CURRITUCK COUNTY
NORTH CAROLINA

February 5, 2018
Minutes – Regular Meeting of the Board of Commissioners

6:00 PM CALL TO ORDER

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

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

Chairman Hanig called the meeting to order.

A) Invocation & Pledge of Allegiance-Reverend Susan Fitch-Slater, Sharon United Methodist Church

Reverend Susan Fitch-Slater attended to offer the Invocation and lead the Pledge of Allegiance.

B) Approval of Agenda

Commissioner Gilbert requested that Item B under Public Hearings, PB16-17: SB&K Investments, be removed from the evening's agenda and continued to February 19, 2018. Commissioner Gilbert moved to approve as amended, the motion was seconded by Commissioner White, and passed unanimously.

Approved agenda:

6:00 PM Call to Order

A) Invocation & Pledge of Allegiance-Reverend Susan Fitch-Slater, Sharon United Methodist Church

B) Approval of Agenda

Public Comment

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

Public Hearings

A) PB 13-29 TFP, LLC: The subject property located at 1149 Persimmon Street, Corolla, NC is zoned Conditional General Business subject to a conceptual development plan that allows construction of a 10 bedroom Inn. The applicant is requesting an amendment to the Conditional Zoning to allow construction of a 12 bedroom Inn.

B) ~~PB 16-17 SB&K Investments LLC:~~ ~~Amended Conditional Rezoning (C-MXR) for 4.01 acres located on Moyock Landing Drive adjacent to the assisted living facility to the east, PIN 0009-000-029T-0000. The request is for a redesign of the multi-family development by deleting the detached garages, adding attached garages for each unit, and reorienting the buildings and infrastructure.~~ ***Continued to regular meeting of the BOC-February 19, 2018***

New Business

A) Resolution Authorizing Contract by and between CT Mechanical, Inc. and County of Currituck Pursuant to N.C. Gen. Stat. §14-234

B) Board Appointments

1. Albemarle Commission, At-Large

C) Consent Agenda

1. Approval Of Minutes for January 16, 2018
2. Budget Amendments
3. Resolution of the Currituck County Board of Commissioners Opposing Any Change in the Definition of a Commercial Fishing Operation
4. Surplus Resolution and Authorization for Captain Samuel B. Casey and Deputy Christopher L. Doxey to Purchase their Service Weapons upon their Retirement
5. Surplus Resolution-Sheriff K-9, Kido
6. Consideration of Purchase Requests for Crawford VFD
7. Consideration and Approval of Economic Improvement Council Community Block Grant Application
8. Marsy's Law Proclamation

9. Request to Dispose of records of the Whalehead Preservation Trust per the Local Government record retention schedule

D) Commissioner's Report

E) County Manager's Report

Special Meeting of the Tourism Development Authority

TDA Budget Amendments

Closed Session

Closed Session pursuant to G.S. 143-318.11(a)(3) to consult with the County Attorney and in order to preserve the Attorney-Client privilege

Adjourn

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

PUBLIC COMMENT

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

Chairman Hanig opened the public comment period.

Stuart Baldwin of Grandy expressed concerns about a proposed beach parking permit he read about in the newspaper. Chairman Hanig explained that residents would not have to pay for a permit and that further details would be forthcoming.

Ed Cornet of Corolla used a powerpoint to present information on the county's economy and provided information related to Corolla properties, tax data, overcrowding and beach erosion.

Doris Flora of Moyock discussed her work on the Moyock Small Area Plan and the need for the proposed Moyock Park, which is included in the plan.

Dan Scanlon, County Manager, provided information on the status of the park's construction and design and said funding is currently being identified to move the project forward.

PUBLIC HEARINGS

A. PB 13-29 TFP, LLC:

APPLICATION SUMMARY

APPLICATION SUMMARY	
Property Owner: TFP, LLC PO Box 369 Corolla, NC 27927	**Applicant:** TFP, LLC PO Box 369 Corolla, NC 27927
Case Number: PB 13-29	**Application Type:** Conditional Zoning Amendment
Parcel Identification Number: 0114-000-020A-0000	**Existing Use:** Vacant
Land Use Plan Classification: Full Service with partial Conservation	**Parcel Size (Acres):** 1.35 acres
Corolla Village Small Area Plan Classification: Mixed Use	**Zoning History:** Property zoned Residential prior to Conditional GB Zoning approved by BOC on January 6, 2014
Current Zoning: C-GB (10 bedroom Inn)	**Proposed Zoning:** C-GB (12 bedroom Inn)
Plan Request: Conditional Zoning 1st Amendment: Construction and operation of a12 bedroom Inn	

SURROUNDING PARCELS		
	Land Use	**Zoning**
North	Vacant	SFO w/ PUD overlay
South	Religious institution/Dwelling	SFO
East	Commercial Operations Building/ Water Treatment & Drain field Area	CD-GB / SFO w/ PUD overlay
West	Vacant	SFO

STAFF ANALYSIS

REQUEST

The applicant is seeking an amendment to the conditions of approval to construct a **12 bedroom Inn**. The subject property is zoned Conditional General Business. On January 6, 2014, the BOC approved the conditional zoning for construction of a **10 bedroom Inn** subject to the following conditions:

1. Provide pedestrian friendly circulation from buildings to street right-of-way.
2. Building construction to be reflective of the Corolla Village historic architecture.
3. The property shall be developed in accordance with the Conceptual Development Plans dated November 25, 2013.

Community Meeting

A community meeting was held on Monday, November 13, 2017. A community meeting summary prepared by the applicant is included in the agenda packet.

2006 Land Use Plan

The 2006 Land Use Plan (LUP) classifies the site as mostly Full Service with a small area of Conservation. The Conservation class is applied to areas that should not be developed at all (preserved), or if developed, done so in a very limited manner characterized by careful planning and cautious attention to the conservation of environmental features. The applicant has proposed to mitigate the conflict with the Land Use Plan by incorporating Low Impact Development techniques including the use of porous pavement, bio retention basins for stormwater collection, and preservation of existing, significant vegetation. The proposed conditional zoning amendment is consistent with Policy OB5 since it will help to preserve and protect the historic character and heritage of the COROLLA VILLAGE area by incorporating Historic Corolla Village architectural details.

Corolla Village Small Area Plan

The Corolla Village Small Area Plan (CVSAP) classifies the parcel as Mixed Use. The proposed conditional zoning amendment appears to be consistent with this plan as it provides a different type of lodging accommodation in the Village. The Mixed Use area of the plan provides for a diverse mix of land uses. The proposed amendment conforms to Policy LU1 by maintaining desirable building style characteristics, architectural features that promote the character of Corolla Village, and it conforms to Policy LU2 by promoting a small village feel by orienting the building entrance to the street, designing parking on the side, and incorporating front porches. The site also incorporates pedestrian oriented features.

REVIEW STANDARDS

IN DETERMINING WHETHER TO ADOPT OR DENY A PROPOSED MAP AMENDMENT, THE BOARD OF COMMISSIONERS MAY WEIGH THE RELEVANCE OF AND CONSIDER WHETHER AND TO THE EXTENT TO WHICH THE PROPOSED AMENDMENT:

- IS CONSISTENT WITH THE GOALS, OBJECTIVES, AND POLICIES OF THE LAND USE PLAN, OTHER APPLICABLE COUNTY-ADOPTED PLANS, AND THE PURPOSES OF THIS ORDINANCE;
    - THE REQUESTED AMENDMENT IS CONSISTENT WITH THE COUNTY'S ADOPTED PLANS INCLUDING THE LAND USE PLAN AND COROLLA VILLAGE SMALL AREA PLAN.
- IS IN CONFLICT WITH ANY PROVISION OF THIS ORDINANCE, OR THE COUNTY CODE OF ORDINANCES;
    - THE REQUESTED AMENDMENT IS NOT IN CONFLICT WITH COUNTY ORDINANCES.
- IS REQUIRED BY CHANGED CONDITIONS;
    - ACCORDING TO THE APPLICANT, THE ADDITIONAL ROOMS ARE REQUIRED FOR THE DEVELOPMENT TO BE SUCCESSFUL.
- ADDRESSES A DEMONSTRATED COMMUNITY NEED;
    - STAFF IS NOT AWARE OF A DEMONSTRATED COMMUNITY NEED FOR THE AMENDMENT TO THE CONDITIONAL ZONING.
- IS COMPATIBLE WITH EXISTING AND PROPOSED USES SURROUNDING THE LAND SUBJECT TO THE APPLICATION, AND IS THE APPROPRIATE ZONING DISTRICT AND USES FOR THE LAND;
    - THE REQUESTED AMENDMENT IS CONSISTENT WITH THE SURROUNDING LAND AND IS THE APPROPRIATE ZONING DISTRICT FOR CONSTRUCTION OF A 12 BEDROOM INN.
- ADVERSELY IMPACTS NEARBY LANDS.
    - Staff is not aware of adverse impacts to nearby lands; the site will include landscape buffers, screening of loading and refuse areas, the structure will incorporate the Historic Corolla Village Architecture and limited disturbance is proposed along the property lines that abut vacant property.
- WOULD RESULT IN A LOGICAL AND ORDERLY DEVELOPMENT PATTERN;
    - IT IS STAFF'S OPINION THAT THE AMENDMENT TO THE REZONING WILL RESULT IN A LOGICAL AND ORDERLY DEVELOPMENT PATTERN.
- 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;
    - STAFF IS NOT AWARE OF ANY ADVERSE IMPACTS ON THE NATURAL ENVIRONMENT BECAUSE OF THE PROPOSED REZONING AMENDMENT; CHANGES TO THE PREVIOUSLY APPROVED CONCEPTUAL DEVELOPMENT PLAN ARE MINIMAL.
- WOULD RESULT IN DEVELOPMENT THAT IS ADEQUATELY SERVED BY PUBLIC FACILITIES;
    - THE ZONING AMENDMENT WILL NOT HAVE AN IMPACT ON ADEQUATE PUBLIC FACILITIES.
- WOULD NOT RESULT IN SIGNIFICANTLY ADVERSE IMPACTS ON THE LAND VALUES IN THE SURROUNDING AREA; AND,
    - STAFF IS NOT AWARE OF ANY SIGNIFICANTLY ADVERSE IMPACTS ON THE LAND VALUES IN THE SURROUNDING AREA.
- WOULD NOT CONFLICT WITH THE PUBLIC INTEREST AND IS IN HARMONY WITH THE PURPOSES AND INTENT OF THIS ORDINANCE.
    - STAFF IS NOT AWARE OF ANY CONFLICT WITH THE PUBLIC INTEREST OR HARMONY WITH THE ORDINANCE.

The conditional zoning amendment request is consistent with the 2006 Land Use Plan because:

- It is located mostly in a Full Service Area and Low Impact Development techniques are proposed on the site.
- It will help to preserve and protect the historic character and heritage of the COROLLA VILLAGE area by incorporating Historic Corolla Village architectural details. (Policy OB5)

The conditional rezoning amendment request is consistent with the Corolla Village Small Area Plan because:

- It maintains desirable building style characteristics and architectural features that promote the character of Corolla Village. (Policy LU1)
- It promotes a small village feel by orienting the building entrance to the street, designing parking on the side and incorporating front porches and pedestrian oriented features. (Policy LU2)

The request is reasonable and in the public interest because:

- It provides diversity of lodging accommodations in the Corolla Village Area and a vibrant village area will help to promote the historic character and heritage of the area.

TECHNICAL REVIEW COMMITTEE

The TRC recommends conditional approval of the proposed request to amend the conditional zoning (C-GB).

CONDITIONS OF APPROVAL

ONLY CONDITIONS MUTUALLY AGREED TO BY THE OWNER(S) MAY BE APPROVED AS PART OF A CONDITIONAL ZONING DISTRICT. CONDITIONS SHALL BE LIMITED TO THOSE THAT ADDRESS CONFORMANCE OF DEVELOPMENT AND USE OF THE SITE WITH COUNTY REGULATIONS AND ADOPTED PLANS AND THAT ADDRESS THE IMPACTS REASONABLY EXPECTED TO BE GENERATED BY THE DEVELOPMENT OR USE. NO CONDITION SHALL BE LESS RESTRICTIVE THAN THE STANDARDS OF THE PARALLEL GENERAL USE ZONING DISTRICT.

Conditions of approval:

1. Provide pedestrian friendly circulation from buildings to street right-of-way.
2. Building construction to be reflective of the Corolla Village historic architecture.
3. The property shall be developed in conformance with the site plan set prepared by Quible & Associates, P.C. dated November 22, 2017 and the architectural plans prepared by CPAA dated November 2, 2017 subject to Major Site Plan approval by the County's Technical Review Committee.

PLANNING BOARD - JANUARY 9, 2018

PLANNING BOARD RECOMMENDATION

RECOMMENDED APPROVAL WITH ADDED CONDITION THAT THE INN WILL HELP MAINTAIN PERSIMMON STREET

AYES: Carol Bell, Chairman, Fred Whiteman, Vice Chairman, C. Shay Ballance, Board Member, Steven Craddock, Board Member, John McColley, Board Member, Jane Overstreet, Board Member

ABSENT: Jeff O'Brien, Board Member, J. Timothy Thomas, Board Member

Planning Board Discussion

Planner II, Jennie Turner presented the staff report. The applicant is seeking an amendment to the conditions of approval to construct a 12 bedroom Inn. The property is zoned Conditional General Business. The Board of Commissioners in 2014 had previously approved the conditional zoning for construction of a 10 bedroom Inn. Ms. Turner said the amendment would cause a slight shift in the location of the building, but not the footprint of the building. It will also change the driveway area by including an exit on Persimmon Street. The applicant has submitted a Major Site Plan Application. Ms. Turner presented various slides showing the location, the zoning, service area, etc. The TRC has recommended approval.

Chairman Bell asked if the board members had any questions for staff. There were no questions.

Chairman Bell asked the applicant to come before the board. Cathleen Saunders with Quible & Associates approached to represent the Applicant, TFP, LLC. She said NCDOT has approved the Corolla Village Road.

Chairman Bell asked board members if they had questions for Ms. Saunders. Mr. McColley asked if there were any current issues concerning the road in the village. Ms. Saunders said they are willing to work with adjoining neighbors on maintaining the road.

Chairman Bell asked if there was anyone to speak in opposition. Mr. Austin approached the board and said his main concern was the Inn would not have management at night.

Board members and staff had discussion on the difference in a Bed & Breakfast and an Inn/Hotel and whether an Inn required on-site management at night. Mr. Craddock read a letter that was sent to adjoining property owners (APO) for the community meeting stating the site would be a Bed & Breakfast and he stated this letter was misleading. Ms. Turner said the APO sent for the 2014 Board of Commissioners Meeting and the approval did not mention Inn or Bed & Breakfast. Staff stated it is a matter of semantics and a letter will be mailed to adjoining property owners prior to the Board of Commissioners Meeting.

Chairman Bell closed the public hearing and asked for a motion.

Motion

Mr. Whiteman motioned to approve the requested conditional zoning amendment to allow for the 12 bedroom Inn because it is consistent with the 2006 Land Use Plan because:

• It is located mostly in a Full Service Area and Low Impact Development techniques are proposed on the site.

• It will help to preserve and protect the historic character and heritage of the Corolla Village area by incorporating Historic Corolla Village architectural details. (Policy OB5)

Also, because it is consistent with the Corolla Village Small Area Plan because:

• It maintains desirable building style characteristics and architectural features that promote the character of Corolla Village. (Policy LU1)

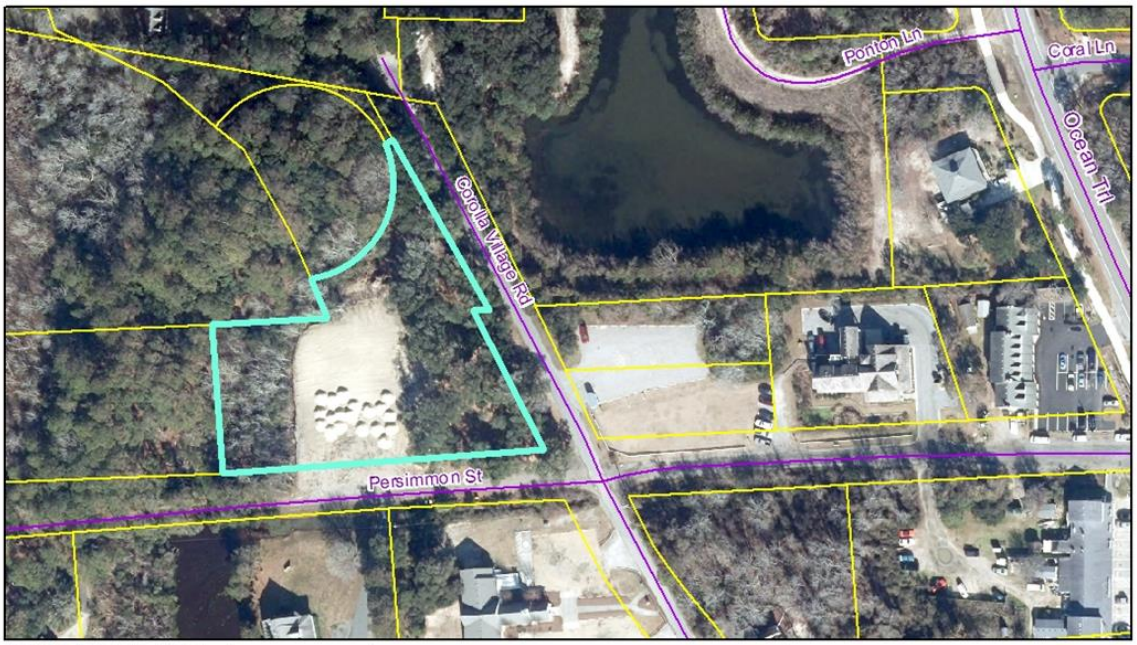
• It promotes a small village feel by orienting the building entrance to the street, designing parking on the side and incorporating front porches and pedestrian oriented features. (Policy LU2)

The request is reasonable and in the public interest because:

• It provides diversity of lodging accommodations in the Corolla Village Area and a vibrant village area will help to promote the historic character and heritage of the area.

Mr. McColley requested discussion to add the condition of approval that the Inn will help maintain Persimmon Street. Mr. Whiteman said he will add the condition to his motion that Quible & Associates will present a written statement to the Planning Department showing how they will help maintain Persimmon Street. Mr. Ballance seconded the motion with the added condition and the motion was approved unanimously.

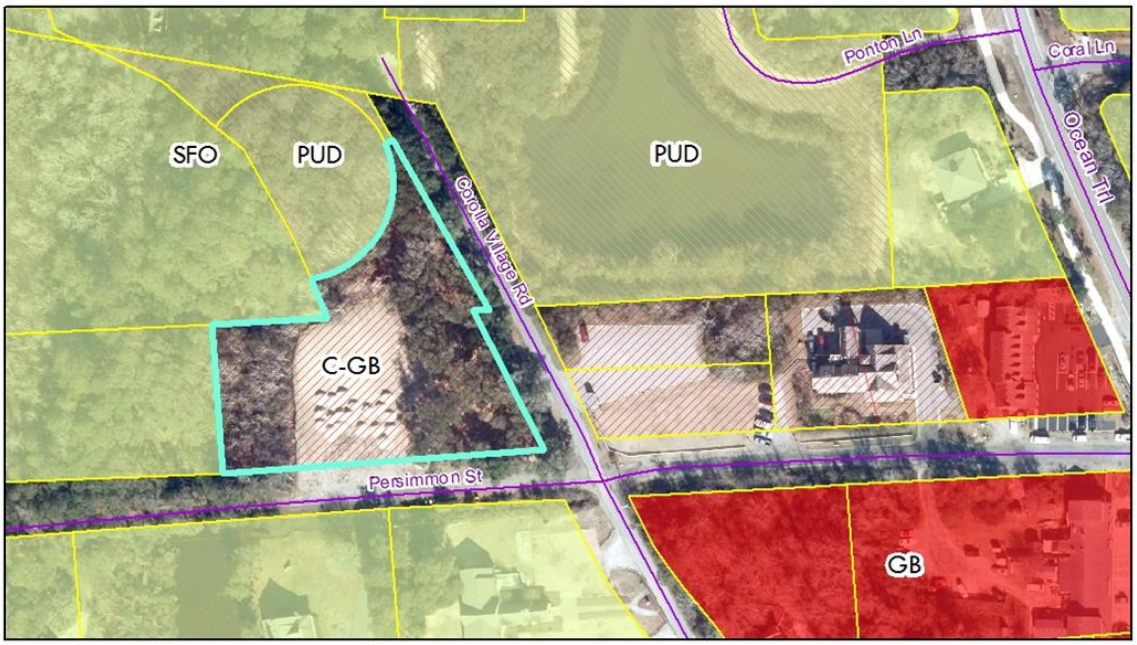
STAFF NOTE: The County does not have the authority to include a zoning condition requiring off-site improvements including road maintenance. The applicant has indicated that they are amenable to cooperating with adjacent property owners on maintenance of Persimmon Street.



PB 13-29 TFP, LLC (Inn)
Conditional Zoning Amendment
Aerial

0 55 110 220 Feet

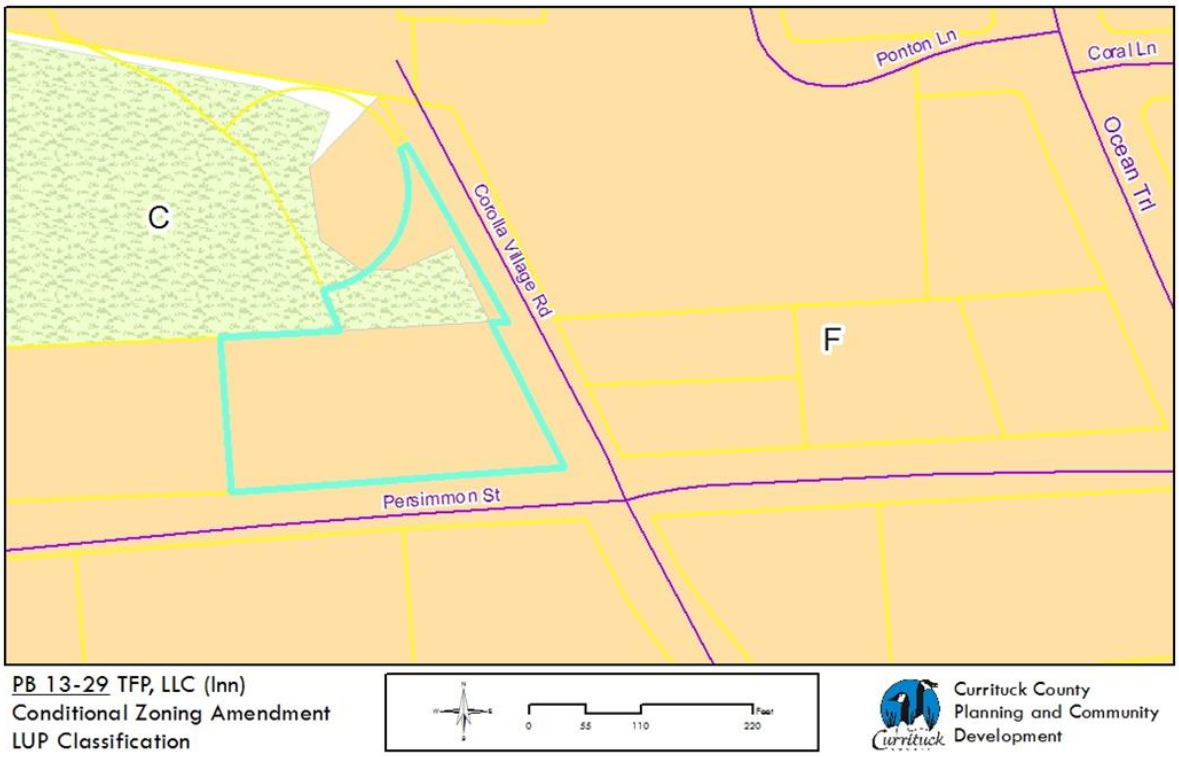
Currituck County
Planning and Community
Development



PB 13-29 TFP, LLC (Inn)
Conditional Zoning Amendment
Zoning

0 55 110 220 Feet

Currituck County
Planning and Community
Development



Planning and Community Development Director, Laurie LoCicero, used a powerpoint to present the request to the Board. She responded to Board questions after presentation related to size of the Inn, maintenance of Persimmons Road as a private road, and noted public concerns raised at community meetings were related to road maintenance and noise. She confirmed a conditional use permit has already been issued for a ten bedroom inn.

Chairman Hanig opened the public hearing.

Pat Hudspeth, Attorney for the applicant, said the square footage will not change, only the number of bedrooms.

Kathleen Saunders, Engineer with Quible and Associates, said the building design was shifted from ten to twelve units to allow for better project feasibility. She said since the Inn would be unmanned, a 24-hour emergency contact number will be provided for guests and shared with neighboring properties to report any issues that may arise. She said there would be no kitchen on site.

Scott Austin, a Corolla resident, said the letters he received said the structure would be a Bed & Breakfast, which has staff present at all times. He said they are asking for an unmanned hotel. Mr. Austin said he has no problem with a bed and breakfast but does not want an unmanned inn. He believes he was misled and expressed concern that this may open the door for others who have commercial property within the village to open hotels. The Board asked Ms. LoCicero to review the language in the initial application. She said the application does state a ten bedroom bed and breakfast, but if it were, the applicant would not have had to apply for rezoning, as the property was previously zoned Single-Family Outer Banks (SF-OBX).

The Board discussed Mr. Austin's concerns and asked Ms. Hadley Twiddy, who was present, to speak to the operation of the facility.

Hadley Twiddy said she would be running the inn. She reviewed the prior application and approval as an Inn, and understands the concerns of the neighbors. She said there would be someone on site for a significant portion of the day and, if needed, there is a place for an employee to stay overnight. Ms. Twiddy said the wish is to run a successful business and appropriate operational procedures will be established.

The Board discussed the enforcement of county ordinances for noise or other reported violations. The ability of the Board to place conditions on the approval were discussed.

Commissioner White moved to approve amended PB 13-29, with staff recommended conditions noted on page 9 of the agenda packet, because it is consistent with the Corolla Village Small Area Plan in that the project maintains desirable building style characteristics and architectural features that promote the character of Corolla Village (Policy LU1) and it promotes a small village feel by orienting the building entrance to the street, designing parking on the side and incorporating front porches and pedestrian oriented features (Policy LU2). The request is reasonable and in the public interest because the project provides diversity of lodging accommodation in the Corolla Village area and a vibrant village will help promote the historic character and heritage of the area.

The motion was seconded by Commissioner Etheridge and passed unanimously.

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

B. PB 16-17 SB&K Investments LLC:

APPLICATION SUMMARY	
Property Owner: Hugh S Miller IV 111 Currituck Commercial Drive Moyock NC 27958	**Applicant:** SB&K Investments LLC 111 Currituck Commercial Drive Moyock NC 27958
Case Number: PB 16-17	**Application Type:** Amended Conditional Rezoning
Parcel Identification Number: 0009000029T0000	**Existing Use:** Vacant
Land Use Plan Classification: Full Service **Moyock SAP:** Full Service	**Parcel Size (Acres):** 4.01
Zoning History: RA20 (1975); A (1989);	**Plan Request:** 16 Unit Townhome Development with 1 accessory dwelling unit
Current Zoning: C-MXR (2017)	**Proposed Zoning:** C-MXR (Amended)
Community Meeting: January 2, 2018	

SURROUNDING PARCELS

	LAND USE	ZONING
NORTH	VACANT	C-SFM
SOUTH	SINGLE FAMILY DWELLINGS	GB
EAST	ASSISTED LIVING FACILITY	GB
WEST	VACANT	GB

This 4.01 acre parcel is located on Moyock Landing Drive, adjacent to the Currituck House assisted living facility to the east and the Rail Road right-of-way to the west. The parcel was rezoned to Conditional-MXR on February 6, 2017 (See Attached Order.) The original conditional rezoning was approved for a 16 unit townhome development, 1 accessory dwelling unit, and 12 detached garages. The new request incorporates the garages into the townhomes and eliminates the 12 detached garages. It also reorients the buildings and infrastructure on the property. The applicant has made this request in order to reduce the amount of impervious lot coverage for the project. Once the applicant proceeded with the engineering phase of the project, it was discovered that a High Density State Stormwater Permit would be required because of the proposed lot coverage (34%). The new proposal reduces lot coverage to 23.5% thus allowing for a more manageable and easier to maintain Low Density State Stormwater Permit.

It should be noted that although the side of two of the buildings will be oriented towards Moyock Landing Drive with this plan, the developer is proposing to add architectural features similar to traditional front façade of buildings such as windows and enhanced landscaping (see attached elevations). Staff is requesting the addition of covered, wrap-around porches for the two end units fronting the street as previously proposed by the applicant.

The amended Conditional-Mixed Residential (C-MXR) district request is reasonable because the district accommodates a wide variety of residential uses at moderate densities, including multi-family dwellings. The district is intended to provide much needed moderate cost housing for county residents within well-designed neighborhoods. The multi-family project is subject to appropriate community forms, compatibility, and design standards to ensure a well-designed neighborhood. This multi-family development will serve as a transition between General Business (GB) development along Caratoke Highway and the assisted living facility and neighborhood (Shingle Landing) to the east.

After amended conditional zoning approval, the development will proceed with site plan and subdivision approval. Each individual unit will be on its own lot similar to a condominium form of ownership. The developer plans to retain ownership of the units at this time with the option to sale in the future if the market dictates.

The policy emphasis of the 2006 Land Use Plan for Moyock is on properly managing the increased urban level of growth that this area is experiencing. Residential development densities should be medium to high (up to four units per acre) based on the availability of county services such as water, sewer, schools, etc. County water and sewer are available for this project and the other levels of service are appropriate.

RECOMMENDATIONS
TECHNICAL REVIEW COMMITTEE

The Technical Review Committee recommends approval of the amended conditional rezoning as presented.

THE AMENDED CONDITIONAL ZONING REQUEST IS CONSISTENT WITH THE 2006 LAND USE PLAN BECAUSE:

- COUNTY WATER AND SEWER ARE AVAILABLE TO THE SITE AND THIS USE WILL HELP GROW THESE SYSTEMS. (POLICY ES1)
- IT IS AT A DENSITY APPROPRIATE FOR THE LOCATION. (POLICY HN1)
- ADEQUATE PUBLIC FACILITIES ARE AVAILABLE TO SERVICE THE PROJECT. (PP2)
- IT IS LOCATED IN THE FASTEST GROWING AREA OF THE COUNTY THAT CONTINUES TO EVOLVE AS A FULL SERVICE COMMUNITY. (MOYOCK POLICY EMPHASIS)

THE AMENDED CONDITIONAL REZONING REQUEST IS CONSISTENT WITH THE MOYOCK SMALL AREA PLAN BECAUSE:

- THERE WILL BE A SIDEWALK CONNECTION TO THE ASSISTED LIVING FACILITY, PARK, AND SUBDIVISION TO THE EAST. (TR2)
- INFRASTRUCTURE AND SERVICE NEEDS OF THE COMMUNITY ARE MET. (IS2)
- IMPERVIOUS LOT COVERAGE IS REDUCED AND STORMWATER IS PROPERLY MANAGED. (IS4)
- IT IS COMPATIBLE WITH A RURAL ATMOSPHERE, TRANSITIONAL AREAS, AND A SMALL TOWN, MAIN STREET FEEL. (CC1)

THE AMENDED REQUEST IS REASONABLE AND IN THE PUBLIC INTEREST BECAUSE:

- IT CREATES A NEW RESIDENTIAL USE TYPE, MULTI-FAMILY, AT AN APPROPRIATE DENSITY FOR THE AREA WHERE COUNTY WATER AND SEWER ARE AVAILABLE.
- It provides a moderate cost housing opportunity for county residents within a well-design neighborhood.

CONDITIONS OF APPROVAL

ONLY CONDITIONS MUTUALLY AGREED TO BY THE OWNER(S) MAY BE APPROVED AS PART OF A CONDITIONAL ZONING DISTRICT. CONDITIONS SHALL BE LIMITED TO THOSE THAT ADDRESS CONFORMANCE OF DEVELOPMENT AND USE OF THE SITE WITH COUNTY REGULATIONS AND ADOPTED PLANS AND THAT ADDRESS THE IMPACTS REASONABLY EXPECTED TO BE GENERATED BY THE DEVELOPMENT OR USE. NO CONDITION SHALL BE LESS RESTRICTIVE THAN THE STANDARDS OF THE PARALLEL GENERAL USE ZONING DISTRICT.

Suggested conditions of approval:

1. The development shall be completed strictly in accordance with the conceptual development plan submitted to and approved by the Board of Commissioners.
2. The development will consist of a 16 unit townhome development (with attached garages), one detached garage/storage unit, and one detached accessory dwelling unit.
3. That covered, wrap-around porches be added to the end units with sides fronting the street to further enhance the front façade appearance from the street.
4. That the architectural rendering of the townhomes be incorporated into this approval and units constructed accordingly.

PLANNING BOARD

THE PLANNING BOARD RECOMMENDED APPROVAL OF THIS REQUEST SUBJECT TO THE CONSISTENCY AND REASONABLENESS STATEMENTS AND THE FOLLOWING CONDITIONS:

1. The development shall be completed strictly in accordance with the conceptual development plan submitted to and approved by the Board of Commissioners.
2. The development will consist of a 16 unit townhome development (with attached garages), one detached garage/storage unit, and one detached accessory dwelling unit.
3. That end units with sides fronting the street be further enhance (than the elevations presented at the 1/9/18 Planning Board meeting) with architectural features and landscaping to give more of a front façade appearance from the street. The architectural rendering shall be revised accordingly.

4. That the architectural rendering of the townhomes be incorporated into this approval and units constructed accordingly.

RECOMMENDED APPROVAL [UNANIMOUS] Next: 2/5/2018 6:00 PM
AYES: Carol Bell, Chairman, Fred Whiteman, Vice Chairman, C. Shay Ballance, Board Member, Steven Craddock, Board Member, John McColley, Board Member, Jane Overstreet, Board Member

Planning Board Discussion - January 9, 2018

Senior Planner, Tammy Glave presented the staff report. This was originally rezoned to Conditional-MXR on February 6, 2017. It is located adjacent to the Currituck House assisted living facility. Ms. Glave explained the changes being requested and the reason the changes were needed. Once the applicant proceeded with the engineering phase of the project, it was discovered that there was too much lot coverage to qualify for a low density stormwater permit. Changes were made with reorientation of buildings and infrastructure on the property to lower the impervious lot coverage. One of the concerns that staff had was seeing the side of building and the applicant has agreed to add extra architectural detail. Ms. Glave presented various slides showing the original Elevations verses the new Elevations, location, the Land Use Plan classification and the Moyock Small Area Plan classification, etc. The TRC has recommended approval as presented.

Chairman Bell asked if board members had any questions for staff. Discussion was held on the various changes to structures and parking area. Mr. Craddock asked about the detached unit and if it would be used for staff. Ms. Glave said it is intended as a short term rental.

Chairman Bell opened the public hearing. Applicant, Sam Miller came before the board. He said the impervious lot coverage has changed from 34% to 23% which is positive with the stormwater drainage. Also, the extra unit is for renting and is between 500 and 600 feet for short term rental.

Board members had discussion with the applicant on whether he would enhance the decorative appeal of the structures and landscaping to make up for the changes in elevations. There was also concern that the porches were not wrap around porches on the end units.

Chairman Bell asked if there was anyone to speak in opposition. Mark Sanford from Chesapeake came before the board. He said he is currently building custom home on Moyock Landing Drive and is concerned about plain looking rentals being in the same location with beautiful custom homes. Mr. Whiteman said this case was previously approved and we are only approving changes to the design.

Mr. Craddock asked if we received an answer about the porch. This appears to be a lean to coming off the roof and not a wraparound porch. Ms. Glave cited the definition for a porch and said it has to have columns.

Mr. Whiteman asked Mr. Miller if he would be willing to change the porches on the end units to wrap around porches with columns. Mr. Miller said he would, but would rather do a decorative freeze band or something else. Mr. McColley agreed that better aesthetics are needed. Mr. Whiteman asked Mr. Miller if he would do another rendering for the Board of Commissioners Meeting showing the changes to the end caps we discussed and Mr. Miller agreed to do so.

Chairman Bell closed the public hearing and asked for a motion.

Motion
Mr. McColley motioned to approve the conditional rezoning amendment since it is consistent with the 2006 Land Use Plan because:

- County water and sewer are available to the site and this use will help grow these systems. (Policy ES1)
- It is at a density appropriate for the location. (Policy HN1)
- Adequate public facilities are available to service the project. (PP2)

- It is located in the fastest growing area of the county that continues to evolve as a Full Service community. (Moyock Policy Emphasis)

The amended conditional rezoning request is consistent with the Moyock Small Area Plan because:
- There will be a sidewalk connection to the assisted living facility, park, and subdivision to the east. (TR2)
- Infrastructure and service needs of the community are met. (IS2)
- Impervious lot coverage is reduced and stormwater is properly managed. (IS4)
- It is compatible with a rural atmosphere, transitional areas, and a small town, main street feel. (CC1)

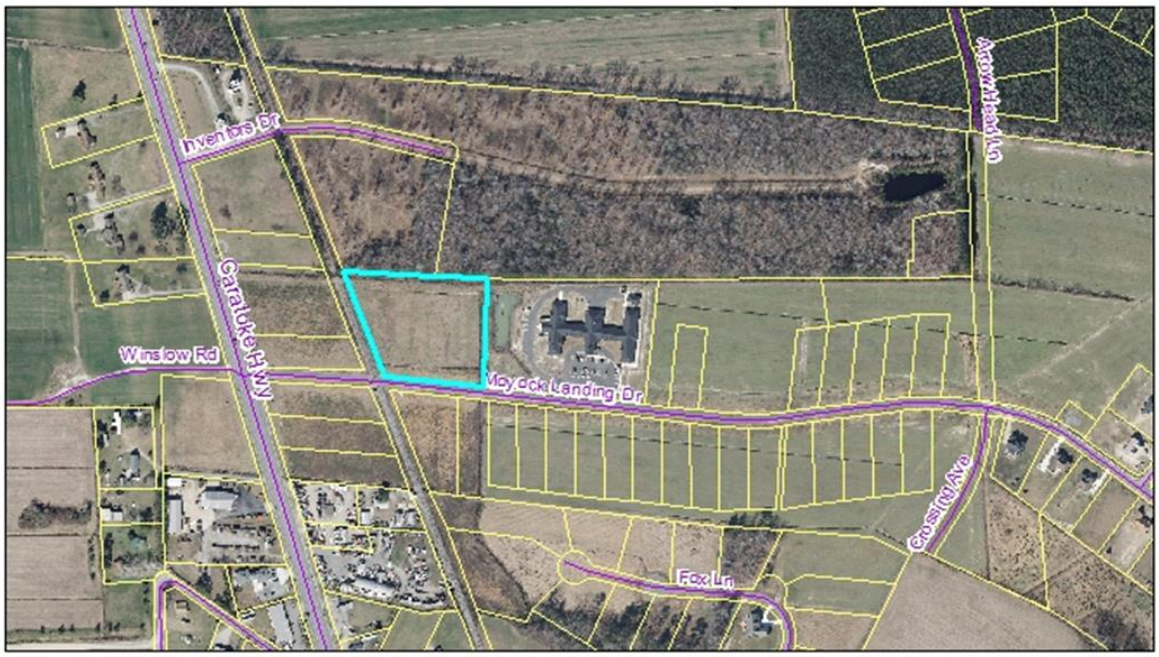
The amended request is reasonable and in the public interest because:
- It creates a new residential use type, multi-family, at an appropriate density for the area where county water and sewer are available.
- It provides a moderate cost housing opportunity for county residents within a well-design neighborhood.

