and the Board of Commissioners entered Closed Session.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob White, Chairman
<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, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Selina S. Jarvis, Commissioner

### ADJOURN

#### Motion to Adjourn Meeting

Commissioner returned from Closed Session and had no further business. Commissioner J. Owen Etheridge moved for adjournment and the motion was seconded by Commissioner McCord. The motion carried and the regular meeting of the Board of Commissioners adjourned at 11:01 PM.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	J. Owen 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, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Selina S. Jarvis, Commissioner



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 2746)**

**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 20200094

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 2nd day of March 2020, 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>
10900-582400	Notes Payable	\$ 246,865	
10900-582000	Interest of Debt		\$ 101,641
10390-495042	T F - Transfer Tax Capital Fund		\$ 145,224
42450-587010	T T - Operating Fund	\$ 145,224	
42320-414000	Land Transfer Tax		\$ 145,224
		<u>\$ 392,089</u>	<u>\$ 392,089</u>

**Explanation:** Debt (10900); Transfer Tax Capital Fund (42450) - Increase appropriations to adjust estimated principal and interest debt service for the public safety building to actual per debt closing statements.

**Net Budget Effect:** Operating Fund (10) - Increased by \$145,224.  
Transfer Tax Capital Fund (42) - Increased by \$145,224.

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

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

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

Attachment: 2020-03-02\_BudAmends\_General Meeting (Budget Amendments)

Number 20200095

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 2nd day of March 2020, 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>
10531-532000	Supplies	\$ 3,000	
10531-545000	Contract Services		\$ 3,000
		<u>\$ 3,000</u>	<u>\$ 3,000</u>

**Explanation:** Emergency Management (10531) - Transfer budgeted funds for re-entry permits.

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

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

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

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

Attachment: 2020-03-02\_BudAmends\_General Meeting (Budget Amendments)

Number 20200096

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 2nd day of March 2020, 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>
10490-516000	Repairs & Maintenance	\$ 1,673	
10490-561000	Professional Services		\$ 1,673
		<u>\$ 1,673</u>	<u>\$ 1,673</u>

**Explanation:** Judicial Building (10490) - Transfer budgeted funds for unanticipated repairs to the Judicial Building for the remainder of this fiscal year.

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

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

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

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

Attachment: 2020-03-02\_BudAmends\_General Meeting (Budget Amendments)

Number 20200097

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 2nd day of March 2020, 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>
10530 502000	Salaries		\$ 100,000
10530 502100	OT	\$ 84,500	
10530 503500	Temporary Services	\$ 90,000	
10530 505000	FICA	\$ 5,700	
10530 506000	Insurance		\$ 53,000
10530 507000	Retirement	\$ 10,910	
10530 526000	Advertising		\$ 2,500
10530 536000	Uniforms		\$ 5,643
10530 544000	Volunteer Assistance		\$ 500
10530 545000	Contracted Services		\$ 3,000
10530 561000	Professional Services		\$ 21,500
10530-561200	Billing Fees	\$ 20,000	
10530 590000	Capital Outlay		\$ 4,200
10340-450000	Ambulance Services		\$ 20,767
10541 502000	Salaries	\$ 2,829	
10541 505000	FICA	\$ 217	
10541 507000	Retirement	\$ 396	
10541 590000	Capital		\$ 3,442
10541-502100	Salaries - OT	\$ 1,900	
10541-511010	Data Transmission		\$ 900
10541-514600	Public Education		\$ 1,000
10541-532000	Fire Supplies		\$ 5,000
10541-545000	Contract Services	\$ 5,000	
210541 502000	Salaries		\$ 179,000
210541 502100	OT	\$ 179,000	
210541 513000	Utilities	\$ 34	
210541 531000	Fuel	\$ 4,800	
210541 561000	Professional Services		\$ 4,834
220548 502000	Salaries		\$ 100,000
220548 502100	OT	\$ 100,000	
220548 516115	Bldg/grounds	\$ 1,500	
220548 561000	Professional Services		\$ 1,500
		<u>\$ 506,786</u>	<u>\$ 506,786</u>

**Explanation:** Emergency Medical Services (10530); County Fire Services (10541); Corolla Fire District (210541); Knotts Island Fire District (220548) - Increase appropriations for EMS, which will be funded through increased ambulance fee revenues, and transfer funds within the other fire departmental funds for operations for the remainder of this fiscal year and to cover position vacancies within the

**Net Budget Effect:** Operating Fund (10) - Increased by \$20,767.  
Corolla Fire District (210) - No change.  
Knotts Island Fire District (220) - No change.

