



CURRITUCK COUNTY NORTH CAROLINA

October 15, 2018

Minutes – Regular Meeting of the Board of Commissioners

WORK SESSION

1. 3:30 PM Lifeguard Services

The Currituck County Board of Commissioners attended a work session at 3:30 PM in the Conference Room of the Historic Courthouse to discuss beach lifeguard services. Ben Stikeleather, Assistant County Manager, discussed his recent meeting with Lighthouse Resort Services President, Michael Cherry, the current ocean rescue service provider for Currituck County, and reviewed the unresolved issues related to the contract that would require Board direction. Mr. Cherry's suggestion that he and two Captains be hired on as full-time County employees was denied by the Board, as was a request that a storage facility for lifeguard service equipment be provided by the County. Mr. Stikeleather reviewed discussion on enhanced lifeguard coverage, and Commissioners agreed gaps in locations along the beach strand should be filled, whether by shifting stand locations or by adding stands or roving patrols. Commissioners also agreed to consider extending coverage into the shoulder season, perhaps through Columbus Day weekend. After discussion, the Board directed staff to put the contract out to bid for a four-year term with the current scope of service and including bid alternates for enhancing the service coverage areas with additional patrols and extending the length of the season. There was a brief discussion about lifeguard uniforms and Commissioners agreed the bathing suits worn by lifeguards were appropriate. The work session concluded at 4:15 PM.

2. 5:00 PM Flood Ordinance Standard

Immediately following the session on lifeguard services, the Board of Commissioners attended a second work session to discuss the County's flood ordinance and hear an update on the new Federal Emergency Management Agency (FEMA) flood maps, effective December 21, 2018. Laurie LoCicero, Planning and Community Development Director, attended with County Planners Jennie Turner and Jason Litteral. Ms. LoCicero described requirements related to FEMA's National Flood Insurance Program (NFIP), which include adopting FEMA flood maps and enforcing local flood development regulations, and explained the combination of program participation and enforcement of local ordinances results in a reduced cost of flood insurance for the community. Responsibilities of participating communities were reviewed along with an explanation and discussion of the community rating system, base flood elevations, and flood modeling. Maps were displayed to show changes from the 2005 maps and showed a large number of properties were removed from flood hazard areas. It was also noted that rainfall was not included in the modeling, although flooding from rainfall events are becoming more frequent. Revisions to the flood damage prevention regulations in the County's Unified Development Ordinance (UDO) were reviewed. Commissioners expressed concern with the number of properties removed from the flood hazard areas and asked staff to encourage property owners to

continue to maintain flood insurance. Planning staff responded to questions posed by Commissioners and said the Ordinance would be brought to the Board for consideration at the November 5th meeting. The work session concluded at 5:11 PM.

6:00 PM CALL TO ORDER

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

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

Chairman Hanig called the meeting to order.

A) Invocation & Pledge of Allegiance-Pastor Frank Custer, Pentecostal Minister

Pastor Frank Custer attended to offer the Invocation and lead the Pledge of Allegiance.

B) Approval of Agenda

Commissioner Gilbert amended the agenda and moved New Business Item A to follow the Commissioner's Report. A Closed Session pursuant to G.S. 143-318.11(a)(3) to consult with the County Attorney and preserve the attorney-client privilege was added to follow the Special Meeting of the Tourism Development Authority.

Commissioner Payment moved for approval of the agenda and the motion was seconded by Commissioner White. The motion passed unanimously.

Approved agenda:

Work Session

3:30 PM Lifeguard Services

5:00 PM Flood Ordinance Standard

6:00 PM Call to Order

A) Invocation & Pledge of Allegiance-Pastor Frank Custer, Pentecostal Minister

B) Approval of Agenda

Public Comment

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

Commissioner's Report**New Business-Amended**

Consideration and Action: PB 16-12 Glenmoor Ridge: Request for a two year extension of the preliminary plat/use permit for a conservation subdivision consisting of 48 residential lots located on the south side of Tulls Creek Road behind the Moyock Library.

Public Hearings

- A) Public Hearing and Action: PB 16-12 Glenmoor Ridge:** Request for an amended preliminary plat/use permit to add two additional lots to the original 48 lot conservation subdivision located on the south side of Tulls Creek Road, Tax Map 22, Parcel 78A, Moyock Township.
- B) PB 18-21 Grout Text Amendment:** Request to amend the Unified Development Ordinance, Sections 4.4.2 and 4.4.6, to allow temporary residences during construction of new dwellings.
- C) PB 18-20 Ponderosa Enterprises Inc:** Request for Conditional rezoning of 11.6 acres from General Business (GB) and Agriculture (AG) to Conditional General Business (C- GB) for property located in Maple, adjoining Ponderosa Mobile Home Park to the north, Parcel Identification Number 0052-000-022B-0000, Crawford Township.

New Business

- A) Consideration of an Ordinance of the Currituck County Board of Commissioners Amending Chapter 9, Article I of the Currituck County Code of Ordinances by Adding Section 9-10 Regulating Campaigning on County Property**
- B) Consent Agenda**
1. Approval Of Minutes-October 1, 2018
 2. Budget Amendments
 3. Project Ordinance: 10 Acre Parcel - Corolla, NC
 4. Surplus Resolution and Authorization for Sergeant Wayne Penn Twiford, Jr., and Deputy Shelton Lee Price to Purchase their Service Weapons Upon Retirement

5. Petition for Road Additions-Albemarle Estates, Harbinger
6. Approve Currituck County Personnel Travel Policy for Use by ABC Board

C) County Manager's Report

Recess

Special Meeting of the Tourism Development Authority

TDA Budget

Amendments

Adjourn Special Meeting

Closed Session

Amended Item: Closed Session Pursuant to G.S. 143-318.11(a)(3) to consult with the County Attorney and to preserve the Attorney-Client Privilege regarding the matter captioned Judith Ayers v. Currituck County Department of Social Services

Adjourn

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

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. No one was signed up nor wished to speak and the Public Comment period was closed.

COMMISSIONER'S REPORT

Chairman Hanig congratulated Fire and Emergency Medical Service (EMS) Deputy Chief Tim Riley and Training Officer April Elmore, recipients of the Anchors of Our Community Awards presented by the Norfolk Admirals Hockey Team, Water Department employee Linda Skinner for being designated North Carolina's A-well Operator of the Year, and Water Superintendent Yama Jones who serves as President of the Northeast Section of the North Carolina Water Works Association. He said October is Breast Cancer Awareness Month, provided statistics and asked that we keep all those affected in our thoughts.

Commissioner Hall announced the weekend's American Foundation for Suicide Prevention walk in Virginia Beach and encouraged people to provide assistance those who may be struggling.

Commissioner White encouraged citizens to take time to read the County's Focus newsletter. He discussed his attendance at the Whalehead and Village of Ocean Hill property owners meetings and said the owners appreciated having County representatives attend. He discussed a consent agenda item which contains funds for design work on a county-owned tract in Corolla. He said the parcel will contain a new Alcoholic Beverage Control (ABC) store and possibly county offices and a visitor center. He announced an upcoming tourism conference he will attend in Asheville, North Carolina.

Commissioner Beaumont said he attended the Whalehead property owner's meeting where the consistent issue of flooding on Bonito Road was discussed. As the Commissioner serving on the Albemarle Regional Planning Organization, he learned the North Carolina Department of Transportation (NCDOT) will be committing resources to improve drainage on Bonito. He encouraged leaders of property owner associations to contact Commissioners to engage in discussion.

Commissioner Etheridge reminded everyone of the County's One-stop voting schedule and announced Tuesday, November 6, is Election Day. She thanked Chairman Hanig for acknowledging Breast Cancer Awareness Month, as she is an eight-year cancer survivor.

Commissioner Gilbert noted Maple Park was full of kids playing tournaments over the weekend and hopes the Board will continue to work on providing accommodations in the area. She said the Maple Dog Park should open in a couple of weeks and announced the weekend's Moyock Womans Club Farm to Table event in front of the Historic Courthouse, part of Currituck's 350th Anniversary celebration. She said the Kansas City Barbeque Cook-off and rodeo will be held November 3 at the Currituck County Rural Center with Currituck 350th Anniversary events to begin at Noon.

Commissioner Payment said he received many calls from citizens pertaining to ditching and drainage and relayed concerns to Representative Bob Steinburg, who assured him all issues will get addressed by NCDOT. Commissioner Payment announced an upcoming lunch and learn where state Health Department officials and others will hold discussion on the Opioid Epidemic, sponsored by the Currituck Wild Goose Rotary and Currituck Chamber of Commerce.

NEW BUSINESS-AMENDED

- 1. Consideration and Action: PB 16-12 Glenmoor Ridge: Request for a two year extension of the preliminary plat/use permit for a conservation subdivision consisting of 48 residential lots located on the south side of Tulls Creek Road behind the Moyock Library.**

Planning and Community Development Director, Laurie LoCicero, reviewed the circumstances for the applicant's request for a two year preliminary plat extension.

Mark Bissell of Bissell Professional Group, Engineer, spoke on behalf of the applicant

and confirmed the request was made as they await approval of a right of way from the adjacent Currituck Reserve subdivision.

Commissioner Gilbert made a motion to grant the two-year request for extension of the preliminary plat/use permit for PB 16-12: Glenmoor Ridge. The motion was seconded by Commissioner White and passed unanimously.

September 18, 2018

Ms. Tammy Glave, CZO
Senior Planner
Department of Planning & Community Development
County of Currituck
153 Courthouse Road, Suite 110
Currituck, NC 27929

SEP 19 2018
BY: [Signature]

Re: Glenmoor Ridge – Request for Extension of Use Permit

Dear Tammy:

The subdivision known as Glenmoor Ridge was approved under Permit No. PB 16-12 for property located on Tax Map 22, Parcel 78A, Moyock Township. This permit was issued on September 19, 2018 for a 48 lot conservation subdivision. We are requesting approval of an extension of the use permit for two years for the following good cause:

The land that will become Glenmoor Ridge is currently accessed from Tulls Creek Road by a 100' easement, known as Campus Drive, which does not provide legal access for the purpose of recording a subdivision. A condition of the approval was for the right-of-way issue to be resolved prior to submitting construction drawings for Glenmoor Ridge. The 100' easement is located on land owned by AH Currituck Reserve, which is the entity that is developing the adjacent Currituck Reserve subdivision. Campus Drive has been scheduled to be platted and dedicated to public use in connection with the Currituck Reserve subdivision, which is presently undergoing a review of its construction drawings for issuance of a Construction Authorization, which will result in the improvement of Campus Drive to the UDO standards for subdivision roads, which will then provide the required legal access to Glenmoor Ridge for the platting of that subdivision, thus satisfying the original permit condition.

The Use Permit has not expired, and the subdivider is in the process of amending the Glenmoor Ridge plan based on an agreement with AH Currituck Reserve that provides for some residual open space to go to Glenmoor with the platting of Campus Drive, which is now in process, which will provide for the construction of a community mall center that will serve both subdivisions.

Thank you for your consideration of this request. Please let me know if we need to provide any additional information in support of the extension.

Sincerely yours,
BISSELL PROFESSIONAL GROUP

[Signature]
Mark S. Bissell, P.E.

cc: Mr. Justin Old

To: Board of Commissioners

From: Planning Staff

Date: September 25, 2018

Subject: PB 16-12 Glenmoor Ridge, Preliminary Plat Extension

On September 19, 2016, the Board of Commissioners approved the preliminary plat/use permit for Glenmoor Ridge. This is a conservation subdivision consisting of 48 residential lots located off of Tulls Creek Road in Moyock. The preliminary plat approval was due to expire on September 19, 2018.