With added conditions made by the TRC:
1. The development shall be completed strictly in accordance with the conceptual development plan submitted to and approved by the Board of Commissioners.
2. The development will consist of a 16 unit townhome development (with attached garages), one detached garage/storage unit, and one detached accessory dwelling unit.
3. That covered, wrap-around porches be added to the end units with sides fronting the street to further enhance the front façade appearance from the street.
4. That the architectural rendering of the townhomes be incorporated into this approval and units constructed accordingly.

And the applicant will present to the BOC an amended end elevation to show the features we discussed along with the landscaping discussed.

Chairman Bell asked if there were any more discussion. Mr. Craddock said he appreciates the applicant being willing to make the changes we discussed.

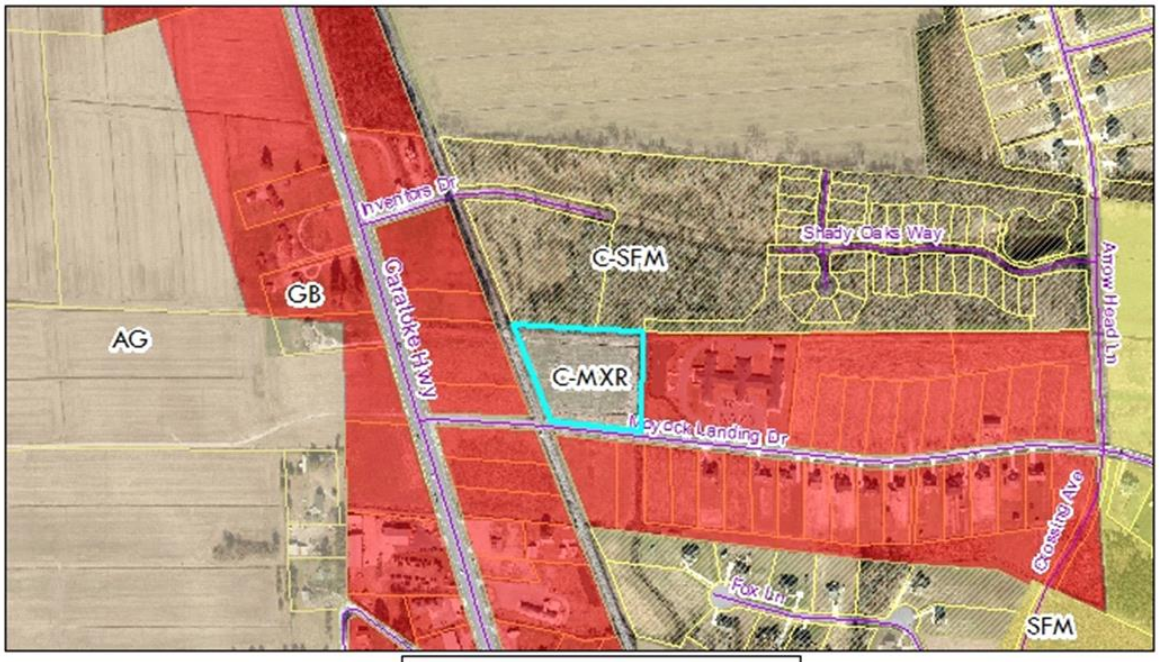
Chairman Bell asked for a second on the motion with the added conditions and changes. Mr. Craddock seconded the motion and the motion with the added conditions and changes carried unanimously.



PB 16-17 E.T. Hyman Surveying
Conditional Rezoning
Aerial Photography

0 250 500 1,000 Feet

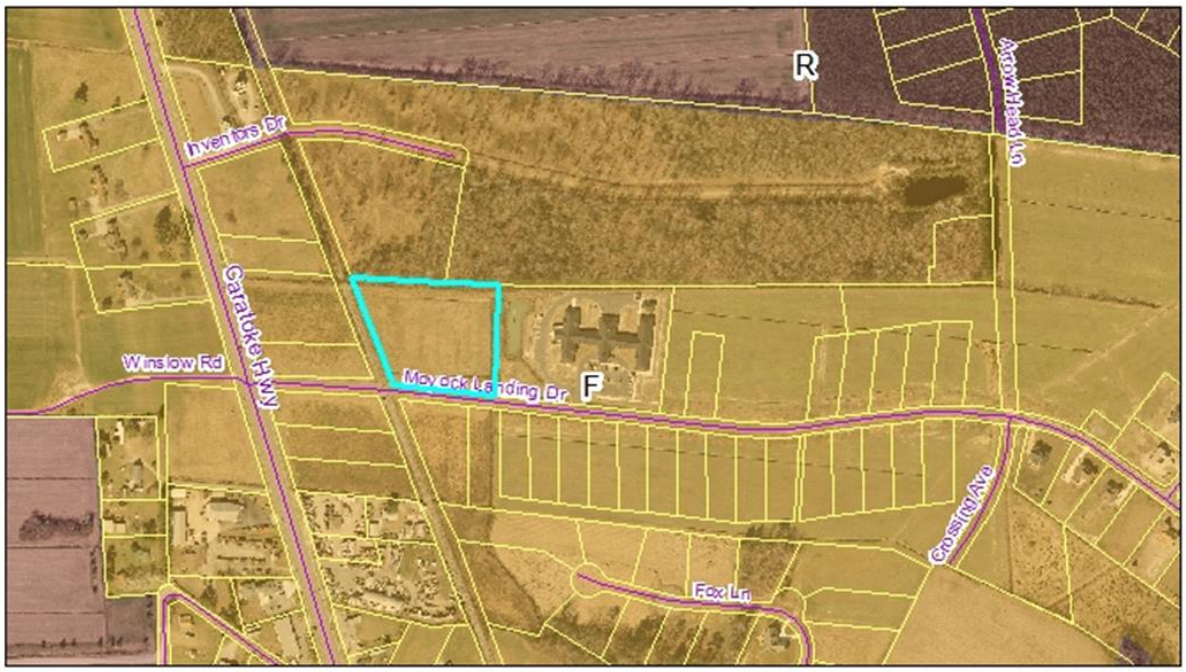
Currituck County
Planning and
Community Development



PB 16-17 SB&K Investments LLC
Amended Zoning Map Amendment
Zoning Classification

0 250 500 1,000 Feet

Currituck County
Planning and
Community Development



PB 16-17 E.T. Hyman Surveying
Conditional Rezoning
Land Use Plan Classification

0 250 500 1,000

Currituck County
Planning and
Community Development

PB 16-17 E.T. Hyman Surveying
Conditional Rezoning
Moyock SAP Classification

0 250 500 1,000

Currituck County
Planning and
Community Development

The agenda was amended to continue this item to the next regular meeting of the Board of Commissioners.

RESULT:	**CONTINUED [UNANIMOUS]**	**Next: 2/19/2018 6:00 PM**
AYES:	Bobby Hanig, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, Mary "Kitty" Etheridge, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner, Bob White, Commissioner	

NEW BUSINESS

A. Motion to allow Recusal

Commissioner Payment requested recusal from the discussion and vote during consideration of the Resolution to allow CT Mechanical, Inc., to contract with Currituck County. The company is owned by Commissioner Payment.

Commissioner Gilbert moved to allow Commission Payment to be recused. The motion was seconded by Commissioner White and passed unanimously.

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

B. Resolution Authorizing Contract by and between CT Mechanical, Inc. and County of Currituck Pursuant to N.C. Gen. Stat. §14-234

County Attorney, Ike McRee, reviewed the North Carolina General Statute and requirements within the statute that give local governments the ability to contract with members of a governing Board. Mr. McRee responded to Board questions and recommended approval of the resolution.

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

Commissioner Payment returned to the meeting room.

RESOLUTION AUTHORIZING CONTRACT BY AND BETWEEN CT MECHANICAL, INC. AND COUNTY OF CURRITUCK PURSUANT TO N.C. GEN. STAT. §14-234

WHEREAS, the County of Currituck is in regular need of heating, air conditioning and ventilation services; and

WHEREAS, CT Mechanical, Inc. is a heating, air conditioning and ventilation contractor that has provided regular and quality service to the County of Currituck; and

WHEREAS, Commissioner Mike Payment has more than a ten percent (10%) ownership interest in CT Mechanical, Inc.; and

WHEREAS, N.C. Gen. Stat. §14-234 provides that a public officer may not enter into a contract with the county served by the public officer except in a county with no town or city with population of more than 15,000 persons and so long as the amount of the contract does not exceed $40,000.00 in a twelve month period; and

WHEREAS, there are no cities or towns in County of Currituck; and

WHEREAS, CT Mechanical, Inc. has performed under previous contracts with the county and the county has determined that it is in the county's best interest for such contracts to continue.

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

Section 1. The County Manager is authorized to execute a contract with CT Mechanical, Inc. for heating, air conditioning and ventilation services in an amount not to exceed $40,000.00 in a twelve month period.

Section 2. This resolution shall be recorded in the official minutes of the Board of Commissioners for Currituck County stating that Commissioner Mike Payment did not vote or otherwise participate in the adoption of this resolution.

Section 3. The Clerk to the Board of Commissioners and Finance Officer are directed to comply with the posting and reporting requirements set forth in N.C. Gen. Stat. §14-234 with respect to this resolution and contract described herein.

Section 4. This resolution is effective upon adoption

ADOPTED the 5th day of February, 2018.

_____
Bobby Hanig, Chairman
Board of Commissioners

ATTEST:

_____
Clerk to the Board of Commissioners

(COUNTY SEAL)

RESULT:	**APPROVED [6 TO 0]**
MOVER:	Mike D. Hall, Commissioner
SECONDER:	Marion Gilbert, Commissioner
AYES:	Bobby Hanig, Chairman, Paul M. Beaumont, Commissioner, Mary "Kitty" Etheridge, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner, Bob White, Commissioner
RECUSED:	Mike H. Payment, Vice Chairman

C) Board Appointments

1. Albemarle Commission, At-Large

Commissioner Gilbert discussed the current vacancy on the Albemarle Commission Board and nominated Elizabeth White to fill the at-large seat as Currituck County's representative. Commissioner Payment seconded the nomination and Ms. White was unanimously approved.

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

D) Consent Agenda

Commissioner Hall highlighted some of the items on the consent agenda, including the Resolution supporting Commercial fishermen and the Marsy's Law Proclamation which promotes victim rights. He wished K-9 Kido well in his retirement and in his new home with Deputy Evans.

Commissioner Payment confirmed the Board's unanimous support for commercial fishermen.

Commissioner Etheridge asked Mr. Scanlon to review the budget amendment for $111,000 to purchase assets to patrol the 4WD area. Mr. Scanlon said the budget amendment was a request from the Sheriff's Department for the purchase of three jeeps and a utility vehicle, replacing the equipment previously used. The cost includes outfitting the vehicles with radio equipment and public safety items such as graphics and lights. Mr. Scanlon said the jeeps would enable Sheriff's Deputies to patrol the beach area more efficiently over a wider area. Commissioner Etheridge suggested not replacing everything at once, as it is a large expense.

Mr. Scanlon confirmed with Commissioner Beaumont, as the Commissioner representative on the Fire Advisory Board, that Fire Departments would engage the

county before going to a financial institution to borrow money, as the county may be able to provide a better rate.

After discussion, Commissioner Gilbert made a motion for approval of the Consent Agenda. Commissioner White seconded and the motion passed unanimously.

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

1) Approval Of Minutes for January 16, 2018

1. Minutes for January 16, 2018

2. Budget Amendments

		Debit	Credit
Account Number	Account Description	Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
50442-590005	Conn Corolla - Albacore Sidewalk	$ 12,250	
50442-588000	Contingency - Connect Corolla		$ 12,250
		$ 12,250	$ 12,250
Explanation:	Connecting Corolla (50442) - Transfer contingency funds for 110 foot bulkhead at Albacore and Whalehead.		
Net Budget Effect:	County Governmental Facilities (50) - No change.		

		Debit	Credit
Account Number	Account Description	Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
61818-590000	Capital Outlay		$ 35,500
61380-482000	Miscellaneous	$ 35,500	
		$ 35,500	$ 35,500
Explanation:	Mainland Water (61818) - Increase appropriations for a water trailer funded 100% through DPR1 Public Safety grant funding.		
Net Budget Effect:	Mainland Water Fund (61) - Increased by $35,500.		

Account Number	Account Description	Debit: Decrease Revenue or Increase Expense	Credit: Increase Revenue or Decrease Expense
10512-514800	Fees Paid to Officials	$ 1,000	
10512-514500	Training & Education		$ 1,000
		$ 1,000	$ 1,000

Explanation: Animal Services and Control (10512) - Transfer budgeted funds for additional advisory board meetings.

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

Account Number	Account Description	Debit: Decrease Revenue or Increase Expense	Credit: Increase Revenue or Decrease Expense
10460-526000	Advertising	$ 300	
10460-502000	Salaries		$ 300
		$ 300	$ 300

Explanation: Public Works (10460) - Transfer funds for advertising unanticipated vacant Public Works positions.

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

Account Number	Account Description	Debit: Decrease Revenue or Increase Expense	Credit: Increase Revenue or Decrease Expense
10490-516000	Repairs & Maintenance - Other	$ 1,000	
10490-516003	Repairs & Maintenance - Courts	$ 4,000	
10490-590000	Capital Outlay		$ 5,000
		$ 5,000	$ 5,000

Explanation: Court Facilities (10490) - Transfer budgeted funds for repairs to the Judical building.

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

Account Number	Account Description	Debit Decrease Revenue or Increase Expense	Credit Increase Revenue or Decrease Expense
10530-590000	Capital Outlay	$ 21,505	
10530-513000	Utilities		$ 1,000
10380-484001	Insurance Recovery		$ 20,505
		$ 21,505	$ 21,505

Explanation: Emergency Medical Services (10530) - Increase appropriations to repair ambulance involved in an accident.

Net Budget Effect: Operating Fund (10) - Increased by $20,505.

Account Number	Account Description	Debit Decrease Revenue or Increase Expense	Credit Increase Revenue or Decrease Expense
12548-582400	Notes Payable	$ 1,000	
12548-545000	Contract Services		$ 1,000
		$ 1,000	$ 1,000

Explanation: Knotts Island VFD (12548) - Transfer funds within the Knotts Island VFD funding for amounts due to the County for loan.

Net Budget Effect: Fire Services (12548) - No change.

Account Number	Account Description	Debit Decrease Revenue or Increase Expense	Credit Increase Revenue or Decrease Expense
10510-590000	Capital Outaly	$ 111,000	
10390-495015	T F - Occupancy Tax		$ 111,000
		$ 111,000	$ 111,000

Explanation: Sheriff (10510) - Increase appropriations for replacement vehicles for beach patrol.

Net Budget Effect: Operating Fund (10) - Increased by $111,000.

		Debit	Credit
Account Number	Account Description	Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
61818-561000	Professional Services	$ 53,600	
61360-471000	Tap and Connection Fees		$ 53,600
		$ 53,600	$ 53,600
Explanation:	Mainland Water (61818) - Increase appropriations for contract to assist the County engineer with water modeling of the Currituck mainland water system.		
Net Budget Effect:	Mainland Water Fund (61) - Increased by $53,600.		

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

RESOLUTION
OPPOSING ANY CHANGE
IN THE DEFINITION OF A COMMERCIAL FISHING OPERATION

WHEREAS, commercial fishing is a vital part of North Carolina's history, heritage, and culture and represents a crucial component of the economy for Currituck County and other coastal communities; and

WHEREAS, according to the NC Division of Marine Fisheries, the sales impact of the harvesting and sale of commercial seafood is $388,325,000 and the income impact of employed commercial fishermen is $166,066,000; and

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

WHEREAS, the North Carolina Marine Fisheries Commission (MFC) is now undertaking an action to consider changes in the definition of a commercial fisherman; and

WHEREAS, among the items that the MFC proposes to consider is a requirement that those holding Commercial Fishing licenses must have 50 percent of their earned income from the Trip Ticket Program, generate 36 Trip Tickets per year, and require those who do not have Trip Tickets to show proof of $10,000 or more income per year; and

WHEREAS, no other professional license issued by the State dictates a percentage of income or minimum income requirement or level of participation in order to qualify; and

WHEREAS, the requirements that are being considered by MFC, or any other adverse change they may propose to the definition of Commercial Fishing, would have a harmful effect on many of the hard working North Carolinians who now engage in commercial fishing and already suffer because of government overregulation that imposes severe quotas and unnecessary restrictions on fishing seasons, limits, and gear forcing many to take on additional jobs and engage in part-time businesses in order to responsibly support their families; and

WHEREAS, this latest attempt to redefine commercial fishing is not the first time that the Marine Fisheries Commission has looked at this matter; and

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

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

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

AND BE IT FURTHER RESOLVED that the Currituck County Board of Commissioners strongly opposes the unnecessary effort that is now underway by the Marine Fisheries Commission to reexamine the definition of commercial fishing, and urges all coastal communities to adopt similar resolutions, and encourages all residents to vigorously voice their concerns about the latest attempt by the Marine Fisheries Commission to once again redefine commercial fishing.

Adopted this the 5th day of February, 2018.

_____
Bobby Hanig, Chairman

ATTEST:

_____
Leeann Walton, Clerk to the Board

4. Surplus Resolution and Authorization for Captain Samuel B. Casey and Deputy Christopher L. Doxey to Purchase their Service Weapons upon their Retirement

WHEREAS, the Board of Commissioners of Currituck County, North Carolina, during its regular meeting held on February 5, 2018, authorized the following property listed below be declared surplus and disposed of; and

WHEREAS, Sheriff Johnson has requested that upon the retirement of Captain Samuel B. Casey that his duty weapon, a Glock 22 handgun, Serial #PVF968, be given to him. Mr. Casey has made the request to purchase same for $1 upon his retirement.

ADOPTED this the 5th day of February, 2018.

_____
ATTEST: Bobby Hanig, Chairman

_____
Clerk to the Board of Commissioners

WHEREAS, the Board of Commissioners of Currituck County, North Carolina, during its regular meeting held on February 5, 2018, authorized the following property listed below be declared surplus and disposed of; and

WHEREAS, Sheriff Johnson has requested that upon the retirement of Deputy Christopher Doxey that his duty weapon, a Glock 22 handgun, Serial #PVF928, be given to him. Mr. Doxey has made the request to purchase same for $1 upon his retirement.

ADOPTED this the 5th day of February, 2018.

ATTEST: Bobby Hanig, Chairman

Clerk to the Board of Commissioners

5. Surplus Resolution-Sheriff K-9, Kido

RESOLUTION

"WHEREAS, The Board of Commissioners of the County of Currituck, North Carolina, during its regularly scheduled meeting and pursuant to G.S. 160A and 270(b), approve the property listed in this Resolution to be declared surplus and authorize its conveyance to handler, Deputy Jeremy Evans.

County Asset Tag	Description	Serial Number
#7232	KIDO Sheriff's K-9 Belgian Melinois	N/A

ADOPTED, this 5th day of February, 2018.

6. Consideration of Purchase Requests for Crawford VFD

7. Consideration and Approval of Economic Improvement Council Community Block Grant Application

8. Marsy's Law Proclamation

MARSY'S LAW FOR NORTH CAROLINA
PROCLAMATION

WHEREAS, Marsy's Law For North Carolina and advocacy organizations statewide are dedicated to guaranteeing victims' rights and providing a voice; and

WHEREAS, Marsy's Law For North Carolina supporters agree victims should always be treated with fairness and respect throughout the criminal justice process, protected from the defendant, reasonably heard at public proceedings regarding their case, and given a voice through the process of the case; and

WHEREAS, per the Federal Bureau of Investigation's (FBI) most recent "Crime in the United States" report, in 2013 a total of 33,700 North Carolinians were the victim of Violent "Index Crimes" including: murder, rape, robbery, aggravated assault, burglary, larceny, motor vehicle theft and arson; and

WHEREAS, Marsy's Law for North Carolina will ensure that victim's receive the same rights that are afforded to criminals and have rights to notification of release, hearings, appropriate restitution, and the right to speak at during criminal proceedings; and

WHEREAS, Victims' Rights is a non-partisan, non-political issue, and Marsy's Law is a common sense approach to ensuring Victims' Rights

NOW THEREFORE, the Currituck County Board of Commissioners, do hereby proclaim support for HB 551/SB 595-Marsy's Law, In and for the County of Currituck, and encourage all of our citizens to join in the commitment to protect the rights of North Carolina crime victims.

ADOPTED this the 5th day of February, 2018.

_____
Bobby Hanig, Chairman

ATTEST:

_____
Clerk to the Board

9. Request to Dispose of records of the Whalehead Preservation Trust per the Local Government record retention schedule

E) Commissioner's Report

Commissioner Hall talked about the Beach Parking pass, and said it is a work in progress and there is still time for comments.

Commissioner Gilbert reported that she and Chairman Hanig had attended the Moyock Volunteer Fire Department awards banquet and commended all of those who volunteer. She announced Lower Currituck Volunteer Fire Department (LCVFD) would be holding their awards banquet on Saturday. Commissioner Gilbert said the Moyock Women's Club White out for Hunger to benefit the food pantry was also held on Saturday, and she thanked all who participated.

Commissioner Payment also talked about Saturday night's LCVFD banquet, thanking all of the Fire dept members and volunteers. He said there are many ways to volunteer and encouraged folks to do so.

Chairman Hanig talked about a young man that had a remarkable 3,800 volunteer hours at the Moyock Volunteer Fire Department. He said the motivation and comraderie is truly special and thanked folks who lead these volunteer programs.

F) County Manager's Report

Mr. Scanlon talked about the many calls the office has received related to the beach parking pass the Board will be considering, the vast majority of which were questions related to the fee. He clarified the Board's intention to allow property owners and residents to obtain passes at no fee. He said the item should be in front of the Board at the next meeting.

RECESS

Chairman Hanig recessed the regular meeting to hold a Special Meeting of the Tourism Development Authority.

SPECIAL MEETING OF THE TOURISM DEVELOPMENT AUTHORITY

The Currituck County Board of Commissioners held a Special Meeting sitting as the Tourism Development Authority in the Board Meeting Room of the Historic Currituck Courthouse, 153 Courthouse Road, Currituck, North Carolina.

G. TDA Budget Amendments

County Manager, Dan Scanlon, reviewed the Tourism Development Budget Amendments under consideration.

After review, Commissioner Gilbert moved to approve the budget amendments. The motion was seconded by Commissioner Etheridge and passed unanimously.

		Debit	Credit
		Decrease Revenue or	Increase Revenue or
Account Number	Account Description	Increase Expense	Decrease Expense
15448-590000	Capital Outlay	$ 2,450	
15448-516000	Maintenance & Repair		$ 2,450
		$ 2,450	$ 2,450
Explanation:	Occupancy Tax -Tourism Related- Whalehead (15448) -Transfer funds to repair Whalehead restroom facility that was damaged due to frozen pipes in January		
Net Budget Effect:	Occupancy Tax Fund (15) - No change.		

		Debit	Credit
Account Number	Account Description	Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
15442-545000	Promotion - Contracted Services		$ 700
15442-590000	Promotion - Capital Outlay	$ 700	
		$ 700	$ 700
Explanation:	Occupancy Tax - Promotion (15442) -Transfer funds for replacement HVAC unit.		
Net Budget Effect:	Occupancy Tax Fund (15) -No change.		

		Debit	Credit
Account Number	Account Description	Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
15447-587010	T T - Operating Fund	$ 111,000	
15320-415000	Occupancy Tax		$ 111,000
		$ 111,000	$ 111,000
Explanation:	Occupancy Tax -Tourism Related (15447) -Increase appropriations to transfer funds to the operating fund for vehicle purchased for beach patrol.		
Net Budget Effect:	Occupancy Tax Fund (15) - Increased by $111,000.		

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

Motion to Adjourn

With no further business, Commissioner Gilbert moved to adjourn. The motion was seconded by Commissioner White, passed unanimously, and the meeting of the Tourism Development Authority was adjourned.

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

CLOSED SESSION

After adjournment of the meeting of the Tourism Development Authority, Chairman Hanig reconvened the regular meeting of the Board of Commissioners.

H. Closed Session pursuant to G.S. 143-318.11(a)(3) to consult with the County Attorney and in order to preserve the Attorney-Client privilege

Commissioner Gilbert moved to enter Closed Session pursuant to G.S. 143-318.11(a)(3) to consult with the County Attorney and in order to preserve the attorney-client privilege. The motion was seconded by Commissioner Etheridge. The motion passed unanimously and the Board went into closed session.

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

ADJOURN

Motion to Adjourn Meeting

The Board had no further business after returning from Closed Session and Commissioner Payment made a motion to adjourn. The motion was seconded by Commissioner White and was passed unanimously. The Board of Commissioner meeting adjourned at 7:45 PM.

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

STAFF REPORT
PB 13-29 TFP, LLC
BOARD OF COMMISSIONERS
FEBRUARY 5, 2018

APPLICATION SUMMARY	
Property Owner: TFP, LLC PO Box 369 Corolla, NC 27927	**Applicant:** TFP, LLC PO Box 369 Corolla, NC 27927
Case Number: PB 13-29	**Application Type:** Conditional Zoning Amendment
Parcel Identification Number: 0114-000-020A-0000	**Existing Use:** Vacant
Land Use Plan Classification: Full Service with partial Conservation	**Parcel Size (Acres):** 1.35 acres
Corolla Village Small Area Plan Classification: Mixed Use	**Zoning History:** Property zoned Residential prior to Conditional GB Zoning approved by BOC on January 6, 2014
Current Zoning: C-GB (10 bedroom Inn)	**Proposed Zoning:** C-GB (12 bedroom Inn)
Plan Request: Conditional Zoning 1st Amendment: Construction and operation of a12 bedroom Inn	

SURROUNDING PARCELS		
	Land Use	**Zoning**
North	Vacant	SFO w/ PUD overlay
South	Religious institution/Dwelling	SFO
East	Commercial Operations Building/ Water Treatment & Drain field Area	CD-GB / SFO w/ PUD overlay
West	Vacant	SFO

STAFF ANALYSIS

REQUEST

The applicant is seeking an amendment to the conditions of approval to construct a **12 bedroom Inn**. The subject property is zoned Conditional General Business. On January 6, 2014, the BOC approved the conditional zoning for construction of a **10 bedroom Inn** subject to the following conditions:

1. Provide pedestrian friendly circulation from buildings to street right-of-way.
2. Building construction to be reflective of the Corolla Village historic architecture.
3. The property shall be developed in accordance with the Conceptual Development Plans dated November 25, 2013.

Community Meeting

A community meeting was held on Monday, November 13, 2017. A community meeting summary prepared by the applicant is included in the agenda packet.

2006 Land Use Plan

The 2006 Land Use Plan (LUP) classifies the site as mostly Full Service with a small area of Conservation. The Conservation class is applied to areas that should not be developed at all (preserved), or if developed, done so in a very limited manner characterized by careful planning and cautious attention to the conservation of environmental features. The applicant has proposed to mitigate the conflict with the Land Use Plan by incorporating Low Impact Development techniques including the use of porous pavement, bio retention basins for stormwater collection, and preservation of existing, significant vegetation. The proposed conditional zoning amendment is consistent with Policy OB5 since it will help to preserve and protect the historic character and heritage of the COROLLA VILLAGE area by incorporating Historic Corolla Village architectural details.

Corolla Village Small Area Plan

The Corolla Village Small Area Plan (CVSAP) classifies the parcel as Mixed Use. The proposed conditional zoning amendment appears to be consistent with this plan as it provides a different type of lodging accommodation in the Village. The Mixed Use area of the plan provides for a diverse mix of land uses. The proposed amendment conforms to Policy LU1 by maintaining desirable building style characteristics, architectural features that promote the character of Corolla Village, and it conforms to Policy LU2 by promoting a small village feel by orienting the building entrance to the street, designing parking on the side, and incorporating front porches. The site also incorporates pedestrian oriented features.

REVIEW STANDARDS

In determining whether to adopt or deny a proposed map amendment, the Board of Commissioners may weigh the relevance of and consider whether and to the extent to which the proposed amendment:

- Is consistent with the goals, objectives, and policies of the Land Use Plan, other applicable county-adopted plans, and the purposes of this ordinance;
    - The requested amendment is consistent with the County's adopted plans including the Land Use Plan and Corolla Village Small Area Plan.
- Is in conflict with any provision of this ordinance, or the County Code of Ordinances;
    - The requested amendment is not in conflict with County ordinances.
- Is required by changed conditions;
    - According to the applicant, the additional rooms are required for the development to be successful.
- Addresses a demonstrated community need;
    - Staff is not aware of a demonstrated community need for the amendment to the conditional zoning.
- Is compatible with existing and proposed uses surrounding the land subject to the application, and is the appropriate zoning district and uses for the land;
    - The requested amendment is consistent with the surrounding land and is the appropriate zoning district for construction of a 12 bedroom Inn.
- Adversely impacts nearby lands.
    - Staff is not aware of adverse impacts to nearby lands; the site will include landscape buffers, screening of loading and refuse areas, the structure will incorporate the Historic Corolla Village Architecture and limited disturbance is proposed along the property lines that abut vacant property.
- Would result in a logical and orderly development pattern;

Attachment: PB 13-29 TFP, LLC Inn (BOC 2-5-18) Conditional Zoning 1st Amendment Staff Report (PB 13-29 TFP, LLC)

    - It is staff's opinion that the amendment to the rezoning will result in a logical and orderly development pattern.
- 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;
    - Staff is not aware of any adverse impacts on the natural environment because of the proposed rezoning amendment; changes to the previously approved conceptual development plan are minimal.
- Would result in development that is adequately served by public facilities;
    - The zoning amendment will not have an impact on adequate public facilities.
- Would not result in significantly adverse impacts on the land values in the surrounding area; and,
    - Staff is not aware of any significantly adverse impacts on the land values in the surrounding area.
- Would not conflict with the public interest and is in harmony with the purposes and intent of this ordinance.
    - Staff is not aware of any conflict with the public interest or harmony with the ordinance.

CONSISTENCY AND REASONABLENESS STATEMENT

The conditional zoning amendment request is consistent with the 2006 Land Use Plan because:

- It is located mostly in a Full Service Area and Low Impact Development techniques are proposed on the site.
- It will help to preserve and protect the historic character and heritage of the COROLLA VILLAGE area by incorporating Historic Corolla Village architectural details. (Policy OB5)

The conditional rezoning amendment request is consistent with the Corolla Village Small Area Plan because:

- It maintains desirable building style characteristics and architectural features that promote the character of Corolla Village. (Policy LU1)
- It promotes a small village feel by orienting the building entrance to the street, designing parking on the side and incorporating front porches and pedestrian oriented features. (Policy LU2)

The request is reasonable and in the public interest because:

- It provides diversity of lodging accommodations in the Corolla Village Area and a vibrant village area will help to promote the historic character and heritage of the area.

Attachment: PB 13-29 TFP, LLC Inn (BOC 2-5-18) Conditional Zoning 1st Amendment Staff Report (PB 13-29 TFP, LLC)

RECOMMENDATIONS

TECHNICAL REVIEW COMMITTEE

The TRC recommends conditional approval of the proposed request to amend the conditional zoning (C-GB).

CONDITIONS OF APPROVAL

Only conditions mutually agreed to by the owner(s) may be approved as part of a conditional zoning district. Conditions shall be limited to those that address conformance of development and use of the site with county regulations and adopted plans and that address the impacts reasonably expected to be generated by the development or use. No condition shall be less restrictive than the standards of the parallel general use zoning district.

Conditions of approval:

1. Provide pedestrian friendly circulation from buildings to street right-of-way.
2. Building construction to be reflective of the Corolla Village historic architecture.
3. The property shall be developed in conformance with the site plan set prepared by Quible & Associates, P.C. dated November 22, 2017 and the architectural plans prepared by CPAA dated November 2, 2017 subject to Major Site Plan approval by the County's Technical Review Committee.

PLANNING BOARD - JANUARY 9, 2018

PLANNING BOARD RECOMMENDATION
RECOMMENDED APPROVAL WITH ADDED CONDITION THAT THE INN WILL HELP MAINTAIN PERSIMMON STREET
AYES: Carol Bell, Chairman, Fred Whiteman, Vice Chairman, C. Shay Ballance, Board Member, Steven Craddock, Board Member, John McColley, Board Member, Jane Overstreet, Board Member
ABSENT: Jeff O'Brien, Board Member, J. Timothy Thomas, Board Member

Planning Board Discussion
Planner II, Jennie Turner presented the staff report. The applicant is seeking an amendment to the conditions of approval to construct a 12 bedroom Inn. The property is zoned Conditional General Business. The Board of Commissioners in 2014 had previously approved the conditional zoning for construction of a 10 bedroom Inn**.** Ms. Turner said the amendment would cause a slight shift in the location of the building, but not the footprint of the building. It will also change the driveway area by including an exit on Persimmon Street. The applicant has submitted a Major Site Plan Application. Ms. Turner presented various slides showing the location, the zoning, service area, etc. The TRC has recommended approval.

Chairman Bell asked if the board members had any questions for staff. There were no questions.

Chairman Bell asked the applicant to come before the board. Cathleen Saunders with Quible & Associates approached to represent the Applicant, TFP, LLC. She said NCDOT has approved the Corolla Village Road.

Chairman Bell asked board members if they had questions for Ms. Saunders. Mr. McColley asked if there were any current issues concerning the road in the village. Ms. Saunders said they are willing to work with adjoining neighbors on maintaining the road.

Attachment: PB 13-29 TFP, LLC Inn (BOC 2-5-18) Conditional Zoning 1st Amendment Staff Report (PB 13-29 TFP, LLC)

Chairman Bell asked if there was anyone to speak in opposition. Mr. Austin approached the board and said his main concern was the Inn would not have management at night.

Board members and staff had discussion on the difference in a Bed & Breakfast and an Inn/Hotel and whether an Inn required on-site management at night. Mr. Craddock read a letter that was sent to adjoining property owners (APO) for the community meeting stating the site would be a Bed & Breakfast and he stated this letter was misleading. Ms. Turner said the APO sent for the 2014 Board of Commissioners Meeting and the approval did not mention Inn or Bed & Breakfast. Staff stated it is a matter of semantics and a letter will be mailed to adjoining property owners prior to the Board of Commissioners Meeting.

Chairman Bell closed the public hearing and asked for a motion.

Motion

Mr. Whiteman motioned to approve the requested conditional zoning amendment to allow for the 12 bedroom Inn because it is consistent with the 2006 Land Use Plan because:

• It is located mostly in a Full Service Area and Low Impact Development techniques are proposed on the site.

• It will help to preserve and protect the historic character and heritage of the Corolla Village area by incorporating Historic Corolla Village architectural details. (Policy OB5)

Also, because it is consistent with the Corolla Village Small Area Plan because:

• It maintains desirable building style characteristics and architectural features that promote the character of Corolla Village. (Policy LU1)

• It promotes a small village feel by orienting the building entrance to the street, designing parking on the side and incorporating front porches and pedestrian oriented features. (Policy LU2)

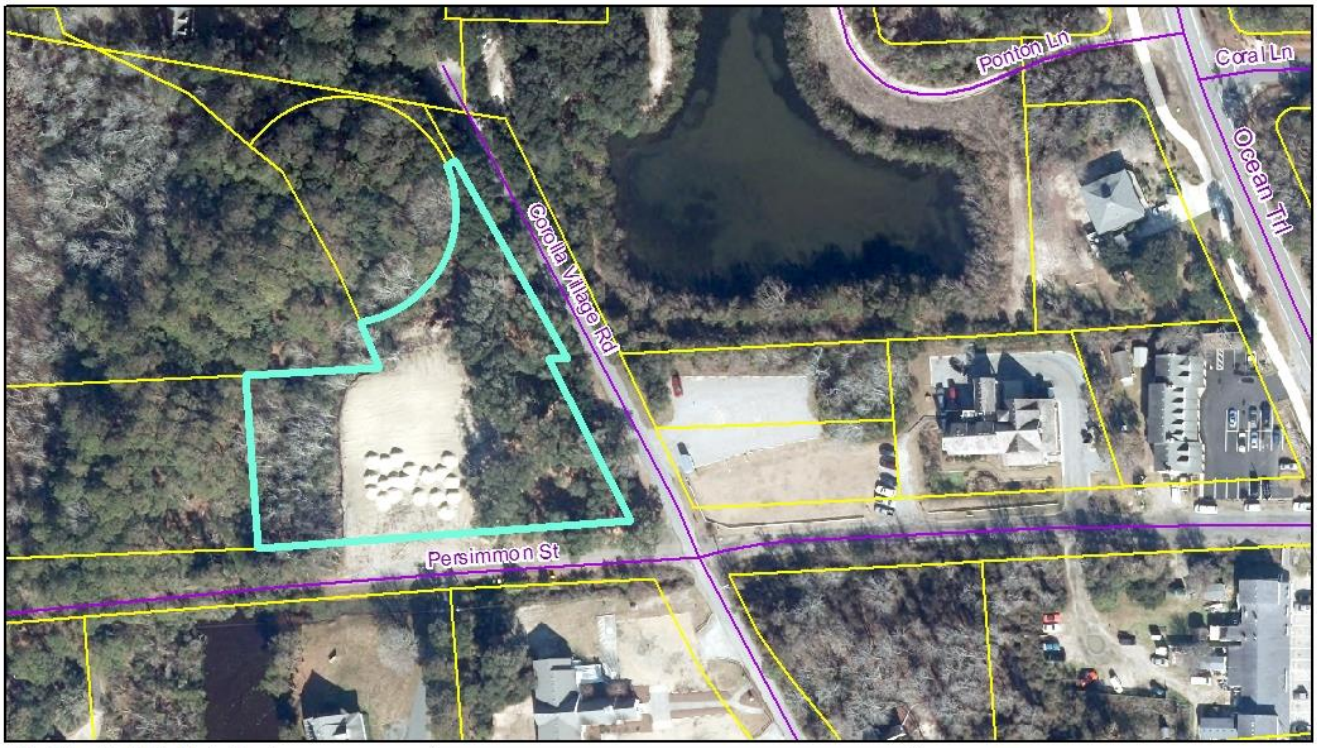
The request is reasonable and in the public interest because:

• It provides diversity of lodging accommodations in the Corolla Village Area and a vibrant village area will help to promote the historic character and heritage of the area.

Mr. McColley requested discussion to add the condition of approval that the Inn will help maintain Persimmon Street. Mr. Whiteman said he will add the condition to his motion that Quible & Associates will present a written statement to the Planning Department showing how they will help maintain Persimmon Street. Mr. Ballance seconded the motion with the added condition and the motion was approved unanimously.

STAFF NOTE: The County does not have the authority to include a zoning condition requiring off-site improvements including road maintenance. The applicant has indicated that they are amenable to cooperating with adjacent property owners on maintenance of Persimmon Street.