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

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

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

Attachment: 2020-03-02\_BudAmends\_General Meeting (Budget Amendments)



Number 20200098

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 2nd day of March 2020, 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>
10441-532000	Supplies	\$ 1,000	
10540-545000	Contract Services		\$ 1,000
		<u>\$ 1,000</u>	<u>\$ 1,000</u>

**Explanation:** Information Technology (10441); Inspections (10540) - Transfer budgeted funds to IT supplies for a network firewall.

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

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

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

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

Attachment: 2020-03-02\_BudAmends\_General Meeting (Budget Amendments)

Number 20200099

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 2nd day of March 2020, 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>
57878-590000	Capital Outlay	\$ 180,000	
57390-495042	T F - Transfer Tax Capital Fund		\$ 180,000
42450-587057	T T - Mainland Sewer Construction	\$ 180,000	
42320-414000	Transfer Tax		\$ 180,000
		<u>\$ 360,000</u>	<u>\$ 360,000</u>

**Explanation:** Mainland Sewer Construction (57878); Transfer Tax Capital Fund (42450) - Increase appropriations to start up the Moyock Commons Sewer for temporary operations.

**Net Budget Effect:** Transfer Tax Capital Fund (42) - Increased by \$180,000.  
Mainland Sewer Construction Fund (57) - Increased by \$180,000.

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

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

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

Attachment: 2020-03-02\_BudAmends\_General Meeting (Budget Amendments)

Number 20200101

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 2nd day of March 2020, 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>
10490-545000	Contracted services other	\$ 2,000	
10490-545003	Contracted services CRT/Jail	\$ 3,500	
10490-516000	Repairs & Maintenance other	\$ 1,500	
10490-516003	Repairs & Maintenance CRT/Jail	\$ 2,000	
10460-590000	Cap Outlay		\$ 8,200
10460-592000	Projects		\$ 800
		<u>\$ 9,000</u>	<u>\$ 9,000</u>

**Explanation:** Judicial Building (10490); Public Works (10460) - Transfer funds for increased landscaping costs and building repairs at the judicial building.

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

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

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

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

Attachment: 2020-03-02\_BudAmends\_General Meeting (Budget Amendments)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 2747)**

**Agenda Item Title**

Vehicles Surplus Resolution

**Brief Description of Agenda Item:**

Surplus Resolution for vehicles-Jail and Public Works Departments

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**



## RESOLUTION

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

County Asset	Description	Serial Number	DEPT
6905	2009 NISSAN TITAN CREWCAB 4X4	1N6AA07C89N302778	Public Works
7701	2013 DODGE RAM 1500 4X4	1C6RR7GT0DS521775	Public Works
7008	2009 DODGE CHARGER	2B3KA43T19H624550	Jail
7005	2009 DODGE CHARGER	2B3KA43T99H607835	Jail

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the County of Currituck reserves the right to

**ADOPTED**, this 2nd day of March, 2020.

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

\_\_\_\_\_  
Leeann Walton  
Clerk to the Board (Seal)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 2748)**

**Agenda Item Title**

Surplus Resolution-Communications

**Brief Description of Agenda Item:**

Sony TV Monitors

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

## RESOLUTION

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

County Asset Tag	Description	Serial Number	Original Cost
6378	SONY 23" LCD BLACK NO-TOUCH MONITOR	9224934 CAD 3	5,499.00
6379	SONY 23" LCD BLACK NO-TOUCH MONITOR	9223865 CAD 1	5,499.00
6380	SONY 23" LCD BLACK NO-TOUCH MONITOR	9225432 CAD 2	5,499.00