On September 18, 2018 the engineer, Mark Bissell - Bissell Professional Group, submitted a request for preliminary plat extension of the subdivision indicating the applicant has proceeded with the requirement to work out access issues to Campus Drive with the Currituck Reserve subdivision developers. Currituck Reserve is currently under consideration for construction drawing approval and once that plat is approved, Glenmoor Ridge will have a proper access along Campus Drive.

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

RESULT:	MOTION PASSED-ITEM 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 HEARINGS

A. Public Hearing and Action: PB 16-12 Glenmoor Ridge:

APPLICATION SUMMARY	
Property Owner: Allied Properties LLC 417 Caratoke Hwy Unit D Moyock NC 27958 AH Currituck Reserve LLC 222 Central Park Ave Ste 2100 Virginia Beach VA 23462	Applicant: Allied Properties, LLC 417 Caratoke Hwy Unit D Moyock, NC 27958
Case Number: PB 16-12	Application Type: Major Subdivision, Amended Preliminary Plat/Use Permit (Type II)
Parcel Identification Numbers: 0022-000078A-0000 0022-000-078E-0000	Existing Use: Undeveloped
Land Use Plan Classification: Rural Moyock Small Area Plan: Limited Service	Parcel Size (Acres): 50.67 acres (total)
Number of Units: 48 residential lots (original approval) + 2 lots = 50 total lots	Project Density: .99 unit/acre
Required Open Space: 20.27 acres (40%)	Provided Open Space: 20.4 acres

SURROUNDING PARCELS		
	LAND USE	ZONING
NORTH	MOYOCK LIBRARY/RESIDENTIAL	AG AND SFM
SOUTH	FARMLAND	SFM
EAST	FARMLAND/RESIDENTIAL	AG AND SFM
WEST	UNDEVELOPED	SFM

In 2008, the Board of Commissioners approved Currituck Reserve, a 688 lot planned unit development on 471 acres at a density of 1.47 units per acre. This parcel was included in that development. The development approval for Currituck Reserve expired and the properties that were once part of the Currituck Reserve development are now proposed as three separate subdivisions (Glenmoor Ridge, Currituck Reserve, Waterleigh). On September 19, 2016 the Board of Commissioners approved a 48 lot conservation subdivision for this property by this same applicant with a density of one unit per acre.

Through a lot recombination plat with the new Currituck Reserve subdivision and a right-of-way dedication plat, this subdivision gained 2.99 acres. The developer is requesting to amend the approved preliminary plat/use permit to add 2 additional lots for a total of 50 lots.

INFRASTRUCTURE	
WATER	PUBLIC
SEWER	ON-SITE SEPTIC
TRANSPORTATION	PEDESTRIAN: 5' WIDE SIDEWALKS AND PEDESTRIAN TRAILS
	STREETS: CURB AND GUTTER STREETS WILL BE DESIGNED AND CONSTRUCTED TO NCDOT STANDARDS.
STORMWATER/DRAINAGE	AN AGREEMENT BETWEEN AH CURRITUCK RESERVE AND ALLIED PROPERTIES WITH A COMBINATION OF CURB AND GUTTER, SWALES, AND STORMWATER PONDS
RECREATION AND PARK AREA DEDICATION	THE COUNTY WILL BE ACCEPTING A PAYMENT-IN-LIEU \$6,012.07 FOR THE 50 LOTS.
RIPARIAN BUFFERS	THERE ARE NO 404 JURISDICTIONAL WETLANDS ON THE PROPERTY.

Schools - Adequate Public Facilities		
ACTUAL CAPACITY – JANUARY 2018		STUDENTS GENERATED BY THIS DEVELOPMENT
MOYOCK ELEMENTARY SHAWBORO ELEMENTARY CENTRAL ELEMENTARY	83%	ELEMENTARY: 12.5 MIDDLE: 4 HIGH: 7
GRIGGS ELEMENTARY JARVISBURG ELEMENTARY	64%	
KNOTTS ISLAND ELEMENTARY	30%	
MOYOCK MIDDLE CURRITUCK MIDDLE	78%	
CURRITUCK HIGH JP KNAPP EARLY COLLEGE	80%	

RECOMMENDATIONS**TECHNICAL REVIEW COMMITTEE**

THE TECHNICAL REVIEW COMMITTEE RECOMMENDS ADOPTION OF THE AMENDED USE PERMIT AND APPROVAL OF THE AMENDED PRELIMINARY PLAT SUBJECT TO THE FOLLOWING CONDITIONS OF APPROVAL:

1. The application complies with all applicable review standards of the UDO provided the following items are addressed:
 - a. The recombination plat with AH Currituck Reserve property and the right-of way dedication plat must be recorded prior to subdivision approval. (Planning)
 - b. Remove "wetlands" from the Parkland/Recreation fee-in-lieu statement. (Planning)
 - c. Plat corrections: correct corner lot setback to corner side setback; remove one of the review officer certificates. (Planning)
 - d. That a meeting take place between the County Engineer and the engineers, stormwater designers, and applicants of Glenmoor Ridge, Currituck Reserve, and Waterleigh subdivisions to discuss the drainage system being shared between the three subdivisions prior to plat approval. (Engineering)
 - e. Consider recreational improvements around the pond. (Parks and Recreation)
2. The applicant demonstrates the proposed use will meet the use permit review standards of the UDO.
3. The conditions of approval necessary to ensure compliance with the review standards of the UDO and to prevent or minimize adverse effects of the development application on surrounding lands include:
 - a. The recombination plat with AH Currituck Reserve property and the right-of way dedication plat must be recorded prior to subdivision approval. (Planning)
 - b. Remove "wetlands" from the Parkland/Recreation fee-in-lieu statement. (Planning)
 - c. Plat corrections: correct corner lot setback to corner side setback; remove one of the review officer certificates. (Planning)
 - d. That a meeting take place between the County Engineer and the engineers, stormwater designers, and applicants of Glenmoor Ridge, Currituck Reserve, and Waterleigh subdivisions to discuss the drainage system being shared between the three subdivisions prior to plat approval. (Engineering)

USE PERMIT REVIEW STANDARDS

The use will not endanger the public health or safety.

PRELIMINARY APPLICANT FINDINGS:

1. THE USE WILL ADHERE TO COUNTY HEALTH AND SAFETY STANDARDS, INCLUDING RECOMMENDATIONS MADE BY ALBEMARLE REGIONAL HEALTH SERVICES. THE PROJECT SHOULD NOT ADVERSELY AFFECT THE PUBLIC HEALTH OR SAFETY.

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

PRELIMINARY APPLICANT FINDINGS:

1. LAND TO THE EAST HAS BEEN DEVELOPED INTO SINGLE FAMILY HOMES; THE LAND TO THE WEST HAS ALREADY BEEN PROPOSED AS A CONSERVATION SUBDIVISION; THIS TRACT WILL BE DEVELOPED SIMILARLY; OVER 40% OF THE LAND WILL BE PRESERVED AS OPEN SPACE. THE USE WILL NOT INJURE THE VALUE OF ADJOINING OR ABUTTING LANDS, AND WILL BE IN HARMONY WITH THE SURROUNDING AREA.

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

PRELIMINARY STAFF FINDINGS:

1. THE LAND USE PLAN CLASSIFIES THIS AREA AS RURAL WITH DENSITIES ALLOWED AT NO MORE THAN ONE UNIT PER THREE ACRES. HOWEVER, THE MORE SPECIFIC MOYOCK SMALL AREA PLAN CLASSIFIES THIS AREA AS LIMITED SERVICE WITH ALLOWABLE DENSITIES OF 1 TO 1.5 UNITS PER ACRE. THE .99 UNITS PER ACRE DENSITY PROPOSED IS CONSISTENT WITH THE MOYOCK SMALL AREA PLAN. SOME OF THE PLAN POLICIES BEING MET INCLUDE:

POLICY FLU1: PROMOTE COMPATIBILITY BETWEEN NEW DEVELOPMENT AND EXISTING DEVELOPMENT TO AVOID ADVERSE IMPACTS TO THE EXISTING COMMUNITY.

POLICY CC1: ENCOURAGE AND FOSTER DEVELOPMENT THAT IS COMPATIBLE WITH RURAL ATMOSPHERE, TRANSITIONAL AREAS, AND A SMALL TOWN, MAIN STREET FEEL CONSISTENT WITH THE VISION, POLICIES, AND FUTURE LAND USE MAP OF THIS PLAN.

POLICY IS1: THE COSTS OF INFRASTRUCTURE, FACILITIES, AND SERVICES RELATED TO NEW GROWTH AND DEVELOPMENT SHOULD BE BORNE PRIMARILY BY THOS CREATING THE DEMAND.

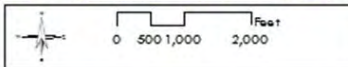
The use will not exceed the county's ability to provide adequate public facilities, including, but not limited to: schools, fire and rescue, law enforcement, and other county facilities. Applicable state standards and guidelines shall be followed for determining when public facilities are adequate.

PRELIMINARY STAFF FINDINGS:

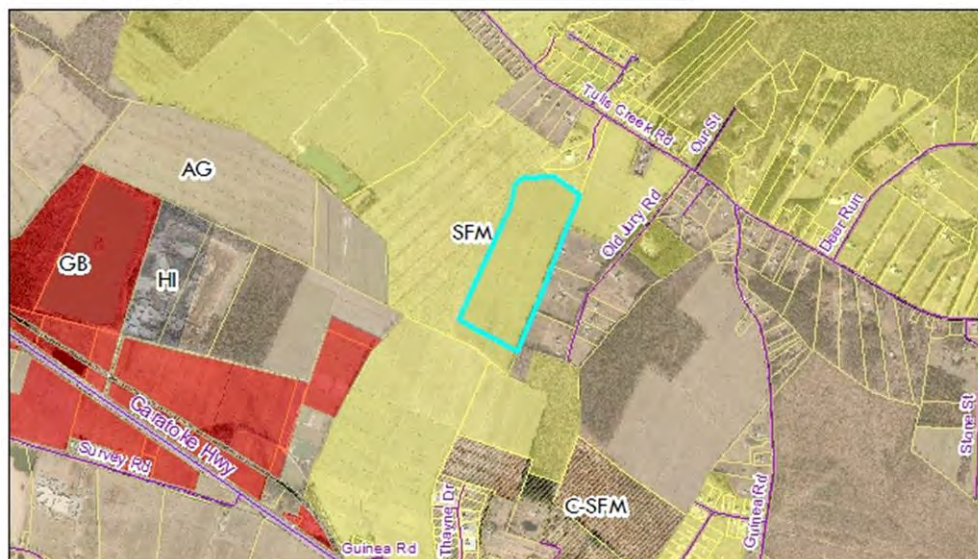
1. CURRITUCK COUNTY HAS ADEQUATE PUBLIC FACILITIES TO SERVE THE PROPOSED SUBDIVISION.