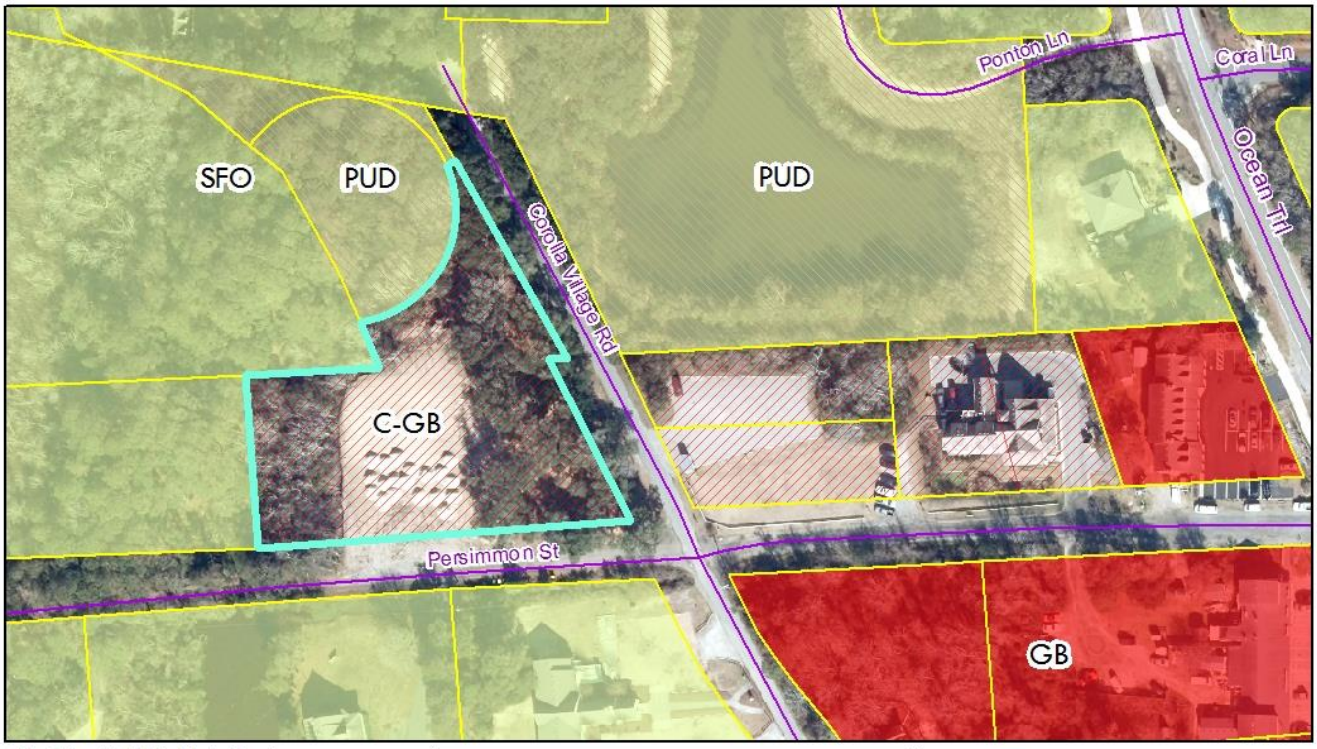
THE APPLICATION AND RELATED MATERIALS ARE AVAILABLE ON THE COUNTY'S WEBSITE
Board of Commissioners: http://currituckcountync.iqm2.com/Citizens/Detail_Meeting.aspx?ID=2063



PB 13-29 TFP, LLC (Inn)
Conditional Zoning Amendment
Aerial

0 55 110 220 Feet

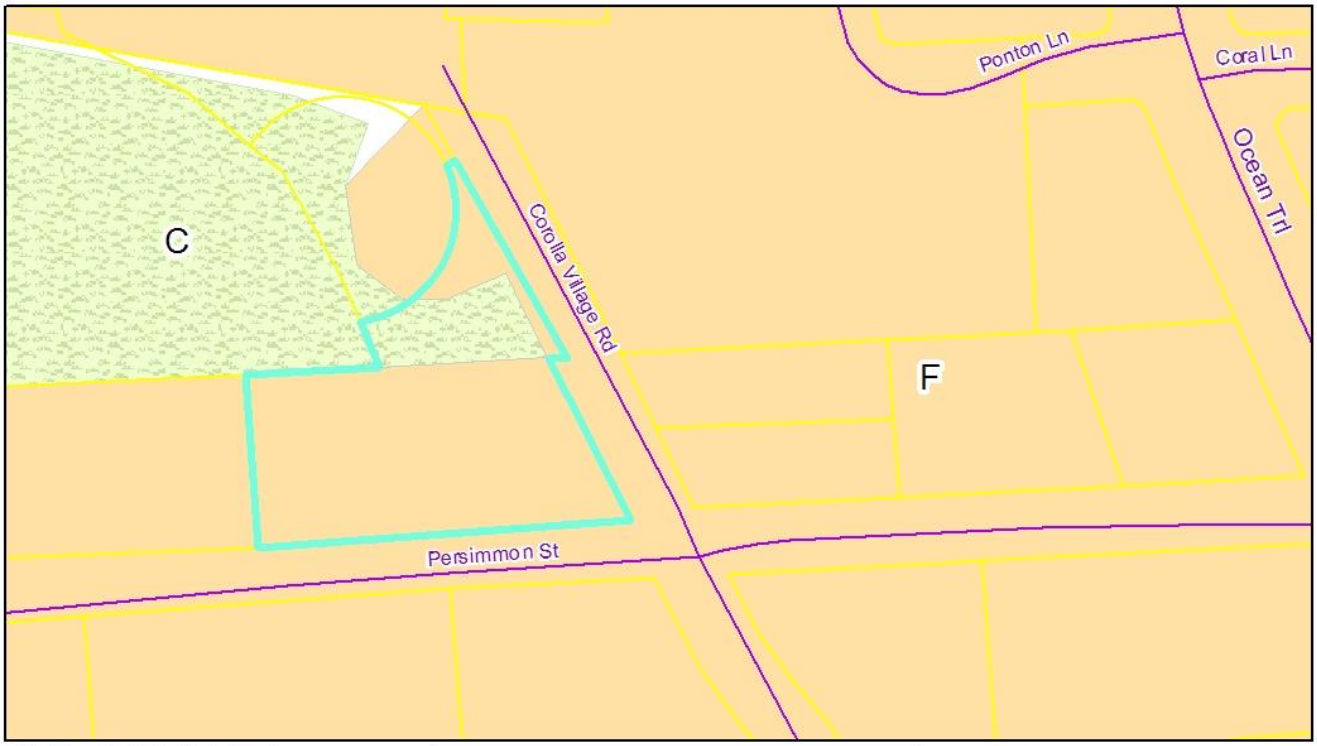
Currituck County
Planning and Community
Development



PB 13-29 TFP, LLC (Inn)
Conditional Zoning Amendment
Zoning

0 55 110 220 Feet

Currituck County
Planning and Community
Development



PB 13-29 TFP, LLC (Inn)
Conditional Zoning Amendment
LUP Classification

0 55 110 220 Feet

Currituck County
Planning and Community
Development

Attachment: PB 13-29 TFP, LLC Inn (BOC 2-5-18) Conditional Zoning 1st Amendment Staff Report (PB 13-29 TFP, LLC)

Conditional Rezoning
Application

OFFICIAL USE ONLY:
Case Number: _____
Date Filed: _____
Gate Keeper: _____
Amount Paid: _____

Contact Information

APPLICANT:
Name: TFP, LLC
Address: P.O. Box 369
Corolla, NC 27927
Telephone: 252-457-1177
E-Mail Address: dtwiddy@twiddy.com

PROPERTY OWNER:
Name: TFP, LLC
Address: P.O. 369
Corolla, NC 27927
Telephone: 252-457-1177
E-Mail Address: dtwiddy@twiddy.com

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: same

Property Information

Physical Street Address: 1149 Persimmon Street
Location: Northwest corner of Corolla Village Rd & Persimmon Street intersection, Corolla
Parcel Identification Number(s): 0114000020A0000
Total Parcel(s) Acreage: 1.34
Existing Land Use of Property: vacant

Request

Current Zoning of Property: C-GB
Proposed Zoning District: C-GB

Community Meeting

Date Meeting Held: 11/13/17
Meeting Location: Currituck County Office

Attachment: 2 Conditional RezoningApp (PB 13-29 TFP, LLC)

Conditional Rezoning Request

To Chairman, Currituck County Board of Commissioners:

The undersigned respectfully requests that, pursuant to the Unified Development Ordinance, a conditional zoning district be approved for the following use(s) and subject to the following condition(s):

Proposed Use(s):

Village Inn (hotel use); estimated 12 bedrooms

Proposed Zoning Condition(s):

1 - Mature trees are identified and preserved where practical and commercially reasonable.

2 - Pedestrian friendly circulation from the building to the street right-of-way is provided.

3 - Building construction to be reflective of the Corolla Village historic architecture.

An application has been duly filed requesting that the property involved with this application be rezoned from: C-GB to: C-GB

It is understood and acknowledged that if the property is rezoned as requested, the property involved in this request will be perpetually bound to the conceptual development plan, use(s) authorized, and subject to such condition(s) as imposed, unless subsequently changed or amended as provided for in the Currituck County Unified Development Ordinance. It is further understood and acknowledged that final plans for any development be made pursuant to any such conditional zoning district so authorized and shall be submitted to the Technical Review Committee.

Property Owner (s)

11/21/17
Date

NOTE: Form must be signed by the owner(s) of record. If there are multiple property owners a signature is required for each owner of record.

Attachment: 2 Conditional RezoningApp (PB 13-29 TFP, LLC)

GENERAL NOTES

1. OWNER/APPLICANT: TWIDDY FAMILY PARTNERSHIP, LLC
   PO BOX 369
   COROLLA, NC 27927
2. ENGINEER: QUIBLE & ASSOCIATES, P.C.
   P.O. DRAWER 870
   KITTY HAWK, NC
   TEL: (252) 491-8147
2. PROPERTY INFO: PID: 011400002A0000
   PIN: 9837-22-0341
3. PROPERTY ADDRESS: 1149 PERSIMMON STREET
4. RECORDED REFERENCE: PC "N", SL 48
   D.B. 1279, PG. 230
5. ZONE: CONDITIONAL GENERAL BUSINESS (C-GB)
6. PARCEL AREA: 58,496.41 sqft / 1.34 acres
7. PROPERTY IS LOCATED IN NFIP FLOOD AE (5') AND SUBJECT TO CHANGES. BASED ON COMMUNITY CID NO. 370078; PANEL 9937; SUFFIX J. (MAP NUMBER 3720993700J); PANEL EFFECTIVE DATE: 12/16/05
8. BOUNDARY AND INFORMATION BASED ON P.C N, SL. 48.
9. TOPOGRAPHIC INFORMATION BASED ON SURVEYS BY QUIBLE & ASSOCIATES, DATED 4/2016 THROUGH 10-2017. VERTICAL INFORMATION BASED ON NAVD 88.
10. PROJECT SCOPE: PERMITTING AND CONSTRUCTION OF A 12 UNIT INN WITH ASSOCIATED PARKING AND APPURTENANCES. (CONDITIONAL ZONING)
11. MAXIMUM BUILDING HEIGHT: 35'
12. PROPOSED LOT COVERAGE:

BUILDING, EAVES, & COV'D. DECKS	= 7,738.9 SQ.FT.
HVAC PADS	= 300 SQ.FT.
PERMEABLE PARKING	= 3,684.8 SQ.FT.
ASPHALT & CONC.	= 6,906.8 SQ.FT.
TOTAL	= 18,630.5 sq.ft. (31.8%) 65% ALLOWABLE

13. SETBACKS:

	REQUIRED	PROVIDED
FRONT:	20'	39.8'
SIDE (NORTH):	15'	54.3'
SIDE (SOUTH):	20'	42.8'
REAR:	25'	72.6'

13. PARKING REQUIREMENTS: (BED AND BREAKFAST INN)
    2 SPACES + 1 SPACE PER GUEST ROOM
    12 GUEST ROOMS = 12 SPACES
    + 2 SPACES = 2 SPACES
    TOTAL PARKING REQUIRED = 14 SPACES

    TOTAL PARKING PROVIDED = 15 SPACES
14. ALL DIMENSIONS ARE TO FACE CURB UNLESS OTHERWISE NOTED.
15. ALL UTILITIES SERVING THIS SITE WILL BE PLACED UNDERGROUND.
16. STORMWATER MANAGEMENT:
    RUNOFF FROM ALL PROPOSED IMPROVEMENTS WILL BE COLLECTED AND CONVEYED INTO TWO (2) SEPARATE BIORETENTION BASINS LOCATED ON THE NORTH AND SOUTH SIDES OF THE DEVELOPMENT.
17. THIS PLAN SET TO BE UTILIZED FOR THE INSTALLATION OF SITE LAYOUT IMPROVEMENTS INCLUDING BUT NOT LIMITED TO GRADING & DRAINAGE, INSTALLATION OF SEDIMENT CONTROL MEASURES, WASTEWATER IMPROVEMENTS, AND WATER SYSTEM. FOR BUILDING DESIGN AND ASSOCIATED PLUMBING, SEE APPROPRIATE SEPARATE PLANS.
18. BUFFERYARDS:

	PROVIDED:
NORTH:	ALTERNATIVE 25' TYPE B BUFFER (UTILIZE EXISTING VEGETATION & HERITAGE TREES + 20 SHRUBS PROVIDED)
SOUTH:	25' TYPE B BUFFER (UTILIZE EXISTING VEGETATION, HERITAGE TREES & MITIGATED LIVE OAKS + 15 UNDERSTORY TREES + 34 SHRUBS PROVIDED WITHIN BIORETENTION BASIN)
EAST:	ALTERNATIVE 25' TYPE B BUFFER (UTILIZE EXISTING VEGETATION, HERITAGE TREES & MITIGATED LIVE OAKS + 6 UNDERSTORY TREES + 30 SHRUBS PROVIDED)
WEST:	ALTERNATIVE 25' TYPE B BUFFER (UTILIZING +70' WIDE EXISTING VEGETATION, WETLANDS & TREES)

19. THIS PLAN SUBJECT TO ANY FACTS, INCLUDING BUILDING SETBACK RESTRICTIONS, EASEMENTS, COVENANTS, ETC., THAT MAY BE REVEALED BY A FULL AND ACCURATE TITLE SEARCH.
20. ALL EXTERIOR LIGHTING SHALL BE IN ACCORDANCE WITH CHAPTER 5.4 OF THE CURRITUCK COUNTY UNIFIED DEVELOPMENT ORDINANCE. LIGHTING PLAN PROVIDED UNDER SEPARATE COVER.
21. REMOVE TREES, GRASSES, SHRUBS AND OTHER VEGETATION, IMPROVEMENTS OR OBSTRUCTIONS INTERFERING WITH INSTALLATION OF NEW CONSTRUCTION UNLESS NOTED OTHERWISE.
22. PRIOR TO LAND DISTURBANCE, A STATE APPROVED SOIL EROSION AND SEDIMENTATION CONTROL PLAN IS REQUIRED.
23. BUILDING CONSTRUCTION SHALL COMPLY WITH ALL ASPECTS OF THE NORTH CAROLINA BUILDING AND FIRE CODE.
24. THE CONTRACTOR SHALL TAKE ALL NECESSARY PRECAUTIONS TO PROTECT ALL PROPERTY MONUMENTS DURING CONSTRUCTION. DISTURBED OR REMOVED PROPERTY MONUMENTS SHALL BE REPLACED BY A NORTH CAROLINA LICENSED PROFESSIONAL LAND SURVEYOR.
25. ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THESE DRAWINGS, APPLICABLE CURRITUCK COUNTY CODES AND ORDINANCES, AND NCDEQ DIVISION OF ENERGY, MINERAL AND LAND RESOURCES REGULATIONS. FILL IS NOT PROPOSED OR ALLOWED WITHIN 10' OF THE PROPERTY LINE.
26. THE LOCATION, DIMENSIONS, AND ELEVATION OF EXISTING STRUCTURES, PIPING, AND UTILITIES SHOWN ARE BASED ON THE BEST AVAILABLE DATA AND ARE APPROXIMATE. THE CONTRACTOR SHALL VERIFY ALL DATA IN THE FIELD PRIOR TO CONSTRUCTION TO HIS/HER OWN SATISFACTION. THE CONTRACTOR SHALL PERFORM ANY TEST PIT WORK OR PROVIDE LOCATION SERVICES AS REQUIRED TO AVOID CONFLICTS WITH EXISTING UTILITIES. CONTACT NORTH CAROLINA ONE-CALL AT TELEPHONE NO. 1-800-632-4949, 48 HOURS PRIOR TO PERFORMING ANY EXCAVATION TO HAVE UTILITIES MARKED.
27. THE CONTRACTOR SHALL PROVIDE SMOOTH TRANSITIONS FROM PROPOSED FEATURES TO EXISTING FEATURES AS NECESSARY.
28. THE CONTRACTOR SHALL SEAL THE EDGE OF EXISTING ASPHALT PAVEMENT WITH TACK COAT IN ACCORDANCE WITH THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS WHERE NEW PAVEMENT JOINS EXISTING PAVEMENT. ALL WORK WITHIN NCDOT R/W SHALL BE CONSTRUCTED IN ACCORDANCE WITH NCDOT STANDARDS AND SPECIFICATIONS.
29. ALL PAVEMENT JOINTS SHALL BE SAW-CUT PRIOR TO PAVING TO PROVIDE A DURABLE AND UNIFORM JOINT.
30. ALL PAVEMENT MARKINGS, TEXT AND DIRECTIONAL ARROWS SHALL BE PAINTED WHITE. ALL LETTERING SHALL BE 2ft. IN HEIGHT. LINES SHALL BE 4" WIDE. CROSSWALK AND LOADING AREAS, SET 4" WHITE LINES ON A 45° ANGLE.
31. PROOF ROLL ALL NEW PAVED AREAS. NOTIFY OWNER AND ENGINEER OF ANY UNACCEPTABLE AREAS.
32. WATER IS PROVIDED VIA CURRITUCK COUNTY WATER SYSTEM. ALL WATER IMPROVEMENTS SHALL BE IN ACCORDANCE WITH CURRITUCK COUNTY STANDARD WATER SPECIFICATIONS AND DETAILS.
33. SEWAGE TO BE COLLECTED INTO AN ONSITE PUMP STATION AND CONVEYED INTO AN EXISTING CENTRAL SEWAGE INFRASTRUCTURE.
34. PROPOSED WASTEWATER FLOW:
    12 UNIT INN WITHOUT COOKING FACILITIES @ 120 GPD/ UNIT = 1,440 GALLONS PER DAY
    UTILITY PUMP STATION AND ASSOCIATED FORCEMAIN UNDER SEPARATE COVER.

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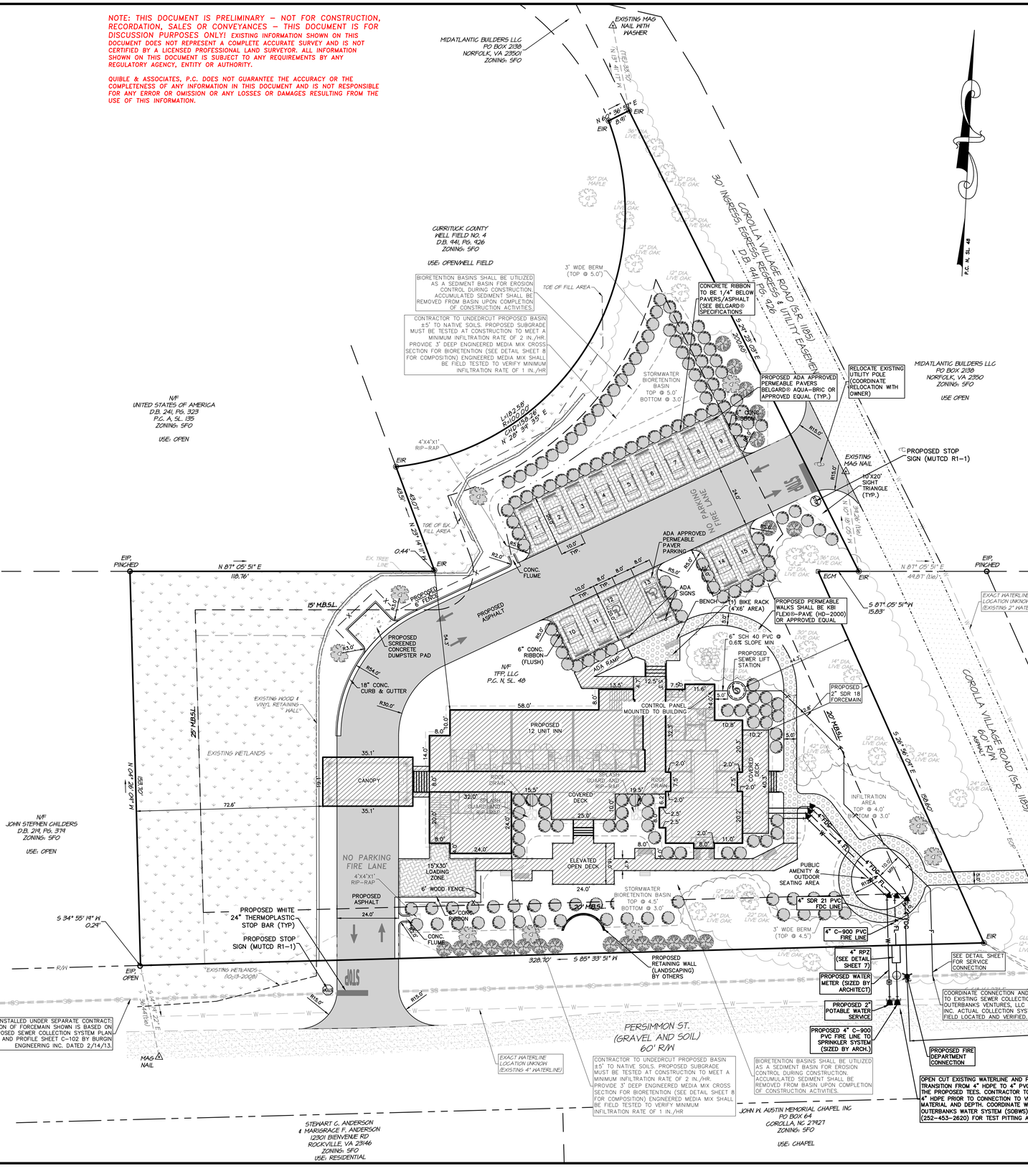

LEGEND

- EXISTING ASPHALT PAVEMENT
- EXISTING GRAVEL & SOIL ROADWAY
- PROPOSED BUILDING
- PROPOSED CONCRETE
- PROPOSED ASPHALT
- PROPOSED PERMEABLE PAVERS
- PROPOSED PERMEABLE WALKS
- EX. CONCRETE MONUMENT
- EX. IRON ROD
- EX. DRILL HOLE
- EX. MAG NAIL
- EX. UTILITY POLE
- EX. FIRE HYDRANT
- PROPOSED FIRE DEPARTMENT CONNECTION
- PROPOSED BENDS & TEES WITH THRUST BLOCKING
- PROPOSED WATER METER
- EXISTING TREES
- PROPOSED TREES/SHRUBS

Know what's below. Call before you dig.

NOTE: THE DATA GIVEN ON THESE PLANS IS BELIEVED TO BE ACCURATE, BUT THE ACCURACY IS NOT GUARANTEED. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL LEVELS, LOCATIONS, TYPES, AND DIMENSIONS OF THE EXISTING UTILITIES PRIOR TO CONSTRUCTION. IF A DISCREPANCY IS FOUND, WORK SHALL CEASE AND THE ENGINEER NOTIFIED. WORK MAY CONTINUE UPON ENGINEERS NOTICE TO PROCEED.

Quible & Associates, P.C. SINCE 1959
ENGINEERING * CONSULTING * PLANNING
ENVIRONMENTAL SCIENCES * SURVEYING
NC License#: C-0208
PO Drawer 870, Kitty Hawk, NC 27949
Phone: (252) 491-8147 Fax: (252) 491-8146
E-Mail: administrator@quible.com

NORTH CAROLINA REGISTERED LANDSCAPE ARCHITECT CATHLEEN A. SMITH 2016 — CERTIFICATION

PRELIMINARY NOT FOR CONSTRUCTION

FINAL DRAWINGS FOR PERMITTING ONLY

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NO.	DATE	REVISIONS
1	12/21/2017	REVISIONS PER CURRITUCK COUNTY PLANNING

SITE & UTILITY PLAN

COROLLA VILLAGE INN
TFP, LLC - P.C. N, SL. 48
POPLAR BRANCH TOWNSHIP CURRITUCK COUNTY NORTH CAROLINA

COMMISSION NO.	P08065.5
DESIGNED BY	TAS/OTH
DRAWN BY	TAS
CHECKED BY	CMS
ISSUE DATE	11/22/17

SHEET NO. 2 OF 9 SHEETS

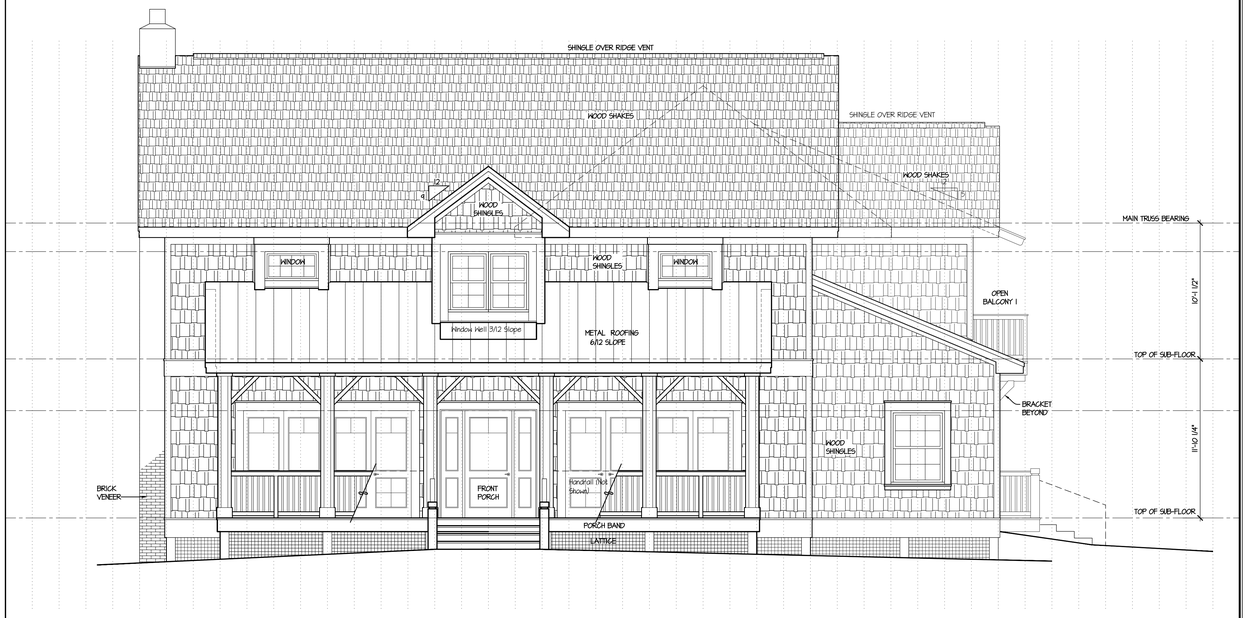
Attachment: 3 Site Plan - Conceptual Development Plan (PB 13-29 TFP, LLC)

cpaa
PLANNING
ARCHITECTURE
INTERIOR DESIGN
LANDSCAPE ARCHITECTURE
6445 N. CROATAN HWY., STE. A KITTY HAWK, NC 27949
PHONE: 252-715-4780 FAX: 252-715-4782

H1 RESERVED

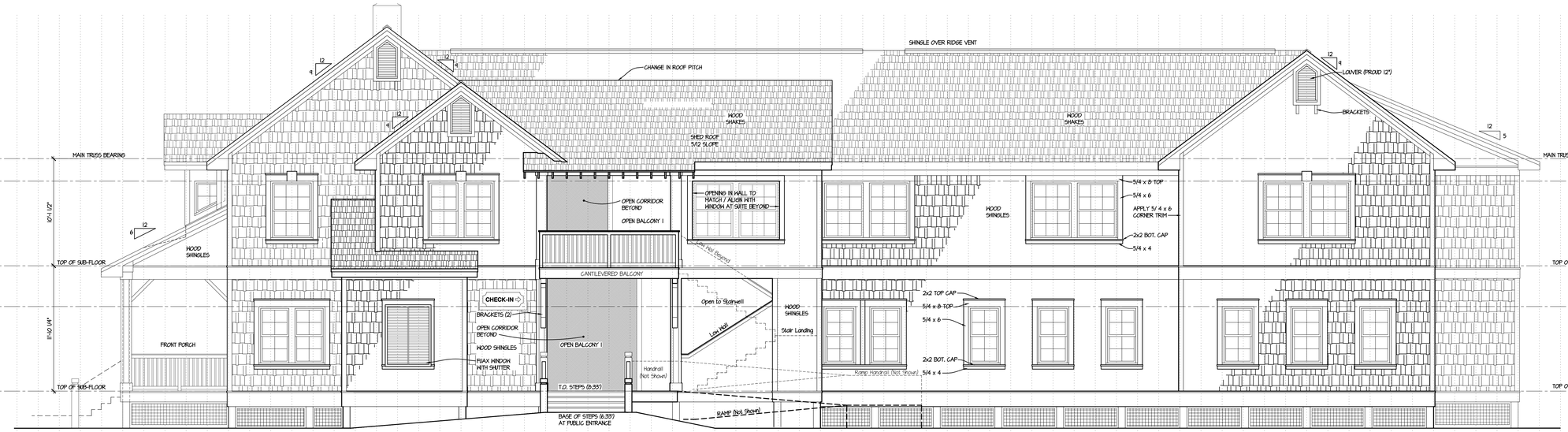
H10 elev FRONT (EAST) ELEVATION

1/4" = 1'-0"



A1 elev RIGHT SIDE (NORTH) ELEVATION

1/4" = 1'-0"



COROLLA VILLAGE INN

Old Corolla Village
Corolla, NC

REVISIONS

The use of these plans and specifications shall be restricted to the original site for which they were prepared and publication thereof is expressly limited to such use. Re-use reproduction or publication by any method, in whole or in part, is prohibited. Title to the plans and specifications remain in the architect without prejudice. Visual contact with these plans and specifications shall constitute prima facie evidence of the acceptance of these restrictions.

COMMUNITY PLANNING & ARCHITECTURAL ASSOCIATES, PROFESSIONAL LIMITED LIABILITY COMPANY, KITTY HAWK, NORTH CAROLINA, CERT. NO. 32764

EXTERIOR ELEVATIONS

DATE	11/2/17
DESIGN	RRL
DRAWN	RWW
PROJECT NO.	1826
FILE #	1826A201
SCALE	AS NOTED

DRAWING NO. A201 of

Attachment: 4 Architectural Elevations (PB 13-29 TFP, LLC)

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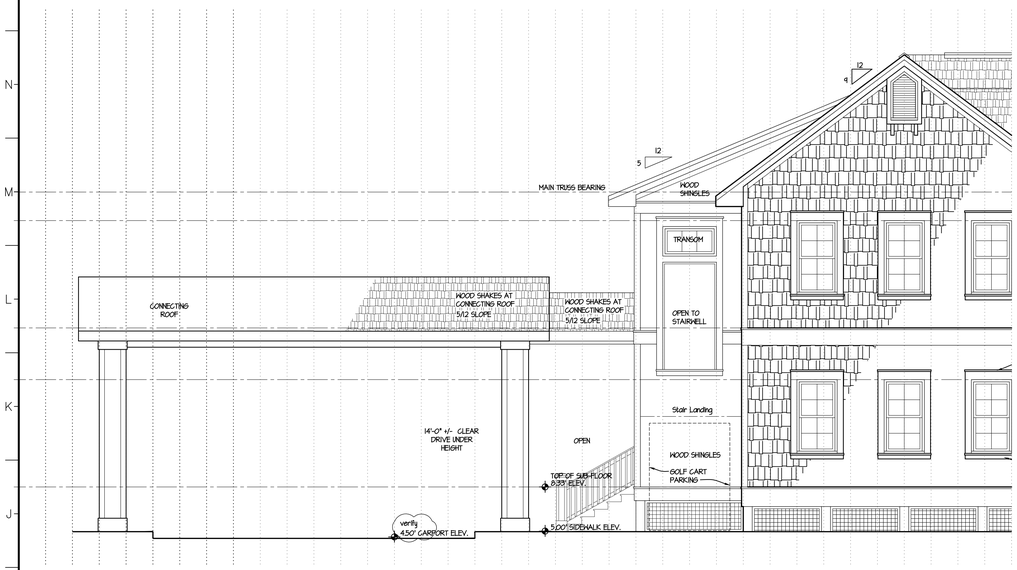
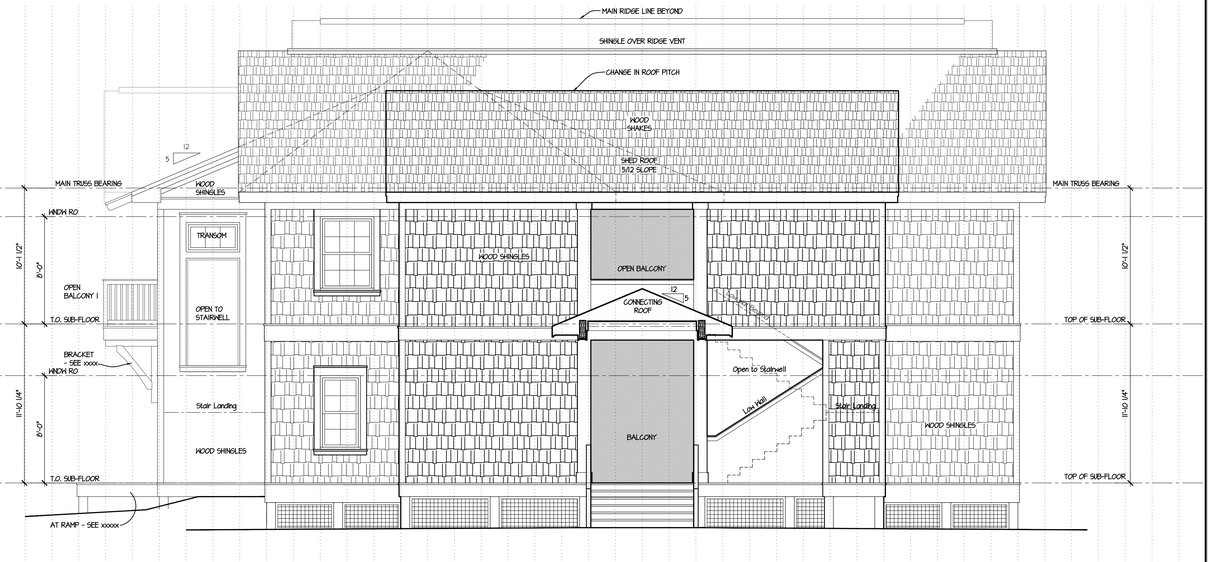


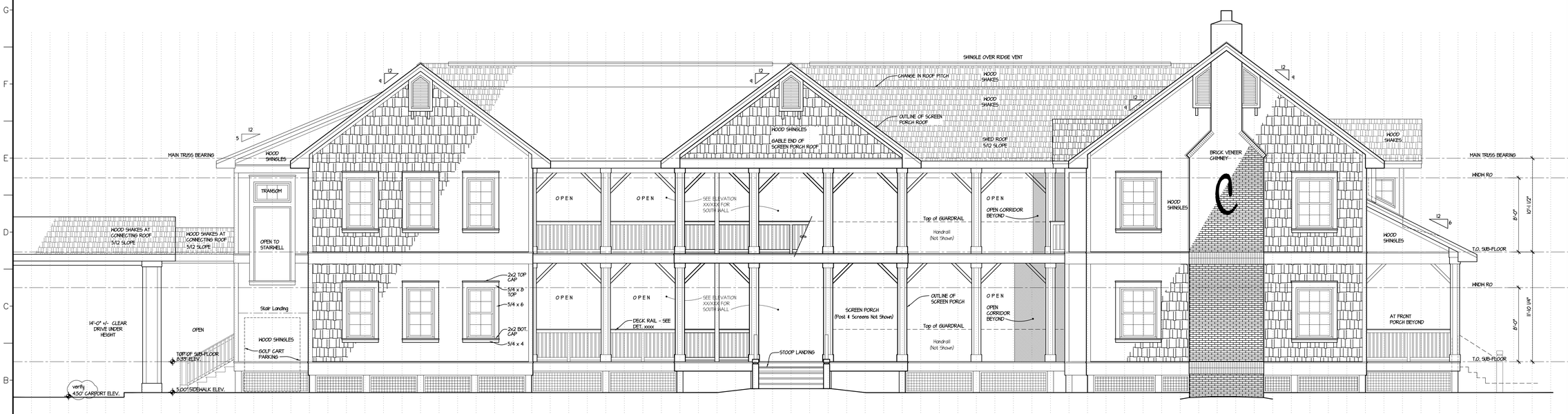
H1 elev — PARTIAL LEFT SIDE (SOUTH) ELEVATION AT DRIVE UNDER

1/4" = 1'-0"



H10 elev — REAR (WEST) ELEVATION

1/4" = 1'-0"



A1 elev — LEFT SIDE (SOUTH) ELEVATION

1/4" = 1'-0"

cpaa
PLANNING
ARCHITECTURE
INTERIOR DESIGN
LANDSCAPE ARCHITECTURE
6445 N. CROATAN HWY., STE. A KITTY HAWK, NC 27949
PHONE: 252-715-4780 FAX: 252-715-4782

COROLLA VILLAGE INN

Old Corolla Village
Corolla, NC

REVISIONS

The use of these plans and specifications shall be restricted to the original site for which they were prepared and publication thereof is expressly limited to such use. Re-use reproduction or publication by any method, in whole or in part, is prohibited. Title to the plans and specifications remain in the architect without prejudice. Visual contact with these plans and specifications shall constitute prima facie evidence of the acceptance of these restrictions.

COMMUNITY PLANNING & ARCHITECTURAL ASSOCIATES, LIMITED LIABILITY COMPANY
CERT. NO. 3174
KITTY HAWK, NORTH CAROLINA
ESTABLISHED 1978

EXTERIOR ELEVATIONS

DATE	11/2/17
DESIGN	RRL
DRAWN	RWW
PROJECT NO.	1826
FILE #	1826A202
SCALE	AS NOTED

DRAWING NO.
A202
of

Attachment: 4 Architectural Elevations (PB 13-29 TFP, LLC)

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

MEMORANDUM

To: Doug Twiddy, TFP, LLC
Clark Twiddy, TFP, LLC
Cathleen Saunders, Quible & Associates, P.C.
Michael Strader, Quible & Associates, P.C.

From: Jennie Turner, Planner II

Date: December 14, 2017

Re: TFP, LLC (Corolla Village Inn) Conditional Rezoning Amendment and Major Site Plan Application

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The following comments have been received for the December 20, 2017 TRC meeting. TRC comments are valid for six months from the date of the TRC meeting.