**BROKEN. ALL TO BE DISPOSED OF.**

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

**ADOPTED**, this 2nd day of March, 2020.

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

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

(Seal)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 2757)**

**Agenda Item Title**

Surplus Resolution-Lower Currituck VFD Fire Apparatus

**Brief Description of Agenda Item:**

Surplus of fire truck, Lower Currituck VFD

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**



## RESOLUTION

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

County Asset	Description	Serial Number	DEPT
6861	1995 International Summit	1HTSCAAN0SD647909	Lower Curr VFD

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

**ADOPTED**, this 2nd day of March, 2020.

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

\_\_\_\_\_  
 Leeann Walton  
 Clerk to the Board (Seal)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2755)

**Agenda Item Title**

Salary Classification Chart Revision

**Brief Description of Agenda Item:**

Assistant Finance Director position has been moved from Grade 68 to Grade 73, located on Page 7 of the Salary Classification Chart.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

CURRITUCK COUNTY  
CLASSIFICATION BY SALARY GRADE  
FOR THE FISCAL YEAR ENDING JUNE 30, 2020

7.D.6.a

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

Attachment: Salary Classification Chart 07 01 2019 (Salary Classification Chart Revision)

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 Stormwater Technician 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



66	\$55,837-\$77,467	*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	*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 Finance Director *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



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 2750)**

**Agenda Item Title**

Project Ordinance-Shoreline Stability Study

**Brief Description of Agenda Item:**

Project ordinance for designation of line item/funding for the Shoreline Stability Study.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**



## COUNTY OF CURRITUCK CAPITAL PROJECT ORDINANCE

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

**SECTION 1.** The project authorized is a Shoreline Stability Study to begin in the Spring 2020 with completion by June 30, 2023.

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

Shoreline Stability Study - Professional Services	\$ 750,000
	<u>\$ 750,000</u>

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

Occupancy Tax - FY 2020	\$ 250,000
Occupancy Tax - FY 2021	\$ 250,000
Occupancy Tax - FY 2022	\$ 210,000
Occupancy Tax - FY 2023	\$ 40,000
	<u>\$ 750,000</u>

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

### SECTION 5. SPECIAL APPROPRIATIONS AND RESTRICTIONS

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

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

### SECTION 6. CONTRACTUAL OBLIGATIONS

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

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

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

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

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

ADOPTED this 2<sup>nd</sup> day of March 2020.

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Bob White, Chairman  
Board of Commissioners

ATTEST:

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Leeann Walton  
Clerk to the Board



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 2745)**

**Agenda Item Title**

Road Addition Petition-Homestead Lane, Countryside Estates

**Brief Description of Agenda Item:**

Petition for Road Addition to add Homestead Lane, Countryside Estates, to state maintenance.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION**  
**PETITION FOR ROAD ADDITION**  
 FORM SR-1 REVISED Jan-2010

**ROADWAY INFORMATION:** (Please Print)

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

Subdivision Name: Countryside Estates Length (miles): 0.534 mi (2819 LF)

Number of occupied homes having street frontage: 21

Location: 0.29 miles N S E W of the intersection of Route 168 and Route North Point Blvd (State Line)  
 (Circle one) (SR, NC or US) (SR, NC or US)

We, the undersigned, being property owners and/or developer of Countryside Estates 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)

Name: C. Scott Acey Phone Number: 757-490-9264

Street Address: 5032 Rouse Drive, Suite 100, Virginia Beach, VA 23462

Mailing Address: same

NAME	PROPERTY OWNERS MAILING ADDRESS	TELEPHONE
------	------------------------------------	-----------

 <u>John Napolitano</u> <u>DEVELOPER</u>	<u>1492 SOUTH INDEPENDENCE BLVD.</u> <u>VIRGINIA BEACH VA 23462</u>	 <u>PHONE 757-438-5557</u>