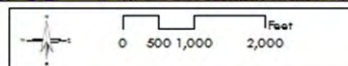
PB 16-12 Glenmoor Ridge
Amended Preliminary Plat/Use Permit
2016 Aerial Photography



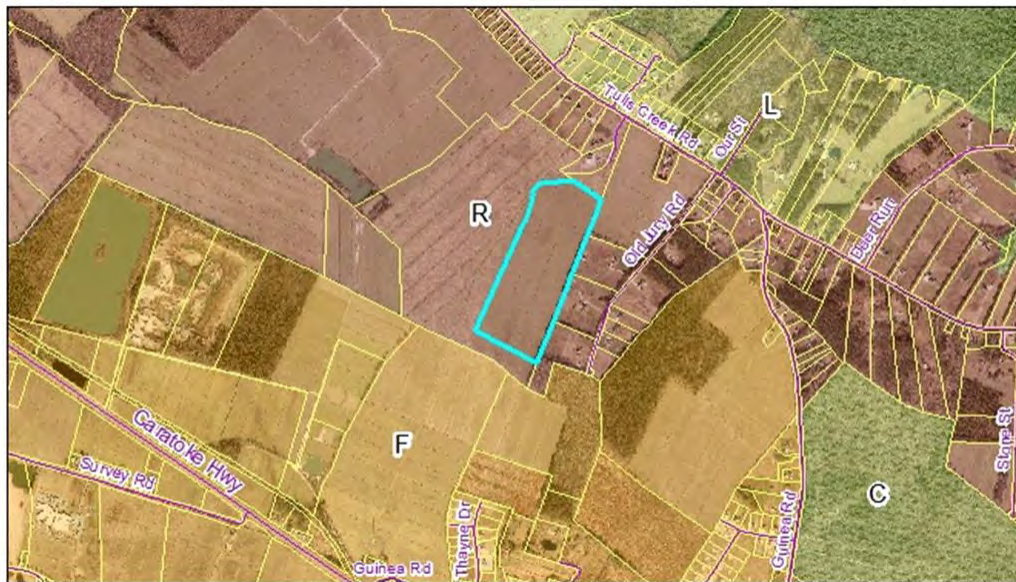
Currituck County
Planning and
Community Development



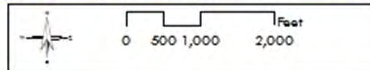
PB 16-12 Glenmoor Ridge
Amended Preliminary Plat/Use Permit
Zoning



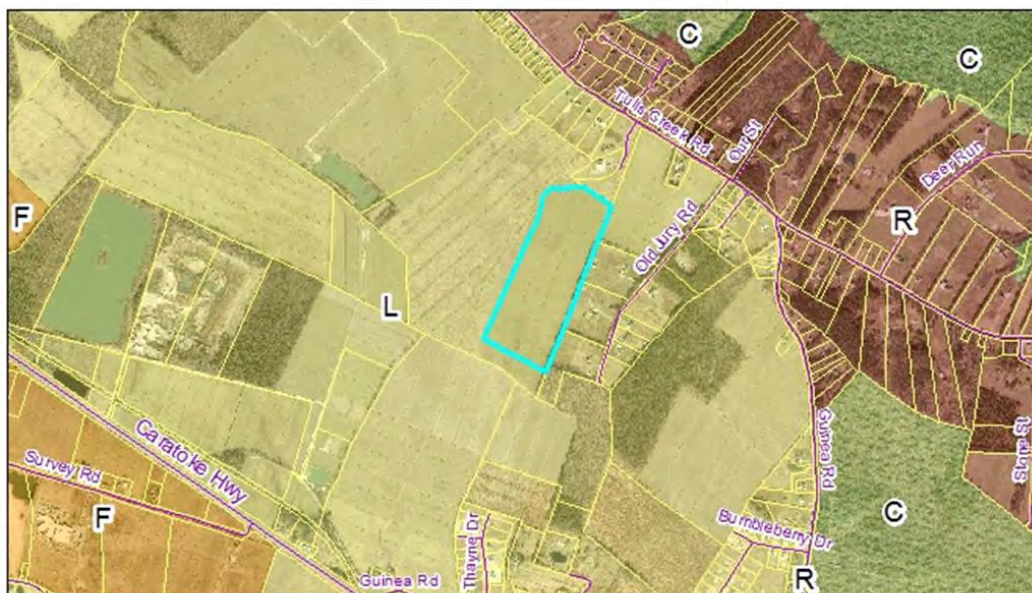
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Planning and
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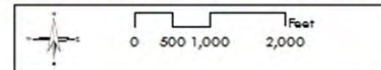
PB 16-12 Glenmoor Ridge
Amended Preliminary Plat/Use Permit
2006 LUP Classification



Currituck County
Planning and
Community Development



PB 16-12 Glenmoor Ridge
Amended Preliminary Plat/Use Permit
Moyock SAP Classification



Currituck County
Planning and
Community Development

Parties were sworn and Laurie LoCicero, Planning and Community Development Director, reviewed the application for an amended plat with the Board of Commissioners, a request that would add two lots to the subdivision. She said the Technical Review Committee (TRC) supported approval of the request, and Ms. LoCicero presented the supportive findings of fact for which staff is responsible. Ms. LoCicero responded to questions posed by Commissioners and highlighted the location and reconfiguration of lots from the original plat.

Sworn testimony on behalf of the applicant was provided by Engineer Mark Bissell of Bissell Professional Group, who presented information to support approval of the project. He reviewed the stormwater management plan, noted pond locations and how

they would work in conjunction with neighboring Currituck Reserve subdivision. Mr. Bissell also highlighted the location of cluster mailboxes that would serve both Glenmoor Ridge and Currituck Reserve and inclusion of a turning lane to enhance traffic safety.

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

Commissioner Gilbert moved to approve PB 16-12, Glenmoor Ridge, for the amended preliminary plat/use permit to add two additional lots with the facts and findings that were presented in addition to the stormwater plan that is in conjunction with the adjoining properties that have been vetted through the Planning Department. The use will not endanger the public health or safety: the use will adhere to county health and safety standards, including recommendations made by Albemarle Regional Health Services. The project should not adversely affect the public health or safety. The use will not injure the value of adjoining or abutting lands and will be in harmony with the area in which it is located: Land to the east has been developed into single-family homes; the land to the west has already been proposed as a conservation subdivision; this tract will be developed similarly; over 40% of the land will be preserved as open space. The use will not injure the value of adjoining or abutting lands and will be in harmony with the surrounding area. The use will be in conformity with the Land Use Plan or other officially adopted plans: The Land Use Plan classifies this area as Rural with densities allowed at no more than one unit per three acres. However, the more specific Moyock Small Area Plan classifies this area as Limited Service with allowable densities of 1 to 1.5 units per acre. The .99 units per acre density proposed is consistent with the Moyock Small Area Plan. Some of the plan policies being met include Policy FLU1, Policy CC1, Policy IS1. The use will not exceed the county's ability to provide adequate public facilities: Currituck County has adequate public facilities to serve the proposed subdivision.

Commissioner Gilbert confirmed the conditions listed in the staff report are to be included in the motion. The motion was seconded by Commissioner Etheridge and passed unanimously.

RESULT:	MOTION PASSED-ITEM 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

B. PB 18-21 Grout Text Amendment:

Planning and Community Development Director, Laurie LoCicero, reviewed the text amendment for Commissioners which, if approved, would allow the use of campers as temporary residences in conjunction with new construction. Ms. LoCicero, after review, said the Planning Board recommended approval with consideration given on a case by case with a use permit. Staff does not recommend approval of the text amendment.

Applicant and Carova Beach resident, Steve Grout, disagreed with the staff assessment and provided comments to support approval of the text amendment. He talked about storm safety, the sheltered location of the lot he is building on, and difficulty with finding rental property. He said he would be willing to apply for a use permit and believes it is fair to allow the use of campers for new construction, as is allowed for repair of damaged homes. Commissioner Gilbert discussed the fact that the Board decision would affect the entire county, and several Commissioners relayed their experiences during construction of their own homes. Enforcement and compliance were discussed, and Mr. Grout said he is before the Board because he wants to follow the rules and do things the right way. Ms. LoCicero reviewed eight conditions recommended by staff for approval of the text amendment. Mr. Grout responded to specific questions posed by Commissioners regarding his current residence in Carova and purpose for the request.

Chairman Hanig opened the Public Hearing. No one wished to speak and the Public Hearing was closed.

Commissioner White moved to deny PB 18-21 because it is not consistent with Land Use Plan, specifically Goal 7, to exercise caution, foresight and common sense in dealing with the risks of coastal development. And, the request is not reasonable and not in the public interest because use of a temporary residence during new construction is not a necessary use as evidenced by the lack of permits issued over the last eight year period. Temporary residences are not as safe as permanent dwellings and by continuing to limit the number of allowable temporary residences the county will exercise caution by reducing the number of dwellings subject to higher risk. Additionally, the proposed text amendment does not result in a logical and orderly development pattern as the permanent use dwelling should be established prior to the temporary use, or temporary residence.

The motion was seconded by Commissioner Gilbert and the motion passed with a vote of 5-2. Commissioners Beaumont and Hall voted against the motion.

To: Board of Commissioners

From: Planning Staff

Date: October 15, 2018

Subject: PB 18-21 Stephen and Rachael Grout, Text Amendment, Temporary Residence for New Construction

The enclosed text amendment submitted by Stephen and Rachael Grout revises Chapter 4 of the Unified Development Ordinance as it pertains to temporary uses for New Construction. The UDO distinguishes temporary uses permitted for "New Construction" and "Expansion or Replacement of Existing Facilities". The use of a **temporary residence** is not an allowed temporary use for new construction. For instance, a property owner cannot live in camper while building a new house on the same lot; however, a property owner may live in a camper while rebuilding a damaged home on the same lot. This text amendment proposes to allow temporary residences for new construction subject to the conditions already in place for temporary residences for expansion or replacement of existing facilities.

Background

The provision that allowed temporary residences for new construction was removed when the County rewrote and adopted the UDO effective January 1, 2013.

Prior to the 2013 UDO update, temporary residences were allowed for new construction:

3.2.7 Temporary Emergency, Construction or Repair Residences

- A. Temporary residences used on construction sites of nonresidential premises shall be removed immediately upon the completion of the project.
- B. Permits for temporary residences to be occupied by persons intending to live in such permanent residence pending the construction, repair, or renovation of the permanent residential building on a site shall expire within six months after the date of issuance, except that the administrator may renew such permit for one additional period not to exceed three months if he determines that such renewal is reasonably necessary to allow the proposed occupants of the permanent residential building to complete the construction, repair, renovation or restoration work necessary to make such building habitable.
- C. Temporary emergency, construction, or repair residences shall consist of campers, travel trailers, recreational vehicles and Class "B" mobile homes.

Staff reviewed permits issued for temporary residences from 2005 through the end of August 2018. Six permits were issued: one for use of a temporary residence for new construction (2010), four for use during repair of fire damaged structures and one for use while raising a flood prone structure.

Benchmarking

Staff reviewed other coastal North Carolina communities' ordinances to determine common practice related to the use of a temporary residence during construction of a new dwelling. Dare, Pasquotank, Perquimans, Brunswick, Pender and New Hanover Counties prohibit the use for new construction. Camden County allows the use for a six month period which may be extended up to three months. Carteret County allows the use for a nine month period with no extensions. Chowan County allows the use for one year and the permit may be renewed for another year.

Land Use Plan Consistency

The UDO requires that the Board of Commissioners adopt a statement of consistency and reasonableness that describes whether the decision on the amendment is consistent with county adopted plans that are applicable and why the decision is reasonable and in the public interest.

The request is inconsistent with the following Land Use and Development Goal of the 2006 Land Use Plan:

- 7. To exercise caution, foresight, and common sense in dealing with the risks of coastal development.