Planning, Jennie Turner 252-232-6031

1. Provide use of adjacent properties.
2. Provide bike parking facilities.
3. UDO Section 5.8.3 Nonresidential design standards apply.
4. UDO Section 5.10. Community compatibility standards apply.
    a. Loading and refuse areas shall be screened using materials that are the same as or of equal quality to, the materials used for the principal building.
5. All exterior lighting shall be full cut-off. Please show illumination levels at property lines.
6. Please detail each specific landscaping requirement on the Site Landscaping Plan. Provide pictures of existing vegetation to be credited towards landscaping requirements.
    a. Verify that a canopy tree exists within 60' of each parking space.
    b. Note that Vehicular Perimeter Landscaping Strips shall be at least 5' wide and include appropriate ground cover.
7. Removal of six existing live oaks (heritage trees) with cumulative diameter of 129" requires replacement of 64" ACI and ½ of replacement trees must be live oaks.
8. Dumpster pad shall meet 15' side setback and shall be at least a six inch deep concrete pad.
9. Proposed sidewalks shall be at least 5' wide.
10. If ground elevation at building is at or above base flood elevation, consider a LOMR-F application.

Currituck County Engineer, Eric Weatherly 252-232-6035
Approved

Attachment: 5 TFP, LLC (TRC) 12.20.2017 - Conditional Rezoning & Major Site Plan (PB 13-29 TFP, LLC)

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

Currituck County Fire and Emergency Management, James Mims 252-232-6641
While I approved a fire hydrant location it appears that there needs to be more clarity on how that will happen.

Currituck County GIS, Harry Lee, 252-232-2034
Reviewed
None

Currituck County Building Inspections, Bill Newns 252-232-6023
Reviewed
Bed & Breakfast with more than 8 guest sleeping rooms must be constructed to R-1 standards. If = to or less than 8 will require R-3 standards of the Building Code for construction. (Sprinkler and Fire Alarm systems)Building designer will also need to look at accessibility requirements of chapter 11 of the NCBC and ANSI 117 for accessible units and other features.

NC Division of Coastal Management, Charlan Owens 252-264-3901
No Comment

Currituck County Parks and Recreation, Jason Weeks, 252-232-3007
No Comment

Currituck County Code Enforcement, Stacey Smith, 252-232-6027
No Comment

Albemarle Regional Health Services, Joe Hobbs 252-232-6603
Reviewed
*NOTE: PLEASE CONSULT WITH JOE HOBBS RS ARHS/CURRITUCK CONCERNING THIS PROPOSED ESTABLISHMENT. HEALTH DEPT. WILL NEED A WASTEWATER TREATMENT AND DISPOSAL AGREEMENT APPROVAL LETTER FROM A NC APPROVED WASTEWATER TREATMENT FACILITY.

QUESTION: WILL THIS ESTABLISHMENT BE DEFINED AS A LODGE(HOTEL/MOTEL) OR A BED AND BREAKFAST INN(WILL HAVE FULL KITCHEN AND SERVE FOOD TO GUEST) ?

SUBMIT INTERIOR BUILDING DESIGN TO HEALTH DEPT. FOR REVIEW. HEALTH DEPT. WILL REQUIRE A PERMIT APPLICATION TO BE FILLED OUT BY OWNER ($200.00 FEE)A MINIMUM 30 DAYS BEFORE START OF CONSTRUCTION.

HEALTH DEPT. WILL BE REQUIRED TO DUE PERIODIC INSPECTIONS ONCE OR TWICE A YEAR DEPENDING ON ESTABLISHMENT TYPE.

Southern Outer Banks Water, Benjie Carawan 252-453-2620
Approval with corrections
The location of the "proposed water service" and "proposed 6" C-900 fire line to sprinkler system" will not work in this location. The water line on Persimmon is a 4" HPDE directional bore of

Attachment: 5 TFP, LLC (TRC) 12.20.2017 - Conditional Rezoning & Major Site Plan (PB 13-29 TFP, LLC)

unknown depth. I recommend the contractor do these taps on the new 6" line prior to the new hydrant. Also the new 6" line could be wet tapped into the existing 6" on Corolla Village Rd.

NC Department of Transportation, Randy Midgett, 252-331-4737

Reviewed

Encroachment and Driveway Permits will be required for driveway and utility connections within Department Right of Way.

NC Office of State Archaeology, Mary Beth Fitts 919-807-6554

Reviewed

There are no recorded archaeological sites located in the project area. However, this area has not been surveyed to identify such resources. The project area is located within the Corolla Historic District, which has been determined eligible for listing in the National Register of Historic Places. The 1923 USDA soils map shows buildings along Corolla Village Road in the vicinity of the project area, and underground remains associated with these structures may be present in the parcel.

We recommend that prior to the initiation of any ground disturbing activities within the project area, a comprehensive archaeological survey of the project area be conducted by an experienced archaeologist. The purpose of this survey will be to identify and evaluate the significance of archaeological sites that may be damaged or destroyed by the proposed project. Two copies of all resulting archaeological reports, as well as one copy of the North Carolina site form for each site recorded, should be forwarded to the Office of State Archaeology through this office for review and comment as soon as they are available and in advance of any construction or ground disturbance activities.

A list of archaeological consultants who have conducted or expressed an interest in contract work in North Carolina is available at www.archaeology.ncdcr.gov/ncarch/resource/consultants.htm. The archaeologists listed, or any other experienced archaeologist, may be contacted to conduct the recommended survey.

Thank you for your cooperation in helping us protect North Carolina's historical resources.

Attachment: 5 TFP, LLC (TRC) 12.20.2017 - Conditional Rezoning & Major Site Plan (PB 13-29 TFP, LLC)

Quible

Quible & Associates, P.C.

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SINCE 1959

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

December 21, 2017

Ms. Jennie Turner
Currituck County Planning and Community Development
P.O. Box 73
Currituck, NC 27927

Re: **Conditional Rezoning Application and Major Site Plan Application for Corolla Village Inn**
1149 Persimmon Street
Corolla, Currituck County, North Carolina

Dear Ms. Turner,

On behalf of TFP, LLC, Quible & Associates, P.C. hereby submit for your review the enclosed revised application package for the Corolla Village Inn Conditional Zoning Permit and Major Site Plan, in response to the review comments provided by the Technical Review Committee. Please find our responses to the review comments listed below. Responses have been provided in red for ease of review.

The following documents are included and shall be considered part of this submittal package:

1. Three (3) Full-Size (24"x36") copies of the revised Site Plan;
2. Three (3) copies of NC Department of Cultural Resources Review Response;
3. One (1) 8.5"x11" copy of the revised Site Plan;
4. One (1) CD containing a pdf copy of the revised Site Plan and associated documents;

Planning, Jennie Turner 252-252-6031

1. Provide use of adjacent properties.
   The current use of all adjacent properties is listed on Sheet 2 of 9.
2. Provide bike parking facilities.
   One (1) bike parking space will be provided for every 5,000-sq. ft. of non-residential floor space. One (1) space total will be provided for the site. These bike spaces are shown on Sheet 2 of 9.
3. UDO Section 5.8.3 Nonresidential design standards apply.
   Section 5.8.3 Nonresidential design standards are met:
   a) *No more than 50% of the required off-street parking is located between the building façade and Corolla Village Road.*
   b) *Service facilities are oriented away from public view and screened. The required loading zone has been proposed furthest from Corolla Village Road and a 6' wooden fence is proposed.*
   c) *Three of the provided six design feature options will be provided along the building façade. These options will be specified within the building plans.*
4. UDO Section 5.1 0. Community compatibility standards apply.
   a) Loading and refuse areas shall be screened using materials that are the same or of equal quality to, the materials used for the principal building.

Attachment: 6 TRC Response (PB 13-29 TFP, LLC)

A proposed 6-ft wooden fence is proposed around the required loading zone and dumpster pad. This fencing will be the same or of equal quality to the Inn building materials. The material selection will complement the chosen building facade.

5. All exterior lighting shall be full cut-off. Please show illumination levels at property lines.
Acknowledged. A note has been provided on the site plan indicated all lighting to conform to the Currituck County UDO (Note 20, Sheet 2). A photometric plan will be provided during building permit submittal.
6. Please detail each specific landscaping requirement on the Site Landscaping Plan. Provide pictures of existing vegetation to be credited towards landscaping requirements. *A call out for each landscape buffer has been provided on Sheet 3 of 9. Existing canopy, understory, and shrubs to remain have been specified. Photos of the existing vegetation have been included within this response to attest to the existing trees available on the site.*

Photo of the existing heritage trees closest to Corolla Village Rd. (Dated 11/02/17)

Attachment: 6 TRC Response (PB 13-29 TFP, LLC)

Photo towards the existing trees adjacent to John Stephen Childers property taken from Persimmon St. (Dated 10/25/17)

Photo towards the existing trees adjacent to the United States of America property (Dated 10/25/17).

Attachment: 6 TRC Response (PB 13-29 TFP, LLC)

Photo towards the existing trees adjacent to Currituck County Well Field No. 4. (Dated 11/02/17)

a) Verify that a canopy tree exists within 60' of each parking space.
A canopy tree exists within 60' of each parking space. Existing live oaks that will be protected and maintained during construction have been counted towards this requirement. A supplemental canopy tree is proposed adjacent to the existing wetlands.

b) Note that vehicular Perimeter Landscaping Strips shall be at least 5' wide and include appropriate ground cover.
5' wide perimeter landscape strips have been provided around the proposed parking area. These landscape strips are proposed to be planted with shrubs 5' on center as shown on Sheet 3 of 9.

7. Removal of six existing live oaks (heritage trees) with cumulative diameter of 129" requires replacement of 64" ACI and 1/2 of replacement trees must be live oaks.
The current landscape plan proposes the installation of six (6) live oaks as canopy trees. These canopy trees would replace the removed live oaks one for one. Assuming live oaks are equal to 12.5-inch ACI at maturity, this would provide 75-inch ACI, which exceeds the required 64-inch ACI.
8. Dumpster pad shall meet 15' side setback and shall be at least a six-inch-deep concrete pad. *The concrete pavement section on Sheet 6 of 9 shall be used for concrete pad installation, this will provide a 6-inch thick concrete pad. The concrete*

Attachment: 6 TRC Response (PB 13-29 TFP, LLC)

pad meets the accessory structure setback of 10-ft.

9. Proposed sidewalks shall be at least 5' wide. *All sidewalks used for ADA building access provide a minimum of 5' wide access. In addition, all sidewalks throughout the site have been expanded to 5' wide access per Currituck County UDO 5.6.10 B.(1).*
10. If ground elevation at building is at or above base flood elevation, consider a LOMR-F application.
Acknowledged. The applicant will consider a LOMR-F under separate cover. The proposed building finished floor elevation is 8.33' as shown on Sheet 4 of 9. The property is located within NFIP Flood AE (5') Elevation.

Currituck County Engineer, Eric Weatherly 252-232-3360 – Approved

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

Currituck County Fire and Emergency Management, James Mims 252-232-6641
While I approved a fire hydrant location it appears that there needs to be more clarity on how that will happen. *Per the TRC meeting 12/20/17, it is understood that the FDC located within 100' of the existing hydrant is acceptable. This FDC placement has been reviewed to confirm hose length can reach within 600-ft of all parts of the proposed structure.*

Currituck County GIS, Harry Lee, 252-232-2034 – None

Currituck County Building Inspections, Bill Newns 252-232-6023 Reviewed
Bed & Breakfast with more than 8 guest sleeping rooms must be constructed to R-J standards. If = to or less than 8 will require R-3 standards of the Building Code for construction. (Sprinkler and Fire Alarm systems) Building designer will also need to look at accessibility requirements of chapter 11 of the NCBC and ANSI 117 for accessible units and other features.
These requirements are acknowledged and will be addressed with building design/permitting. There are 12 Sleeping Units designed to R-1 Occupancy standards.
There is 1 required "Accessible" Sleeping Unit provided on the ground floor level designed per NCBC Chapter 11 & ANSI 117. Ground Floor Main Entrance from the parking lot is Accessible via an "Accessible" Ramp. A NFPA 13R Sprinkler System will be designed throughout the building. Fire Alarm System will be provided per Building Code.

NC Division of Coastal Management, Charlan Owens 252-264-3901
No Comment

Currituck County Parks and Recreation, Jason Weeks, 252-232-3007
No Comment

Currituck County Code Enforcement, Stacey Smith, 252-232-6027
No Comment

Albemarle Regional Health Services, Joe Hobbs 252-232-6603 Reviewed
*NOTE: PLEASE CONSULT WITH JOE HOBBS RS ARHS CURRITUCK CONCERNING THIS PROPOSED ESTABLISHMENT. HEALTH DEPT. WILL NEED A WASTEWATER TREATMENT AND DISPOSAL AGREEMENT APPROVAL LETTER FROM A NC APPROVED WASTEWATER TREATMENT FACILITY.
Currently, the site is proposed to have an onsite pump station and an associated 2" force main that

Attachment: 6 TRC Response (PB 13-29 TFP, LLC)

will tie into the 2" Sanitary Sewer force main within Persimmon Street. A commitment to serve letter has been obtained from Carolina Water Service, Inc. Wastewater flows will ultimately be treated at Monteray Shores WWTP (WQ0009772) via a flow transfer request from Corolla Light #1 (WQ0039159).

QUESTION- WILL THIS ESTABLISHMENT BE DEFINED AS A LODGE(HOTEL/MOTEL) OR A BED AND BREAKFAST INN (WILL HAVE FULL KITCHEN AND SERVE FOOD TO GUEST) ?

The proposed site will apply as a Lodge with 12 units that will not have a full kitchen or serve food to guests.

SUBMIT INTERIOR BUILDING DESIGN TO HEALTH DEPT. FOR REVIEW. HEALTH DEPT. WILL REQUIRE A PERMIT APPLICATION TO BE FILLED OUT BY OWNER ($200.00 FEE) A MINIMUM 30 DAYS BEFORE START OF CONSTRUCTION. *Acknowledged.*

HEALTH DEPT. WILL BE REQUIRED TO DUE PERIODIC INSPECTIONS ONCE OR TWICE A YEAR DEPENDING ON ESTABLISHMENT TYPE. *Acknowledged.*

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

Approval with corrections

The location of the" proposed water service" and "proposed 6" C-900 fire line to sprinkler system will not work in this location. The water line on Persimmon is a 4" HDPE directional bore of unknown depth. I recommend the contractor do these taps on the new 6" line prior to the new hydrant. Also, the new 6" line could be wet tapped into the existing 6" on Corolla Village Rd. *Per phone call with Benjie Carawan 12/21, the line within Corolla Village Road is a 2" waterline. Based on the required fire line size, this line is not anticipated to adequately provide the required pressure at a 4" connection. The water service and fire line connection have been left at the 4" HDPE within Persimmon Street. Test pitting of the line will take place prior to construction to determine location/depth for connection.*

NC Department of Transportation, Randy Midgett, 252-331 -4737 – Reviewed

Encroachment and Driveway Permits will be required for driveway and utility connections within Department Right of Way. *Acknowledged. An NCDOT encroachment agreement and driveway access application have been submitted.*

NC Office of State Archaeology, Mary Beth Fitts 919-807-6554

The site has previously been reviewed for the purpose of obtaining an Army Corp of Engineer's Permit. Land disturbance has previously taken place under the previously obtained permit and NEPA review. Attached are two review responses from the NC Department of Cultural Resources dated March 3, 2015 and January 22, 2015. As of January 22nd, 2015 the State Historic Preservation Office recommended that no archaeological investigation be conducted in connection with this project. The current scope of work is similar to that which was previously reviewed and addressed. Additional review and archaeological analysis are not proposed at this time.

Please do not hesitate to contact Michael W. Strader, Jr., P.E. or myself at 252.491.8147 should you have any questions and/or concerns.

Sincerely,
Quible & Associates, P.C.

Cathleen M. Saunders, P.E.
Encl.: as stated
Cc: TFP, LLC, File

Attachment: 6 TRC Response (PB 13-29 TFP, LLC)

Quible

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Fax: 252-491-8146
web: quible.com

November 15, 2017

Jennie Turner
Currituck County Planning and Community Development
P.O. Box 73
Currituck, NC 27927

RE: **Community Meeting Report**
Conditional Zoning
for Corolla Village Inn
Parcel 9837-22-0341,
1149 Persimmon Street
Corolla, Currituck County, NC

Ms. Turner,

A community meeting for the proposed Conditional Rezoning of the above referenced parcel at 1149 Persimmon Street was held on Monday, November 13th, 2017 at 10:00 a.m. in the Satellite Currituck County Office located in Corolla, NC. The meeting was conducted by Quible & Associates, P.C. (Quible) on behalf of The Twiddy Family Partnership, LLC, (TFP,LLC) with representatives from Quible & Associates, P.C., Twiddy Family Partnership, LLC, Community Planning & Architectural Associates (CPAA), and Currituck County were in attendance.

Purpose

The purpose of the meeting was to inform the community in the vicinity of the subject parcel of the intent to apply for an update to the current conditional zoning to allow for a 12-unit Inn facility. The existing site consists of a vacant lot without existing improvements. The current conditional zoning allows for a 10-unit Inn facility.

Meeting synopsis

The Satellite office, was opened to the public prior to the meeting and attendees began arriving prior to 10:00 am. Preliminary building renderings and elevations were available to attendees prior to the meeting on the conference table. The proposed Preliminary Site Plan and Conditional Rezoning Exhibit were available for review on an easel. Other items including agendas and comment cards were provided on the table for attendees.

As attendees arrived, they were asked to provide their contact information on the sign-in sheet. Attendees were also advised that comments could be received by Quible & Associates, P.C. either by email or telephone.

At 10:00 am a presentation of the project history was provided by Clark Twiddy. Quible & Associates then provided a summary of the required conditional rezoning. A copy of the agenda was distributed to everyone in attendance and the sign-in sheet was routed throughout

Attachment: 7 Community Meeting Summary (PB 13-29 TFP, LLC)

the room. The presentation followed the Agenda (Exhibit 1) that was provided to the attendees and is summarized in the following sections.

The parcel proposed for conditional rezoning was described and identified on the exhibits. The Preliminary Site Plan and conditional rezoning permit application were described as being in compliance with the current Currituck County UDO requirements. The attendees were told that the proposed site plan will be submitted and reviewed through the Currituck County Technical Review Committee.

Questions were allowed from the audience during the presentation. Comments and questions received during the meeting were as follows:

1. A resident inquired about the maintenance of Persimmon and what entity owned the Street and was responsible for maintenance. *Clark Twiddy indicated that the TFP, LLC will work with the County to review maintenance concerns.*
2. An adjacent resident asked about the hardening of Persimmon. *It was indicated that at this time hardening of Persimmon is not proposed.*
3. A resident asked about the fire truck access down Persimmon. *It was indicated that the proposed property would have fire access through the site. Fire trucks could access the site from Corolla Village Road.*
4. An attendee asked about beach access for visitors. *Hadley Twiddy provided the response that access to the oceanfront will be provided via golf carts operated by the Inn. Golf carts will hold approximately 6 visitors and they will be delivered to the beach via the deeded access or the new access adjacent to the Lighthouse. It was further clarified that visitors would not be driving to the beach or allowed to park on private property at surrounding residences.*
5. Scott W. Austin requested information on what would be built adjacent to his property (along the North of the site). *It was indicated that a bioretention basin along with 20' landscape buffering will be provided along this project boundary. Landscaping/screening will be provided as required by the Currituck County UDO.*
6. Adjacent residents had concerns about events taking place at the Inn. *Hadley Twiddy indicated that the intention is not to maintain an event house, but to have hotel-like operations.*
7. Adjacent residents asked about potential noise and if there would be staff available 24/7. *Hadley Twiddy indicated that specifics for the Inn have not yet been determined. Guests may be able to access their room without someone onsite for the entire 24 hours, which allows for reduced staffing. If this is the chosen facility set-up noise complaints would need to be directed to the police department. The TFP, LLC does not anticipate issues with noise based on the expected guests (the proposed price point is in between $250-$350 per night). Hot tubs and/or pools are not proposed onsite and should help alleviate some outdoor noise concerns.*
8. A resident asked during what season(s) would the Inn be in operation. *Hadley Twiddy indicated that the Inn would be operated all year, however, this may change based on response/demand.*
9. A resident asked about lighting on the site. *The response given was that spillover lighting will not be allowed per the County UDO requirements (0 footcandles at the property line). Security lighting only is anticipated at this time.*

Attachment: 7 Community Meeting Summary (PB 13-29 TFP, LLC)

10. A resident asked about the room size within the Inn. *The TFP, LLC indicated that the current design allows for two guests in each bedroom.*
11. A resident requested additional information about the schedule. *The TFP, LLC indicated they anticipate opening in May 2019; Construction is anticipated to be handled Gibbs Construction.*

An overview of the conditional rezoning process was provided to the residents in attendance after questions were concluded. Attendees were again reminded that any further questions or comments not addressed at the meeting can be forwarded to Quible & Associates and the meeting was adjourned.

Copies of all handouts, exhibits, and other documents available at the meeting are provided in attachments to this document.

Please do not hesitate to contact Michael W. Strader, Jr. or myself at (252) 491-8147 or csaunders@quible.com should you have any questions and/or concerns.

Sincerely,
Quible & Associates, P.C.

Cathleen M. Saunders, P.E.

cc:

Attachment: 7 Community Meeting Summary (PB 13-29 TFP, LLC)

COMMUNITY MEETING EXHIBITS

EXHIBIT 1 : Meeting Agenda

EXHIBIT 2 : Presentation Posters

EXHIBIT 3 : Attendance Sign-In Sheet

EXHIBIT 4 : Letters to Property Owners

EXHIBIT 5 : Photos of Meeting

Attachment: 7 Community Meeting Summary (PB 13-29 TFP, LLC)

EXHIBIT 1 : Meeting Agenda

Attachment: 7 Community Meeting Summary (PB 13-29 TFP, LLC)

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Phone: (252) 491-8147
Fax: (252) 491-8146
Web: www.quible.com

Community Meeting for the Conditional Zoning –
1149 Persimmon Street
Parcel Identification Numbers 9937-22-0341
Corolla, Currituck County, NC

November 13th, 2017

AGENDA

1. **General Introduction**
   a. Quible & Associates, P.C.
   b. Community Planning & Architectural Associates
   c. Twiddy Family Partnership, LLC
   d. Currituck County

2. **Existing Information**
   a. Location:
      i. 9937-22-0341
   b. Current Land Use: Vacant
   c. Site Zoning: C-GB; Conditional General Business
   d. The existing site consists of a vacant lot without existing improvements.

3. **Discussion**
   a. Update the current conditional zoning to allow for a 12 unit Inn facility. The current conditional zoning allows for a 10 unit Inn facility.

4. **Site Development**
   a. All site development will be in conformance with the County's Unified Development Ordinance.
   b. The site development will be in general conformance with the County's Future Land Use Plan.

5. **Questions & Comments**
   a. Quible & Associates and representatives from Twiddy Family Partnership, LLC are available to answer questions and comments.
   b. Comments can be provided in writing on Comment Forms provided or they can be sent to Cathleen Saunders. P.E. of Quible & Associates, P.C. by email at csaunders@quible.com or by phone at 252-491-8147.

Attachment: 7 Community Meeting Summary (PB 13-29 TFP, LLC)

Community Meeting for Conditional Rezoning
Parcel Identification Number 0114000020A0000
1149 Persimmon Street, Corolla, Currituck County, NC

Comments: _____

Contact Information:_____

Comments can be sent to Cathleen Saunders of Quible & Associates, P.C. by email at csaunders@quible.com

Attachment: 7 Community Meeting Summary (PB 13-29 TFP, LLC)

EXHIBIT 2 : Presentation Posters

Attachment: 7 Community Meeting Summary (PB 13-29 TFP, LLC)

LEGEND

- C-GB ZONE – CONDITIONAL GENERAL BUSINESS
- GB ZONE – GENERAL BUSINESS
- SFO ZONE – SINGLE FAMILY RESIDENTIAL OUTER BANKS
- 200' OFFSET
- SUBJECT PROPERTY

SCOTT W. AUSTIN ET. UX. CATHERINE & JERRY S. AUSTIN ET. UX. SANDRA
110 CAPTAIN HOBBS CT
KITTY HAWK, NC 27949
SFO ZONE

SCOTT W. AUSTIN ET. UX. CATHERINE & JERRY S. AUSTIN ET. UX. SANDRA
110 CAPTAIN HOBBS CT
KITTY HAWK, NC 27949
SFO ZONE

MIDATLANTIC BUILDERS LLC
PO BOX 2138
NORFOLK, VA 23501
SFO ZONE

CURRITUCK COUNTY
PO BOX 9
CURRITUCK, NC 27929
SFO ZONE

MIDATLANTIC BUILDERS LLC
PO BOX 2138
NORFOLK, VA 23501
SFO ZONE

UNITED STATES OF AMERICA
PO BOX 39
KNOTTS ISLAND, NC 27950
SFO ZONE

P.E. N. SR. 48

200' OFFSET

COROLLA VILLAGE RD

JOHN STEPHEN CHILDERS
1375 WATERLILY RD
COINJOCK, NC 27923
SFO ZONE

TWIDDY FAMILY PARTNERSHIP, LLC
& TFP LLC
PO BOX 369
COROLLA, NC 27927
C-GB ZONE

TFP LLC
1142 OCEAN TRL
COROLLA, NC 27927
C-GB ZONE

TWIDDY FAMILY PARTNERSHIP, LLC
& TFP LLC
PO BOX 369
COROLLA, NC 27927
C-GB ZONE

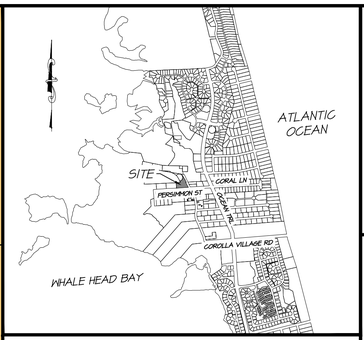
PERSIMMON ST

TFP LLC
1142 OCEAN TRL
COROLLA, NC 27927
SFO ZONE

STEWART C. ANDERSON
& MARYGRACE F. ANDERSON
12301 BIENVENUE RD
ROCKVILLE, VA 23146
SFO ZONE

JOHN W. AUSTIN MEMORIAL CHAPEL INC
PO BOX 64
COROLLA, NC 27927
SFO ZONE

NORFOLK & CAROLINA TEL. & TEL. CO.
PROPERTY TAX DEPT
PO BOX 12913
SHAWNEE MISSION, KS 66212
GB ZONE



VICINITY MAP (COROLLA)
N.T.S.

NOTE: THIS DOCUMENT IS PRELIMINARY – NOT FOR CONSTRUCTION, RECORDATION, SALES OR CONVEYANCES – THIS DOCUMENT IS FOR DISCUSSION PURPOSES ONLY! EXISTING INFORMATION SHOWN ON THIS DOCUMENT IS BASED ON BEST AVAILABLE DATA AND IS NOT A CERTIFIED SURVEY. ALL INFORMATION SHOWN ON THIS DOCUMENT IS SUBJECT TO ANY REQUIREMENTS BY ANY REGULATORY AGENCY, ENTITY OR AUTHORITY.

QUIBLE & ASSOCIATES, P.C. DOES NOT GUARANTEE THE ACCURACY OR THE COMPLETENESS OF ANY INFORMATION IN THIS DOCUMENT AND IS NOT RESPONSIBLE FOR ANY ERROR OR OMISSION OR ANY LOSSES OR DAMAGES RESULTING FROM THE USE OF THIS INFORMATION.

NOTE:
THE DATA GIVEN ON THESE PLANS IS BELIEVED TO BE ACCURATE, BUT THE ACCURACY IS NOT GUARANTEED. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL LEVELS, LOCATIONS, TYPES, AND DIMENSIONS OF THE EXISTING UTILITIES PRIOR TO CONSTRUCTION. IF A DISCREPANCY IS FOUND, WORK SHALL CEASE AND THE ENGINEER NOTIFIED. WORK MAY CONTINUE UPON ENGINEERS NOTICE TO PROCEED.

811 Know what's **below.** **Call** before you dig.

GRAPHIC SCALE
40 0 20 40 80
(IN FEET)
1 inch = 40 ft.

Quible & Associates, P.C. SINCE 1959
ENGINEERING * CONSULTING * PLANNING
ENVIRONMENTAL SCIENCES * SURVEYING
NC License#: C-0208
PO Drawer 870, Kitty Hawk, NC 27949
(252) 261-3300 FAX: (252) 261-3146
Email: administrator@quible.com

NORTH CAROLINA PROFESSIONAL SEAL 032182 ENGINEER CHRISTOPHER M. STEWART
CERTIFICATION

PRELIMINARY NOT FOR RECORDATION, SALES OR CONVEYANCES

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NO.	DATE	REVISIONS

CONDITIONAL REZONING EXHIBIT

1149 PERSIMMON ST
TWIDDY FAMILY PARTNERSHIP LLC

POPLAR BRANCH TOWNSHIP CURRITUCK COUNTY NORTH CAROLINA

COMMISSION NO.	P08065.5
DESIGNED BY	CMS
DRAWN BY	DAC
CHECKED BY	CMS
ISSUE DATE	11/13/17

SHEET NO. 1 OF 1 SHEETS

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Attachment: 7 Community Meeting Summary (PB 13-29 TFP, LLC)

GENERAL NOTES

1. OWNER/APPLICANT: TWIDDY FAMILY PARTNERSHIP, LLC
PO BOX 369
COROLLA, NC 27927

2. ENGINEER: QUIBLE & ASSOCIATES, P.C.
P.O. DRAWER 870
KITTY HAWK, NC
TEL: (252) 491-8147

2. PROPERTY INFO: PID: 0114000020A0000
PIN: 9837-22-0341

3. PROPERTY ADDRESS: 1149 PERSIMMON STREET

4. RECORDED REFERENCE: PC "N", SL 48
D.B. 1279, PG. 230

5. ZONE: CONDITIONAL GENERAL BUSINESS (C-GB)

6. PARCEL AREA: 58,496.41 sqft / 1.34 acres

7. PROPERTY IS LOCATED IN NFIP FLOOD AE (5') AND SUBJECT TO CHANGES. BASED ON COMMUNITY CID NO. 370078; PANEL 9937; SUFFIX J. (MAP NUMBER 3720993700J); PANEL EFFECTIVE DATE: 12/16/05

8. BOUNDARY AND INFORMATION BASED ON P.C N, SL. 48.

9. TOPOGRAPHIC INFORMATION BASED ON SURVEYS BY QUIBLE & ASSOCIATES, DATED 4/2016 THROUGH 10-2017. VERTICAL INFORMATION BASED ON NAVD 88.

10. PROJECT SCOPE: PERMITTING AND CONSTRUCTION OF A 12 UNIT INN WITH ASSOCIATED PARKING AND APPURTENANCES. (CONDITIONAL USE)

11. MAXIMUM BUILDING HEIGHT: 35'

12. PROPOSED LOT COVERAGE:

BUILDING	= 7,179.9 SQ.FT.
ASPHALT	= 6,435.3 SQ.FT.
NON-PERMEABLE CONCRETE	= 839.1 SQ.FT.
CURB & GUTTER	= 285.1 SQ.FT.
PERMEABLE WALK	= 2,066.2 SQ.FT.
PERMEABLE PAVERS	= 2,879.1 SQ.FT.
TOTAL	= 19,684.7 sq.ft. (33.7%) 65% ALLOWABLE

13. SETBACKS:

	REQUIRED	PROVIDED
FRONT:	20'	41.0'
SIDE (NORTH):	15'	50.2'
SIDE (SOUTH):	20'	45.1'
REAR:	25'	72.3'

13. PARKING REQUIREMENTS: (BED AND BREAKFAST INN)
2 SPACES + 1 SPACE PER GUEST ROOM
12 GUEST ROOMS = 12 SPACES
+ 2 SPACES = 2 SPACES
TOTAL PARKING REQUIRED = 14 SPACES

TOTAL PARKING PROVIDED = 15 SPACES

14. ALL DIMENSIONS ARE TO FACE CURB UNLESS OTHERWISE NOTED.

15. ALL UTILITIES SERVING THIS SITE WILL BE PLACED UNDERGROUND.

16. STORMWATER MANAGEMENT:
RUNOFF FROM ALL PROPOSED IMPROVEMENTS WILL BE COLLECTED AND CONVEYED INTO TWO (2) SEPARATE INFILTRATION BASINS LOCATED ON THE NORTH AND SOUTH SIDES OF THE DEVELOPMENT.

17. THIS PLAN SET TO BE UTILIZED FOR THE INSTALLATION OF SITE LAYOUT IMPROVEMENTS INCLUDING BUT NOT LIMITED TO GRADING & DRAINAGE, INSTALLATION OF SEDIMENT CONTROL MEASURES, WASTEWATER IMPROVEMENTS, AND WATER SYSTEM. FOR BUILDING DESIGN AND ASSOCIATED PLUMBING, SEE APPROPRIATE SEPARATE PLANS.

18. BUFFERYARDS:

	REQUIRED
NORTHEAST:	N/A
SOUTHEAST:	N/A
NORTHWEST:	N/A
SOUTHWEST:	N/A

19. THIS PLAN SUBJECT TO ANY FACTS, INCLUDING BUILDING SETBACK RESTRICTIONS, EASEMENTS, COVENANTS, ETC., THAT MAY BE REVEALED BY A FULL AND ACCURATE TITLE SEARCH.

20. ALL EXTERIOR LIGHTING SHALL BE IN ACCORDANCE WITH CHAPTER 5.4 OF THE CURRITUCK COUNTY UNIFIED DEVELOPMENT ORDINANCE.

21. REMOVE TREES, GRASSES, SHRUBS AND OTHER VEGETATION, IMPROVEMENTS OR OBSTRUCTIONS INTERFERING WITH INSTALLATION OF NEW CONSTRUCTION UNLESS NOTED OTHERWISE.

22. PRIOR TO LAND DISTURBANCE, A STATE APPROVED SOIL EROSION AND SEDIMENTATION CONTROL PLAN IS REQUIRED.

23. BUILDING CONSTRUCTION SHALL COMPLY WITH ALL ASPECTS OF THE NORTH CAROLINA BUILDING AND FIRE CODE.

24. THE CONTRACTOR SHALL TAKE ALL NECESSARY PRECAUTIONS TO PROTECT ALL PROPERTY MONUMENTS DURING CONSTRUCTION. DISTURBED OR REMOVED PROPERTY MONUMENTS SHALL BE REPLACED BY A NORTH CAROLINA LICENSED PROFESSIONAL LAND SURVEYOR.

25. ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THESE DRAWINGS, APPLICABLE CURRITUCK COUNTY CODES AND ORDINANCES, AND NCDEQ DIVISION OF ENERGY, MINERAL AND LAND RESOURCES REGULATIONS. FILL IS NOT PROPOSED OR ALLOWED WITHIN 10' OF THE PROPERTY LINE.

26. THE LOCATION, DIMENSIONS, AND ELEVATION OF EXISTING STRUCTURES, PIPING, AND UTILITIES SHOWN ARE BASED ON THE BEST AVAILABLE DATA AND ARE APPROXIMATE. THE CONTRACTOR SHALL VERIFY ALL DATA IN THE FIELD PRIOR TO CONSTRUCTION TO HIS/HER OWN SATISFACTION. THE CONTRACTOR SHALL PERFORM ANY TEST PIT WORK OR PROVIDE LOCATION SERVICES AS REQUIRED TO AVOID CONFLICTS WITH EXISTING UTILITIES. CONTACT NORTH CAROLINA ONE-CALL AT TELEPHONE NO. 1-800-632-4949, 48 HOURS PRIOR TO PERFORMING ANY EXCAVATION TO HAVE UTILITIES MARKED.

27. THE CONTRACTOR SHALL PROVIDE SMOOTH TRANSITIONS FROM PROPOSED FEATURES TO EXISTING FEATURES AS NECESSARY.

28. THE CONTRACTOR SHALL SEAL THE EDGE OF EXISTING ASPHALT PAVEMENT WITH TACK COAT IN ACCORDANCE WITH THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS WHERE NEW PAVEMENT JOINS EXISTING PAVEMENT. ALL WORK WITHIN NCDOT R/W SHALL BE CONSTRUCTED IN ACCORDANCE WITH NCDOT STANDARDS AND SPECIFICATIONS.

29. ALL PAVEMENT JOINTS SHALL BE SAW-CUT PRIOR TO PAVING TO PROVIDE A DURABLE AND UNIFORM JOINT.

30. ALL PAVEMENT MARKINGS, TEXT AND DIRECTIONAL ARROWS SHALL BE PAINTED WHITE. ALL LETTERING SHALL BE 2ft. IN HEIGHT. LINES SHALL BE 4" WIDE. CROSSWALK AND LOADING AREAS, SET 4" WHITE LINES ON A 45° ANGLE.

31. PROOF ROLL ALL NEW PAVED AREAS. NOTIFY OWNER AND ENGINEER OF ANY UNACCEPTABLE AREAS.

32. WATER IS PROVIDED VIA CURRITUCK COUNTY WATER SYSTEM. ALL WATER IMPROVEMENTS SHALL BE IN ACCORDANCE WITH CURRITUCK COUNTY STANDARD WATER SPECIFICATIONS AND DETAILS.