Attachment: Petition for Road Addition-Homestead Lane Countryside Est (Road Addition Petition-Homestead Lane)



**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.

Form SR-1

**FOR NCDOT USE ONLY: Please check the appropriate block**☐ Rural Road☐ Subdivision established prior to October 1, 1975☐ Subdivision established after October 1, 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. This 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 to 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>
Victory Court	10	0.118 mi 625 LF			
Daytona Drive	—	0.114 mi 601 LF			
National Court	14	0.116 mi 612 LF			
Bristol Court	4	0.124 mi 655 LF			

VERIFICATION OF COMPLIANCE WITH  
ENVIRONMENTAL REGULATIONS

( Check Appropriate Box )

☐ Permits from the N.C. Department of Environment and Natural Resources and the U.S. Army Corps of Engineers are not required for this project. However, all applicable federal regulations have been followed.

The ☒ required permits from the Department of Environment and Natural Resources and the U.S. Army Corps of Engineers have been obtained for this project. Copies of permits and Completion Certificates are attached.

All ☒ applicable NPDES Stormwater Permit requirements have been met for this project. (The applicant should contact the N.C. Division of Water Quality in Raleigh to determine if a stormwater permit is required)

☒ The project is in compliance with all applicable sedimentation and erosion control laws and regulations.