Temporary residences are not as safe as permanent dwellings and by continuing to limit the number of allowable temporary residences, the county will exercise caution by reducing the number of dwellings subject to a higher risk.

The use of a temporary residence for new construction is not a necessary use. It is reasonable and in the public interest to allow a temporary residence in the case of an established dwelling where occupants are temporarily displaced (ex: dwelling sustained damage or construction or additions that render an existing dwelling uninhabitable). It is not reasonable and in the public interest to allow use of a temporary residence when it is not necessary. The County should continue to allow temporary residences only when absolutely necessary. With the current and projected increase of building

permits, there is greater potential to result in more temporary residence permits for new construction. Additionally, the request is not in the public interest as evidenced by the lack of permits issued over an 8 year period for this particular use.

Text Amendment Review Standards

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

- (1) Is consistent with the goals, objectives, and policies of the Land Use Plan and other applicable county-adopted plans;
 - a. *The proposed text amendment is in conflict with Goal 7 of the Land Use Plan.*
- (2) Is not in conflict with any provision of this Ordinance or the County Code of Ordinances;
- (3) Is required by changed conditions;
- (4) Addresses a demonstrated community need;
 - a. *The proposed text amendment does not address a demonstrated community need as evidenced by the issuance of one permit over an 8 year period.*
- (5) Is consistent with the purpose and intent of the zoning districts in this Ordinance, or would improve compatibility among uses and ensure efficient development within the county;
 - a. *The proposed text amendment does not improve compatibility among uses.*
- (6) Would result in a logical and orderly development pattern; and
 - a. *The proposed text amendment does not result in a logical and orderly development pattern as the permanent use (dwelling) should be established prior to the temporary use (temporary residence).*
- (7) Would not result in significantly adverse impacts on the natural environment, including but not limited to water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment.

Staff recommendation:

Staff recommends denial of this text amendment due to its inconsistency with the Land Use Plan and because the use is not reasonable and in the public interest.

If the Planning Board recommends adoption of the text amendment, staff requests that consideration be given to the following:

Temporary residences for new construction shall:

1. Be limited to a six month period during construction of a dwelling unit on the same lot.
2. Allow that one additional period not to exceed three months may be approved if it is determined by the Planning Director that such renewal is reasonably necessary to allow the proposed occupants of the permanent residential building to complete the new construction.
3. Obtain a building permit for the principal dwelling unit prior to issuance of a temporary use permit.
4. Obtain all building and health permits for the inspection of the water supply, waste discharge system and electrical installation for the temporary residence prior to issuance of a temporary use permit.
5. Not use a generator to provide power.
6. Be removed from the lot or disconnected from water supply, waste discharge system and electrical supply within 30 days of issuance of the certificate of occupancy or upon expiration of the temporary use permit, whichever occurs first.
7. Be limited to AG, SFM, and SFI zoning districts.
8. Not be permitted in SFO (Single Family Residential - Outer Banks), Commercial or Industrial zoning districts
- 9.

***Carefully consider whether the use should be permitted in the SFR (Single Family Residential - Outer Banks Remote) zoning district. Parking of major recreational equipment is not permitted in the SFR zoning district. ***

Planning Board Recommendation 10/9/2018: Approval (Unanimous) with a condition of a required Use Permit and with modified staff recommendation conditions listed in the motion

Motion:

Mr. Ballance motioned to approve PB 18-21 Grout Text Amendment to allow temporary residences on lots with ongoing construction of a new dwelling with the condition of a required Use Permit (approved by the Board of Commissioners) and with conditions below:

Temporary residences for new construction shall:

1. Be limited to a six month period during construction of a dwelling unit on the same lot.
2. Allow that one additional period not to exceed three months may be approved if it is determined by the Planning Director that such renewal is reasonably necessary to allow the proposed occupants of the permanent residential building to complete the new construction.
3. Obtain a building permit for the principal dwelling unit prior to issuance of a temporary use permit.
4. Obtain all building and health permits for the inspection of the water supply, waste discharge system and electrical installation for the temporary residence prior to issuance of a temporary use permit.
5. Not use a generator to provide power.
6. Be removed from the lot or disconnected from water supply, waste discharge system and electrical supply within 30 days of issuance of the certificate of occupancy or upon expiration of the temporary use permit, whichever occurs first.
7. Be allowed in all zoning districts that allow single family dwellings.
8. Not be permitted in LI or HI zoning districts.

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

RESULT:	DENIAL [5 TO 2]
MOVER:	Bob White, Commissioner
SECONDER:	Marion Gilbert, Commissioner
AYES:	Bobby Hanig, Chairman, Mike H. Payment, Vice Chairman, Mary "Kitty" Etheridge, Commissioner, Marion Gilbert, Commissioner, Bob White, Commissioner
NAYS:	Paul M. Beaumont, Commissioner, Mike D. Hall, Commissioner

C. PB 18-20 Ponderosa Enterprises Inc: Request for Conditional rezoning of 11.6 acres from General Business (GB) and Agriculture (AG) to Conditional General Business (C-GB) for property located in Maple, adjoining Ponderosa Mobile Home Park to the north, Parcel Identification Number 0052-000-022B-0000, Crawford Township.

APPLICATION SUMMARY	
Property Owner: Ponderosa Enterprises Inc 613 Shortcut Road Barco NC 27917	Applicant: Ponderosa Enterprises Inc 613 Shortcut Road Barco NC 27917
Case Number: PB 18-20	Application Type: Conditional Rezoning
Parcel Identification Number: 0052000022B0000	Existing Use: Agricultural
Land Use Plan Classification: Full Service	Parcel Size (Acres): 11.6

APPLICATION SUMMARY	
Maple/Barco Small Area Plan Classification: Employment	Airport Compatibility Use Zone: 1, 2, and 3
Zoning History: A-40 (1974); A (1989)	
Current Zoning: GB and AG with Airport Overlay District (AO)	Proposed Zoning: C - GB

SURROUNDING PARCELS		
	LAND USE	ZONING
NORTH	AIRPORT/MAPLE CAMPUS	HI/GB
SOUTH	WOODLAND/CULTIVATED FARMLAND	HI
EAST	MOBILE HOME PARK/SELF-STORAGE	GB
WEST	CULTIVATED FARMLAND/WOODLAND	HI

REQUEST

The property owner is requesting a conditional rezoning from AG (Agricultural) to C-GB (Conditional-General Business). At this time, there is not a specific user for the property. According to the applicant, the proposed uses include “only uses compatible with GB zoning, office, commercial, personal services, institutional, etc. Uses that provide Employment opportunities for county residential and goods and services to county residents and visitors.” The owner proposes the following zoning conditions:

- The property will not be used for ministorage.
- A Type A landscape buffer will be provided between the two GB uses.

A community meeting was held at Ponderosa Enterprises, Inc. on July 23, 2017 with no one in attendance.

The conceptual plan for the property includes a fuel and convenience store and four multipurpose buildings (office, mixed use residential/commercial, and commercial). The buildings range in size from approximately 7,000 sf to 10,000 sf. The plan indicates green spaces and a sidewalk connecting the buildings. There is one entrance to the development off of Shortcut Road.

The applicant previously submitted a straight rezoning from AG to GB for the property, but withdrew that application and submitted this conditional rezoning from AG to C-GB request.

UDO

The applicant owns a neighboring 30 acre tract zoned GB and contains Ponderosa Mobile Home Park. On the north side of Shortcut Road is the county airport and community center in Maple. The airport is zoned HI and the community center is zoned GB.

The area of the request is also located within the Airport Overlay District (AO) and Compatibility Use Zones 1, 2, and 3.

- Compatible Use Zone 1 limits uses to single-family detached dwellings, aviation related uses, nonresidential uses that do not exceed an occupancy of ten people per acre, or conservation.
- Compatible Use Zone 2 limits uses to single-family detached dwellings, agricultural, agriculture support and services uses, nonresidential uses that do not exceed an occupancy of 40 people per acre, or conservation.
- Compatible Use Zone 3 limits uses to those permitted in the base zoning district.

The ability to increase residential density within the GB zoning district is limited by Airport Overlay District (AO) that will remain on the property.

2006 Land Use Plan

The proposed rezoning to C-GB appears to be consistent with the Full Service designation identified in the 2006 LUP. The listed uses include retail (fuel and convenience), mixed use retail/commercial, and multipurpose business spaces. With agreed upon assurances applied through the conditional zoning district demonstrating general land uses, architectural design, and site features, it is possible to determine consistency with the policies identified in the plans approved by the county such as the Land Use Plan. The proposed architectural renderings are compatible with the county complex across Shortcut Road.

The Maple-Barco Small Area Plan

The Future Land Use Map identifies the property as Employment, which anticipates land uses that will generate economic activity or job growth. The proposed rezoning to C-GB appears to be consistent with the Employment land use designation. The MBSAP suggests areas should be encouraged to develop in mixed use or campus like settings with generous, linked open space to maximize value, promote visual quality, and encourage pedestrian activity between employment areas and areas of supporting uses such as retail, restaurants, and residential. The proposed development plan and site design are consistent with the desired density, character of growth, and level of services appropriate for the study area.

TECHNICAL REVIEW COMMITTEE

THE TECHNICAL REVIEW COMMITTEE RECOMMENDS APPROVAL OF THE CONDITIONAL REZONING.

ADOPTED PLANS

THE 2006 LAND USE PLAN CLASSIFIES THIS SITE AS FULL SERVICE WITHIN THE BARCO-COINJOCK-AIRPORT SUBAREA. THE POLICY EMPHASIS FOR THE BARCO-COINJOCK-AIRPORT SUBAREA IS FOR THE AREA TO EMERGE AS THE PRINCIPLE COMMUNITY CENTER SERVING THE CENTRAL AREAS OF THE MAINLAND. THE PROPOSED PLAN IS IN KEEPING WITH THE POLICIES OF THE PLAN, SOME OF WHICH ARE:

POLICY CD1	NEIGHBORHOOD SERVING COMMERCIAL DISTRICTS SHALL BE ENCOURAGED. APPROPRIATELY DESIGNED, SMALL-SCALE BUSINESS SHOULD LOCATE NEAR NEIGHBORHOOD SERVING FACILITIES SUCH AS SCHOOLS AND PARKS.
POLICY CD2	COMMERCIAL OR MIXED USE CENTERS SHOULD BE CLUSTERED TO PREVENT STRIP DEVELOPMENT AND MINIMIZE TRAFFIC GENERATION.
POLICY CD4	HIGHWAY ORIENTED COMMERCIAL USES SHOULD BE CLUSTERED ALONG THE HIGHWAY TO MINIMIZE SIGNAGE, ACCESS POINTS, AND PREVENT STRIP DEVELOPMENT.
POLICY CD9	BUSINESSES MUST COORDINATE THEIR SITE DESIGN WITH OTHER NEARBY USES.
POLICY ED1	NEW AND EXPANDING BUSINESS ARE ENCOURAGED THAT DIVERSIFY THE LOCAL ECONOMY, TRAIN AND USE A MORE HIGHLY SKILLED LABOR FORCE, AND ARE COMPATIBLE WITH THE ENVIRONMENTAL QUALITY AND NATURAL AMENITY-BASED ECONOMY OF CURRITUCK COUNTY.