33. SEWAGE TO BE COLLECTED INTO AN ONSITE PUMP STATION AND CONVEYED INTO AN EXISTING CENTRAL SEWAGE INFRASTRUCTURE.

34. PROPOSED WASTEWATER FLOW:
12 UNIT INN WITH COOKING FACILITIES @ 175 GPD/ UNIT = 2,100 GALLONS PER DAY

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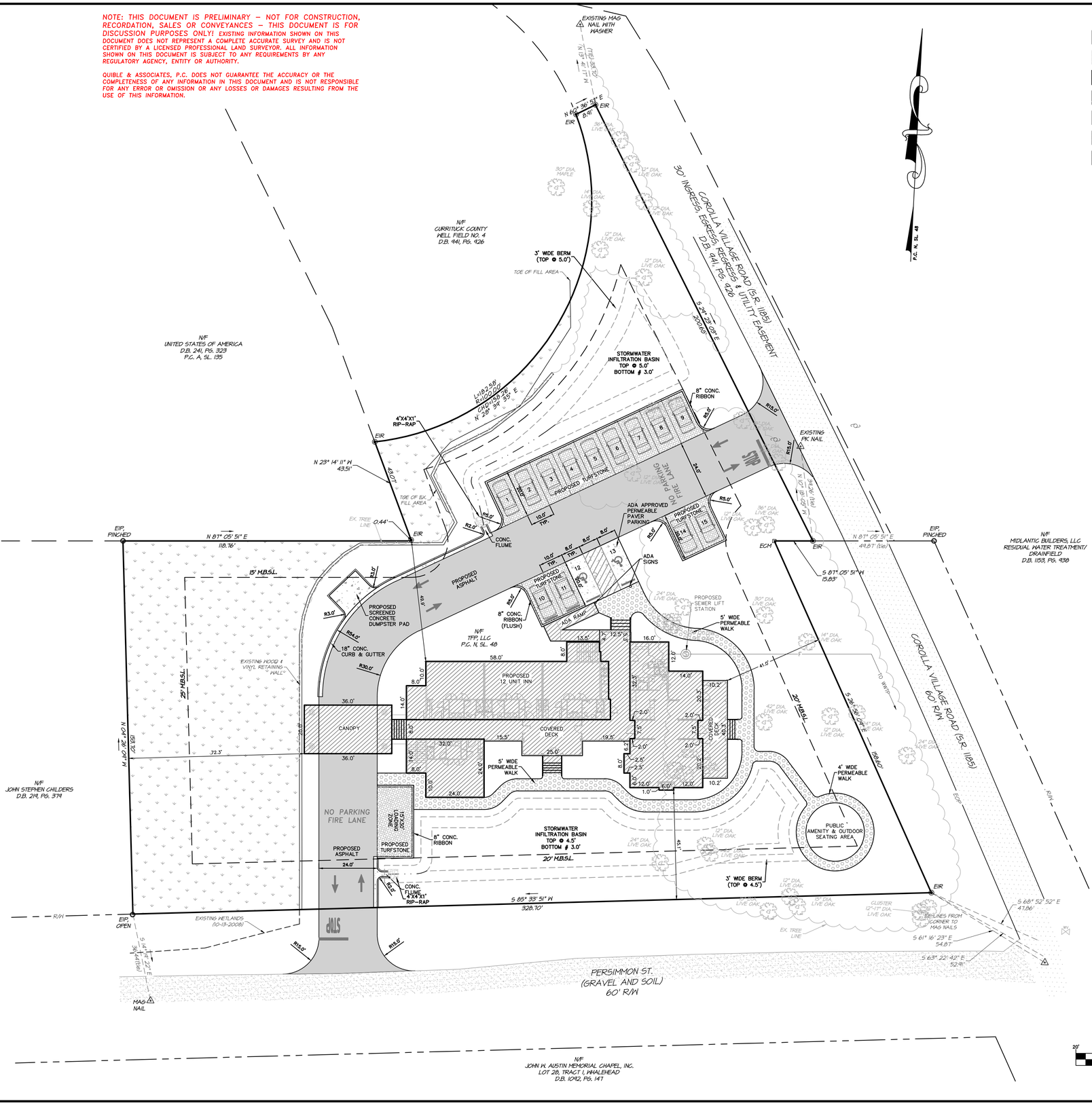
LEGEND

- EXISTING ASPHALT PAVEMENT
- EXISTING GRAVEL & SOIL ROADWAY
- PROPOSED BUILDING
- PROPOSED CONCRETE
- PROPOSED ASPHALT
- PROPOSED PERMEABLE PAVERS
- PROPOSED PERMEABLE WALKS
- EX. CONCRETE MONUMENT
- EX. IRON ROD
- EX. DRILL HOLE
- EX. MAG NAIL
- EX. UTILITY POLE
- EX. FIRE HYDRANT



811 Know what's below. Call before you dig.

NOTE: THE DATA GIVEN ON THESE PLANS IS BELIEVED TO BE ACCURATE, BUT THE ACCURACY IS NOT GUARANTEED. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL LEVELS, LOCATIONS, TYPES, AND DIMENSIONS OF THE EXISTING UTILITIES PRIOR TO CONSTRUCTION. IF A DISCREPANCY IS FOUND, WORK SHALL CEASE AND THE ENGINEER NOTIFIED. WORK MAY CONTINUE UPON ENGINEERS NOTICE TO PROCEED.

Quible & Associates, P.C. SINCE 1959
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PO Drawer 870, Kitty Hawk, NC 27949
Phone: (252) 491-8147 Fax: (252) 491-8146
E-Mail: admin@quible.com

NORTH CAROLINA REGISTERED LANDSCAPE ARCHITECT — PRELIMINARY NOT FOR CONSTRUCTION — CERTIFICATION

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NO.	DATE	REVISIONS

SITE & UTILITY PLAN

COROLLA VILLAGE INN
TFP, LLC - P.C. N, SL. 48
POPLAR BRANCH TOWNSHIP CURRITUCK COUNTY NORTH CAROLINA

COMMISSION NO.	P08065.5
DESIGNED BY	TAS/OTH
DRAWN BY	TAS
CHECKED BY	CMS
ISSUE DATE	11/07/17

SHEET NO. 2 OF 8 SHEETS

Attachment: 7 Community Meeting Summary (PB 13-29 TFP, LLC)

NOTES

1. OWNER/APPLICANT: TWDDY FAMILY PARTNERSHIP, LLC
   PO BOX 369
   COROLLA, NC 27927
2. ENGINEER: QUIBLE & ASSOCIATES, P.C.
   P.O. DRAWER 870
   KITTY HAWK, NC
   TEL: (252) 491-8147
2. PROPERTY INFO: PID: 0114000020A0000
   PIN: 9837-22-0341
3. PROPERTY ADDRESS: 1149 PERSIMMON STREET
4. RECORDED REFERENCE: PC "N", SL. 48
   D.B. 1279, PG. 230
5. ZONE: CONDITIONAL GENERAL BUSINESS (C-GB)
6. PARCEL AREA: 58,496.41 sqft / 1.34 acres
7. PROPERTY IS LOCATED IN NFIP FLOOD AE (5') AND SUBJECT TO CHANGES. BASED ON COMMUNITY CID NO. 370078; PANEL 9937; SUFFIX J. (MAP NUMBER 3720993700J); PANEL EFFECTIVE DATE: 12/18/06
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17. THIS PLAN SUBJECT TO ANY FACTS, INCLUDING BUILDING SETBACK RESTRICTIONS, EASEMENTS, COVENANTS, ETC., THAT MAY BE REVEALED BY A FULL AND ACCURATE TITLE SEARCH.
18. ALL UTILITIES SERVING THIS SITE WILL BE PLACED UNDERGROUND.
19. HANDICAP PARKING SPACES SHALL NOT EXCEED 2% GRADE.
20. AREAS OF FILL SHALL BE EXCAVATED TO COMPACTED SUBGRADE AND BACKFILLED IN 6" LIFTS.
21. THE CONTRACTOR SHALL TAKE ALL NECESSARY PRECAUTIONS TO MAINTAIN AND PROTECT ALL UNDERGROUND & ABOVE GROUND UTILITIES, EXISTING PAVEMENT SURFACES, EXISTING CULVERTS AND EXISTING PROPERTY MONUMENTS DURING CONSTRUCTION. DISTURBED OR REMOVED PROPERTY MONUMENTS SHALL BE REPLACED BY A NORTH CAROLINA LICENSED PROFESSIONAL LAND SURVEYOR.
22. ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THESE DRAWINGS, APPLICABLE CURRITUCK COUNTY CODES AND ORDINANCES, AND NCDEQ DIVISION OF ENERGY, MINERAL AND LAND RESOURCES REGULATIONS.
23. THE LOCATION, DIMENSIONS, AND ELEVATION OF EXISTING UTILITIES SHOWN ARE BASED ON THE BEST AVAILABLE DATA. THE CONTRACTOR SHALL VERIFY ALL DATA IN THE FIELD PRIOR TO CONSTRUCTION TO HIS/HER OWN SATISFACTION. THE CONTRACTOR SHALL PERFORM ANY TEST PIT WORK OR PROVIDE LOCATION SERVICES AS REQUIRED TO AVOID CONFLICTS WITH EXISTING UTILITIES. CONTACT NORTH CAROLINA ONE-CALL AT TELEPHONE NO. 1-800-632-4949, 48 HOURS PRIOR TO PERFORMING ANY EXCAVATION TO HAVE UTILITIES MARKED.
24. THE CONTRACTOR SHALL PROVIDE SMOOTH TRANSITIONS FROM PROPOSED FEATURES TO EXISTING FEATURES AS NECESSARY.
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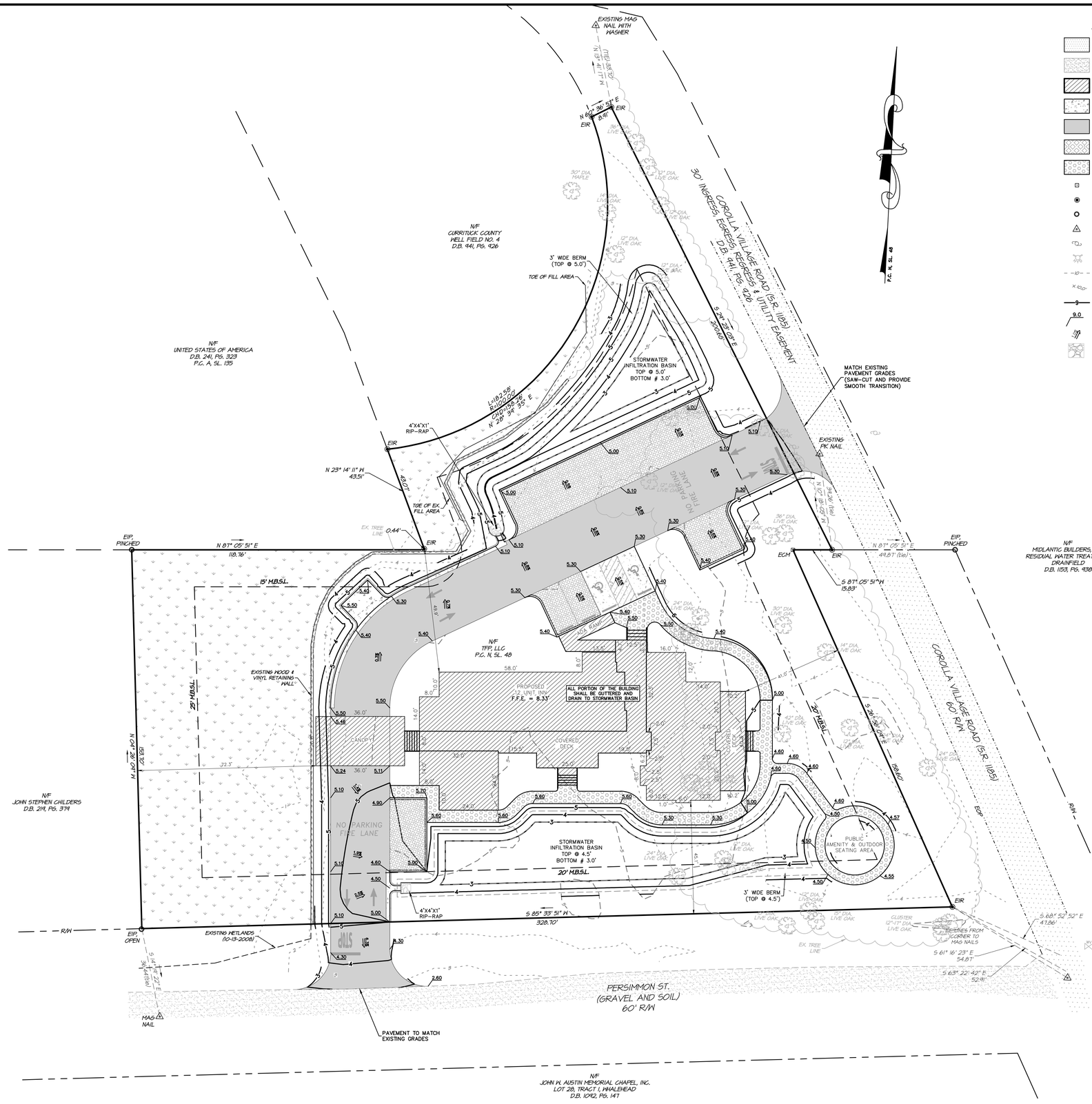
26. ALL PAVEMENT JOINTS SHALL BE SAW-CUT PRIOR TO PAVING TO PROVIDE A DURABLE AND UNIFORM JOINT.
27. PROOF ROLL ALL NEW PAVED AREAS. NOTIFY OWNER AND ENGINEER OF ANY UNACCEPTABLE AREAS.
26. CONTRACTOR SHALL PROVIDE SMOOTH TRANSITION BETWEEN SPOT ELEVATION GRADES AND MAINTAIN POSITIVE DRAINAGE.
27. REMOVE TREES, GRASSES, SHRUBS AND OTHER VEGETATION, IMPROVEMENTS OR OBSTRUCTIONS INTERFERING WITH INSTALLATION OF NEW CONSTRUCTION UNLESS NOTED OTHERWISE.
28. PRIOR TO LAND DISTURBANCE, A STATE APPROVED SOIL EROSION AND SEDIMENTATION CONTROL PLAN IS REQUIRED.

LEGEND

- EXISTING ASPHALT PAVEMENT
- EXISTING GRAVEL & SOIL ROADWAY
- PROPOSED BUILDING
- PROPOSED CONCRETE
- PROPOSED ASPHALT
- PROPOSED PERMEABLE PAVERS
- PROPOSED PERMEABLE WALKS
- EX. CONCRETE MONUMENT
- EX. IRON ROD
- EX. DRILL HOLE
- EX. MAG NAIL
- EX. UTILITY POLE
- EX. FIRE HYDRANT
- EXISTING CONTOUR
- EXISTING SPOT GRADE
- PROPOSED CONTOUR
- PROPOSED SPOT GRADE (TOP OF ASPHALT UNLESS OTHERWISE NOTED)
- PROPOSED FLOW DIRECTION AND SLOPE
- PROPOSED RIP-RAP/GRAVEL



GRAPHIC SCALE

20' 0 10' 20' 40'

(IN FEET)
1 inch = 20 ft.

Know what's below. Call before you dig.

NOTE:
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Phone: (252) 491-8147 Fax: (252) 491-8146
E-Mail: admin@quible.com

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 036181 CATHERINE M. SCHMITT
CERTIFICATION

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REVISIONS

NO.	DATE

GRADING & DRAINAGE PLAN

COROLLA VILLAGE INN
TFP, LLC - P.C. N, SL. 48

NORTH CAROLINA
CURRITUCK COUNTY
POPLAR BRANCH TOWNSHIP

COMMISSION NO.	P08065.5
DESIGNED BY	TAS/OTH
DRAWN BY	TAS
CHECKED BY	CMS
ISSUE DATE	11/07/17

SHEET NO. 4 OF 8 SHEETS

Attachment: 7 Community Meeting Summary (PB 13.29 TFP, LLC)

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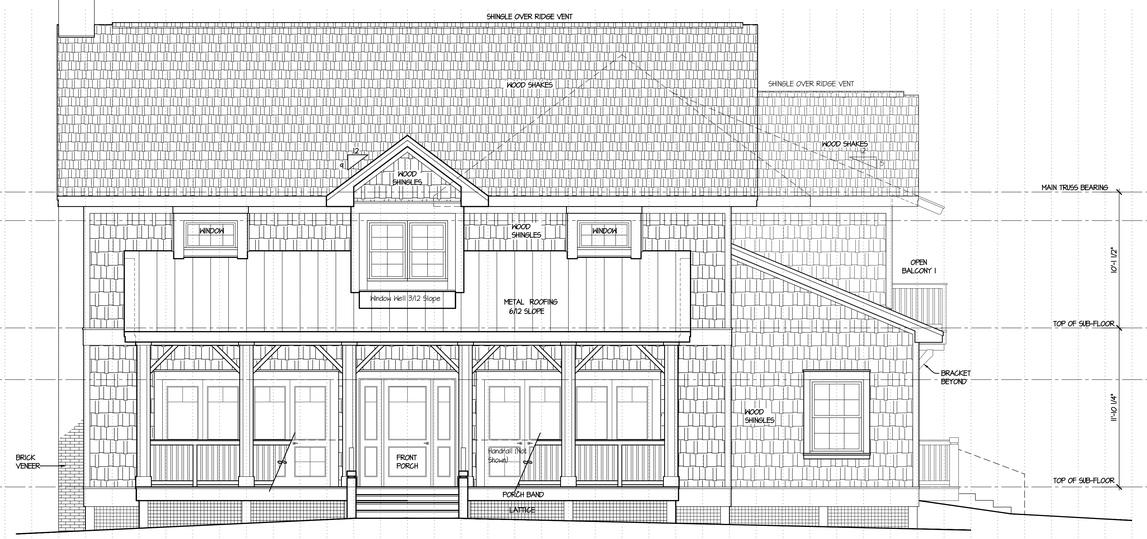
H1 RESERVED

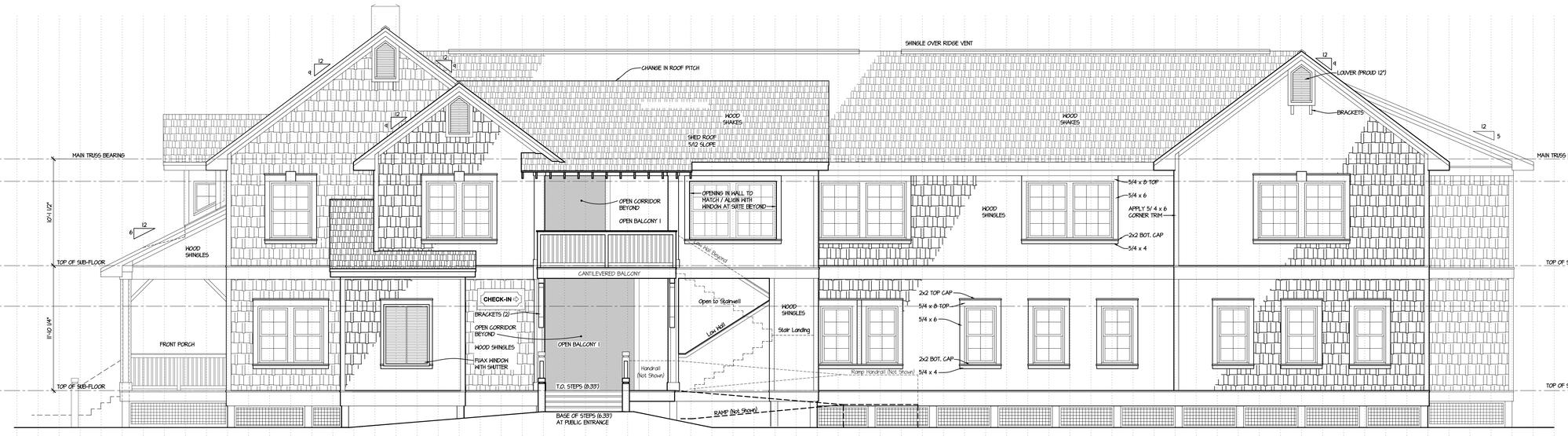
H10 FRONT (EAST) ELEVATION

1/4" = 1'-0"



A1 RIGHT SIDE (NORTH) ELEVATION

1/4" = 1'-0"



cpaa
PLANNING
ARCHITECTURE
INTERIOR DESIGN
LANDSCAPE ARCHITECTURE
6445 N. CROATAN HWY., STE. A KITTY HAWK, NC 27949
PHONE: 252-715-4780 FAX: 252-715-4782

COROLLA VILLAGE INN

Old Corolla Village
Corolla, NC

REVISIONS

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COMMUNITY PLANNING & ARCHITECTURE ASSOCIATES PROFESSIONAL LIMITED LIABILITY COMPANY NORTH CAROLINA DUCK, CURRITUCK COUNTY CERT. NO. 10764

EXTERIOR ELEVATIONS

DATE	11/2/17
DESIGN	RRL
DRAWN	RWW
PROJECT NO.	1826
FILE #	1826A201
SCALE	AS NOTED

DRAWING NO.

A201

of

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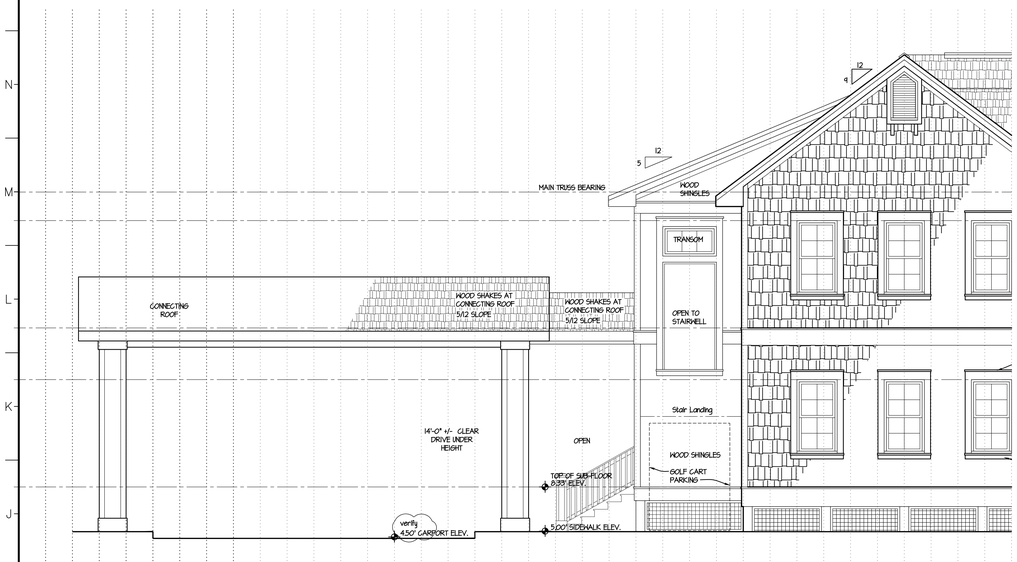
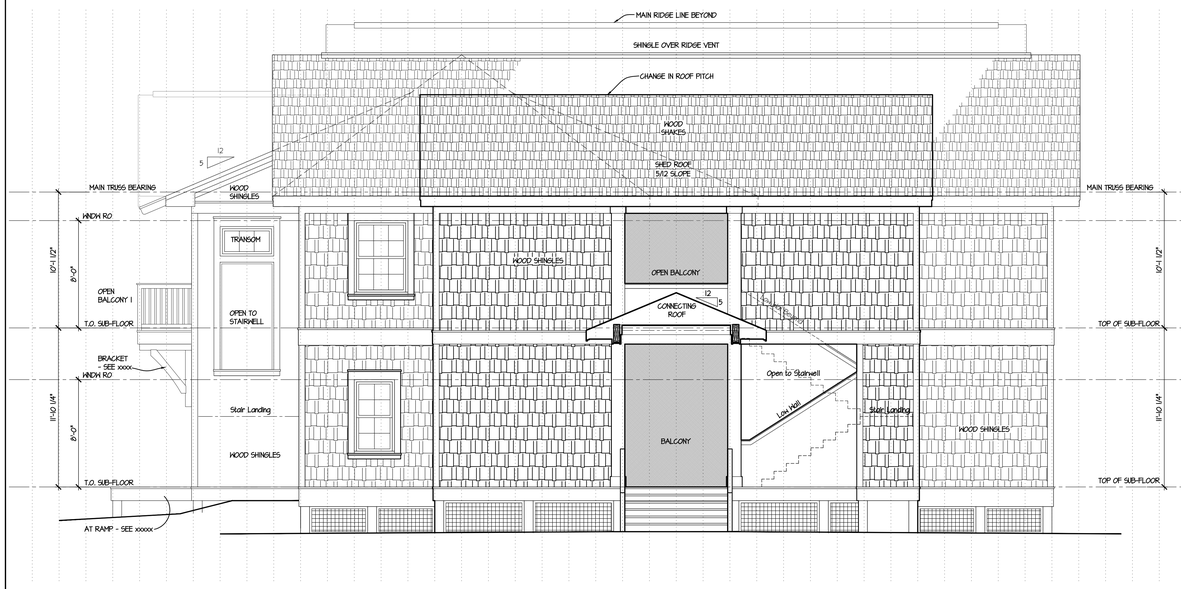
Attachment: 7 Community Meeting Summary (PB 13-29 TFP, LLC)



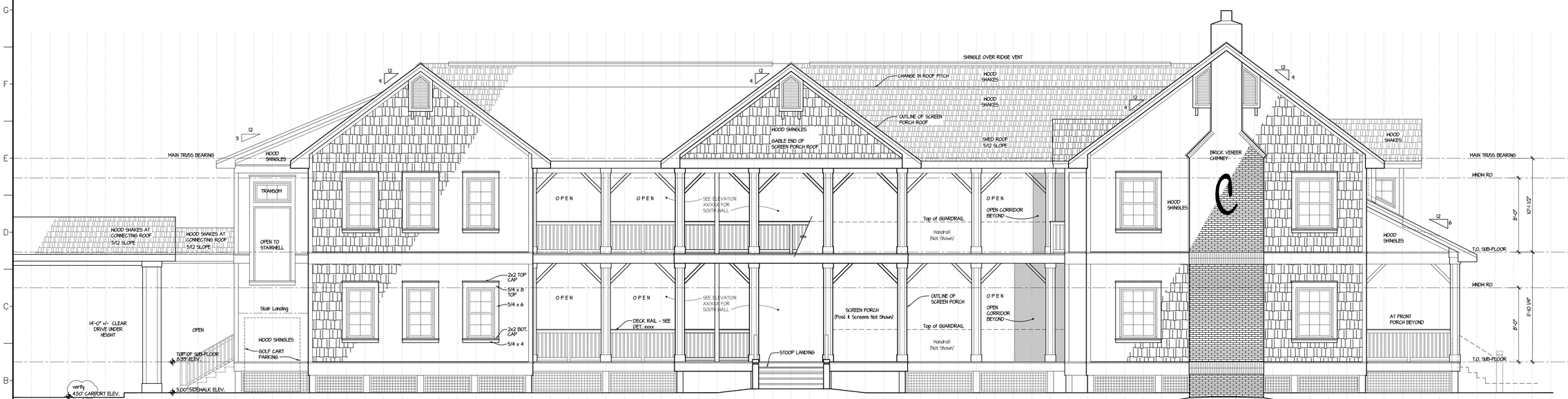
H1 elev — PARTIAL LEFT SIDE (SOUTH) ELEVATION AT DRIVE UNDER

1/4" = 1'-0"



H10 elev — REAR (WEST) ELEVATION

1/4" = 1'-0"



A1 elev — LEFT SIDE (SOUTH) ELEVATION

1/4" = 1'-0"

PLANNING
ARCHITECTURE
INTERIOR DESIGN
LANDSCAPE ARCHITECTURE
6445 N. CROATAN HWY., STE. A KITTY HAWK, NC 27949
PHONE: 252-715-4780 FAX: 252-715-4782

COROLLA VILLAGE INN

Old Corolla Village
Corolla, NC

REVISIONS

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CERT. NO. 00764

EXTERIOR ELEVATIONS

DATE	11/2/17
DESIGN	RRL
DRAWN	RWW
PROJECT NO.	1826
FILE #	1826A202
SCALE	AS NOTED

DRAWING NO. A202 of

Attachment: 7 Community Meeting Summary (PB 13-29 TFP, LLC)

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Attachment: 7 Community Meeting Summary (PB 13-29 TFP,

EXHIBIT 3 : Attendance Sign-In Sheet

Attachment: 7 Community Meeting Summary (PB 13-29 TFP, LLC)

Quible & Associates, P.C.
ENGINEERING • CONSULTING • PLANNING
ENVIRONMENTAL SCIENCES • SURVEYING
Phone: (252) 261-3300
Fax: (252) 261-1260
Web: www.quible.com

Conditional Rezoning
Corolla, Currituck County, North Carolina
Quible & Associates Project No. 08065.5
Community Meeting Sign In: Monday, November 13th, 2017 at 10:00 AM

#	Name	Company / Organization / Address	Telephone No.	Fax No.	Email
1.	Cathleen Saunders, P.E.	Quible & Associates, P.C.	(252) 491-8147	(252) 491-8146	csaunders@quible.com
2.	Michael Strader, P.E.	Quible & Associates, P.C.	(252) 491-8147	(252) 491-8146	mstrader@quible.com
3.	Barry Cerri	1111 Persimmon	757) 871-6187		bcerri@cox.net
4.	Tony Cerri	" "	" 876-4643		Tcerri@cox.net
5.	Karen Becker	1100 Persimmon	804-720-4201		Starmanwb@aol.com
6.	MG ANDERSON	1150 Persimmon St	804 814 1246		MGANDERSON513@YAH
7.	Heather Twiddy	1125 Croatan Dr TFP	252 202 8580		
8.	RALPH LASATER	CPAA	252-715-4780		rlasater@cpaa.net
9.	Victor Mitchell	CPAA	252-715-4780	252-715-4782	Vmitchell@cpaa-usa
10.	Robert S Meybohm	Attend Corolla Chapel	949-400-1082	Same	RSMeybohm@out
11.	Scott Austin	1203 Corolla Village Rd	252 207 2513		
12.	Clark Twiddy	TFP, LLC			
13.	Jennie Turner	Currituck County			
14.					
15.					
16.					
17.					
18.					

Attachment: 7 Community Meeting Summary (PB 13-29 TFP, LLC)

EXHIBIT 4 : Letters to Property Owners

Attachment: 7 Community Meeting Summary (PB 13-29 TFP, LLC)

Quible

Quible & Associates, P.C.

ENGINEERING • ENVIRONMENTAL SCIENCES • PLANNING • SURVEYING
SINCE 1959

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

November 2, 2017

Norfolk & Carolina Tel. &
Tel. Co. Property Tax Dept
PO Box 12913
Shawnee Mission, KS 66212

Re: Notice of Community Meeting
Conditional Zoning – 1149 Persimmon Street
Corolla, Currituck County, NC

Dear Property Owner(s),

Please be advised that on behalf of Twiddy Family Partnership, LLC, Quible & Associates, P.C. will conduct a community meeting on Monday, November 13th, 2017 at 10:00 a.m. at the Satellite Currituck County office, located at 1123 Ocean Trail Corolla, NC 27927.

The purpose of this meeting is to inform the community of a proposed conditional rezoning application for 1149 Persimmon Street within Corolla, NC. The proposed conditional rezoning will amend the existing conditional zoning permit. The existing conditional zoning permit allows for conditional general business (C-GB) including a 10 bedroom bed and breakfast on the property and associated improvements including parking, vehicular access, stormwater, and pedestrian access. The proposed amendment will allow the site to continue as conditional general business (C-GB) zoning. However, the use will be expanded to include a 12 bedroom bed and breakfast facility with the associated improvements.

The subject parcel is identified by Parcel ID Number 9937-22-0341. This parcel is adjacent to the intersection of Persimmon Street and Corolla Village Road in Currituck County.

All persons having an interest in this matter are invited to attend the informational meeting. Further information regarding the development may be obtained by contacting Cathleen Saunders, P.E. or Michael W. Strader, Jr., P.E. of Quible & Associates, P.C. by phone at 252-491-8147 or by email at csaunders@quible.com.

Sincerely,

Quible & Associates, P.C.
Cathleen Saunders, P.E.

cc: TFP, LLC

Attachment: 7 Community Meeting Summary (PB 13-29 TFP, LLC)

Quible

Quible & Associates, P.C.
ENGINEERING • ENVIRONMENTAL SCIENCES • PLANNING • SURVEYING
SINCE 1959

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

November 2, 2017

John W Austin
Memorial Chapel Inc
PO Box 64
Corolla, NC 27927

Re: Notice of Community Meeting
Conditional Zoning – 1149 Persimmon Street
Corolla, Currituck County, NC

Dear Property Owner(s),

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SINCE 1959

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

November 2, 2017

Anderson, Stewart C
Anderson, Marigrace F
12301 Bienvenue Rd
Rockville, VA 23146

Re: Notice of Community Meeting
Conditional Zoning – 1149 Persimmon Street
Corolla, Currituck County, NC

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SINCE 1959

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

November 2, 2017

Austin, Scott W Etux Catherine
Austin, Jerry S Etux Sandra
110 Captain Hobbs Ct
Kitty Hawk, NC 27949

Re: Notice of Community Meeting
Conditional Zoning – 1149 Persimmon Street
Corolla, Currituck County, NC

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

November 2, 2017

Midlantic Builders LLC
PO Box 2138
Norfolk, Va 23501

Re: Notice of Community Meeting
Conditional Zoning – 1149 Persimmon Street
Corolla, Currituck County, NC

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SINCE 1959

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

November 2, 2017

Childers, John Stephen
1375 Waterlily Rd
Coinjock, NC 27923

Re: Notice of Community Meeting
Conditional Zoning – 1149 Persimmon Street
Corolla, Currituck County, NC

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SINCE 1959

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

November 2, 2017

United States Of America
PO Box 39
Knotts Island, NC 27950

Re: Notice of Community Meeting
Conditional Zoning – 1149 Persimmon Street
Corolla, Currituck County, NC

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

November 2, 2017

Currituck County
PO Box 9
Currituck, NC 27929

Re: Notice of Community Meeting
Conditional Zoning – 1149 Persimmon Street
Corolla, Currituck County, NC

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Attachment: 7 Community Meeting Summary (PB 13-29 TFP, LLC)

EXHIBIT 5 : Photos of Meeting

Attachment: 7 Community Meeting Summary (PB 13-29 TFP, LLC)

STAFF REPORT
PB 16-17 SB&K INVESTMENTS LLC
BOARD OF COMMISSIONERS
FEBRUARY 5, 2018

APPLICATION SUMMARY

Property Owner: Hugh S Miller IV 111 Currituck Commercial Drive Moyock NC 27958	**Applicant:** SB&K Investments LLC 111 Currituck Commercial Drive Moyock NC 27958
Case Number: PB 16-17	**Application Type:** Amended Conditional Rezoning
Parcel Identification Number: 0009000029T0000	**Existing Use:** Vacant
Land Use Plan Classification: Full Service **Moyock SAP:** Full Service	**Parcel Size (Acres):** 4.01
Zoning History: RA20 (1975); A (1989);	**Plan Request:** 16 Unit Townhome Development with 1 accessory dwelling unit
Current Zoning: C-MXR (2017)	**Proposed Zoning:** C-MXR (Amended)
Community Meeting: January 2, 2018	

SURROUNDING PARCELS

	Land Use	Zoning
North	Vacant	C-SFM
South	Single Family Dwellings	GB
East	Assisted Living Facility	GB
West	Vacant	GB

STAFF ANALYSIS

This 4.01 acre parcel is located on Moyock Landing Drive, adjacent to the Currituck House assisted living facility to the east and the Rail Road right-of-way to the west. The parcel was rezoned to Conditional-MXR on February 6, 2017 (See Attached Order.) The original conditional rezoning was approved for a 16 unit townhome development, 1 accessory dwelling unit, and 12 detached garages. The new request incorporates the garages into the townhomes and eliminates the 12 detached garages. It also reorients the buildings and infrastructure on the property. The applicant has made this request in order to reduce the amount of impervious lot coverage for the project. Once the applicant proceeded with the engineering phase of the project, it was discovered that a High Density State Stormwater Permit would be required because of the proposed lot coverage (34%). The new proposal reduces lot coverage to 23.5% thus allowing for a more manageable and easier to maintain Low Density State Stormwater Permit.

Attachment: Sam Miller A-CZ Staff Report (PB 16-17 SB&K Investments, LLC)

It should be noted that although the side of two of the buildings will be oriented towards Moyock Landing Drive with this plan, the developer is proposing to add architectural features similar to traditional front façade of buildings such as windows and enhanced landscaping (see attached elevations). Staff is requesting the addition of covered, wrap-around porches for the two end units fronting the street as previously proposed by the applicant.

The amended Conditional-Mixed Residential (C-MXR) district request is reasonable because the district accommodates a wide variety of residential uses at moderate densities, including multi-family dwellings. The district is intended to provide much needed moderate cost housing for county residents within well-designed neighborhoods. The multi-family project is subject to appropriate community forms, compatibility, and design standards to ensure a well-designed neighborhood. This multi-family development will serve as a transition between General Business (GB) development along Caratoke Highway and the assisted living facility and neighborhood (Shingle Landing) to the east.

After amended conditional zoning approval, the development will proceed with site plan and subdivision approval. Each individual unit will be on its own lot similar to a condominium form of ownership. The developer plans to retain ownership of the units at this time with the option to sale in the future if the market dictates.

The policy emphasis of the 2006 Land Use Plan for Moyock is on properly managing the increased urban level of growth that this area is experiencing. Residential development densities should be medium to high (up to four units per acre) based on the availability of county services such as water, sewer, schools, etc. County water and sewer are available for this project and the other levels of service are appropriate.

RECOMMENDATIONS

TECHNICAL REVIEW COMMITTEE

The Technical Review Committee recommends approval of the amended conditional rezoning as presented.

CONSISTENCY STATEMENT

The amended conditional zoning request is consistent with the 2006 Land Use Plan because:

- County water and sewer are available to the site and this use will help grow these systems. (Policy ES1)
- It is at a density appropriate for the location. (Policy HN1)
- Adequate public facilities are available to service the project. (PP2)
- It is located in the fastest growing area of the county that continues to evolve as a Full Service community. (Moyock Policy Emphasis)

The amended conditional rezoning request is consistent with the Moyock Small Area Plan because:

- There will be a sidewalk connection to the assisted living facility, park, and subdivision to the east. (TR2)
- Infrastructure and service needs of the community are met. (IS2)
- Impervious lot coverage is reduced and stormwater is properly managed. (IS4)
- It is compatible with a rural atmosphere, transitional areas, and a small town, main street feel. (CC1)

The amended request is reasonable and in the public interest because:

Attachment: Sam Miller A-CZ Staff Report (PB 16-17 SB&K Investments, LLC)

- It creates a new residential use type, multi-family, at an appropriate density for the area where county water and sewer are available.
- It provides a moderate cost housing opportunity for county residents within a well-design neighborhood.

CONDITIONS OF APPROVAL

Only conditions mutually agreed to by the owner(s) may be approved as part of a conditional zoning district. Conditions shall be limited to those that address conformance of development and use of the site with county regulations and adopted plans and that address the impacts reasonably expected to be generated by the development or use. No condition shall be less restrictive than the standards of the parallel general use zoning district.

Suggested conditions of approval:

1. The development shall be completed strictly in accordance with the conceptual development plan submitted to and approved by the Board of Commissioners.
2. The development will consist of a 16 unit townhome development (with attached garages), one detached garage/storage unit, and one detached accessory dwelling unit.
3. That covered, wrap-around porches be added to the end units with sides fronting the street to further enhance the front façade appearance from the street.
4. That the architectural rendering of the townhomes be incorporated into this approval and units constructed accordingly.

PLANNING BOARD

The Planning Board recommended approval of this request subject to the consistency and reasonableness statements and the following conditions:

1. The development shall be completed strictly in accordance with the conceptual development plan submitted to and approved by the Board of Commissioners.
2. The development will consist of a 16 unit townhome development (with attached garages), one detached garage/storage unit, and one detached accessory dwelling unit.
3. That end units with sides fronting the street be further enhance (than the elevations presented at the 1/9/18 Planning Board meeting) with architectural features and landscaping to give more of a front façade appearance from the street. The architectural rendering shall be revised accordingly.
4. That the architectural rendering of the townhomes be incorporated into this approval and units constructed accordingly.

RECOMMENDED APPROVAL [UNANIMOUS] Next: 2/5/2018 6:00 PM
AYES: Carol Bell, Chairman, Fred Whiteman, Vice Chairman, C. Shay Ballance, Board Member, Steven Craddock, Board Member, John McColley, Board Member, Jane Overstreet, Board Member

Planning Board Discussion – January 9, 2018

Senior Planner, Tammy Glave presented the staff report. This was originally rezoned to Conditional-MXR on February 6, 2017. It is located adjacent to the Currituck House assisted living facility. Ms. Glave explained the changes being requested and the reason the changes were needed. Once the applicant proceeded with the engineering phase of the project, it was discovered that there was too much lot coverage to qualify for a low density stormwater permit. Changes were made with

Attachment: Sam Miller A-CZ Staff Report (PB 16-17 SB&K Investments, LLC)

reorientation of buildings and infrastructure on the property to lower the impervious lot coverage. One of the concerns that staff had was seeing the side of building and the applicant has agreed to add extra architectural detail. Ms. Glave presented various slides showing the original Elevations verses the new Elevations, location, the Land Use Plan classification and the Moyock Small Area Plan classification, etc. The TRC has recommended approval as presented.