Project Name: Countryside Estates

Township: Moyock

County: Currituck

Project Engineer: C. Scott Acey

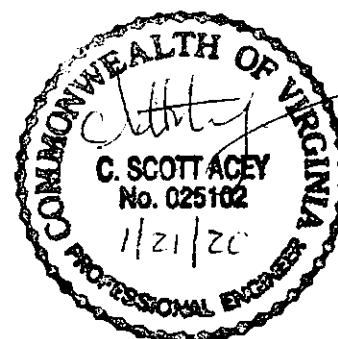
Phone No.: 757-490-9264

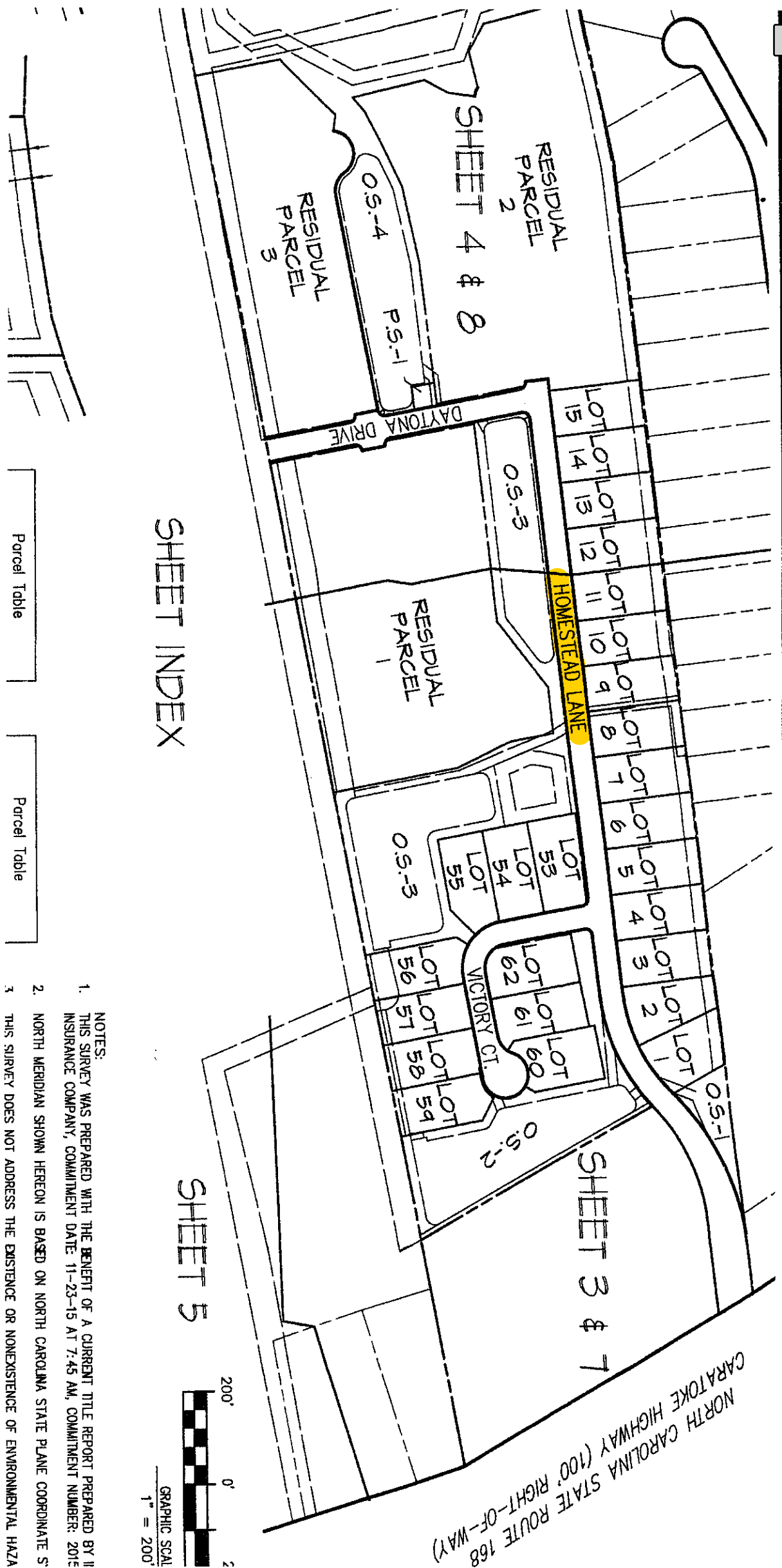
Project Contact: Scott Acey

Applicant's Name: C. Scott Acey

Date Submitted : January 7, 2020

(Reference Page 9, Item 10)





SHEET INDEX

SHEET 5



NOTES:

- 1. THIS SURVEY WAS PREPARED WITH THE BENEFIT OF A CURRENT TITLE REPORT PREPARED BY II INSURANCE COMPANY, COMMITMENT DATE: 11-23-15 AT 7:45 AM, COMMITMENT NUMBER: 2015
- 2. NORTH MERIDIAN SHOWN HEREON IS BASED ON NORTH CAROLINA STATE PLANE COORDINATE S
- 3. THIS SURVEY DOES NOT ADDRESS THE EXISTENCE OR NONEXISTENCE OF ENVIRONMENTAL HAZA

Parcel Table

Parcel Table



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 2744)**

**Agenda Item Title**

Road Addition Petition-Sutryk Court, Sound Woods

**Brief Description of Agenda Item:**

Road addition petition for Sutryk Court located in Sound Woods subdivision, Moyock.

**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: Sutryk Ct  
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: Sound Woods Length (miles): 0.049 miles (260ft)

Number of occupied homes having street frontage: 5 Located (miles): 0.2 miles

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

We, the undersigned, being property owners and/or developers of Sound 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: Sam Miller Phone Number: 757-513-7671

Street Address: 111 Currituck Comm. Dr Suite B Moyock, NC 27958

Mailing Address: Same

**PROPERTY OWNERS**

Name

Mailing Address

Telephone

na

**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>
Sutryk Ct.	5	260'			





## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 2754)**

**Agenda Item Title**

Petition for Road Addition-Thayne Drive, Beckmoore Estates

**Brief Description of Agenda Item:**

Petition to add Thayne Drive, Beckmoore Estates, to the North Carolina Department of Transportation 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**

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

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

Subdivision Name: Beckmoore Estates Length (miles): .28 total

Number of occupied homes having street frontage: 13 Located (miles): .3

miles N ☐ S ☐ E ☒ W ☐ of the intersection of Route NC168 and Route 1214.  
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of Beckmoore Estates 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: Rebecca Cutright, Beckmoore Development, LLC Phone Number: 757-650-1028