THE MAPLE-BARCO SMALL AREA PLAN CLASSIFIES THIS SITE AS EMPLOYMENT. THE PLAN STATES THAT THE AREA SHOULD BE DEVELOPED IN MIXED USE OR CAMPUS LIKE SETTING WITH GENEROUS, LINKED OPEN SPACE TO MAXIMIZE VALUE, PROMOTE VISUAL QUALITY, AND ENCOURAGE PEDESTRIAN ACTIVITY BETWEEN EMPLOYMENT AREAS AND AREAS OF SUPPORTING USES SUCH AS RETAIL, RESTAURANTS, AND RESIDENTIAL. THE PROPOSED PLAN IS IN KEEPING WITH THE POLICIES OF THE PLAN, SOME OF WHICH ARE:

POLICY LU4	ENCOURAGE AND ALLOW SMALL, LOCALLY OWNED BUSINESSES TO LOCATE IN THE AREA.
POLICY LU9	THE DENSITY, CHARACTER OF GROWN, AND LEVEL OF SERVICE MUST BE APPROPRIATE FOR THE STUDY AREA.
POLICY TR4	INFRASTRUCTURE MUST BE INTEGRATED INTO NEW DEVELOPMENTS THAT PROMOTE MULTIMODAL TRANSPORTATION, INTERCONNECTING EMPLOYMENT CENTERS, BUSINESS, AND NEIGHBORHOODS.

THE CONNECT CURRITUCK PEDESTRIAN MASTER PLAN CALLS FOR A MULTI-MODAL SIDE-PATH/TRAIL ALONG SHORTCUT ROAD. NCDOT'S ROAD WIDENING PROJECT PLACES THE MULTI-MODAL SIDE-PATH/TRAIL ON NORTHERN SIDE OF SHORTCUT ROAD, OPPOSITE THIS PROJECT.

THIS CONDITIONAL ZONING REQUEST IS CONSISTENT WITH THE GOALS, OBJECTIVES, AND POLICIES OF THE LAND USE PLAN AND MAPLE-BARCO SMALL AREA PLAN AND IS COMPATIBLE WITH EXISTING AND PROPOSED USES SURROUNDING THE LAND SUBJECT TO THE APPLICATION, AND IT IS AN APPROPRIATE ZONING DISTRICT AND USE FOR THE LAND.

CONDITIONS OF APPROVAL

ONLY CONDITIONS MUTUALLY AGREED TO BY THE OWNER 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.

Agreed upon conditions of approval:

1. THE PROPERTY WILL NOT BE USED FOR MINISTORAGE.
2. A TYPE A LANDSCAPE BUFFER WILL BE PROVIDED BETWEEN THE TWO GB USES.

Suggested conditions of approval that must be agreed to by the owner:

1. BUILDING ARCHITECTURE AND DESIGN FEATURES SHALL BE CONSISTENT WITH THE PHOTOGRAPHS SUBMITTED WITH THE APPLICATION TO PROVIDE CONSISTENCY AND COMPATIBILITY WITH THE NEARBY COUNTY COMPLEX. (SEE ATTACHED)
2. RESIDENTIAL USES SHALL ONLY BE ALLOWED THROUGH A MIXED USE BUILDING TO LIMIT THE DENSITY ALLOWED IN THE AIRPORT APPROACH ZONE TO AN APPROPRIATE LEVEL.
3. PLACE THE FUELING STATION/CANOPY TO THE SIDE AND/OR REAR OF THE FUEL AND CONVENIENCE CENTER BUILDING AND MOVE THE BUILDING CLOSER TO SHORTCUT ROAD. THIS BUILDING FRONT WILL BE THE MOST VISIBLE IN THE COMPLEX AND SHOULD SET THE ARCHITECTURAL TONE AND CAMPUS LIKE SETTING OF THE PROPOSED DEVELOPMENT ALONG SHORTCUT ROAD, A MAJOR ARTERIAL STREET.
4. PROVIDE A CENTRAL COURTYARD WITH PEDESTRIAN FEATURES (I.E. BENCHES, WATER FEATURE) WITH BUILDINGS ORIENTED INWARD TOWARDS THE CENTRAL COURTYARD TO MIMIC THE CAMPUS LIKE FEEL AND PEDESTRIAN ACTIVITY BETWEEN EMPLOYMENT AREAS AND THE OTHER USES AS REQUIRED BY THE MAPLE BARCO SMALL AREA PLAN.
5. PROVIDE A HANDICAP ACCESSIBLE PEDESTRIAN CONNECTION TO THE MOBILE HOME PARK TO ENCOURAGE PEDESTRIAN ACTIVITY BETWEEN THE USES.
6. PROVIDE A MINIMUM AND MAXIMUM BUILDING SQUARE FOOTAGE TO ENSURE COMPATIBILITY WITH THE AREA.
7. IMPOSE THE SUGGESTED TWO STORY LIMIT ON ALL BUILDINGS BECAUSE OF THE PROJECT'S LOCATION IN THE AIRPORT APPROACH ZONE.

PLANNING BOARD RECOMMENDATION

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

Agreed upon conditions of approval:

1. THE PROPERTY WILL NOT BE USED FOR MINISTORAGE.
2. A TYPE A LANDSCAPE BUFFER WILL BE PROVIDED BETWEEN THE TWO GB USES.

Suggested conditions of approval that must be agreed to by the owner:

3. BUILDING ARCHITECTURE AND DESIGN FEATURES SHALL BE CONSISTENT WITH THE PHOTOGRAPHS SUBMITTED WITH THE APPLICATION TO PROVIDE CONSISTENCY AND COMPATIBILITY WITH THE NEARBY COUNTY COMPLEX. (SEE ATTACHED)
4. RESIDENTIAL USES SHALL ONLY BE ALLOWED THROUGH A MIXED USE BUILDING TO LIMIT THE DENSITY ALLOWED IN THE AIRPORT APPROACH ZONE TO AN APPROPRIATE LEVEL.
5. PLACE THE FUELING STATION/CANOPY TO THE SIDE AND/OR REAR OF THE FUEL AND CONVENIENCE CENTER BUILDING AND MOVE THE BUILDING CLOSER TO SHORTCUT ROAD. THIS BUILDING FRONT WILL BE THE MOST VISIBLE IN THE COMPLEX AND SHOULD SET THE ARCHITECTURAL TONE AND CAMPUS LIKE SETTING OF THE PROPOSED DEVELOPMENT ALONG SHORTCUT ROAD, A MAJOR ARTERIAL STREET.

6. PROVIDE A CENTRAL COURTYARD WITH PEDESTRIAN FEATURES (I.E. BENCHES, WATER FEATURE) WITH BUILDINGS ORIENTED INWARD TOWARDS THE CENTRAL COURTYARD TO MIMIC THE CAMPUS LIKE FEEL AND PEDESTRIAN ACTIVITY BETWEEN EMPLOYMENT AREAS AND THE OTHER USES AS REQUIRED BY THE MAPLE BARCO SMALL AREA PLAN.
7. PROVIDE A HANDICAP ACCESSIBLE PEDESTRIAN CONNECTION TO THE MOBILE HOME PARK TO ENCOURAGE PEDESTRIAN ACTIVITY BETWEEN THE USES.
8. PROVIDE A MINIMUM AND MAXIMUM BUILDING SQUARE FOOTAGE TO ENSURE COMPATIBILITY WITH THE AREA.
9. IMPOSE THE SUGGESTED TWO STORY LIMIT ON ALL BUILDINGS BECAUSE OF THE PROJECT'S LOCATION IN THE AIRPORT APPROACH ZONE.

Planning Board Discussion 10/9/2018

Tammy Glave, Senior Planner, presented the staff report and showed the proposed plans, current zoning map, explaining the proposed changes. Ms. Glave also showed examples of design features for the building's architectural design elements. The canopy for the gas station will be to the side and facing to the back of the building. Also a sidewalk will be made from the mobile home park to the building. The owner will not use the property for ministorage and a Type A landscape buffer will be provided between the two General Business uses (the proposed building and the existing mobile home park). Staff recommends approval of the conditional rezoning since it is consistent with the Full Service Plan of the 2006 Land Use Plan and the Maple/Barco Small Area Plan. The Technical Review Committee recommends approval with the suggested conditions listed in the staff report.

Board discussion was held over item #6 in the suggested conditions and what the minimum and maximum building square footage would be.

Chairman Whiteman asked for a motion.

Mr. Craddock motioned to approve PB 18-20 Ponderosa Enterprises Inc. requested Conditional Rezoning since it is consistent with the adopted plans of the Land Use Plan policies CD1, CD2, CD4, CD9, ED1 and the Maple-Barco Small Area Plan policies LU4, LU9 and TR4. This conditional zoning request is consistent with the goals, objectives, and policies of the Land Use Plan and Maple-Barco Small Area Plan and is compatible with existing and proposed uses surrounding the land subject to the application, and it is an appropriate zoning district and use for the land. The conditions of approval shall be:

1. The property will not be used for ministorage.
2. A Type A landscape buffer will be provided between the two GB uses.

And also conditions:

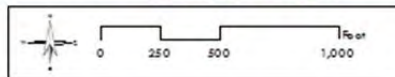
1. Building architecture and design features shall be consistent with the photographs submitted with the application to provide consistency and compatibility with the nearby county complex. (See Attached)
2. Residential uses shall only be allowed through a mixed use building to limit the density allowed in the airport approach zone to an appropriate level.
3. Place the fueling station/canopy to the side and/or rear of the fuel and convenience center building and move the building closer to Shortcut Road. This building front will be the most visible in the complex and should set the architectural tone and campus like setting of the proposed development along Shortcut Road, a major arterial street.
4. Provide a central courtyard with pedestrian features (i.e. benches, water feature) with buildings oriented inward towards the central courtyard to mimic the campus like feel and pedestrian activity between employment areas and the other uses as required by the Maple Barco Small Area Plan.
5. Provide a handicap accessible pedestrian connection to the mobile home park to encourage pedestrian activity between the uses.
6. Provide a minimum and maximum building square footage to ensure compatibility with the area.

7. Impose the suggested two story limit on all buildings because of the project's location in the airport approach zone.

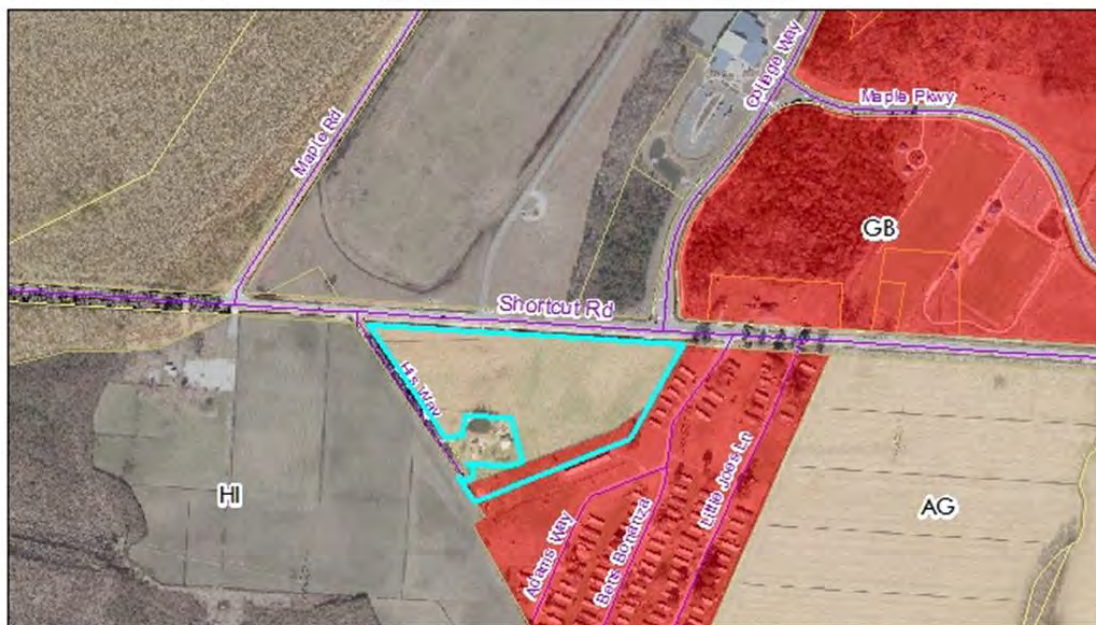
Mr. Thomas seconded the motion and the motion carried unanimously.