Chairman Bell asked if board members had any questions for staff. Discussion was held on the various changes to structures and parking area. Mr. Craddock asked about the detached unit and if it would be used for staff. Ms. Glave said it is intended as a short term rental.

Chairman Bell opened the public hearing. Applicant, Sam Miller came before the board. He said the impervious lot coverage has changed from 34% to 23% which is positive with the stormwater drainage. Also, the extra unit is for renting and is between 500 and 600 feet for short term rental.

Board members had discussion with the applicant on whether he would enhance the decorative appeal of the structures and landscaping to make up for the changes in elevations. There was also concern that the porches were not wrap around porches on the end units.

Chairman Bell asked if there was anyone to speak in opposition. Mark Sanford from Chesapeake came before the board. He said he is currently building custom home on Moyock Landing Drive and is concerned about plain looking rentals being in the same location with beautiful custom homes. Mr. Whiteman said this case was previously approved and we are only approving changes to the design.

Mr. Craddock asked if we received an answer about the porch. This appears to be a lean to coming off the roof and not a wraparound porch. Ms. Glave cited the definition for a porch and said it has to have columns.

Mr. Whiteman asked Mr. Miller if he would be willing to change the porches on the end units to wrap around porches with columns. Mr. Miller said he would, but would rather do a decorative freeze band or something else. Mr. McColley agreed that better aesthetics are needed. Mr. Whiteman asked Mr. Miller if he would do another rendering for the Board of Commissioners Meeting showing the changes to the end caps we discussed and Mr. Miller agreed to do so.

Chairman Bell closed the public hearing and asked for a motion.

Motion

Mr. McColley motioned to approve the conditional rezoning amendment since it is consistent with the 2006 Land Use Plan because:

- County water and sewer are available to the site and this use will help grow these systems. (Policy ES1)
- It is at a density appropriate for the location. (Policy HN1)
- Adequate public facilities are available to service the project. (PP2)
- It is located in the fastest growing area of the county that continues to evolve as a Full Service community. (Moyock Policy Emphasis)

The amended conditional rezoning request is consistent with the Moyock Small Area Plan because:

- There will be a sidewalk connection to the assisted living facility, park, and subdivision to the east. (TR2)
- Infrastructure and service needs of the community are met. (IS2)
- Impervious lot coverage is reduced and stormwater is properly managed. (IS4)
- It is compatible with a rural atmosphere, transitional areas, and a small town, main street feel. (CC1)

Attachment: Sam Miller A-CZ Staff Report (PB 16-17 SB&K Investments, LLC)

The amended request is reasonable and in the public interest because:
- It creates a new residential use type, multi-family, at an appropriate density for the area where county water and sewer are available.
- It provides a moderate cost housing opportunity for county residents within a well-design neighborhood.

With added conditions made by the TRC:
1. The development shall be completed strictly in accordance with the conceptual development plan submitted to and approved by the Board of Commissioners.
2. The development will consist of a 16 unit townhome development (with attached garages), one detached garage/storage unit, and one detached accessory dwelling unit.
3. That covered, wrap-around porches be added to the end units with sides fronting the street to further enhance the front façade appearance from the street.
4. That the architectural rendering of the townhomes be incorporated into this approval and units constructed accordingly.

And the applicant will present to the BOC an amended end elevation to show the features we discussed along with the landscaping discussed.

Chairman Bell asked if there were any more discussion. Mr. Craddock said he appreciates the applicant being willing to make the changes we discussed.

Chairman Bell asked for a second on the motion with the added conditions and changes. Mr. Craddock seconded the motion and the motion with the added conditions and changes carried unanimously.

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

Attachment: Sam Miller A-CZ Staff Report (PB 16-17 SB&K Investments, LLC)

PB 16-17 E.T. Hyman Surveying
Conditional Rezoning
Aerial Photography

0 250 500 1,000 Feet

Currituck County
Planning and
Community Development

PB 16-17 SB&K Investments LLC
Amended Zoning Map Amendment
Zoning Classification

0 250 500 1,000 Feet

Currituck County
Planning and
Community Development

Attachment: Sam Miller A-CZ Staff Report (PB 16-17 SB&K Investments, LLC)

PB 16-17 E.T. Hyman Surveying
Conditional Rezoning
Land Use Plan Classification

0 250 500 1,000 Feet

Currituck County
Planning and
Community Development

PB 16-17 E.T. Hyman Surveying
Conditional Rezoning
Moyock SAP Classification

0 250 500 1,000 Feet

Currituck County
Planning and
Community Development

Attachment: Sam Miller A-CZ Staff Report (PB 16-17 SB&K Investments, LLC)

PB 16-17
E.T. Hyman Surveying (Sam Miller)

Amendment to the Official Zoning Map

BE IT ORDAINED by the Board of Commissioners of the County of Currituck, North Carolina:

Item 1: The Official Zoning Map is hereby amended by rezoning 4.01 acres from General Business (GB) to Conditional-Mixed Residential (C-MXR) district for property located on Moyock Landing Drive, adjoining Currituck House assisted living facility to the east, Tax Map 9, Parcel 29T, Moyock Township.

Item 2: The zoning map amendment for this property is consistent with the 2006 Land Use Plan because:

- County water and sewer are available to the site and this use will help grow these systems. (Policy ES1)
- It is at a density appropriate for the location. (Policy HN1)
- Adequate public facilities are available to service the project. (PP2)
- It is located in the fastest growing area of the county that continues to evolve as a Full Service community. (Moyock Policy Emphasis)

The conditional rezoning request is consistent with the Moyock Small Area Plan because:

- There will be a sidewalk connection to the assisted living facility, park, and subdivision to the east. (TR2)
- Infrastructure and service needs of the community are met. (IS2)
- Stormwater is properly managed. (IS4)
- It is compatible with a rural atmosphere, transitional areas, and a small town, main street feel. (CC1)

The request is reasonable and in the public interest because:

- It creates a new residential use type, multi-family, at an appropriate density for the area.
- It provides a moderate cost housing opportunity for county residents within a well-design neighborhood.

Item 3: This property shall be subject to the standards applicable to the general use zoning district, as modified by the conditions of approval. These standards and the following modifying conditions are binding on the land as an amendment to the Unified Development Ordinance and the Official Zoning Map:

1. Development shall be completed strictly in accordance with the conceptual development 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.
2. The development will consist of a 16 unit townhome development with 1 accessory dwelling unit and 12 detached garages.
3. The architectural rendering of the townhomes be incorporated into this approval and units constructed accordingly.

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.

Attachment: Sam Miller A-CZ Staff Report (PB 16-17 SB&K Investments, LLC)

Item 5: This zoning map amendment shall be in effect from and after the 6th day of February, 2017.

IN WITNESS WHEREOF, the County has caused this zoning map amendment to be approved in its name.

ATTEST:

Clerk to the Board (Seal)

2.14.17
Date

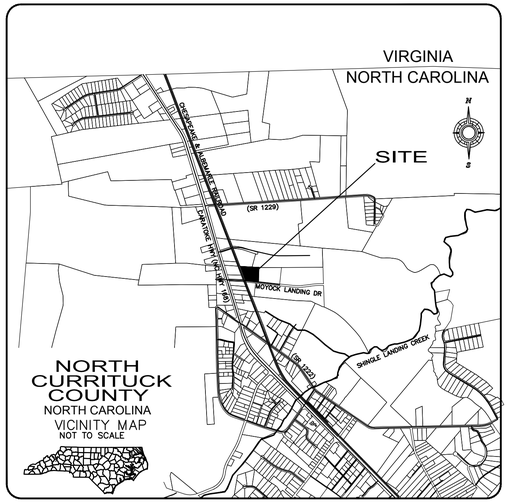
Chairman
Board of Commissioners

(NOT VALID UNTIL FULLY EXECUTED)

Attachment: Sam Miller A-CZ Staff Report (PB 16-17 SB&K Investments, LLC)

CONCEPTUAL DEVELOPMENT PLAN FOR
S B & K INVESTMENT, LLC

MOYOCK TOWNSHIP CURRITUCK COUNTY NORTH CAROLINA



CONCEPTUAL DEVELOPMENT NOTES

1. APPLICANT: SB&K INVESTMENTS, LLC
   C/O SAM MILLER, MANAGING MEMBER
   111 CURRITUCK COMMERCIAL DR. SUITE B
   MOYOCK, NC 27958

2. OWNER:H. SAM MILLER, IV
   111 CURRITUCK COMMERCIAL DR. SUITE B
   MOYOCK, NC 27958

3. PROPERTY DATA:
   PIN: 0009-000-029T-0000
   REFERENCE: P.C. L, SL. 51; DB 1386, PG 284
   CURRENT ZONING: CONDITIONAL MIXED RESIDENTIAL (C-MXR)
   FLOOD ZONE: SITE IS LOCATED IN FLOOD ZONES AE (EL5.4) AND SHADED X PER F.I.R.M. PANEL NUMBER 3721802200J, 12-16-2005, CURRITUCK COUNTY, NC
   ADDRESS: MOYOCK LANDING ROAD, MOYOCK, NC 27958
   EXISTING USE: VACANT

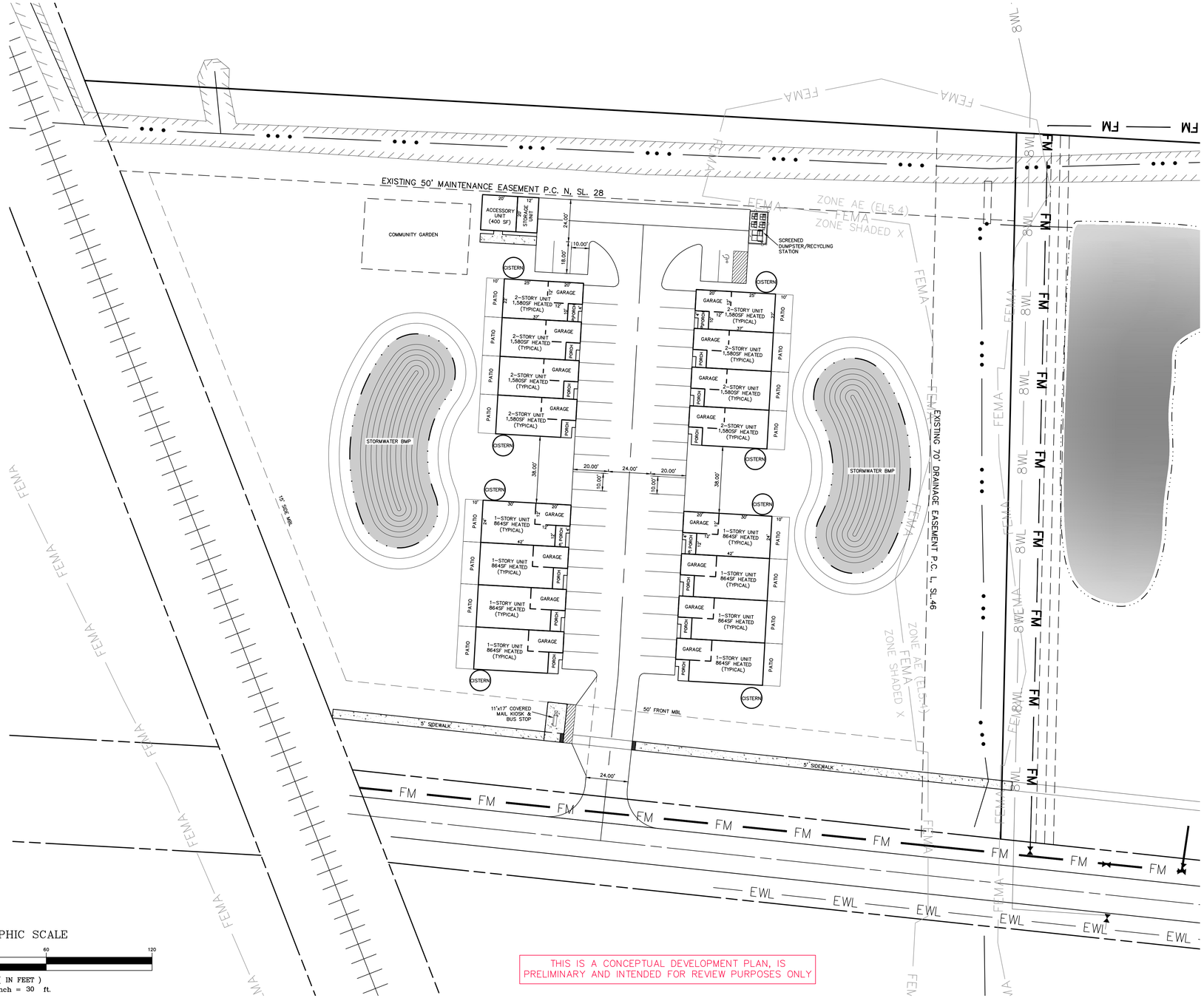
4. CONCEPTUAL DEVELOPMENT DATA:
   THIS EXHIBIT INTENDS TO SUPPORT A REQUEST TO AMEND CONDITIONS OF THE PROPERTY'S EXISTING C-MXR ZONING AS THEY RELATE TO PROPOSED MODIFICATIONS TO THE PREVIOUSLY APPROVED CONCEPTUAL DEVELOPMENT PLAN FOR A RESIDENTIAL MULTI-FAMILY DEVELOPMENT.
   A. UNIT DENSITY DATA:
      ALLOWABLE DENSITY:
      MAX GROSS DENSITY, FULL SERVICE AREA, MULT-FAMILY: 3 DU/AC (TABLE 3.4.6.D)
      + SUSTAINABLE INCENTIVE DENSITY BONUS OF 1 DU/AC (TABLE 5.13.A)
      EQUALS A TOTAL OF 4 DU/AC.
      TOTAL SITE AREA: 4.01 ACRES
      MAX ALLOWABLE UNITS: 4.01 AC. * 4 DU/AC = 16 DWELLING UNITS
      PROPOSED DENSITY-
      (2) 4-UNIT ONE STORY BUILDINGS
      (2) 4-UNIT TWO STORY BUILDINGS
      (1) ACCESSORY UNIT
      EQUATES TO (16) TOTAL RESIDENTIAL MULTI-FAMILY UNITS + (1) ACCESSORY UNIT
   B. SUSTAINABLE DEVELOPMENT PRACTICES: (5.13)
      SCHEDULE A - 2 REQUIRED
      1. INCLUSION OF RAIN WATER RECAPTURE AND REUSE DEVICES SUCH AS CISTERNS
      2. USE OF CENTRAL AIR CONDITIONS THAT ENERGY STAR QUALIFIED
      SCHEDULE B - 4 REQUIRED
      1. INCLUSION OF SHADE FEATURES TO SHADE ALL WINDOWS AND DOORS ON THE SOUTHERN BUILDING FACADE;
      2. USE OF XERISCAPE LANDSCAPING TECHNIQUES WITHOUT IRRIGATION
      3. PROVISION OF ON-SITE TRANSIT FACILITIES SUCH AS A BUS SHELTER
      4. PROVISION OF AT LEAST ONE ENCLOSED RECYCLING STATION PER BUILDING
   C. BUILDING DATA:
      MAXIMUM BUILDING HEIGHT: 35'
      MINIMUM UNIT SIZE: 800 SF
      MAXIMUM UNIT SIZE: 1,600 SF
      MINIMUM SPACING BETWEEN BUILDINGS: 20' OR ISO NEEDED FIRE FLOW REQUIREMENTS, WHICHEVER IS GREATER
      BUILDING SETBACKS: AS SHOWN, INCLUDING RECORDED EASEMENTS.
   D. SITE COVERAGE DATA:
      LOT AREA: 174,817 SF+/- (4.01 AC.)
      PROPOSED COVERAGES:

(2) 1-STORY BUILDINGS W/ PORCHES:	9,472 SF±
(2) 2-STORY BUILDINGS W/ PORCHES:	7,824 SF±
STORAGE BUILDING:	240 SF±
ACCESSORY BUILDING:	400 SF±
PARKING AND DRIVES:	20,814 SF±
SIDEWALKS:	1,856 SF±
DUMPSTER & MAIL/BUS SHELTER:	422 SF±
TOTAL:	41,028 SF±
PERCENT COVERAGE:	23.5%

   E. PARKING DATA:
      MINIMUM PARKING REQUIRED:
      1.8 SPACES/DWELLING UNIT = 29 SAPCES
      PARKING PROVIDED:
      EXTERIOR PARKING SPACES = 45
      GARAGE PARKING SPACES = 16
      TOTAL = 61

5. ADDITIONAL CONDITIONS:
   - C-MXR ZONING CONDITIONS AS ADOPTED
   - MULTI-FAMILY AND TOWNHOUSE USE-SPECIFIC STANDARDS (4.2.2.5)
   - MULTI-FAMILY DESIGN STANDARDS (5.7)
   - COMMUNITY COMPATIBILITY STANDARDS (5.10)
   - UNITS ARE INTENDED TO BE SOLD AS INDIVIDUAL TOWNHOMES
   - STORMWATER MANAGEMENT, LANDSCAPING, SCREENING, BUFFERING, LIGHTING, FIRE PROTECTION, ETC.
   - SITE SHALL CONTAIN A COMMUNITY MAILBOX AS APPROVED BY US POSTAL SERVICE
   - CONNECTION TO EXISTING COUNTY WATER AND SEWER SYSTEMS.
   - SUBJECT TO OBTAINING STORMWATER MANAGEMENT PERMIT & EROSION CONTROL PLAN APPROVAL FROM NCDEQ

6. EXISTING SITE BOUNDARY AND CONDITIONS HAVE NOT BEEN CONFIRMED BY A PHYSICAL SURVEY PERFORMED BY BISSELL PROFESSIONAL GROUP AND SHALL BE CONSIDERED APPROXIMATE. THIS PLAN IS FOR REVIEW PURPOSES ONLY AND SHALL NOT BE USED FOR CONSTRUCTION.



LEGEND

- RIGHT-OF-WAY
- PROPERTY BOUNDARY
- ADJOINING PROPERTY
- EASEMENT LINE (AS NOTED)
- FEMA FLOOD ZONE (AS NOTED)
- EXISTING DITCH CENTERLINE (W/ FLOW DIR.)
- EXISTING RAILROAD TRACK
- EWL EWL EWL — EXISTING WATER MAIN (APPROX)
- FM FM FM — EXISTING SEWER FORCE MAIN (APPROX)
- EXISTING CULVERT PIPE

GRAPHIC SCALE

60 0 15 30 60 120

(IN FEET)
1 inch = 30 ft.

THIS IS A CONCEPTUAL DEVELOPMENT PLAN, IS PRELIMINARY AND INTENDED FOR REVIEW PURPOSES ONLY

BISSELL PROFESSIONAL GROUP
Bissell Professional Group
Firm License # C-1358
3101 Industrial Drive, Highway
P.O. Box 1068
Elizabeth City, North Carolina 27949
(252) 261-3266
FAX (252) 261-1760
Engineers, Planners, Surveyors
and Environmental Specialists

MULTI-FAMILY
CONDITIONAL ZONING EXHIBIT

THIS DOCUMENT IS THE SOLE PROPERTY OF BPG, INC. OF KITTY HAWK, NORTH CAROLINA. THE REPRODUCTION, IN WHOLE OR PART, OR THE MODIFICATION OF ANY DETAIL OR DESIGN IS NOT TO BE MADE WITHOUT THE EXPRESSED WRITTEN CONSENT OF MARK S. BISSELL, PRINCIPAL OF BPG, INC. COPYRIGHT 2005

PROJECT: SB & K INVESTMENTS, LLC — MOYOCK NORTH CAROLINA — CURRITUCK

CONCEPTUAL DEVELOPMENT PLAN

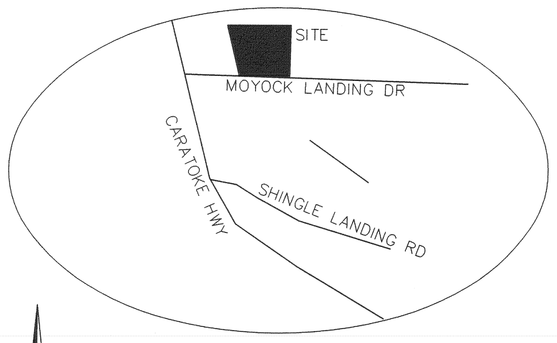
REVISIONS

NO.	DATE	DESCRIPTION	BY
1	11-1-17	REVD PER CLIENT COMMENTS	DMK
2	11-21-17	REVD PER CLIENT	DMK

PRELIMINARY DO NOT USE FOR CONSTRUCTION

DATE: 10-27-17	SCALE: 1"=30'
DESIGNED: BPG	CHECKED: MSB
DRAWN: DMK	APPROVED: MSB
SHEET: 1 OF 1	
CAD FILE: 449800B2	
PROJECT NO: 4498	

Attachment: 11-21-17 Conceptual Development Plan (PB 16-17 SB&K Investments, LLC)



VICINITY MAP

NTS

CURRITUCK COUNTY
PLANNING AND INSPECTIONS
-Site Plan Review-
Permit Number:_____

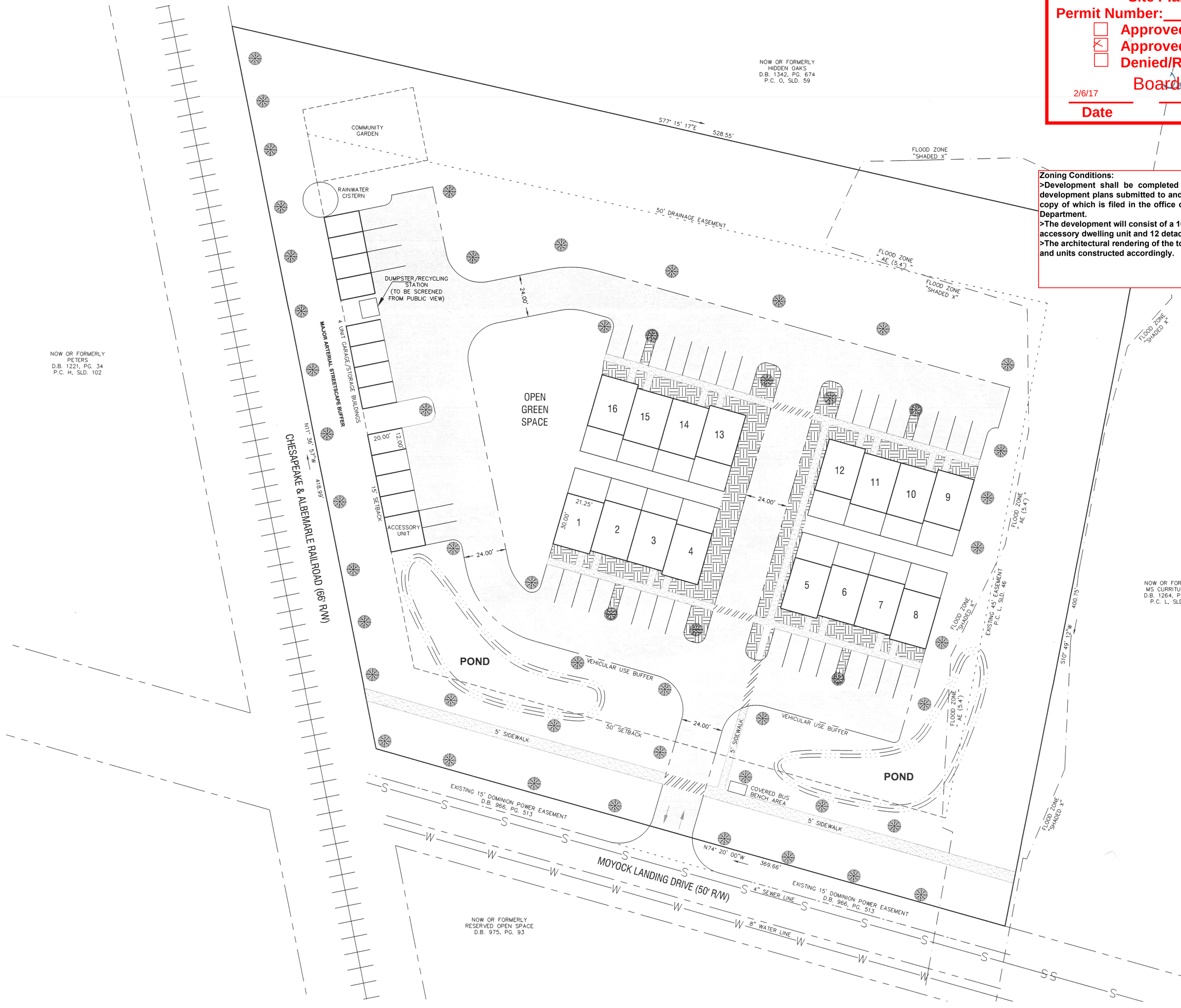
- ☐ Approved As Is
- ☒ Approved As Noted
- ☐ Denied/Resubmit

Board of Commissioners

2/6/17 — Date

Planning

Zoning Conditions:
>Development shall be completed strictly in accordance with the conceptual development 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.
>The development will consist of a 16 unit townhome development with 1 accessory dwelling unit and 12 detached garages.
>The architectural rendering of the townhomes be incorporated into this approval and units constructed accordingly.



NOTE: THIS IS A CONCEPTUAL LAYOUT FOR REZONING. FINAL LAYOUT MAY HAVE MINOR CHANGES TO ADDRESS FINAL DRAINAGE AND DESIGN.

SITE DATA

1) CONTRACT PURCHASER: SB & K INVESTMENTS
C/O SAM MILLER
111 CURRITUCK COMMERCIAL DRIVE, SUITE B
MOYOCK, NC 27958

2) TOTAL SITE ACREAGE: 4.01 AC
3) PROPERTY PIN: 0009-000-029T-000
4) REFERENCE: P.C. L, SLD. 51
D.B. 629, PG. 84
5) CURRENTLY ZONED: GB
6) CURRENT USE: AGRICULTURE
7) PROPOSED ZONING: C-MXR
8) TOTAL UNITS ALLOWED: 16
MAXIMUM DENSITY IN FULL SERVICE AREA = 4 PER ACRE WITH DENSITY BONUS
9) TOTAL UNITS PROPOSED: 16 + 1 ACCESSORY UNIT

10) MAXIMUM BUILDING HEIGHT: 35 FEET
11) PROPOSED BUILDING HEIGHT: ±30 FEET

12) MINIMUM OPEN SPACE REQUIRED: 30%
13) MAXIMUM IMPERVIOUS AREA ALLOWED: 40%
14) OPEN SPACE PROPOSED: ±66%
15) IMPERVIOUS AREA PROPOSED: ±34%
NEW BUILDINGS: ±13,717 SQ. FT.
PARKING/DRIVE: ±35,150 SQ. FT.
SIDEWALKS: ±5,320 SQ.FT.

16) BUILDING UNIT SIZE
MINUMUM: 800 SQ. FT
MAXIMUM: 1000 SQ. FT

17) PARKING REQUIRED: 29
18) PARKING PROVIDED: 32

19) SUSTAINABLE DEVELOPMENT PRACTICES WILL BE UTILIZED FOR THIS DEVELOPMENT. THE DETAILS OF THESE PRACTICES ARE LISTED BELOW. THE OWNER WILL ADHERE TO SECTION 5.13 OF THE UDO.

SCHEDULE A:
1) INCLUSION OF RAIN WATER RECAPTURE AND REUSE DEVICES SUCH AS CISTERNS OR RAIN FILTER.
2) USE OF ENERGY STAR AIR CONDITIONERS.

SCHEDULE B:
1) USE OF XERISCAPE LANDSCAPE DESIGN.
2) USE OF (1) RECYCLING STATION PER BUILDING.
3) DESIGNATION OF "PARK AND RIDE" SPACES OR A BUS BENCH AND COVER.
4) CONFIGURATION OF EAST-WEST WITH +1.5 LENGTH TO DEPTH RATIO.

20) LANDSCAPING SHALL BE AS REQUIRED BY SECTION 5.2 OF CURRITUCK COUNTY'S UDO.

21) THESE UNITS ARE INTENDED TO BE SOLD AS INDIVIDUAL TOWNHOMES.

22) DRIVE ISLES AND STREETS WILL MEET DOT CONSTRUCTION STANDARDS.

23) THE PROPERTY IS LOCATED IN FLOOD ZONE "SHADED X" AND "AE(5.4')", AS SHOWN ON FLOOD MAP PANEL 3721802200J, DATED DECEMBER 16, 2016.

24) THE SITE, VEHICULAR USE, AND MAJOR ARTERIAL STREET SCAPE WILL MEET THE REQUIREMENTS OF THE CURRITUCK COUNTY UDO.

25) LIGHTS TO BE USED WILL MEET ALL REQUIREMENTS IN SECTION 5.4 OF THE CURRITUCK COUNTY UDO.

PRIOR TO FINAL CERTIFICATE OF OCCUPANCY, MAXIMUM ILLUMINATION LEVELS AT GROUND LEVEL/PROPERTY LINE MUST NOT EXCEED 1 FOOTCANDLE.

26) STORMWATER DESIGN SHALL MEET THE REQUIREMENTS OF SECTION 7.3 OF THE CURRITUCK COUNTY UDO.

27) SITE PLAN WILL MEET FIRE HYDRANT REQUIREMENTS.

28) SITE SHALL CONTAIN 1 COMMUNITY MAILBOX FOR POSTAL SERVICES.

GRAPHIC SCALE

30 0 15 30 60 120

(IN FEET)

LEGEND

- EXISTING CORNER
- PEDESTRIAN CROSSWALK
- DRIVE ISLE
- SIDEWALK
- XERISCAPE LANDSCAPE
- PROPERTY LINE
- PROPERTY EXTENSION
- RIGHT OF WAY LINE
- FEMA FLOOD ZONE LINE
- EASEMENT (AS NOTED)

E.T. HYMAN SURVEYING, PC
133 US Hwy 158 West, Suite E
Camden, NC 27921 License # C-4161
(252) 338-2913 - (252) 338-5552 Fax

NORTH CAROLINA PROFESSIONAL LAND SURVEYOR SEAL L-2890 EDWARD T. HYMAN

12/21/16

CONCEPTUAL REZONING EXHIBIT FROM GB TO MXR
FOR
SB & K INVESTMENTS, LLC.
MOYOCK TOWNSHIP
CURRITUCK COUNTY, NORTH CAROLINA
BEING THE PROPERTY DESCRIBED IN D.B. 629, PG. 84 AND SHOWN IN P.C. N, SLD. 28
JULY 26, 2016

REVISIONS: 12/21/2016
TRC COMMENTS PER 9/7/2016

1

DRAWING #: 16-585
DRAWN: EITH
CHECKED: EITH
ISSUED: 07/26/16
FIELD WORK: N/A
SCALE: 1" = 30'
PROJECT #: 16-585

Attachment: Approved Conceptual Site Plan (original) (PB 16-17 SB&K Investments, LLC)

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

MEMORANDUM

To: Sam Miller, SB & K Investments
Mark Bissell, Bissell Professional Group

From: Tammy Glave, CZO
Senior Planner

Date: December 14, 2017

Re: SB & K Investments, Amended Conditional Zoning (C-MXR)

The following comments have been received for the December 20, 2017 Technical Review Committee meeting. Modifications of the request must be submitted by December 22, 2017 in order to remain on the January 9th, 2018 Planning Board agenda. TRC comments are valid for six months from the date of the TRC meeting.

Planning, (Tammy Glave, 252-232-6025)
Approved with comments:
1. Please provide building elevations for all sides of the building.
2. Will all of the units be on one lot or are you going to go through the subdivision process to create a lot for each unit once the rezoning is approved?
3. Please identify open space location and the percentage provided. (UDO Section 3.4.6)
4. Note 5, Additional Conditions, says "C-MXR conditions as adopted." The conditions for the amended approval (1-3 on your application) must be called out on the plat.
5. The community meeting must be held prior to the January 9th Planning Board meeting.

Currituck County Building Inspections (Bill Newns, 252-232-6023)
Reviewed with comments:
1. Must meet accessibility and building code requirements as needed.

Currituck County Code Enforcement (Stacey Smith, 252-232-6027)
Reviewed without comment.

Currituck County Engineer (Eric Weatherly 252-232-6035)
Approved without comment.

Currituck County Fire Marshal (James Mims, 252-232-6641)
Reviewed without comment.

Currituck County GIS (Harry Lee, 252-232-4039)
Reviewed with comment:
1. Addresses will be assigned by GIS when the site plan is submitted. Building elevations may be needed at that time.

Attachment: Sam Miller CMXR TRC Comments 12-20-17 (PB 16-17 SB&K Investments, LLC)

Currituck County Parks and Recreation (Jason Weeks, 252-232-3007)
Reviewed without comment.

Currituck County Soil and Water (Will Creef, 252-232-3360)
Reviewed without comment.

Currituck County Public Utilities (Yama Jones, 252-232-6061)
Reviewed without comment.

Albemarle Regional Health Services (Joe Hobbs, 252-232-6603)
Reviewed with comment:

1. PLEASE CONSULT WITH KEVIN CARVER AT 252-232-6603 CONCERNING PROPOSED METHOD OF WASTEWATER TREATMENT AND DISPOSAL FOR THIS PROPOSED DEVELOPMENT.

NC Office of State Archeology (Mary Beth Fitts, 919-807-6554)
Reviewed with comment:

1. There are no previously recorded archaeological sites noted in the project area. An archaeological survey is not recommended.

NC Department of Transportation (Randy Midgett, 252-331-4737)
Reviewed without comment.

NC Division of Coastal Management (Charlan Owens, 252-264-3901)
Reviewed without comment.

US Postal Service, Local Postmaster

1. Please contact the local postmaster (Moyock) to determine the mode of delivery and type of delivery equipment.

The following items are necessary for resubmittal:

- 3 - full size copies of revised plans.
- 1- 8.5”x11” copy of all revised plans.
- 1- PDF digital copy of all revised or new documents and plans.

Attachment: Sam Miller CMXR TRC Comments 12-20-17 (PB 16-17 SB&K Investments, LLC)

Conditional Rezoning
Application

OFFICIAL USE ONLY:
Case Number: _____
Date Filed: _____
Gate Keeper: _____
Amount Paid: _____

Contact Information

APPLICANT:
Name: SB&K Investments, LLC
Address: 111 Currituck Commercial Drive
Moyock, NC 27958
Telephone: (252) 435-6402
E-Mail Address: smiller@laurelwoodsestates.com

PROPERTY OWNER:
Name: Hugh S. Miller, IV
Address: 111 Currituck Commercial Drive
Moyock, NC 27958
Telephone: (252) 435-6402
E-Mail Address: smiller@laurelwoodsestates.com

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: Related Entity

Property Information

Physical Street Address: Moyock Landing Drive
Location: Moyock, NC
Parcel Identification Number(s): 0009000029T0000
Total Parcel(s) Acreage: 4.01
Existing Land Use of Property: Vacant

Request

Current Zoning of Property: C-MXR
Proposed Zoning District: C-MXR (Amended)

Community Meeting

Date Meeting Held: _____
Meeting Location: _____

Attachment: Conditional Rezoning Application (PB 16-17 SB&K Investments, LLC)

Conditional Rezoning Request

To Chairman, Currituck County Board of Commissioners:

The undersigned respectfully requests that, pursuant to the Unified Development Ordinance, a conditional zoning district be approved for the following use(s) and subject to the following condition(s):

Proposed Use(s):

16 unit townhome development with one detached garage/storage unit & one detached accessory dwelling unit.

Proposed Zoning Condition(s):

1. Development shall be completed strictly in accordance with the conceptual development 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.
2. The development will consist of a 16-unit townhome development (with attached garages), one detached garage/storage unit and one detached accessory dwelling unit.
3. The architectural rendering of the townhomes be incorporated into this approval and units constructed accordingly.

An application has been duly filed requesting that the property involved with this application be rezoned from: C-MXR to: C-MXR (Amended)

It is understood and acknowledged that if the property is rezoned as requested, the property involved in this request will be perpetually bound to the conceptual development plan, use(s) authorized, and subject to such condition(s) as imposed, unless subsequently changed or amended as provided for in the Currituck County Unified Development Ordinance. It is further understood and acknowledged that final plans for any development be made pursuant to any such conditional zoning district so authorized and shall be submitted to the Technical Review Committee.

Property Owner (s) _____ Date _____

NOTE: Form must be signed by the owner(s) of record. If there are multiple property owners a signature is required for each owner of record.

Attachment: Conditional Rezoning Application (PB 16-17 SB&K Investments, LLC)

RESOLUTION AUTHORIZING CONTRACT BY AND BETWEEN CT MECHANICAL, INC. AND COUNTY OF CURRITUCK PURSUANT TO N.C. GEN. STAT. §14-234

WHEREAS, the County of Currituck is in regular need of heating, air conditioning and ventilation services; and

WHEREAS, CT Mechanical, Inc. is a heating, air conditioning and ventilation contractor that has provided regular and quality service to the County of Currituck; and

WHEREAS, Commissioner Mike Payment has more than a ten percent (10%) ownership interest in CT Mechanical, Inc.; and

WHEREAS, N.C. Gen. Stat. §14-234 provides that a public officer may not enter into a contract with the county served by the public officer except in a county with no town or city with population of more than 15,000 persons and so long as the amount of the contract does not exceed $40,000.00 in a twelve month period; and

WHEREAS, there are no cities or towns in County of Currituck; and

WHEREAS, CT Mechanical, Inc. has performed under previous contracts with the county and the county has determined that it is in the county's best interest for such contracts to continue.

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

Section 1. The County Manager is authorized to execute a contract with CT Mechanical, Inc. for heating, air conditioning and ventilation services in an amount not to exceed $40,000.00 in a twelve month period.

Section 2. This resolution shall be recorded in the official minutes of the Board of Commissioners for Currituck County stating that Commissioner Mike Payment did not vote or otherwise participate in the adoption of this resolution.

Section 3. The Clerk to the Board of Commissioners and Finance Officer are directed to comply with the posting and reporting requirements set forth in N.C. Gen. Stat. §14-234 with respect to this resolution and contract described herein.

Attachment: Resolution affirming Commissioner Contract CT Mechanical 020518 (Resolution-Auth CT Mechanical to Contract with County)

Section 4. This resolution is effective upon adoption

ADOPTED the 5th day of February, 2018.

_____
Bobby Hanig, Chairman
Board of Commissioners

ATTEST:

_____
Clerk to the Board of Commissioners

(COUNTY SEAL)

Attachment: Resolution affirming Commissioner Contract CT Mechanical 020518 (Resolution-Auth CT Mechanical to Contract with County)

CURRITUCK COUNTY
NORTH CAROLINA

January 16, 2018
Minutes – Regular Meeting of the Board of Commissioners

WORK SESSION

1. 5:00 PM Historic Boat Building Plan Review

The Currituck County Board of Commissioners attended a 5:00 PM work session in the Historic Courthouse Conference Room for a project update and plan review for the Historic Boat Building to be built at Historic Corolla Park. Chris Nason of Beacon Architecture, along with County Engineer Michelle Perry and Tameron Kugler, Travel & Tourism Director, were present. Members of the Historic Boat and Building Advisory Board also attended. County Manager, Dan Scanlon, said the project has been a vision of prior Boards as a way to share and preserve the story of the watermen and their long history on the sound. A short video featuring members of the Historic Boat and Building Advisory presented their thoughts on the importance of the history, the facility and preserving the old boats. Ms. Perry reviewed the building plans. The boat display area would be conditioned space to house eight refurbished boats on the floor and additional hanging displays. A classroom, demonstration area, and storage were included in the design. New restrooms would be built to replace the old restrooms across from the lighthouse. Mr. Nason reviewed design and architectural elements and responded to questions posed by the Board. Mr. Scanlon presented financing information for the project.