Street Address: 485 Southside Road, Virginia Beach, VA 23451

Mailing Address: (Same)

**PROPERTY OWNERS**

<u>Name</u>	<u>Mailing Address</u>	<u>Telephone</u>
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Beckmoore Development, LLC (the Developer) owns the 2 open spaces. The 13 lots have been sold and houses constructed on each of them. Petitioner believes all 13 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

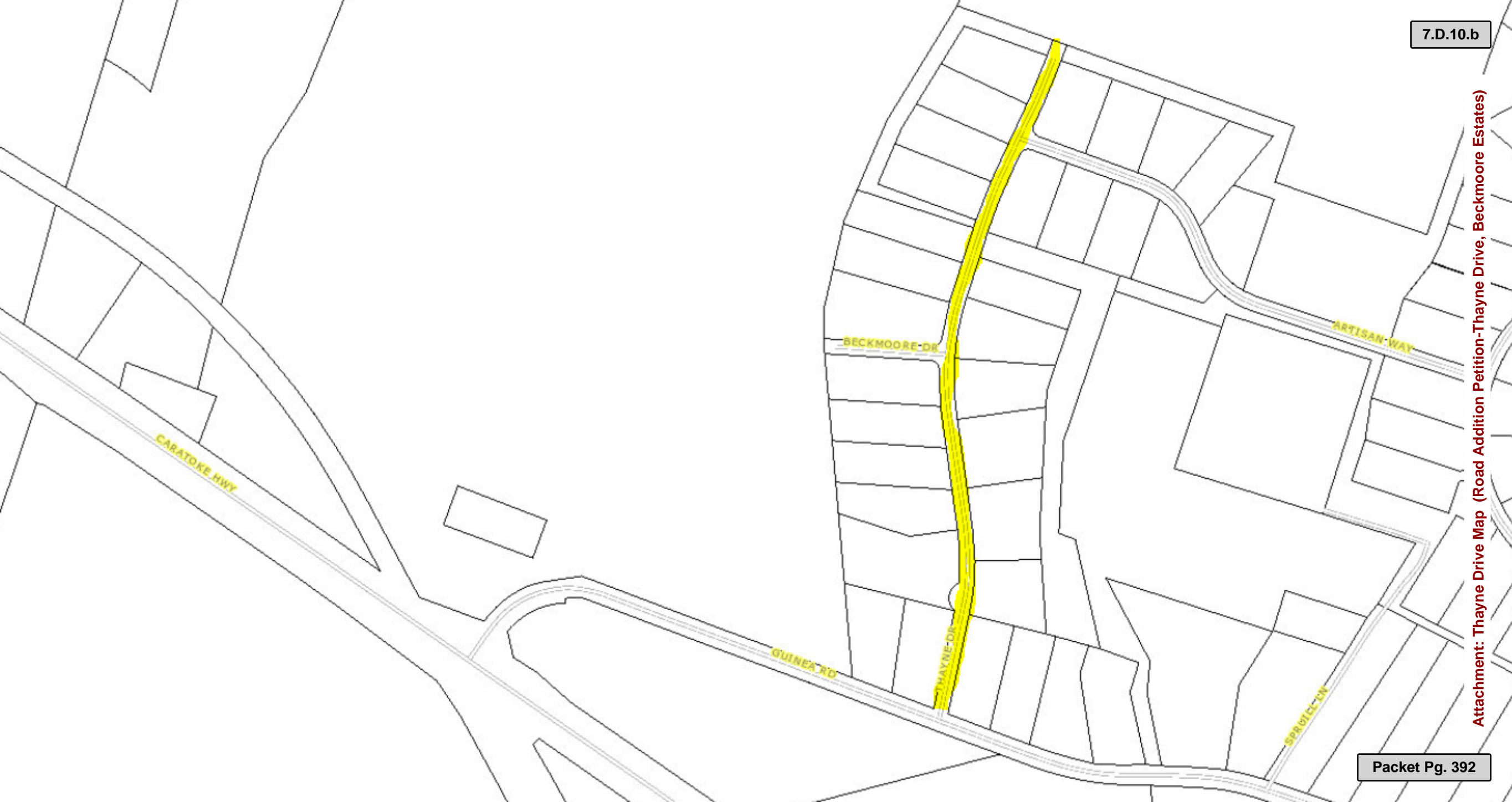
☐ Rural Road    ☐ Subdivision platted prior to October 1, 1975    ☐ Subdivision platted after September 30, 1975