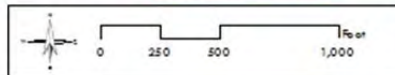
PB 18-20 Ponderosa Enterprises Inc
Conditional Rezoning
2016 Aerial Photography



Currituck County
Planning and
Community Development



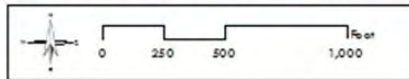
PB 18-20 Ponderosa Enterprises Inc
Conditional Rezoning
Zoning



Currituck County
Planning and
Community Development



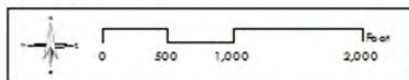
PB 18-20 Ponderosa Enterprises Inc
Conditional Rezoning
LUP Classification



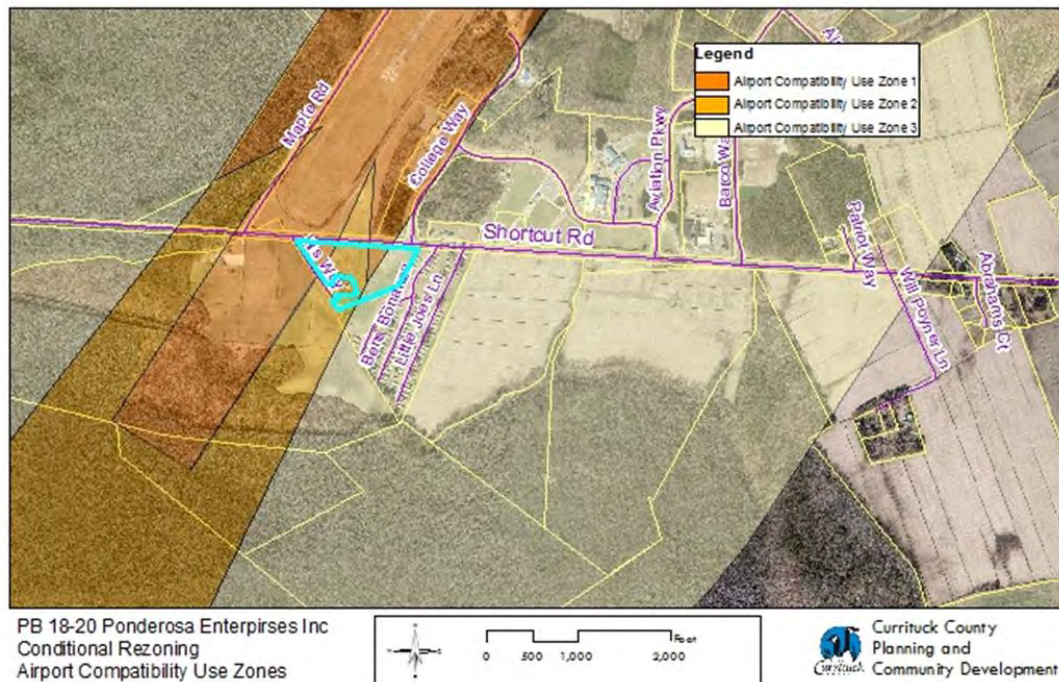
Currituck County
Planning and
Community Development



PB 18-20 Ponderosa Enterprises Inc
Conditional Rezoning
Maple-Barco SAP Classification



Currituck County
Planning and
Community Development



Planning and Community Development Director, Laurie LoCicero, reviewed the conditional rezoning request with the Board of Commissioners and noted the Technical Review Committee (TRC) and Planning Board recommended approval subject to conditions, which were presented to Commissioners. The Board expressed concern with the proposed gas station being in such close proximity to the county airport. Ms. LoCicero responded to questions relative to the airport overlay zone as well as the commercial and residential included in the conceptual design plan. Ms. LoCicero reviewed some possible commercial uses and said prohibited uses could be designated more clearly if the Board desired. Chairman Hanig suggested taking time to designate the allowable commercial uses at the location. Commissioner Beaumont requested a visual so the Board could see the airport overlay over top of the site design.

Eddie Hyman of Timmons Group, and Applicant, David Sawyer, were present to speak in support of the request. Mr. Hyman reviewed the conceptual design and said the airport and the overlay zone were taken into account during design. He said the rezoning request is to improve the marketability of the land and that a buyer would need Board approval to move forward with any type of construction. During discussion, County Attorney, Ike McRee, said the language is very broad in the application as it relates to commercial uses, and with the concerns expressed by the Board, Mr. McRee suggested the General Business zone uses be delineated. Applicant, David Sawyer, said they want to be good stewards and provide something that will be an asset to the county. He provided a history of the project and recalled initial discussions with the Planning Board last year. Mr. Sawyer said he wants to use the property at its highest and best use.

Commissioners continued to express concern over the potential commercial uses and the close proximity of the gas station to the airport runway and Mr. Hyman agreed to compile a list of permissible uses for the commercial units.

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

Commissioner Hall made a motion to continue the item to the November 5, 2018 Board of Commissioners meeting to allow time for applicants to speak with county staff and come back to the Board with some options. Commissioner Payment seconded the motion and the motion passed unanimously.

RESULT:	CONTINUED [UNANIMOUS]	Next: 11/5/2018 6:00 PM
MOVER:	Mike D. Hall, 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	

NEW BUSINESS

A. Consideration of an Ordinance of the Currituck County Board of Commissioners Amending Chapter 9, Article I of the Currituck County Code of Ordinances by Adding Section 9-10 Regulating Campaigning on County Property

County Attorney, Ike McRee, reviewed the Ordinance with the Board of Commissioners. He explained the Ordinance would give affect to a Resolution adopted by the Currituck County Board of Elections regarding One-stop voting for the purpose of protecting the rights of voters and campaigners and to allow reasonable ingress and egress for early voting.

Mr. McRee responded to Board questions. Commissioner Hall discussed the restrictions on the size of signs and the location designated for campaigning during early voting. Commissioner Etheridge said the Ordinance will not affect early voting if it doesn't pass at this meeting and that it can be revised later. Commissioner Etheridge moved to amend Chapter 9, Article I, of the Currituck County Code of Ordinances by adding Section 9-10 regarding campaigning on County property. The motion was seconded by Commissioner Payment. The Board voted 6-1, with Commissioner Hall voting against approval. Mr. McRee said the vote was not unanimous and the ordinance would need to be brought for a second reading at the next Board meeting.

Commissioner Hall moved to reconsider the last vote. The motion was seconded by Commissioner Etheridge. The motion to reconsider passed unanimously, 7-0.

Mr. Scanlon explained the ordinance being considered is recognizing the authority and ability of the Board of Elections to regulate and establish rules. He said it would be more appropriate to bring concerns to them for modification.

After discussion, Commissioner Etheridge moved to amend Chapter 9, Article I, of the Currituck County Code of Ordinances by adding Section 9-10 regarding campaigning on County property. The motion was seconded by Commissioner Payment. The motion passed unanimously.

Commissioner Etheridge agreed to speak to the Board of Elections about revisions to the Resolution.

AN ORDINANCE OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS AMENDING CHAPTER 9, ARTICLE I OF THE CURRITUCK COUNTY CODE OF ORDINANCES BY ADDING SECTION 9-10 REGULATING CAMPAIGNING ON COUNTY PROPERTY

WHEREAS, pursuant to N.C. Gen. Stat. §153A-121 a county may by ordinance define, regulate, prohibit, or abate acts, omissions, or conditions detrimental to the health, safety, or welfare of its citizens and the peace and dignity of the county; and

WHEREAS, pursuant to N.C. Gen. Stat. §153A-169 a county may by ordinance regulate the use of county property; and

WHEREAS, the county, by and through its Board of Elections, has a duty to protect the rights of voters and those campaigning to allow peaceful and reasonable ingress and egress to the Board of Elections office and voting enclosure contained within.

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

PART I. The Code of Ordinances, Currituck County, North Carolina is amended by adding Section 9-10 to Chapter 9, Article I to read as follows:

Sec. 9-10. Campaigning on county property.

No person shall campaign, solicit votes, or erect or maintain temporary signs on county property where One Stop or Early Voting is occurring except in accordance with rules and regulations adopted by the county Board of Elections. Further, no person shall cook, or cause to be cooked, food on county property where One Stop or Early Voting is occurring.

PART II. The sections, paragraphs, sentences, clauses and phrases of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional or invalid by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this ordinance.

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

PART IV. This ordinance is effective upon adoption.

ADOPTED this 15th day of October, 2018.

Bobby Hanig, Chairman
Board of Commissioners

ATTEST:

Leeann Walton, Clerk to the Board

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

B) Consent Agenda

Commissioner Gilbert moved for approval of the Consent Agenda. County Manager, Dan Scanlon, reviewed Item 6, the ABC Board Travel Policy. After review, Commissioner Hall seconded the motion to approve Consent Agenda. The Consent Agenda was unanimously approved.

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

1) Approval Of Minutes-October 1, 2018

1. Minutes for October 1, 2018

2. Budget Amendments

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10796-514500	Training & Education		\$ 400
10796-514000	Travel	\$ 400	
		<u>\$ 400</u>	<u>\$ 400</u>
Explanation:	Currituck County Rural Center (10796) - To cover additional travel expenses associated with World Equestrian Games and State Fair.		
Net Budget Effect:	Operating Fund (10) - No change.		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
10795-590000	Capital Outlay	\$ 1,700	
10795-532000	Supplies		\$ 1,700
		\$ 1,700	\$ 1,700

Explanation: Parks & Recreation (10795) - Transfer funds to capital outlay to replace parts on playground due to vandalism at Walnut Island Park.

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

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
10510-502100	Overtime	82,400	
10510-505000	FICA	6,304	
10510-507000	Retirement	11,124	
10990-587015	T T - Occupancy Tax	77,915	
10340-463000	Beach Driving Permits		177,743
		\$ 177,743	\$ 177,743

Explanation: Sheriff (10510); Transfer to Occupancy Tax (10990) - Increase appropriations to reimburse departments for expenses incurred from implementing the beach parking pass program for the 2018 summer and upcoming expenses for the 2019 summer through the end of this fiscal year.

Net Budget Effect: Operating Fund (10) - Increased by \$177,743.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
16609-513000	Utilities	\$ 900	
16609-545000	Contracted Services		\$ 900
		\$ 900	\$ 900

Explanation: Ocean Sands North/Crowne Point Watershed (16609) - Transfer funds for temporary electric service at the Ocean Sands North/Crowne Point watershed district for aquifer flow test modeling.