After discussion, Commissioner Payment made a motion to continue with the project and move forward with design and construction. Commissioner Gilbert seconded and the motion passed unanimously, 7-0.

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

6:00 PM CALL TO ORDER

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

Attendee Name	Title	Status	Arrived
Bobby Hanig	Chairman	Present	
Mike H. Payment	Vice Chairman	Present	

Communication: Minutes for January 16, 2018 (Approval Of Minutes for January 16, 2018)

Paul M. Beaumont	Commissioner	Present	
Mary "Kitty" Etheridge	Commissioner	Present	
Marion Gilbert	Commissioner	Present	
Mike D. Hall	Commissioner	Present	
Bob White	Commissioner	Present	

Chairman Hanig called the meeting to order.

A) Invocation & Pledge of Allegiance-Reverend Jerry Cribb, Pilmoor United Methodist Church

Reverend Jerry Cribb was present to offer the Invocation and lead the Pledge of Allegiance.

B) Approval of Agenda

Chairman Hanig amended the agenda to include a closed session after the County Manager's Report. Commissioner Gilbert moved to approve the agenda with the closed session. Commissioner Payment seconded the motion and the motion passed unanimously.

Approved agenda:

Work Session

5:00 PM Historic Boat Building Plan Review

6:00 PM Call to Order

A) Invocation & Pledge of Allegiance-Reverend Jerry Cribb, Pilmoor United Methodist Church

B) Approval of Agenda

Public Comment

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

Administrative Reports

A) **Trillium Annual Report Bland Baker**

Old Business

A) **Consideration & Action: PB 17-15 Currituck County: Currituck County requests to amend the Unified Development Ordinance to update Chapter 10: Definitions and Measurement, Subsection 10.3.6: Height, to clarify the size and placement of appurtenances**

Communication: Minutes for January 16, 2018 (Approval Of Minutes for January 16, 2018)

including church spires, belfries, cupolas, and domes.

New Business

A) Consideration and Action: PB 17-08 Connect Currituck Pedestrian Master Plan

B) Board Appointments

1. Carova Beach Road Service District
2. Tourism Advisory Board
3. Coastal Resources Advisory Council Nominee

C) Consent Agenda

1. Approval Of Minutes-January 2, 2018
2. Budget Amendments
3. Project Ordinance-Countywide Broadband
4. Consideration and Approval of Local Emergency Planning Committee Bylaws

D) Commissioner's Report

E) County Manager's Report

Closed Session

Amended Item-*Closed Session pursuant to G.S. 143-318.11(a)(3) to consult with the County Attorney in Order to Preserve the Attorney-Client Privilege*

Adjourn

PUBLIC COMMENT

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

Barbara Snowden of Currituck discussed her recently released book of Historic Currituck County homes. Noting Commissioners received a copy of the book at the last meeting, she encouraged people to read the text of the book full of interesting history of Currituck County and the surrounding area. She hopes people will enjoy the book.

ADMINISTRATIVE REPORTS

A. Trillium Annual Report-Bland Baker

Bland Baker, Regional Director of Trillium Health Resources, thanked the Board of Commissioners for their support and Chairman Hanig for his service on the Trillium Board, and presented the annual review for Currituck County. He discussed funding challenges and announced working partnerships with two other regional Managed Care Organizations. Annual gaps and needs were reviewed and service statistics across the

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ten counties served were presented. Targeted priorities were reviewed and Mr. Baker said $1.2 million of state funding was allocated to Trillium to combat the opioid crisis, and he discussed related spending and initiatives. New technologies implemented over the past year included self-assessment kiosks and online screenings and reinvestment projects and programs included summer and after-school programs and installation of accessible playgrounds. Trillium Health served 712 Currituck County residents.

OLD BUSINESS

A. Consideration & Action: PB 17-15 Currituck County: Currituck County requests to amend the Unified Development Ordinance to update Chapter 10: Definitions and Measurement, Subsection 10.3.6: Height, to clarify the size and placement of appurtenances including church spires, belfries, cupolas, and domes.

Laurie LoCicero, Planning and Community Development Director, reviewed the request. She said the request was initiated by staff to address the flexibility of the current ordinance, which is being used by some as a way to circumvent the county's thirty-five foot roof height limitation.

Ms. LoCicero responded to Board questions. She clarified sizing allowances, saying more than one cupola is allowable as long as the structures stay within the 10 percent or 200 square foot maximum roof footprint, whichever is less, and the two hundred foot maximum height would relate more toward commercial uses.

After discussion, Commissioner White moved to approve PB 15-17 because it is consistent with the Land Use Plan (LUP) in that it establishes a standard for an architectural feature based upon the actual nature of the structure rather than the label attached to it (Policy OB 3). The request is reasonable and in the public interest because it establishes a maximum size for a cupola in order for house designs to adhere to height regulations of the Unified Development Ordinance (UDO).

The motion was seconded by Commissioner Hall and passed unanimously.

To: Board of Commissioners

From: Planning Staff

Date: January 16, 2018

Subject: PB 17-15 Currituck County - Text Amendment

The enclosed text amendment submitted by the Currituck County Planning and Community Development Department is intended to update Chapter 10: Definitions and Measurement, Subsection 10.3.6: Height, to clarify the size and placement of cupolas.

PLANNING BOARD RECOMMENDATION 12/12/18

RESULT: RECOMMENDED APPROVAL [UNANIMOUS] Next: 1/2/2018 6:00 PM
MOVER: Steven Craddock, Board Member

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SECONDER: Jeff O'Brien, Board Member
AYES: Carol Bell, Chairman, Fred Whiteman, Vice Chairman, C. Shay Ballance, Board Member, Steven Craddock, Board Member, John McColley, Board Member, Jeff O'Brien, Board Member, Jane Overstreet, Board Member
ABSENT: J. Timothy Thomas, Board Member

Motion: Recommended approval of the text amendment with the suggested change of adding under E. 4) Total height of the appurtenance shall be no greater than 75 feet from the finished grade - due to its consistency with the 2006 Land Use Plan and that the request is reasonable and in the public interest and promotes orderly growth and development.

Discussion: Planner I, Jason Litteral presented the staff report for the Currituck County Text Amendment to amend the Unified Development Ordinance to update Chapter 10: Definitions and Measurement, Subsection 10.3.6: Height, to clarify the size and placement of cupolas.

Chairman Bell asked the board members if they had questions for staff. Mr. O'Brien asked if there was a height requirement in addition to the placement and size of the appurtenances. Mr. Litteral said it was 200 feet according to the Unified Development Ordinance. Discussion was held between staff and board members on the need for a lower height requirement.

Chairman Bell closed the public hearing and asked for a motion.

Mr. Craddock motioned to approve the text amendment with the suggested change of adding under E. 4) Total height of the appurtenance shall be no greater than 75 feet from the finished grade - due to its consistency with the 2006 Land Use Plan and that the request is reasonable and in the public interest and promotes orderly growth and development.

Mr. O'Brien seconded the motion and the motion carried unanimously.

PB 17-15
CURRITUCK COUNTY

Amendment to the Unified Development Ordinance Chapter 10 Definitions and Measurement.

Background:

The current UDO limits structures to a mean roof height of 35 feet above finished grade. Certain structures and appurtenances such as cupolas, belfries, and domes are exempt from the height limit, assuming they comply with the requirements set forth in section 10.3.6 (see below).

The current definition of cupola does not limit the size or height of a cupola and reads as follows:

Cupola: *A domelike structure on top of a roof or dome, often used as a lookout or to admit light and* air.

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In order to maximize the interior space and curb appeal of structures, contractors are proposing oversized “cupolas” that do not meet the intent of the exemption. These cupolas are much larger in proportion to the building than typical cupolas. Some do not sit on top of a roof but instead are extensions of the walls of a buildings top floor.

This text amendment is intended to set a standard for cupolas by placing specific conditions on their construction.

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

10.3.6 Height

Chapter 1.

B.

C. **Exceptions**

(1)General

Height limits shall not apply to bulk storage silos, grain elevators, barns, chimneys, elevator shafts, church spires, belfries, cupolas, domes, flag poles, monuments, water towers, rooftop dish antennas, solar equipment, skylights, fire escapes or roof access stairways, outdoor recreation uses subject to Section 4.2.4.F., mechanical equipment required to operate and maintain the building, or similar appurtenances, provided:

(a) The appurtenance does not interfere with Federal Aviation Regulations, Part 77, Objects Affecting Navigable Airspace;

(b) The appurtenance does not exceed a maximum height of 200 feet above grade;

(c) The appurtenance is not constructed for the purpose of providing additional floor area in the building; and

(d) The appurtenance complies with the screening requirements for mechanical equipment and appurtenances in this Ordinance.

(e) The maximum area and height of cupolas shall be determined as follows:

1) The area of the base of appurtenances shall not singularly or collectively exceed 10 percent of the footprint of a structure’s roof, or 200 square feet, whichever is less.

2) The appurtenance shall be situated on top of a roof and shall not extend below the midpoint of

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a roof's ridge and eave.

3) The walls of the appurtenance shall not be directly in line with the any exterior walls of the structure.

4) The appurtenance does not extend more than 15 feet above the highest roof ridge.

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

Item 4: This ordinance amendment shall be in effect from and after the _____ day of _____, 2017.

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

NEW BUSINESS

A. Consideration and Action: PB 17-08 Connect Currituck Pedestrian Master Plan

Laurie LoCicero, Planning and Community Development Director, utilized a powerpoint and presented information on the Pedestrian Plan project. She highlighted benefits of having a county-wide pedestrian plan, citing improved economic, health, safety and mobility for residents. She reviewed the planning process which included gathering public input and utilizing a steering committee for development of the plan. Ms. LoCicero walked through specifics with Commissioners.

After review, Ms. LoCicero responded to questions and clarified certain pieces for the Board. Mr. Scanlon presented additional benefits related to infrastructure and transportation, such as scoring higher when applying for transportation grants, design integration opportunities related to future North Carolina Department of Transportation (NCDOT) road projects, and the ability to place conditions on developers in furtherance of the plan. He said the plan is a long-term vision over twenty or thirty years.

Commissioner Gilbert moved to approve and adopt PB 17-08 Connect Currituck Pedestrian Master Plan. The motion was seconded by Commissioner Payment and passed unanimously.

Communication: Minutes for January 16, 2018 (Approval Of Minutes for January 16, 2018)

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

B) Board Appointments

1. Carova Beach Road Service District

Commissioner Hall nominated Woody Dreher to serve on the Carova Beach Road Service District Committee. Commissioner White seconded and the nominee was unanimously approved.

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

2. Tourism Advisory Board

The following names were submitted for consideration to serve on the Tourism Advisory Board:

Commissioner Payment nominated Sharon Price
Commissioner Gilbert nominated Sophie Bennowitz
Chairman Hanig nominated Doug Brindley
Commissioner White nominated Todd Cartwright

Commissioner Hall seconded the nominations and all were unanimously approved.

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

3. Coastal Resources Advisory Council Nominee

Communication: Minutes for January 16, 2018 (Approval Of Minutes for January 16, 2018)

Mr. Scanlon said the Coastal Resources Advisory Council (CRAC), a committee that does research and makes recommendations to the Coastal Area Management Act (CAMA) Board, has offered the opportunity for local governments in our area to submit a nominee to sit on the council. The Town of Nags Head suggested Currituck County Attorney, Ike McRee, be considered.

Commissioner Gilbert moved to submit Ike McRee as a nominee to the Coastal Resource Advisory Council as a nominee. The motion was seconded by Commissioner White and passed unanimously.

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

C) Consent Agenda

Commissioner Hall, who sits on the Local Emergency Planning Commission, took a moment to thank Currituck County Emergency Management Director Mary Beth Newns and Dare County Emergency Management Director for their work in putting the bylaws together.

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

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

1) Approval Of Minutes-January 2, 2018

1. Minutes for January 2, 2018

2. Budget Amendments

Communication: Minutes for January 16, 2018 (Approval Of Minutes for January 16, 2018)

Account Number	Account Description	Debit: Decrease Revenue or Increase Expense	Credit: Increase Revenue or Decrease Expense
10650-553000	Dues & Subscriptions	$ 7,000	
10650-514500	Training & Education	$ 3,000	
10650-545000	Contracted Services		$ 10,000
		$ 10,000	$ 10,000

Explanation: Economic Development (10650) - Transfer budgeted funds to purchase effective decision-making tools using the ESRI GIS platform in order to conduct analysis, disseminate results and make informed decisions for economic growth (Dues and Subscriptions). Additional professional economic development courses being offered. Exposure to various innovations, trends, best practices and other technologies as economic development marketing tools. (Training & Education)

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

Account Number	Account Description	Debit: Decrease Revenue or Increase Expense	Credit: Increase Revenue or Decrease Expense
10410-561000	Professional Services	$ 6,150	
10380-488400	ABC Profits		$ 6,150
		$ 6,150	$ 6,150

Explanation: Administration (10410) - Increase professional services for amendment to Plexus contract for Broadband feasibility study.

Net Budget Effect: Operating Fund (10) - Increased by $6,150.

Account Number	Account Description	Debit: Decrease Revenue or Increase Expense	Credit: Increase Revenue or Decrease Expense
10540-531000	Fuel		$ 1,000
10540-545000	Contracted Services	$ 1,000	
		$ 1,000	$ 1,000

Explanation: Inspections (10540) - Transfer funds for upgrades to the inspections module of MUNIS software.

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

3. Project Ordinance-Countywide Broadband

Communication: Minutes for January 16, 2018 (Approval Of Minutes for January 16, 2018)

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 the County-wide Broadband Project.

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

County-wide Broadband Project	$ 1,000,000
	$ 1,000,000

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

Transfer from Transfer Tax Capital Fund	$ 1,000,000
	$ 1,000,000

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

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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 16th day of January 2018.

Bobby Hanig, Chairman Board of Commissioners

4. Consideration and Approval of Local Emergency Planning Committee Bylaws

D) Commissioner's Report

Commissioner Gilbert announced the Moyock Woman's Club White Out for Hunger event, February 3, at Sanctuary Vineyards. Contact any Moyock Woman's Club member for additional information.

Commissioner Payment recognized and thanked those involved in providing food, support, and hunting opportunities for the Wounded Warriors activities that took place over the weekend.

Chairman Hanig spoke of the earlier work session on the Historic Boat Building and noted the passion and dedication of citizens for the history of the county and commended those willing to put time into projects.

E) County Manager's Report

No report.

CLOSED SESSION

1. Amended Item-Closed Session pursuant to G.S. 143-318.11(a)(3) to consult with the County Attorney in Order to Preserve the Attorney-Client Privilege

Chairman Hanig moved to enter Closed Session pursuant to 143-318.11(a)(3) to consult with the county attorney and in order to preserve the attorney-client privilege. Commissioner Payment seconded, the motion passed unanimously, and the Board of Commissioners moved into Closed Session.

Communication: Minutes for January 16, 2018 (Approval Of Minutes for January 16, 2018)

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

ADJOURN

After returning from Closed Session, the Board of Commissioners discussed setting a date to hold a special meeting of the Board of Commissioners, jointly with the Board of Education, to allow Evergreen Solutions to present the results of their education finance review.

Motion to Adjourn Meeting

With no further business, Commissioner Gilbert moved to adjourn. Commissioner Beaumont seconded and the regular meeting of the Board of Commissioners was concluded at 8:52 PM.

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

Communication: Minutes for January 16, 2018 (Approval Of Minutes for January 16, 2018)

Number 20180050

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 5th day of February 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2018.

Account Number	Account Description	Debit Decrease Revenue or Increase Expense	Credit Increase Revenue or Decrease Expense
50442-590005	Conn Corolla - Albacore Sidewalk	$ 12,250	
50442-588000	Contingency - Connect Corolla		$ 12,250
		$ 12,250	$ 12,250

Explanation: Connecting Corolla (50442) - Transfer contingency funds for 110 foot bulkhead at Albacore and Whalehead.

Net Budget Effect: County Governmental Facilities (50) - No change.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BAs Feb 5_Reg_Packet (Budget Amendments)

Number 20180051

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 5th day of February 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2018.

Account Number	Account Description	Debit Decrease Revenue or Increase Expense	Credit Increase Revenue or Decrease Expense
61818-590000	Capital Outlay		$ 35,500
61380-482000	Miscellaneous	$ 35,500	
		$ 35,500	$ 35,500

Explanation: Mainland Water (61818) - Increase appropriations for a water trailer funded 100% through DPR1 Public Safety grant funding.

Net Budget Effect: Mainland Water Fund (61) - Increased by $35,500.

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Clerk to the Board

Attachment: BAs Feb 5_Reg_Packet (Budget Amendments)

Number 20180052

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 5th day of February 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2018.

Account Number	Account Description	Debit Decrease Revenue or Increase Expense	Credit Increase Revenue or Decrease Expense
10512-514800	Fees Paid to Officials	$ 1,000	
10512-514500	Training & Education		$ 1,000
		$ 1,000	$ 1,000

Explanation: Animal Services and Control (10512) - Transfer budgeted funds for additional advisory board meetings.

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

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_____
Clerk to the Board

Attachment: BAs Feb 5_Reg_Packet (Budget Amendments)

Number 20180053

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 5th day of February 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2018.

Account Number	Account Description	Debit Decrease Revenue or Increase Expense	Credit Increase Revenue or Decrease Expense
10460-526000	Advertising	$ 300	
10460-502000	Salaries		$ 300
		$ 300	$ 300

Explanation: Public Works (10460) - Transfer funds for advertising unanticipated vacant Public Works positions.

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

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Clerk to the Board

Attachment: BAs Feb 5_Reg_Packet (Budget Amendments)

Number 20180054

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 5th day of February 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2018.

Account Number	Account Description	Debit Decrease Revenue or Increase Expense	Credit Increase Revenue or Decrease Expense
10490-516000	Repairs & Maintenance - Other	$ 1,000	
10490-516003	Repairs & Maintenance - Courts	$ 4,000	
10490-590000	Capital Outlay		$ 5,000
		$ 5,000	$ 5,000

Explanation: Court Facilities (10490) - Transfer budgeted funds for repairs to the Judical building.

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

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Journal # _____

Clerk to the Board

Attachment: BAs Feb 5_Reg_Packet (Budget Amendments)

Number 20180055

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 5th day of February 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2018.

Account Number	Account Description	Debit Decrease Revenue or Increase Expense	Credit Increase Revenue or Decrease Expense
10530-590000	Capital Outlay	$ 21,505	
10530-513000	Utilities		$ 1,000
10380-484001	Insurance Recovery		$ 20,505
		$ 21,505	$ 21,505

Explanation: Emergency Medical Services (10530) - Increase appropriations to repair ambulance involved in an accident.

Net Budget Effect: Operating Fund (10) - Increased by $20,505.

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Journal # _____

Clerk to the Board

Attachment: BAs Feb 5_Reg_Packet (Budget Amendments)

Number 20180056

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 5th day of February 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2018.

Account Number	Account Description	Debit Decrease Revenue or Increase Expense	Credit Increase Revenue or Decrease Expense
12548-582400	Notes Payable	$ 1,000	
12548-545000	Contract Services		$ 1,000
		$ 1,000	$ 1,000

Explanation: Knotts Island VFD (12548) - Transfer funds within the Knotts Island VFD funding for amounts due to the County for loan.

Net Budget Effect: Fire Services (12548) - No change.

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Journal # _____

Clerk to the Board

Attachment: BAs Feb 5_Reg_Packet (Budget Amendments)

Number 20180057

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 5th day of February 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2018.

Account Number	Account Description	Debit Decrease Revenue or Increase Expense	Credit Increase Revenue or Decrease Expense
10510-590000	Capital Outaly	$ 111,000	
10390-495015	T F - Occupancy Tax		$ 111,000
		$ 111,000	$ 111,000

Explanation: Sheriff (10510) - Increase appropriations for replacement vehicles for beach patrol.

Net Budget Effect: Operating Fund (10) - Increased by $111,000.

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_____
Clerk to the Board

Attachment: BAs Feb 5_Reg_Packet (Budget Amendments)

Number 2018005

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 5th day of February 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2018.

Account Number	Account Description	Debit Decrease Revenue or Increase Expense	Credit Increase Revenue or Decrease Expense
61818-561000	Professional Services	$ 53,600	
61360-471000	Tap and Connection Fees		$ 53,600
		$ 53,600	$ 53,600

Explanation: Mainland Water (61818) - Increase appropriations for contract to assist the County engineer with water modeling of the Currituck mainland water system.

Net Budget Effect: Mainland Water Fund (61) - Increased by $53,600.

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Journal # _____

Clerk to the Board

Attachment: BAs Feb 5_Reg_Packet (Budget Amendments)

Attachment: Resolution-Opposing Change in Definition of Commercial Fishing (Resolution-Opposing Change in Definition of Commercial

RESOLUTION
OPPOSING ANY CHANGE
IN THE DEFINITION OF A COMMERCIAL FISHING OPERATION

WHEREAS, commercial fishing is a vital part of North Carolina's history, heritage, and culture and represents a crucial component of the economy for Currituck County and other coastal communities; and

WHEREAS, according to the NC Division of Marine Fisheries, the sales impact of the harvesting and sale of commercial seafood is $388,325,000 and the income impact of employed commercial fishermen is $166,066,000; and

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

WHEREAS, the North Carolina Marine Fisheries Commission (MFC) is now undertaking an action to consider changes in the definition of a commercial fisherman; and

WHEREAS, among the items that the MFC proposes to consider is a requirement that those holding Commercial Fishing licenses must have 50 percent of their earned income from the Trip Ticket Program, generate 36 Trip Tickets per year, and require those who do not have Trip Tickets to show proof of $10,000 or more income per year; and

WHEREAS, no other professional license issued by the State dictates a percentage of income or minimum income requirement or level of participation in order to qualify; and

WHEREAS, the requirements that are being considered by MFC, or any other adverse change they may propose to the definition of Commercial Fishing, would have a harmful effect on many of the hard working North Carolinians who now engage in commercial fishing and already suffer because of government overregulation that imposes severe quotas and unnecessary restrictions on fishing seasons, limits, and gear forcing many to take on additional jobs and engage in part-time businesses in order to responsibly support their families; and

WHEREAS, this latest attempt to redefine commercial fishing is not the first time that the Marine Fisheries Commission has looked at this matter; and

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

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

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

AND BE IT FURTHER RESOLVED that the Currituck County Board of Commissioners strongly opposes the unnecessary effort that is now underway by the Marine Fisheries Commission to reexamine the definition of commercial fishing, and urges all coastal communities to adopt similar resolutions, and encourages all residents to vigorously voice their concerns about the latest attempt by the Marine Fisheries Commission to once again redefine commercial fishing.

Adopted this the 5th day of February, 2018.

_____
Bobby Hanig, Chairman

ATTEST:

_____
Leeann Walton, Clerk to the Board

Attachment: Resolution-Opposing Change in Definition of Commercial Fishing (Resolution-Opposing Change in Definition of Commercial

Currituck County Sheriff's Office

SUSAN D. JOHNSON, *Sheriff*

December 21, 2017

To: The Currituck County Commissioners
Ref: Captain Samuel B. Casey-Retirement
March 1, 2018

Captain Samuel B. Casey will be retiring from the Currituck County Sheriff's Office effective Thursday, March 1, 2018. He has been with our agency in good standing since August 12, 1996. It has been our policy to allow deputies, upon retirement, the option of purchasing their issued service weapon for the total sum of one dollar ($1.00). Casey's issued service weapon is a Glock 22 handgun, serial # PVF968, and has made the request to purchase same upon his retirement.

Captain Samuel B. Casey has completed the Currituck County Purchase Permit Application on Thursday, December 21, 2017, and has submitted the amount of one dollar ($1.00) to purchase his issued service weapon upon his retirement.

Sheriff, Susan D. Johnson
Currituck County Sheriff

407 MAPLE ROAD • MAPLE, NORTH CAROLINA 27956 • PHONE (252) 453-8204 • FAX (252) 45

Attachment: 2018-02-05 Agenda-Sheriff Retirees-Casey & Doxey (Resolution-Sheriff Dept-Surplus and Purchase of Duty Weapons)

Currituck County Sheriff's Office

SUSAN D. JOHNSON, *Sheriff*

December 21, 2017

To: The Currituck County Commissioners
Ref: Deputy Christopher L. Doxey-Retirement
March 1, 2018

Christopher Doxey will be retiring from the Currituck County Sheriff's Office effective Thursday, March 1, 2018. He has been with our agency in good standing since May 20, 2000. It has been our policy to allow deputies, upon retirement, the option of purchasing their issued service weapon for the total sum of one dollar ($1.00). Doxey's issued service weapon is a Glock 22 handgun, serial # PVF928, and has made the request to purchase same upon his retirement.

Deputy Christopher L. Doxey has completed the Currituck County Purchase Permit Application on Thursday, December 21, 2017, and has submitted the amount of one dollar ($1.00) to purchase his issued service weapon upon his retirement.

Susan D. Johnson

Sheriff, Susan D. Johnson
Currituck County Sheriff

407 MAPLE ROAD • MAPLE, NORTH CAROLINA 27956 • PHONE (252) 453-8204 • FAX (252) 45

Attachment: 2018-02-05 Agenda-Sheriff Retirees-Casey & Doxey (Resolution-Sheriff Dept-Surplus and Purchase of Duty Weapons)

Attachment: Surplus Res-Casey-Retirement and Purchase of Service Weapon_2288 (Resolution-Sheriff Dept-Surplus and Purchase of Duty

WHEREAS, the Board of Commissioners of Currituck County, North Carolina, during its regular meeting held on February 5, 2018, authorized the following property listed below be declared surplus and disposed of; and

WHEREAS, Sheriff Johnson has requested that upon the retirement of Captain Samuel B. Casey that his duty weapon, a Glock 22 handgun, Serial #PVF968, be given to him. Mr. Casey has made the request to purchase same for $1 upon his retirement.

ADOPTED this the 5th day of February, 2018.

_____

ATTEST: Bobby Hanig, Chairman

_____

Clerk to the Board of Commissioners

Attachment: Surplus Res-Doxey-Retirement and Purchase of Service Weapon_2288 (Resolution-Sheriff Dept-Surplus and Purchase of Duty

WHEREAS, the Board of Commissioners of Currituck County, North Carolina, during its regular meeting held on February 5, 2018, authorized the following property listed below be declared surplus and disposed of; and

WHEREAS, Sheriff Johnson has requested that upon the retirement of Deputy Christopher Doxey that his duty weapon, a Glock 22 handgun, Serial #PVF928, be given to him. Mr. Doxey has made the request to purchase same for $1 upon his retirement.

ADOPTED this the 5th day of February, 2018.

_____

ATTEST: Bobby Hanig, Chairman

_____

Clerk to the Board of Commissioners

Currituck County Sheriff's Office

SUSAN D. JOHNSON, *Sheriff*

January 29, 2018

Currituck County Board of Commissioners
153 Courthouse Rd. Suite 204
Currituck, NC 27929

This letter is to inform the Board of Commissioners that we are requesting to officially retire K-9, Kido from the Sheriff's Department effective immediately.

K-9 KIDO, a 9- year old male Belgian Melinois, has been with us since March, 2010. His health is failing with hip dysplasia and is now easily injured during routine training. We feel that it would be best to retire him to his original handler, Deputy Jeremy Evans.

Thank you for your time in this matter.

Susan D. Johnson
Currituck County Sheriff

407 MAPLE ROAD • MAPLE, NORTH CAROLINA 27956 • PHONE (252) 453-8204 • FAX (252) 45

Attachment: 2018-02-05-Sheriff Surplus K-9 Kido (Surplus Resolution-Sheriff K-9 Kido)

RESOLUTION

"WHEREAS, The Board of Commissioners of the County of Currituck, North Carolina, during its regularly scheduled meeting and pursuant to G.S. 160A and 270(b), approve the property listed in this Resolution to be declared surplus and authorize its conveyance to handler, Deputy Jeremy Evans.

County Asset Tag	Description	Serial Number
#7232	KIDO Sheriff's K-9 Belgian Melinois	N/A

ADOPTED, this 5th day of February, 2018.

Bobby Hanig
County of Currituck, Board of Commissioners

Leeann Walton
Clerk to the Board (Seal)

Attachment: Surplus_Res-Sheriff-Kido-K-9 (Surplus Resolution-Sheriff K-9 Kido)

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

January 23,2018

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

The Crawford Township Volunteer Fire Department is requesting the approval to proceed with the purchase of six (6) sets of personal protective equipment with an approximate cost of twelve thousand dollars ($12,000.00). We are continuing to purchase our PPE through Veridian at the county contracted price.

Respectfully,

Kenneth C Ferrell Sr

Kenneth Ferrell Sr, Fire Chief
Crawford Township Volunteer Fire Dept

Attachment: FAB-Crawford VFD Purchase Reqs (Crawford VFD Purchase Request)

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

January 23,2018

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

On Monday January 18, 2018, our department was made aware of a Bauer UNII/13E1 cascade system which was available via auction from another fire department. Research was done and comparables were looked at. Our membership voted to proceed with attempting to purchase this unit for a maximum of $15,000. Retail price for this unit new is in excess of $50,000.

On Sunday January 21, we were the successful high bidder on this cascade system with a final selling price of $14,600.

Due to the timeline restriction, we were unable to present this purchase to the Fire Advisory Board and County Commissioners before proceeding with the purchase. We feel this was a very sensible purchase which is greatly needed to upgrade our existing cascade system.

This unit will be of great benefit to all mainland fire departments with it's increased capacities and abilities. We are prepared to pay for this unit with funds from our donation/fundraising account but request authorization from the Fire Advisory Board and the County Commissioners to do so from our operating budget instead.

Thank you for your consideration on this matter.

Respectfully,

Kenneth C Ferrell Sr

Kenneth Ferrell Sr, Fire Chief
Crawford Township Volunteer Fire Dept

Attachment: FAB-Crawford VFD Purchase Reqs (Crawford VFD Purchase Request)

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

January 23,2018

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

The Crawford Township Volunteer Fire Department is requesting the approval to obtain financing through the Local Government Federal Credit Union to purchase a quality used fire engine. We are seeking to finance an amount not to exceed two hundred and fifty thousand dollars ($250,000.00).

This new engine will be purchased to replace our current Engine 47. Engine 47 is a 1981 open jump seat Seagrave engine which is in poor condition. It is no longer financially sensible to invest into any continued major repairs of this truck due to body rust, age, and general condition.

Local Government Federal Credit Union offers multiple financing options. These options have been carefully evaluated by our Board of Directors and membership. It has been concluded that we can comfortably and confidently handle this financial obligation.

Respectfully,

Kenneth Ferrell Sr, Fire Chief
Crawford Township Volunteer Fire Dept

Attachment: FAB-Crawford VFD Purchase Reqs (Crawford VFD Purchase Request)

North Carolina Department of Health and Human Services
Division of Social Services

OFFICE of ECONOMIC OPPORTUNITY

Community Services Block Grant Program
Fiscal Year 2017-18 Application for Funding
Project Period July 1, 2018 – June 30, 2019
Application Due Date: February 12, 2018

Agency Information	
Agency:	Economic Improvement Council, Inc.
Federal I.D.	560857026
DUNS Number:	081423030
Administrative Office Address:	712 Virginia Road Edenton, North Carolina 27932
Mailing Address (include the 4-digit zip code extension):	Post Office Box 549 Edenton, North Carolina 27932
Telephone Number:	252-482-4458
Fax Number:	252-482-8227
Board Chairperson:	Robert Williams
Board Chairperson's Address: (where communications should be sent)	119 US Highway 158 Business West Gatesville, NC 27938
Board Chairperson's Term of Office (enter beginning and end dates):	09/2014-08/2019
Executive Director:	Dr. Landon Mason
Executive Director Email Address:	edlbmason.eic@gmail.com
Agency Fiscal Officer:	Ethel Copeland
Fiscal Officer Email Address:	ecopeland@eicinc.org
CSBG Program Director:	Dr. James Jones
CSBG Program Director Email Address:	jjones@eicinc.org
Counties Served with CSBG funds:	Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell an Washington
Agency Operational Fiscal Year:	July through June

Attachment: EIC-CDBG-Packet_Doc (EIC Community Block Grant Application)

Board of Directors' Membership Contact Listing

Board Member	Physical Address	Email Address
Linda White	125 Howell's Lane Hertford, North Carolina 27944	lwhite@ecps.k12.nc.us
Ray Blount	213 Middle Street Creswell, NC 27928	granddad43001@yahoo.com
Denise Hill	81 Locust Lane Plymouth , NC 27962	denisejenkins931@gmail.com
Melvin Norman	743 Marriner Road Roper, NC 27970	normanm23@mchsi.com
Shelia Gregory	108 South Gregory Road Shawboro, NC 27973	sheila_gregory@ncsu.edu
Oliver Jones	1291 Doublebridge Rd. Elizabeth City, NC 27909	N/A
William Sawyer	533 N. Trotman Road Camden, NC 27921	5sawyers@wildblue.net
Judy Rankins	303 Boswell Street Edenton, NC 27832	judyrankins@centurylink.net
Willie Shaw	195 Lake Swamp Rd Englehard, NC 27824	williegshaw@hotmail.com
Brenda Lassiter	725 Sandy Cross Road Belvidere, NC 27919 Phone: (252) 297-2740	blassiter@pcs.k12.nc.us
Robert Williams	119 US Highway 158 Business W. Gatesville, NC 27938	robertewilliams46@hotmail.com
Julia Wright	107-B Pirates Moor Kill Devil Hills, NC 27948	jwright1217@gmail.com
Fred Yates	147 Winfall Blvd. Winfall, NC 27985	fred@intilport.com
Nina Griswell	175 Travis School Road Columbia, NC 27925	ngriswell@tyrrellcounty.net
Thomas Wood	105 West King St. Edenton, NC 27932	thomas@godwinandgodwin.net
Kelvin Nixon	1263 Windsong Drive Greenville, NC 27858	kraynixon@hotmail.com
Henry Wilson	1250 North Main Street Parmele, NC 27861	Pmw7980@centurylink.net
Wanda Harvey	1303 Nicholson Street Washington, NC 27889	cnellrae@gmail.com

Attachment: EIC-CDBG-Packet_Doc (EIC Community Block Grant Application)

Board of Directors' Officers and Committees

Note: All committees of the board should fairly reflect the composition of the board (10A NCAC 97C .0109). Be sure to identify the chairperson and other committee positions.

Name	Office	Sector Represented	County Represented*
Officers of the Board			
Robert Williams	President	Public	Gates
William Sawyer	Vice-President	Public	Camden
Judy Rankins	Secretary	Public	Chowan
Ray Blount	Treasurer	Poor	Tyrrell
Committee Name:	Executive		
Robert Williams	Chairperson	Public	Gates
Brenda Lassiter		Public	Perquimans
Melvin Norman		Private	Washington
Ray Blount		Poor	Tyrrell
Committee Name:	Personnel		
Judy Rankins	Chairperson	Public	Chowan
Oliver Jones		Private	Pasquotank
Denise Hill		Poor	Washington
Julia Wright		Poor	Dare
Linda L. White		Private	Perquimans
Thomas Wood		Private	Chowan
Committee Name:	Planning/Evaluation		
Willie Shaw	Chairperson	Private	Hyde
Judy Rankins		Public	Chowan
William Sawyer		Public	Camden
Fred Yates		Poor	Perquimans
Wanda Harvey		Poor	Beaufort
Committee Name:	Finance		
Ray Blount	Chairperson	Poor	Tyrrell
Brenda Lassiter		Public	Perquimans
Melvin Norman		Private	Washington
Nina Griswell		Public	Tyrrell
Committee Name:	**Audit**		
Ray Blount	Chairperson	Poor	Washington
William Sawyer		Public	Camden
Fred Yates		Poor	Perquimans
Nina Griswell		Public	Tyrrell
Kelvin Nixon		Private	Pitt
Committee Name:			
	Chairperson		

*To be completed by agencies serving multiple counties.

Attachment: EIC-CDBG-Packet_Doc (EIC Community Block Grant Application)

Community Services Block Grant Program
Fiscal Year 2017-18 Application for Funding
Planning Process Narrative

1. Explain in detail how each of the following was involved in the planning and development of this strategic plan.

   a. Low-Income Community: (See Attachment

   b. Agency Staff: (See Attachment)

   c. Agency's Board Members: (See Attachment)

2. Describe your agency's method and criteria for identifying poverty causes and list the identified causes. Also describe the methods and criteria used to determine priority and selection of strategies to be implemented that will address the poverty causes. (See Attachment)

3. Describe activities that your agency has undertaken to advocate for and empower low-income individuals and families to achieve economic independence and security. (See Attachment)

4. Describe how your agency plans to make more effective use of, coordinate and form partnerships with other organizations and programs including: State welfare reform efforts; public and private resources; religious organizations, charitable groups, and community organizations. (See Attachment)

5. Describe how your agency will establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals, to avoid the duplication of such services and to fill identified gaps in services, through the provision of information, referrals, case management and follow-up consultations. (See Attachment)

6. Provide a description of how your agency will support innovative community and neighborhood-based initiatives related to the purposes of the Community Services Block Grant (fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting). (See Attachment)

7. Describe activities that your agency has undertaken or plans to undertake, on an emergency basis, for the provision of such supplies and services, nutritious foods and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.

   (See Attachment)

Attachment: EIC-CDBG-Packet_Doc (EIC Community Block Grant Application)

8. Describe how your agency will coordinate the provision of employment and training activities with entities providing activities through statewide and local workforce investment systems under the Workforce Innovation and Opportunity Act. (See Attachment)

9. Describe how your agency will ensure coordination with the emergency energy crisis intervention program under title XXVI (relating to low-income home energy assistance). (See Attachment)

10. Describe the needs of low-income youth and your agency's efforts to promote increased community coordination and collaboration in meeting the needs of low-income youth.
(See Attachment)

11. Describe your agency's method for informing custodial parents in single-parent families that participate in CSBG programming about the availability of child support services. In addition, describe your method for referring eligible parents to the child support office[s].
(See Attachment)

Attachment: EIC-CDBG-Packet_Doc (EIC Community Block Grant Application)

Economic Improvement Council, Inc.

PLANNING PROCESS NARRATIVE

Fiscal Year 2018 – 2019

1. **Explain in detail how each of the following was involved in the planning and development of this strategic plan:**

   a. **Low-income Community:** The low-income participated in communities and their local County Commissioners meetings to determine the priorities, needs and resources that were available to assist them. The result of the meeting indicated that the Self-Sufficiency Project would be the number one priority for the Community Services Block Grant Program.

   b. **Agency Staff:** The Community Services Block Grant staff acted as resource providers and facilitators during the planning process. The staff did not influence the low-income families of their decisions. They offered suggestions and provided technical assistance as requested by the target communities and residents.

   c. **Agency's Board Members:** The Economic Improvement Council Board approved the Anti-Poverty planning process as presented by the Community Services Block Grant Director.