**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>
Thayne Drive	13	0.28 miles			



Attachment: Thayne Drive Map (Road Addition Petition-Thayne Drive, Beckmoore Estates)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2752)

**Agenda Item Title**

Consideration of Tourism Grant Funding Awards

**Brief Description of Agenda Item:**

Members of the Tourism Advisory Board, Chairman Bob White, County Manager Ben Stikeleather and Tourism Director, Tameron Kugler met on Tuesday, February 18, 2020, to consider Grant Fund applications and make recommendations of monetary awards. Advisory Board members reviewed each application and provided scoring sheets for each application. Sheets were tabulated and scores were determined for each event.

Attached are the recommended monetary awards for each individual organization that submitted an application by the December 31, 2019 due date for consideration and final approval by the Tourism Development Authority.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**



**Tourism Advisory Board  
Special Meeting - February 18, 2020  
Grant Funding**

The Tourism Advisory Board (TAB) received eight (8) grant applications for the coming year and one (1) retro application (2019 Peach Festival) on December 31, 2019.

- Total grant funding that can be awarded is capped each year at \$100,000.
- The limit on grant funding that any one organization can receive is \$20,000.
- Six TAB members scored each application separately.
- Each scorecard consisted of 10 criteria points.
- The total number of points that can be awarded individually to each application is 50 points.
- The individual scores for each application from each TAB member were totaled and averaged.

Based on aggregate scores, the TAB is recommending grant funding for the following applicants:

<b>Organization (Applicant)</b>	<b>Event Name</b>	<b>Aggregate Score</b>	<b>Funding Recommendation</b>
Coinjock Ruritan Club	Currituck Wildlife Festival	47.33	\$15,200 (full funding)
Bearded Face Productions	Mustang Rock & Roast	46.33	\$20,000 (full funding)
Currituck Master Gardeners	2020 Flower & Garden Show	45.83	\$3,451 (full funding)
Sanctuary Vineyards	Crabdaddy	43.99	\$2,500 (full funding)
Wildlife Resource Center	Outdoors Day	43.83	\$9,600 (full funding)
Knotts Island Ruritan Club	Peach Festival 2020	40.49	\$19,875 (full funding)
Knotts Island Ruritan Club	Peach Festival 2019	38.6	\$10,273.61 (full funding)
Sanctuary Vineyards	Truckin' Food Truck & Wine	35.83	\$7,000 (full funding)
Currituck Chamber of Commerce	Pig Point Kayak Fishing Tournament	34.83	\$8,000 (partial funding)
<b>Total Grant Funding for 2020-2021</b>			<b>\$95,899.61</b>

Each applicant that receives grant funding will enter into a contract with Currituck County. Monies will be refunded to the recipients upon receipt of invoices before, during or after the event. Invoices may not exceed the awarded grant.



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 2751)**

**Agenda Item Title**

TDA Budget Amendments

**Brief Description of Agenda Item:**

Budget amendment to transfer funds for Shoreline Stability Study.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

Number

TDA2020017

## BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 2nd day of March 2020, 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>
15447-587052	T T - Multi-year grant fund	\$ 250,000	
15320-415000	Occupancy Tax		\$ 250,000
		<u>\$ 250,000</u>	<u>\$ 250,000</u>

**Explanation:**

Occupancy Tax - Tourism Related (15447) - Increase appropriations to provide the first year of funding for the Shoreline Stability Study.

**Net Budget Effect:**

Occupancy Tax Fund (15) - Increased by \$250,000.

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

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

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

Attachment: 2020-03-02\_TDA\_BudAmends (TDA-Budget Amendments)