Net Budget Effect: Ocean Sands N/Crowne Point Watershed (16) - No change.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
66868-545000	Contracted Services	\$ 40,975	
66868-590000	Capital Outlay		\$ 40,975
		\$ 40,975	\$ 40,975

Explanation: Southern Outer Banks Water (66) - To move money from Capital Outlay to Contracted Services to provide funds for year 1 of a 10 year contract to provide tank painting and tank paint maintenance for the three elevated water tank on the Outer Banks.

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

3. Project Ordinance: 10 Acre Parcel - Corolla, NC

COUNTY OF CURRITUCK CAPITAL PROJECT ORDINANCE

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

SECTION 1. The project authorized is design and conceptual drawings of layout of the Currituck County 10 Acre tract in Corolla at the terminus of the mid-County bridge.

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

County 10 Acre Tract in Corolla	\$ 100,000
	<u>\$ 100,000</u>

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

Transfer from Occupancy Tax	\$ 100,000
	<u>\$ 100,000</u>

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

SECTION 5. SPECIAL APPROPRIATIONS AND RESTRICTIONS

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

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

SECTION 6. CONTRACTUAL OBLIGATIONS

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

- a. He may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
- b. He may execute contracts for (1) purchases of apparatus, supplies, and materials, or equipment which are within the budgeted departmental appropriations; (2) leases of personal property for a duration of one year or less and within budgeted departmental appropriations; and (3) services which are within budgeted departmental appropriations.
- c. He may execute contracts, as the lessor or lessee of real property, which are of a duration of one year or less which are within the budgeted departmental appropriations.

SECTION 7. USE OF BUDGET ORDINANCE

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

ADOPTED this 15th day of October 2018.

4. Surplus Resolution and Authorization for Sergeant Wayne Penn Twiford, Jr., and Deputy Shelton Lee Price to Purchase their Service Weapons Upon Retirement

WHEREAS, the Board of Commissioners of Currituck County, North Carolina, during its regular meeting held on October 15, 2018, authorized the following property listed below be declared surplus and disposed of; and

WHEREAS, Sheriff Beickert has requested that upon the retirement of Sergeant Wayne P. Twiford that his duty weapon, a Glock 22 handgun, Serial #PVF940, be given to him. Mr. Twiford has made the request to purchase same for \$1 upon his retirement.

ADOPTED this the 15th day of October, 2018.

WHEREAS, the Board of Commissioners of Currituck County, North Carolina, during its regular meeting held on October 15, 2018, authorized the following property listed below be declared surplus and disposed of; and

WHEREAS, Sheriff Beickert has requested that upon the retirement of Deputy Shelton L. Price that his duty weapon, a Glock 22 handgun, Serial #PVF977, be given to him. Mr. Price has made the request to purchase same for \$1 upon his retirement.

ADOPTED this the 15th day of October, 2018.

5. Petition for Road Additions-Albemarle Estates, Harbinger

6. Approve Currituck County Personnel Travel Policy for Use by ABC Board

C) County Manager's Report

No report.

RECESS

Chairman Hanig recessed the regular meeting of the Board of Commissioners 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 during a recess of the 6:00 PM regular meeting to sit as the Tourism Development Authority. The special meeting was held in the Board Meeting Room of the Historic Courthouse located at 153 Courthouse Road, Currituck, North Carolina, for the purpose of considering budget amendments.

TDA Budget Amendments

The meeting was convened by Chairman Hanig and County Manager, Dan Scanlon, reviewed the Budget Amendments for Board consideration.

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

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 15th day of October 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.					
			Debit		Credit
			Decrease Revenue or Increase Expense		Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>				
15447-545015	Beach Renourishment	\$	2,200		
15447-516002	Outer Banks Access Ramps	\$	2,500		
15448-532500	Concessions/Whalehead	\$	1,125		
15390-499900	Appropriated Fund Balance			\$	5,825
		\$	5,825	\$	5,825
Explanation: Occupancy Tax - Tourism Related (15447) - Carry forward projects in progress at the prior fiscal year end.					
	Various homeowners		Beach grass		2,200
20181733	E Z Equipment		Dune Grading		2,500
20181547	Donna Strawhand		Ornaments		1,125
Net Budget Effect: Occupancy Tax Fund (15) - Increased by \$5,825.					
The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 15th day of October 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.					
			Debit		Credit
			Decrease Revenue or Increase Expense		Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>				
15442-557100	Software License Fee	\$	350		
15442-532000	Supplies			\$	350
		\$	350	\$	350
Explanation: Occupancy Tax Promotions (15442) - Transfer budgeted funds for increase in software license fees.					
Net Budget Effect: Occupancy Tax Fund (15) - Increased by \$41,650.					

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 15th day of October 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
15442-502000	Salaries	\$ 5,250	
15442-503500	Temp Salaries	\$ 30,467	
15442-505000	FICA	\$ 2,733	
15442-507000	Retirement	\$ 709	
15447-532160	Maintenance Supplies	\$ 23,856	
15442-532000	Supplies	\$ 3,500	
15442-511000	Telephone & Postage	\$ 400	
15442-545100	Credit Card Fees	\$ 11,000	
15390-495010	T F - Operating Fund		\$ 77,915
		<u>\$ 77,915</u>	<u>\$ 77,915</u>

Explanation: Occupancy Tax Promotions (15442); Occupancy Tax Tourism Related (15447) - Transfer funds collected from beach driving permits to reimburse for staff, signs, postage, increased credit card fees and other supplies related to implementing the beach driving ordinance.

Net Budget Effect: Occupancy Tax Fund (15) - Increased by \$77,915.

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 15th day of October 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
	T T - County Govt Construction	\$ 100,000	
15447-561000	Professional Services		\$ 100,000
		<u>\$ 100,000</u>	<u>\$ 100,000</u>

Explanation: Occupancy Tax Tourism Related (15447) - Transfer funds to set up project for the County's 10 acre parcel in Corolla.

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

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bob White, 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

ADJOURN SPECIAL MEETING

There was no further business and Commissioner Payment moved to adjourn the Special Meeting of the Tourism Development Authority. The motion was seconded by Commissioner White. The motion passed unanimously and the meeting was adjourned.

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

CLOSED SESSION

Amended Item: Closed Session Pursuant to G.S. 143-318.11(a)(3) to consult with the County Attorney and to preserve the Attorney-Client Privilege regarding the matter captioned Judith Ayers v. Currituck County Department of Social Services

The Board returned to regular session and Chairman Hanig reconvened the regular meeting of the Board of Commissioners to enter Closed Session pursuant to G.S. 143-318.11(a)(3) to consult with the County Attorney and to preserve the attorney-client privilege regarding the matter captioned Judith Ayers v. the Currituck County Department of Social Services.

ADJOURN

Motion to Adjourn Meeting

The Board of Commissioners had no further business after returning from Closed Session. Commissioner White motioned for adjournment and the motion was seconded by Commissioner Hall. The motion passed unanimously and the regular meeting of the Board of Commissioners concluded at 8:27 PM.

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



Currituck County

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

To: Board of Commissioners

From: Planning Staff

Date: September 25, 2018

Subject: PB 16-12 Glenmoor Ridge, Preliminary Plat Extension

On September 19, 2016, the Board of Commissioners approved the preliminary plat/use permit for Glenmoor Ridge. This is a conservation subdivision consisting of 48 residential lots located off of Tulls Creek Road in Moyock. The preliminary plat approval was due to expire on September 19, 2018.

On September 18, 2018 the engineer, Mark Bissell – Bissell Professional Group, submitted a request for preliminary plat extension of the subdivision indicating the applicant has proceeded with the requirement to work out access issues to Campus Drive with the Currituck Reserve subdivision developers. Currituck Reserve is currently under consideration for construction drawing approval and once that plat is approved, Glenmoor Ridge will have a proper access along Campus Drive.

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

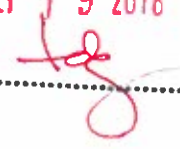
Attachment: Glenmoor Ridge PP Extension 10-15-18 (PB 16-12 Glenmoor Ridge)



September 18, 2018

Ms. Tammy Glave, CZO
Senior Planner
Department of Planning & Community Development
County of Currituck
153 Courthouse Road, Suite 110
Currituck, NC 27929

RECEIVED
SEP 19 2018

BY: 

Re: Glenmoor Ridge – Request for Extension of Use Permit

Dear Tammy:

The subdivision known as Glenmoor Ridge was approved under Permit No. PB 16-12 for property located on Tax Map 22, Parcel 78A, Moyock Township. This permit was issued on September 19, 2018 for a 48 lot conservation subdivision. We are requesting approval of an extension of the use permit for two years for the following good cause:

The land that will become Glenmoor Ridge is currently accessed from Tulls Creek Road by a 100' easement, known as Campus Drive, which does not provide legal access for the purpose of recording a subdivision. A condition of the approval was for the right-of-way issue to be resolved prior to submitting construction drawings for Glenmoor Ridge. The 100' easement is located on land owned by AH Currituck Reserve, which is the entity that is developing the adjacent Currituck Reserve subdivision. Campus Drive has been scheduled to be platted and dedicated to public use in connection with the Currituck Reserve subdivision, which is presently undergoing a review of its construction drawings for issuance of a Construction Authorization, which will result in the improvement of Campus Drive to the UDO standards for subdivision roads, which will then provide the required legal access to Glenmoor Ridge for the platting of that subdivision, thus satisfying the original permit condition.

The Use Permit has not expired, and the subdivider is in the process of amending the Glenmoor Ridge plan based on an agreement with AH Currituck Reserve that provides for some residual open space to go to Glenmoor with the platting of Campus Drive, which is now in process, which will provide for the construction of a community mail center that will serve both subdivisions.

Thank you for your consideration of this request. Please let me know if we need to provide any additional information in support of the extension.

Sincerely yours,
BISSELL PROFESSIONAL GROUP



Mark S. Bissell, P.E.

cc: Mr. Justin Old



STAFF REPORT
PB 16-12 GLENMOOR RIDGE
BOARD OF COMMISSIONERS
OCTOBER 15, 2018

APPLICATION SUMMARY

Property Owner: Allied Properties LLC 417 Caratoke Hwy Unit D Moyock NC 27958 AH Currituck Reserve LLC 222 Central Park Ave Ste 2100 Virginia Beach VA 23462	Applicant: Allied Properties, LLC 417 Caratoke Hwy Unit D Moyock, NC 27958
Case Number: PB 16-12	Application Type: Major Subdivision, Amended Preliminary Plat/Use Permit (Type II)
Parcel Identification Numbers: 0022-000078A-0000 0022-000-078E-0000	Existing Use: Undeveloped
Land Use Plan Classification: Rural Moyock Small Area Plan: Limited Service	Parcel Size (Acres): 50.67 acres (total)
Number of Units: 48 residential lots (original approval) + 2 lots = 50 total lots	Project Density: .99 unit/acre
Required Open Space: 20.27 acres (40%)	Provided Open Space: 20.4 acres

SURROUNDING PARCELS

	Land Use	Zoning
North	Moyock Library/Residential	AG and SFM
South	Farmland	SFM
East	Farmland/Residential	AG and SFM
West	Undeveloped	SFM

STAFF ANALYSIS

In 2008, the Board of Commissioners approved Currituck Reserve, a 688 lot planned unit development on 471 acres at a density of 1.47 units per acre. This parcel was included in that

development. The development approval for Currituck Reserve expired and the properties that were once part of the Currituck Reserve development are now proposed as three separate subdivisions (Glenmoor Ridge, Currituck Reserve, Waterleigh). On September 19, 2016 the Board of Commissioners approved a 48 lot conservation subdivision for this property by this same applicant with a density of one unit per acre.