2. **Describe your agency's method and criteria for identifying poverty causes and list the identified causes. Also describe the methods and criteria used to determine priority and selection of strategies to be implemented that will address the poverty cause.**

   a. The agency's method of identifying poverty causes was through the Census Statistics, County Assessments and the Poor Sectors Representation on the Economic Improvement Council Board. The HHS Poverty Guidelines are also used to determine the enrollment of families into the Family Self-Sufficiency Program.

   Identifying poverty vary among different groups and family conditions. The following is a list of poverty causes in our Northeastern area:

   - **Lack of Education**
   - **Lack of Industrial Development**
   - **High incidence of single family households**
   - **Lack of job training and adequate skill development**
   - **Lack of adequate public and private transportation**
   - **High incidence of job lay off**
   - **Health and Mental conditions**

Attachment: EIC-CDBG-Packet_Doc (EIC Community Block Grant Application)

- **Lack of cost of living increases**

b. The methods and criteria used to determined priorities and strategies is through an application process which will include; income, employment skills, education, health and resource availability.

3. **Describe activities that your agency has undertaken to advocate for and empower low-income individuals and families to achieve economic independence and security.**

The activities that EIC has undertaken to advocate and empower low-income individuals to achieve a greater sense of authority over their lives is through the implementation of the Limited Opportunities To Family Self-Sufficiency Project. Family enrollment along with positive guidance will give individuals and families the opportunity to make lifelong decisions in determining their own lives and future. To achieve economic independence and security, families will identify their own strengths and weakness. Case Managers will provide supportive services when needed and suggest ways to handle their future challenges.

4. **Describe how your agency plans to make more effective use of, coordinate and form partnerships with other organizations and programs including: State welfare reform efforts; public and private resources, religious organizations, charitable groups, and community organizations.**

The Economic Improvement Council plans to maintain a relationship with organizations serving low-income families/individuals. The agency's Board of Directors solicits representation from the community organizations including religious and charitable groups to comprise the private sectors of the Board.

The CSBG Case Mangers will work with local churches, schools, teachers, health care, public housing organizations, community based organizations and job training for welfare recipients to help move towards self-sufficiency.

- **State Welfare Form – Continue to have a rapport with Social Services**
- **Public and Private Resources – Attend meeting, send/receive referrals and follow-ups**
- **Religious Organizations – Send notifications to churches and organizations on our agency activities, etc.**
- **Charitable Groups – Volunteer our services when needed.**
- **Community Organizations – Attend meetings and build a rapport and maintain seats on various community boards.**

Attachment: EIC-CDBG-Packet_Doc (EIC Community Block Grant Application)

Economic Improvement Council, Inc.

5. **Describe how your agency will establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals, to avoid the duplication of such services and to fill identified gaps in services, through the provision of information, referrals, case management and follow-up consultations.**

   EIC has a satellite office in each of the ten counties. These offices are primarily "One Stop" Centers that provide information and services on all of EIC programs and all other programs in the surrounding area. These satellite offices are shared by other agencies and programs to help fill in the service gaps.

   EIC will continue to make referrals to other agencies that will meet the need of our customers. Services that are provided through the satellite offices would include eligibility determination, referrals and follow-ups consultations. The mutual relationships between agencies would help to prevent duplication of services. It will provide an incentive for other public and private agencies to use our offices for their information and referral activities.

6. **Provide a description of how your agency will support innovative community and neighborhood based initiatives related to the purposes of the Community Services block Grant (fatherhood initiatives and other initiatives with goal of strengthening families and encouraging effective parenting).**

   The mission and philosophy of the Economic Improvement Council is hinged upon assisting families to become self-sufficient. The Self-Sufficiency Program as proposed is designed to support innovative community and neighborhood initiatives geared to remove barriers to self-sufficiency.

   The Community Services Block Grant staff will support innovative community and neighborhood based initiatives by providing transportation, promotional advertisement, being in attendance, serving as a volunteer and encouraging community support.

7. **Describe activities that your agency has undertaken or plans to undertake, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.**

   In promoting community Food Drives, agency's collaboration with Food Banks, Churches and other organizations such as, the Department of Social Services, local Head Start Programs, Food and Nutrition Programs and the Cooperative Extension Programs help with the conditions of starvation and malnutrition among low-income individuals. EIC Staff and Board Members currently occupy seats on other agency boards that provide nutritional assistance to low-income individuals.

Attachment: EIC-CDBG-Packet_Doc (EIC Community Block Grant Application)

Economic Improvement Council, Inc.

8. **Describe how your agency will coordinate the provision of employment and training activities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998.**

   EIC will coordinate provision of employment and training activities through the job screening process. The agency will collaborate with other state/local employment agencies such as: Temp Agencies, Regional Job Fairs, Colleges, Universities, and other businesses to provide referrals for employment and training activities.

   All agencies will promote the development and implementation to a more unified system of measuring accountability and performances.

9. **Describe how your agency will ensure coordination with the emergency energy crisis intervention program under title XXVI (relating to low-income home energy assistance).**

   The Economic Improvement Council has developed a rapport with the county Department of Social Services. EIC will make referrals to families/individuals that are in need of emergency to the energy crisis intervention program. Through consistent coordination with the county Department of Social Services information will be disseminated to other departments.

10. **Describe the needs of low-income youth and your agency's efforts to promote increased community coordination and collaboration in meeting the needs of low-income youth.**

    The involvement of youth age is an integral part of the fabric of EIC and the CSBG Programs. EIC plans and coordinates activities regularly with other programs and agencies such as the National Youth Sports Program, local schools, Colleges and Universities. The needs of our youth are varies and generally reflects the needs of the greater community. Several needs have been identified and are listed below:

    - Transient Families
    - Family Isolation
    - Lack of Recreational Facilities
    - School Dropout Rate
    - Child Abuse and Neglect
    - High Delinquency Rate

Attachment: EIC-CDBG-Packet_Doc (EIC Community Block Grant Application)

Economic Improvement Council, Inc.

The Economic Improvement Council involves a multitude of public and private resources to combat the needs for youth.

- Public Schools
- Department of Social Services
- Albemarle Rehabilitation Center
- Albemarle Speech and Hearing
- Private Physicians
- Partnership for Children Centers
- Partnership for Children (Smart Start)

To improve coordination in meeting the above needs, the Council provides expertise and guidance in the development of youth programs and setting of priorities for youth involvement.

11. **Describe your agency's method for informing custodial parents in single-parent families that participate in CSBG programming about the availability of child support services. In addition, describe your method for referring eligible parents to the child support office(s).**

The method used to inform custodial parents in single-parent families of availability of child support is done during the initial contact assessment. During that process, the Case Managers are made aware of whether they receive child support services or not. If a custodial parent participating in the CSBG Program is not receiving child support the question is asked if they are interested in applying for the support benefits.

Attachment: EIC-CDBG-Packet_Doc (EIC Community Block Grant Application)

Community Services Block Grant Program

Fiscal Year 2018-19 Application for Funding
OEO Form 210
Agency Strategy for Eliminating Poverty

Planning Period: July 1, 2018 – June 30, 2019

Section I: Identification of the Problem (use additional sheets if necessary)

1. Give the Poverty Cause name(s), rank the poverty cause(s) and identify which one(s) the agency will address. (See Attachment)

2. Describe the poverty cause(s) in detail in the community with appropriate statistical data (include data sources).

(A) Explain why the problem exists. (See Attachment)

(B) Identify the segment of the population and give the number of people experiencing the problem. (See Attachment)

(C) Provide demographic information of those adversely effected inclusive of: (See Attachment)

(a) Gender
(b) Age
(c) Race/Ethnicity for the agency's service area

(D) Explain how the persons are adversely affected.

Section II: Resource Analysis (use additional sheets if necessary)

(E) Resources Available: (See Attachment)

a. Agency Resources:

b. Community Resources:

(F) Resources Needed: (See Attachment)

c. Agency Resources:

d. Community Resources:

Section III: Objective and Strategy

(G) Objective Statement: To enroll 50 low-income families in the Family Self-Sufficiency Program with _5___ families moving above the poverty guidelines by June 30, 2019.
Strategies for Objective: To qualify and employ comprehensive case management that would include community services providers such as; NC Works, DSS and Base Entities.

Attachment: EIC-CDBG-Packet_Doc (EIC Community Block Grant Application)

Attachment: EIC-CDBG-Packet_Doc (EIC Community Block Grant Application)

Economic Improvement Council, Inc.

OEO Form 210 – 2018-2019
Attachment

Agency Strategy for Eliminating Poverty (Form 210)

Section 1: Identification of the Problem

1. **Give the Poverty Cause name, rank the cause(s) and identify which one(s) the agency will address.**

   The Poverty Cause Name: Limited Opportunities to Family Self-Sufficiency

   The Economic Improvement Council ranks Employment as the #1 Priority and Housing as #2.

Employment Priority I:

In Northeastern North Carolina, more than 20% of the population is living in poverty. A major problem of poverty within this area is that two thirds of all poor people in the area have at least one family member working full-time. Most recent surveys in the region support the fact that poverty remains high due to the high incidence of unemployment, low wage rate, and female heads of households. The following chart gives a breakdown of the labor force of 10 counties in Northeastern North Carolina:

2013 Labor Force Estimates

County	Labor Force	Employment	Unemployment	Unemployment Rate
Camden	4,289	4,027	262	6.1%
Chowan	5,727	5,291	436	7.6%
Currituck	12,668	12,142	526	4.2%
Dare	23,806	22,673	1,133	4.8%
Gates	4,660	4,354	306	6.6%
Hyde	2,760	2,608	152	5.5%
Pasquotank	16,107	14,852	1,255	7.8%
Perquimans	5,087	4,688	399	7.8%
Tyrrell	2,364	2,226	138	5.8%
Washington	6,182	5,750	432	7%

The lack of job opportunities in this region is one of the major causes of the high unemployment rate. Commuting to the Hampton Roads area of Virginia for employment continues to be a high priority for area workers. The Northeastern part of the state has also experienced economic exclusion and underinvestment.

Agency Strategy for Eliminating Poverty

Attachment: EIC-CDBG-Packet_Doc (EIC Community Block Grant Application)

Form 210 (Continued)

Housing Priority II:

Substandard Housing:

County	Occupied Units	Overcrowded Units	Incomplete Plumbing
Camden	3,565	60	29
Chowan	5,867	103	87
Currituck	9,171	114	0
Dare	15,076	172	24
Gates	4,454	72	68
Hyde	1,982	14	14
Pasquotank	14,508	579	38
Perquimans	5,403	19	0
Tyrrell	1,666	12	2
Washington	5,096	47	55

2. Describe the poverty cause(s) in detail in the community with appropriate statistical data. Explain why the problem exists. Identify the segment of the population and give the number of people experiencing the problem. Explain how the persons are adversely affected.

- Lack of Economic Resources: the northeastern region is the poorest region in the State of North Carolina. Over eighty percent of the economy is based upon agriculture or farm related resources. The economy is driven by large mechanized farms that employ very few workers. Workers that are able to be employed are usually under-employed and seasonal workers.
- Limited Economic Development: The region is slow to develop factories or other employment opportunities to support over 8,700 low-income families with over 25,000 low-income individuals. A large majority of this population are considered the working poor, underemployed or not working in the work force.
- Limited Job Opportunity: Considering the two above statements, adequate job opportunities continue to plague the region. The Northeast region consists of only ten percent urban population. Much of this population is consists of Pasquotank and Dare counties. Approximately forty percent of this population travels out of the region to Hampton Roads (VA) for work in the tourist industry.

Identify the segment of the population and give the number of people experiencing the problem.

The northeast region is composed of approximately 172,112 citizens within the ten rural counties. The vast region and sparse population coupled with limited economic development causes the poor and near poor to be impacted by the problem.

County	2013 Data Population	Poverty Households
Camden	10,187	988 or 9.7%
Chowan	14,726	3,063 or 20.8%
Currituck	24,396	3,050 or 12.5%
Dare	35,019	3,747 or 10.7%
Gates	11,650	2,027 or 17.4%
Hyde	5,721	1,390 or 24.3%
Pasquotank	39,981	7,117 or 17.8%
Perquimans	13,601	2,421 or 17.8%
Tyrrell	4,109	1,188 or 28.9%
Washington	12,722	3,486 or 27.4%

Attachment: EIC-CDBG-Packet_Doc (EIC Community Block Grant Application)

Explain how the persons are adversely affected.

Persons residing in poverty conditions reside without a decent wage, which causes them to have to live in conditions such as substandard housing, lack of education, health insurance, childcare and other necessities afforded to the non- poor.

Section II: Resource Analysis

3. **Resources Available:**

   The Economic Improvement Council, Inc. – Section 8 Housing project currently operating in the ten county regions with slots at a funding level annually is $6,840,929.

   Four local housing authorities serve the municipalities of Elizabeth City, Hertford, Plymouth and Edenton. These authorities have subsidized housing available for low-income families.

Attachment: EIC-CDBG-Packet_Doc (EIC Community Block Grant Application)

Community Services Block Grant Program
Fiscal Year 2018-19 Application for Funding
One-Year Work Program
OEO Form 212

Section I: Project Identification							
1. Project Name:	Family Opportunity to Self-Sufficiency						
2. Poverty Cause Name:	Limited Opportunities to Self-Sufficiency						
3. Objective Statement:	To enroll 50 low-income families in the Family Self-Sufficiency Program with 5 families moving above the poverty guidelines by June 30, 2019.						
4. Selected Strategy:	To qualify families and employ comprehensive case management that would include community service providers such as; NC Works, DSS and Base Entities.						
5. Project Period:	July 1, 2018	To	June 30, 2019	Plan Year	2	of	3
6. CSBG Funds Requested for this Project:	$248,856.72						
7. Total Number Expected to Be Served:	50						
a. Expected Number of New Clients	0						
b. Expected Number of Carryover Clients	50						

Section II: One-Year CSBG Program Objective and Activities

Activities	Position Title(s)	Implementation Schedule			
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Objective: To provide comprehensive case management services to _50_families (with emphasis on those who are unemployed, underemployed and in need of standard housing) from July 1, 2017 – June 30, 2018)	Case Managers	50	50	50	50
Project Introduction:					
Provide orientation to the Board of Directors	Executive Director	07/01/2018 09/30/2019			
Provide orientation and training to staff.	CSBG Director Case Managers/Case Manager/AR4CA Administrator	07/01/2018 09/30/2018	10/01/2018 12/31/2018	01/01/2019 03/31/2019	4/01/2019 6/30/2019

Attachment: EIC-CDBG-Packet_Doc (EIC Community Block Grant Application)

Fiscal Year 2018-19 Application for Funding
One-Year Work Program
OEO Form 212 (continued)

Section II: One-Year CSBG Program Objective and Activities
(continued)

Activities	Position Title(s)	Implementation Schedule			
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
a. Review poverty causes and conditions b. Set goals (review targets)					
c. Discuss work plan d. Income verification review e. Recruitment process f. Eligibility determination and enrollment g. Review available resources					
Complete community awareness activities and Networking with other organizations that advocate for low-income families.	Case Managers	07/01/2018 09/30/2018	10/01/2018 12/31/2018	01/01/2019 03/31/2019	4/01/2019 6/30/2019
Assign staff duties and responsibilities.	CSBG Director	07/01/2018 09/30/2018	10/01/2018 12/31/2018	01/01/2019 03/31/2019	4/01/2019 6/30/2019
Project Initiation:					
Screen applicants, assess needs, determine eligibility and complete enrollment and Family Contract Agreement.	Case Managers Case Managers/AR4CA Administrator/Case Manager	07/01/2018 09/30/2018	10/01/2018 12/31/2018	01/01/2019 03/31/2019	4/01/2019 6/30/2019
Manage each family on a case by case basis; provide support, guidance and direct financial assistance with available funds as needed.	Case Managers Case Managers/AR4CA Administrator/Case Manager	07/01/2018 09/30/2018	10/01/2018 12/31/2018	01/01/2019 03/31/2019	4/01/2019 6/30/2019
Develop resource opportunities in accordance with the Self-Sufficiency Plan.					
a. Identify sources of training for customers related to budgeting b. Establish a contact list for potential employers.					
c. Create a list of landlords with affordable housing and rental assistance possibilities.					
d. Research community options to support health, nutrition, transportation and childcare.					

Attachment: EIC-CDBG-Packet_Doc (EIC Community Block Grant Application)

Community Services Block Grant Program

Fiscal Year 2018-19 Application for Funding
One-Year Work Program
OEO Form 212 (continued)

8. Use the tables below to enter your agency's targeted outcome results. The performance measures will be included in the agency's CSBG contract.

All CSBG grantees operating self-sufficiency projects are required to enter program targets in Table 1. Please refer to *Performance Measures and Outcomes Definitions* on page 6 of the Fiscal Year 2017-18 CSBG Application Instructions. If your agency operates more than one project, you will also need to complete Table 2 on the following page and also enter specific program targets. There should be one table of outcome measures per project.

Table 1 Outcome Measures for Project 1 (enter project name)	
Measure	**Expected to Achieve the Outcome in Reporting Period (Target)**
The number of participant families served.	**50**
The number of low-income participant families rising above the poverty level.	**5**
The number of participant families obtaining employment.	**10**
The number of participant families who are employed and obtain better employment.	**3**
The number of jobs with medical benefits obtained.	**2**
The number of participant families completing education/training programs.	**2**
The number of participant families securing standard housing.	**3**
The number of participant families provided emergency assistance.	**15**
The number of participant families provided employment supports.	**20**
The number of participant families provided educational supports.	**3**
The average change in the annual income per participant family experiencing a change.	This measure does not require a target, but must be reported.
The average wage rate of employed participant families.	This measure does not require a target, but must be reported.

Attachment: EIC-CDBG-Packet_Doc (EIC Community Block Grant Application)

Fiscal Year 2018-19 Application for Funding
One-Year Work Program
OEO Form 212 (continued)

Table 2 Outcome Measures for Project 2 (enter project name)	
Measure	**Expected to Achieve the Outcome in Reporting Period (Target)**
The number of participant families served.	

Attachment: EIC-CDBG-Packet_Doc (EIC Community Block Grant Application)

Attachment: EIC-CDBG-Packet_Doc (EIC Community Block Grant Application)

Community Services Block Grant Program
Fiscal Year 2018-19 Application for Funding
One-Year Work Program
OEO Form 212 (continued)

9. For Community Action Agencies that serve multiple counties, provide a breakdown of the expected *number of persons served* in each designated county in the table below. Show the total *number of persons served* in the table.

Number of Families to be Served Per County											
Agency Name: Economic Improvement Council, Inc.											
Project Name: Family Opportunity To Self-Sufficiency											
County	Camden	Chowan	Currituck	Dare	Gates	Hyde	Pasquotank	Perquimans	Tyrrell	Washington	Total
Total Planned	5	5	5	5	5	5	5	5	5	5	50
Project Name:											
County											Total
Total Planned											

Community Services Block Grant Program
Fiscal Year 2018-19 Application for Funding
Monitoring, Assessment and Evaluation Plan

1. Describe the role and responsibilities of the following in the assessment and evaluation of agency programs. (See Attachment)

    a. Board of Directors:
    b. Low-Income Community:
    c. Program Participants:
    d. Others:

2. Describe the systematic approach for collecting, analyzing and reporting customer satisfaction data to the Board of Directors. (See Attachment)

3. Describe how administrative policies and procedures are monitored by the Board of Directors. (See Attachment)

4. Describe how the Board acts on monitoring, assessment and evaluation reports. (See Attachment)

5. Describe the Board's procedure for conducting the agency self-evaluation. (See Attachment)

6. Summarize the results of the Board's most recent self-evaluation. Describe how the information has been or will be used to develop the agency's next Strategy for Eliminating Poverty. Indicate the timeframe and planned activities for the next evaluation. (See Attachment)

Attachment: EIC-CDBG-Packet_Doc (EIC Community Block Grant Application)

Economic Improvement Council, Inc.

Monitoring, Assessment and Evaluation Plan

Attachment

1. Describe the role and responsibilities of the following in the assessment and evaluation of the agency programs.

   a. Board of Directors: The Board of Directors participates in the development, planning, implementation and evaluation of the Community Services Block Grant program which serves the low-income community. The Board delegates the responsibility day-to-day operation of the agency to the Executive Director who then assigns authority to the CSBG Director to make sure the program is managed effectively. The Board of Directors receives reports periodically to ensure that the goals established are being properly implemented. They also make the necessary adjustments to redirect or modify the program when necessary.
   b. Low-income Community: The low-income community receives reports on a regular basis via local community organizations and the CSBG Staff. The low-income community will have the opportunity to make suggestions regarding the implementation of the program. They are also given the opportunity to appear before the Board of Directors and express their concerns regarding the administering of the program and its evaluation.
   c. Program Participants: Through a chain of command, program participants may express their concerns regarding the CSBG Program. Participants may request to meet with thee Executive Director or the Board of Directors. The agency will conduct surveys to assess the quality of the program as a mean of involving participants and obtaining their opinion regarding CSBG standards and the quality of service being offered.
   d. Others: Other citizens of community groups may express concerns regarding the implementation of the CSBG Program by contacting the Executive Director. Any citizen not satisfied with the implementation of the program may appeal to the agency's Board of Directors. These individuals can also express their concerns or ask for clarification regarding any and all program implementation standards.

2. Describe the systematic approach for collecting, analyzing and reporting customer satisfaction data to the Board of Directors.

   Surveys were issued to customers during their quarterly assessments, section 8 housing process, walk-ins and to those seeking assistance for our services. The Data collected on the surveys included demographic information, issues concerning their families and how the agency can better serve the low-income communities. The data on the survey's were analyzed and distributed to the Board of Directors for their review and recommendations.

Attachment: EIC-CDBG-Packet_Doc (EIC Community Block Grant Application)

3. Describe how administrative policies and procedures are monitored by the Board of Directors.

   The Board of Directors is responsible for approving all modifications and or final amendments to the administrative policies and procedures. Any recommendations for changes to the policies must be submitted to the Executive Director for approval. If approved, the Executive Director has the responsibility of presenting the changes to the Board's approval or at a time specified by the Board. The Board consists of five committees (Executive, Personnel, Planning and Evaluation, Finance and Special) that are responsible for carrying out activities such as evaluating and monitoring the agency's policies and procedures, programs and projects offered by the agency, and the fiscal operations of the agency.

4. Describe how the Board acts on monitoring, assessment and evaluation reports.

   The Board of Directors will receive monitoring, assessment and evaluation reports during each regular meeting. The purpose of these reports will be to advise the Board if the projects is meeting the targeted goals or if the project is encountering problems. The Board will suggest and recommend program adjustments to correct any necessary problems.

5. Describe the Board's procedure for conducting the agency self-evaluation.

   The Board conducts self-evaluation utilizing three basic evaluation tools. These tools consist of Formative Evaluation, Quality Assurance, and Outcome Evaluation.

   Formative Evaluation: This is done on a regular basis during official Board meetings. The operation and development of programs are measured based upon the progress of meeting and/or exceeding targeted goals, short and long term program achievements and expected outcomes. Financial information and participant data are compared to determine the level of achievement for each program. Programs that are not meeting the minimum achievement levels based upon time schedules are cited and recommendations for improvement are made.

   Quality Assurance: This form of evaluation is used to determine if the process of involvement with low-income families is appropriate, timely and well documented. to accomplish this, the Board relies upon staff documentation, surveys and outside monitoring reports. Low-income families and individuals may also be allowed to appear before the Board to voice their concerns, problems or expectations.

   Outcome Evaluation: This is achieved by employing the Result Oriented Management and Accountability cycle (ROMA). During this evaluation stage, data will be analyzed and compared to benchmarks that have been set in place. The outcomes will be used to determine the effectiveness of the program, update annual and long-rang planning, support agency advocacy, funding and community partnership activities.

Attachment: EIC-CDBG-Packet_Doc (EIC Community Block Grant Application)

6. Summarize the results of the Board's most recent evaluation. Describe how the information has been or will be used to develop the agency's next Strategy for Eliminating Poverty. Indicate the timeframe and planned activities for the next evaluation.

   The Economic Improvement Council Board of Directors most recent self-evaluation on increasing the unrestricted funds to assist the agency in eliminating poverty. There is an apparent need to increase revenue in the organization; therefore, the Board of Directors will become intentional with a strategic planning process that will increase unrestricted funds flowing through the agency. The Board of Directors will continue to thrive in the area of helping people become self-sufficient as we fight to eliminate poverty. The time fame and planned activities for the next evaluation is July 31, 2017. We will identify levels of funding, program funding, and donations. There is an ongoing assessment to assess cash flow payroll and accounts payable to increase organizational funding.

Attachment: EIC-CDBG-Packet_Doc (EIC Community Block Grant Application)

Community Services Block Grant Program
Fiscal Year 2018-19 Application for Funding
CSBG Administrative Support Worksheet
OEO Form 212A

1. Administrative Support requested for (Name of Grant):		
2. Total amount of Administrative Support requested: $		
3. Brief description of grant including the name of the funding source:		
4. Total Grant Amount:	$	
5. Give the reason for requesting Administrative Support from CSBG and describe how the funds will be used: (Attach supporting documentation in the Appendices)		
6. How will the agency track the CSBG funds used for Administrative Support?		
7. Basis for determining amount of Administrative Support needed. (Please select either Indirect Costs or Cost Allocation, not both.)		
Indirect Costs		
Indirect Cost Base:		
Indirect Cost Rate %:	%	
Indirect cost base amount for this grant:	$	
Percent indirect allowed by funding source for this grant:	%	
Dollar amount indirect allowed by funding source for this grant:	$	
Cost Allocation		
Percent of administrative costs allowed by funding source for this grant %:	%	
Dollar amount of administrative costs allowed by funding source for this grant:	$	
8. Actual numerical calculation used to determine Administrative Support needed:		
9. Administrative Support to be applied: (choose one)	Monthly	
	Quarterly	
	Annually	

Attachment: EIC-CDBG-Packet_Doc (EIC Community Block Grant Application)

OEO Form 225N-The Budget Narrative

Section III-Budget Summary
Indirect Cost Rate Information: 17.54%
Section IV-Salary and Wages
Staff Names and Positions: Director in the process of Hiring, 100%, Case Manager/AR4CA Administrator, Lillian Dance 100%, Case Managers, Wendy Hedgebeth, Anniesha Overton, 100%; Weatherization 6.0%; Head Start 40.6%; Section 8,(25.6%); Management & Administration (24.2%).
Section IVa-Budget Support Data
Fringe Benefits: Disability & Life Insurance; Vision; 81% of Health Insurance; Retirement 7%.
Communications: The Internet is used in 5 counties which include; Camden, Chowan, Currituck, Pasquotank, and Washington. The providers for the internet are as follows: Net-Change for Camden; Century link for Chowan
Section IVb-Budget Support Data
Equipment: N/A
Section IVc-Budget Support Data
Space Costs: There are 10 locations as follows: Camden, 117 NC Highway 343 (P.O. Box 276) Camden; Chowan, 712 Virginia Road (P. O. Box 549) Edenton; Currituck, 2793 Caratoke Highway (P. O. Box 189) Currituck; Dare 723 Sir Walter Raleigh St. Manteo; Gates, 252 Highway 37 S (P. O. Box 568) Gatesville; Hyde 1430 Main St. Swanquarter; Pasquotank, 104 W. Ehringhaus St. (P. O. Box 1263) Elizabeth City; Perquimans 200 Winfall Boulevard (P. O. Box 386) Winfall, (Hertford); Tyrrell, 109 L.A. Kesier Dr. (P.O. Box 641) Columbia; Washington, 283 Highway 64 (P.O. Box 541) Plymouth; We pay monthly rent in 5 counties as follows: Currituck, $75 includes utilities (120 of 1400 sq. ft.); Hyde, $75.00 of (27,879) sq. ft.) utilities included in quarterly payment. Perquimans, $250.00 includes utilities (216 of 800 sq. ft.) Tyrrell, $100 includes utilities (442 of 6000 sq ft); Washington, $310 includes utilities (332 of 5664 sq ft.). We pay utilities in the following counties Chowan, $27.22 a month which is 3.6% of the bill as in our cost allocation plan; Dare, $142.70 a month; Perquimans, gas $12.14 a month; and Pasquotank, $48.53 which is 25% of the bill based upon our cost allocation plan.
Travel: Calculations are provided in OEO Budget Form 225.
Supplies/Materials: Pens, Paper, File Folders, Ink.

Section IVd-Budget Support Data-Contractual			
Sub-contractor [DBA if applicable]	Electronic System	Primary Contact	Brooke Hollowell
Address/Phone	319 Madrid St. Suite 101 Marshall, MN		
Service Description	Copier Lease Agreement		
Payment Arrangement	$179.58	Contract Duration	12 months
Sub-contractor [DBA if applicable]	Community Action	Primary Contact	Vicky Hedinger

Attachment: EIC-CDBG-Packet_Doc (EIC Community Block Grant Application)

Address/Phone	25 Gaston Street Asheville, NC		
Service Description	Access to the use of the AR4CA Web		
Payment Arrangement		Contract Duration	
Section IVe-Budget Support Data			
Client Services: Calculations are provided in the OEO Budget Form 225.			
Other: All calculations are provided in OEO Budget Form 225.			

Attachment: EIC-CDBG-Packet_Doc (EIC Community Block Grant Application)

OFFICE of ECONOMIC OPPORTUNITY

Community Services Block Grant [CSBG]
Documentation of Submission to County Commissioners

Background: The North Carolina Administrative Code [10A NCAC 97C.0111 (b)(1)(A)] requires that each CSBG grant recipient submit its Community Anti-Poverty Plan [grant application] to each County Commissioner Board that it serves.

Instructions: This form is to be completed and notarized by the Clerk to the Board.

Agency Name: _____

County: _____

Date of Application Submission: _____
[Note: This application should be submitted to the County Commissioners at least thirty [30] days prior to application submission to the Office of Economic Opportunity [OEO]. The grant application is due to OEO **February 12, 2018.**

Clerk to the Board should initial all items below.

____ The agency submitted a complete grant application for Commissioner review.

____ The Clerk to the Board will be responsible for assuring that the application is distributed to the Commissioners.

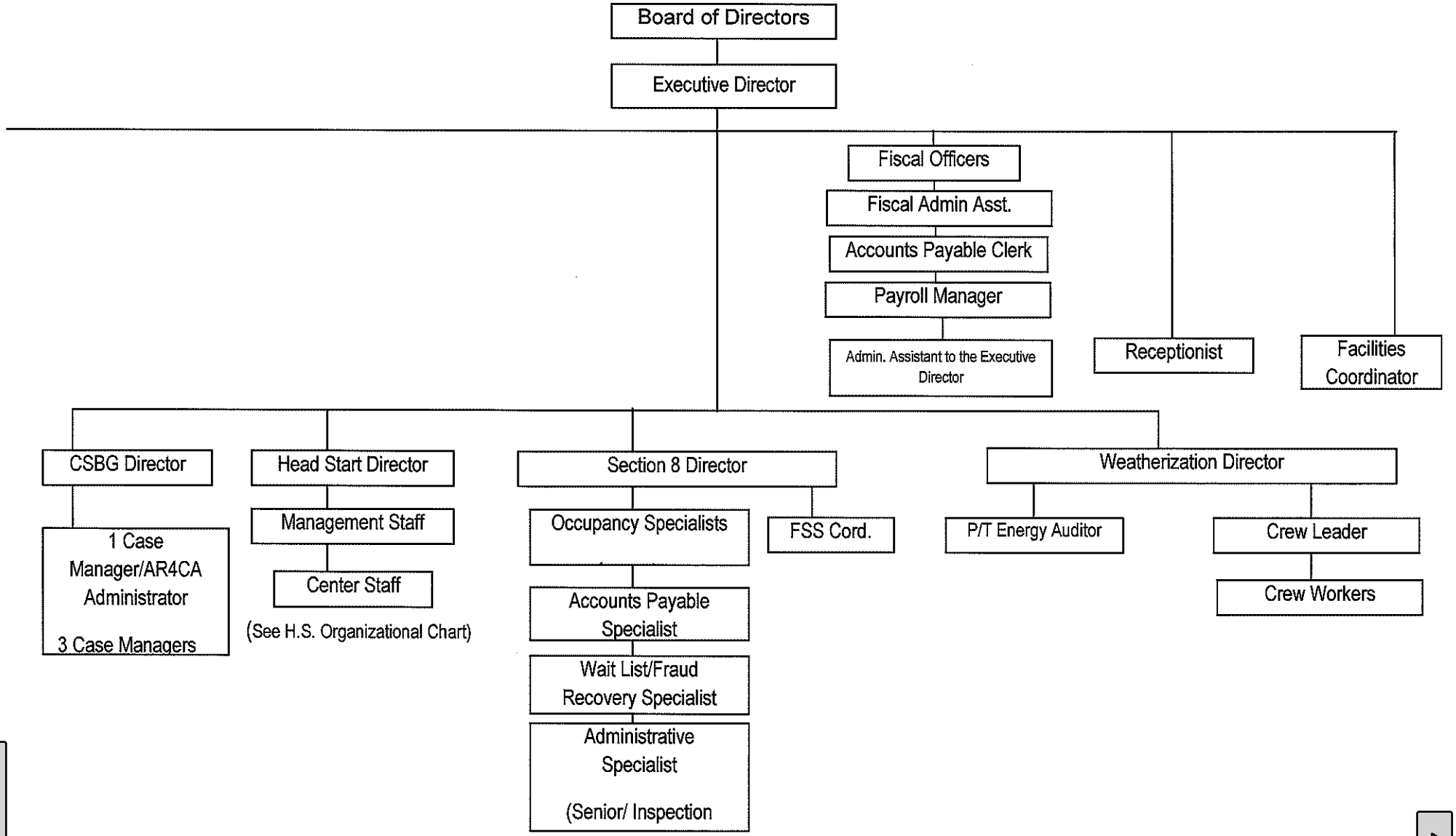
____ Commissioners' comments provided those to the agency. (If applicable)

_____ _____
Clerk to the Board Date

_____ _____
Notary Date

Attachment: EIC-CDBG-Packet_Doc (EIC Community Block Grant Application)

Economic Improvement Council, Inc.
Organizational Chart



Attachment: EIC-CDBG-Packet_Doc (EIC Community Block Grant Application)

MARSY'S LAW FOR NORTH CAROLINA
PROCLAMATION

WHEREAS, Marsy's Law For North Carolina and advocacy organizations statewide are dedicated to guaranteeing victims' rights and providing a voice; and

WHEREAS, Marsy's Law For North Carolina supporters agree victims should always be treated with fairness and respect throughout the criminal justice process, protected from the defendant, reasonably heard at public proceedings regarding their case, and given a voice through the process of the case; and

WHEREAS, per the Federal Bureau of Investigation's (FBI) most recent "Crime in the United States" report, in 2013 a total of 33,700 North Carolinians were the victim of Violent "Index Crimes" including: murder, rape, robbery, aggravated assault, burglary, larceny, motor vehicle theft and arson; and

WHEREAS, Marsy's Law for North Carolina will ensure that victim's receive the same rights that are afforded to criminals and have rights to notification of release, hearings, appropriate restitution, and the right to speak at during criminal proceedings; and

WHEREAS, Victims' Rights is a non-partisan, non-political issue, and Marsy's Law is a common sense approach to ensuring Victims' Rights

NOW THEREFORE, the Currituck County Board of Commissioners, do hereby proclaim support for HB 551/SB 595-Marsy's Law, In and for the County of Currituck, and encourage all of our citizens to join in the commitment to protect the rights of North Carolina crime victims.

ADOPTED this the 5th day of February, 2018.

_____
Bobby Hanig, Chairman

ATTEST:

_____
Clerk to the Board

Attachment: Proclamation-Marsy's Law NC Template (Proclamation-Marsy's Law-Victim's Rights)

Memorandum

TO: Dan Scanlon

From: Sandra Hill

Date: February 5, 2018

Subject: Record Disposal

The Finance Office would like permission to dispose of the following records, which are scheduled for disposal as per the record retention schedule.

Whalehead Preservation Trust Records

Year	# Boxes	Description	
1990	1	Cancelled Checks	
1994-2004	1	Audit Report	These are Whalehead Records/Finance has them all
1995-2000	6	Financial/Invoices/Etc	
2001	1	Financials/Invoices/Etc	
2002	1	Financial/Invoices/Etc	
2002	1	Receipts/Vendor Invoices	
2004	1	Reports	
2004	1	Accounting Records	
2005	1	Reports	
2005	1	Vendor files	
2005	5	Financial Records/Vendor files	
2006	1	Receipts and Reports	
2006	1	Receipts and Reports	
2006	1	Audit information	
2006	1	Receipts	
2007	1	Receipts/Vendor Invoices	
2008	1	Receipts	
2008	1	Events	
2009-2011	1	Insurance Files	
2009	1	Events	
2009	1	Receipts	
2009	1	Receipts	
2010	1	Receipts	
2010	1	Misc Reports/Financial Statements	
2010	1	Receipts	
2011-2012	1	Receipts	
2011		Financial Binder	
2011	1	Events	
2011	1	Receipts and Reports	
2011	1	Bank reconcilliations	
2011	1	Deposit sheets	
2012		Financial Binder	
2012	1	Receipts	
2012	1	Events	
2012	1	Receipts/Vendor Invoices	
2013	1	Receipts	Keep Employee Files
2013	1	Receipts	Keep Payroll/Sales Tax can go
2013	1	Administrative Files	
N/A	52	Currituck Pocket Folders	
N/A	2	Currituck Note Pads	
N/A	1	Printer (broken)	
N/A		Laser ink	
Various	1	Daily deposit backup	
	1	Knight's Ball Info	

Attachment: Record Disposition_Whalehead (Request to Dispose of Whalehead Trust Records)

Number TDA2018009

BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 5th day of February 2018 , passed the following amendment to the budget resolution for the fiscal year ending June 30, 2018.

Account Number	Account Description	Debit Decrease Revenue or Increase Expense	Credit Increase Revenue or Decrease Expense
15448-590000	Capital Outlay	$ 2,450	
15448-516000	Maintenance & Repair		$ 2,450
		$ 2,450	$ 2,450

Explanation: Occupancy Tax -Tourism Related- Whalehead (15448) -Transfer funds to repair Whalehead restroom facility that was damaged due to frozen pipes in January 2018.

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

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BAs_TDA Feb 5_Packet (TDA Budget Amendments)

Number TDA2018010

BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 5th day of February 2018 , passed the following amendment to the budget resolution for the fiscal year ending June 30, 2018.

		Debit	Credit
Account Number	Account Description	Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
15442-545000	Promotion - Contracted Services		$ 700
15442-590000	Promotion - Capital Outlay	$ 700	
		$ 700	$ 700

Explanation: Occupancy Tax - Promotion (15442) -Transfer funds for replacement HVAC unit.

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

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BAs_TDA Feb 5_Packet (TDA Budget Amendments)

Number TDA2018009

BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 5th day of February 2018 , passed the following amendment to the budget resolution for the fiscal year ending June 30, 2018.

Account Number	Account Description	Debit Decrease Revenue or Increase Expense	Credit Increase Revenue or Decrease Expense
15447-587010	T T - Operating Fund	$ 111,000	
15320-415000	Occupancy Tax		$ 111,000
		$ 111,000	$ 111,000

Explanation: Occupancy Tax -Tourism Related (15447) -Increase appropriations to transfer funds to the operating fund for vehicle purchased for beach patrol.

Net Budget Effect: Occupancy Tax Fund (15) - Increased by $111,000.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BAs_TDA Feb 5_Packet (TDA Budget Amendments)