Through a lot recombination plat with the new Currituck Reserve subdivision and a right-of-way dedication plat, this subdivision gained 2.99 acres. The developer is requesting to amended the approved preliminary plat/use permit to add 2 additional lots for a total of 50 lots.

INFRASTRUCTURE		
Water		Public
Sewer		On-site septic
Transportation		Pedestrian: 5’ wide sidewalks and pedestrian trails
		Streets: Curb and gutter streets will be designed and constructed to NCDOT standards.
Stormwater/Drainage		An agreement between AH Currituck Reserve and Allied Properties with a combination of curb and gutter, swales, and stormwater ponds
Recreation and Park Area Dedication		The county will be accepting a payment-in-lieu \$6,012.07 for the 50 lots.
Riparian Buffers		There are no 404 jurisdictional wetlands on the property.
Schools - Adequate Public Facilities		
Actual Capacity – January 2018		Students Generated by this Development
Moyock Elementary Shawboro Elementary Central Elementary	83%	Elementary: 12.5 Middle: 4 High: 7
Griggs Elementary Jarvisburg Elementary	64%	
Knotts Island Elementary	30%	
Moyock Middle Currituck Middle	78%	
Currituck High JP Knapp Early College	80%	

RECOMMENDATIONS

TECHNICAL REVIEW COMMITTEE

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

1. The application complies with all applicable review standards of the UDO provided the following items are addressed:

- a. The recombination plat with AH Currituck Reserve property and the right-of way dedication plat must be recorded prior to subdivision approval. (Planning)
 - b. Remove “wetlands” from the Parkland/Recreation fee-in-lieu statement. (Planning)
 - c. Plat corrections: correct corner lot setback to corner side setback; remove one of the review officer certificates. (Planning)
 - d. That a meeting take place between the County Engineer and the engineers, stormwater designers, and applicants of Glenmoor Ridge, Currituck Reserve, and Waterleigh subdivisions to discuss the drainage system being shared between the three subdivisions prior to plat approval. (Engineering)
 - e. Consider recreational improvements around the pond. (Parks and Recreation)
2. The applicant demonstrates the proposed use will meet the use permit review standards of the UDO.
 3. The conditions of approval necessary to ensure compliance with the review standards of the UDO and to prevent or minimize adverse effects of the development application on surrounding lands include:
 - a. The recombination plat with AH Currituck Reserve property and the right-of way dedication plat must be recorded prior to subdivision approval. (Planning)
 - b. Remove “wetlands” from the Parkland/Recreation fee-in-lieu statement. (Planning)
 - c. Plat corrections: correct corner lot setback to corner side setback; remove one of the review officer certificates. (Planning)
 - d. That a meeting take place between the County Engineer and the engineers, stormwater designers, and applicants of Glenmoor Ridge, Currituck Reserve, and Waterleigh subdivisions to discuss the drainage system being shared between the three subdivisions prior to plat approval. (Engineering)

USE PERMIT REVIEW STANDARDS

The use will not endanger the public health or safety.

Preliminary Applicant Findings:

1. The use will adhere to county health and safety standards, including recommendations made by Albemarle Regional Health Services. The project should not adversely affect the public health or safety.

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

Preliminary Applicant Findings:

1. Land to the east has been developed into single family homes; the land to the west has already been proposed as a conservation subdivision; this tract will be developed similarly; over 40% of the land will be preserved as open space. The use will not injure the value of adjoining or abutting lands, and will be in harmony with the surrounding area.

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

Preliminary Staff Findings:

1. The Land Use Plan classifies this area as Rural with densities allowed at no more than one unit per three acres. However, the more specific Moyock Small Area Plan classifies this area as Limited Service with allowable densities of 1 to 1.5 units per acre. The .99 units per acre density proposed is consistent with the Moyock Small area plan. Some of the plan policies being met include:

POLICY FLU1: Promote compatibility between new development and existing development to avoid adverse impacts to the existing community.

POLICY CC1: Encourage and foster development that is compatible with rural atmosphere, transitional areas, and a small town, main street feel consistent with the vision, policies, and future land use map of this plan.

POLICY IS1: The costs of infrastructure, facilities, and services related to new growth and development should be borne primarily by those creating the demand.

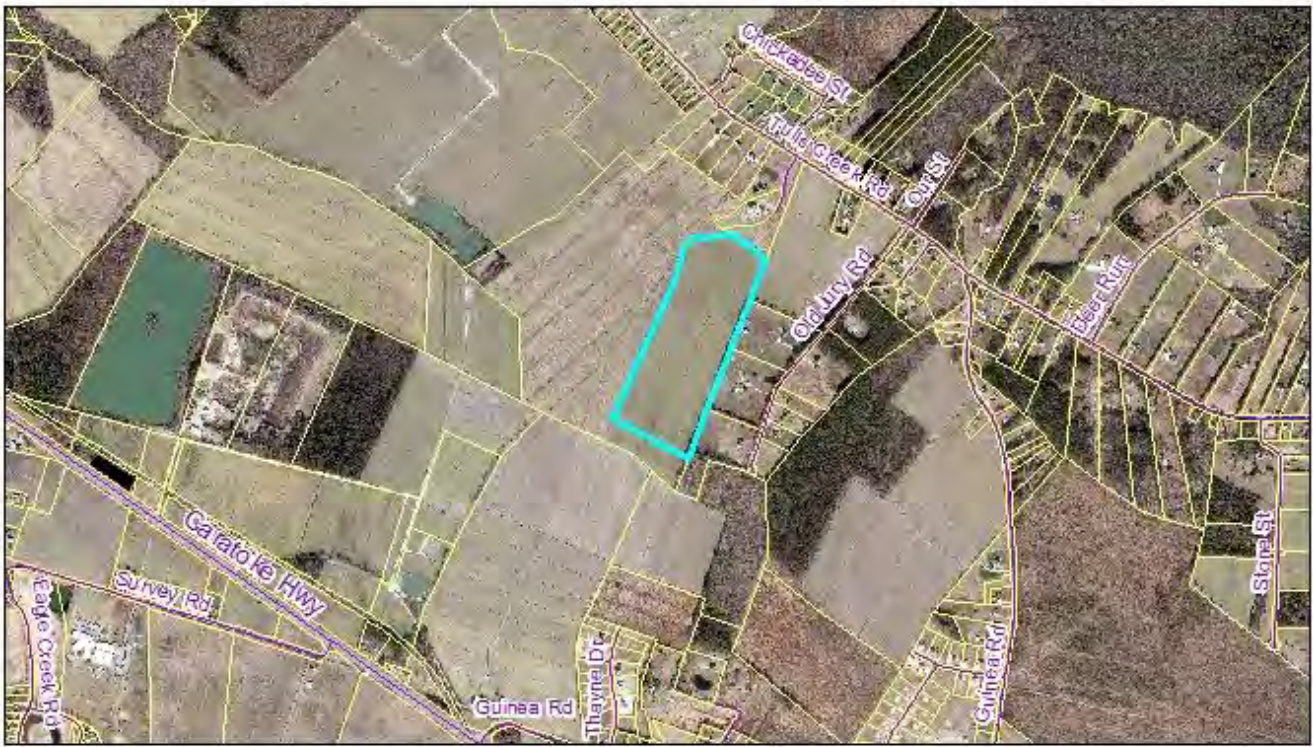
The use will not exceed the county's ability to provide adequate public facilities, including, but not limited to: schools, fire and rescue, law enforcement, and other county facilities. Applicable state standards and guidelines shall be followed for determining when public facilities are adequate.

Preliminary Staff Findings:

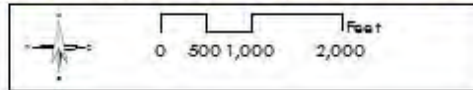
1. Currituck County has adequate public facilities to serve the proposed subdivision.

THE APPLICATION AND RELATED MATERIALS ARE AVAILABLE ON THE
COUNTY'S WEBSITE

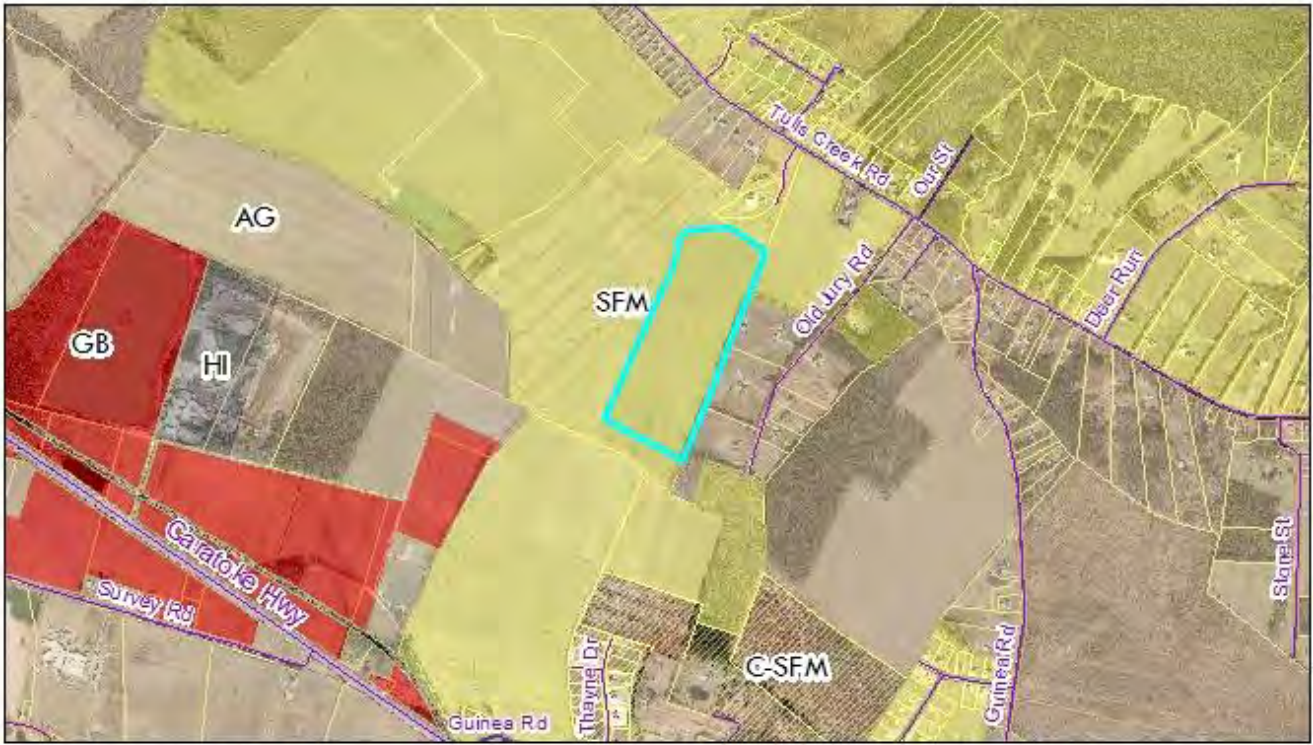
Board of Commissioners: www.co.currituck.nc.us/board-of-commissioners-minutes-current.cfm



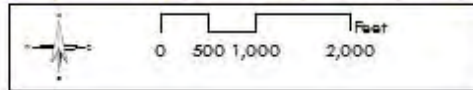
PB 16-12 Glenmoor Ridge
Amended Preliminary Plat/Use Permit
2016 Aerial Photography



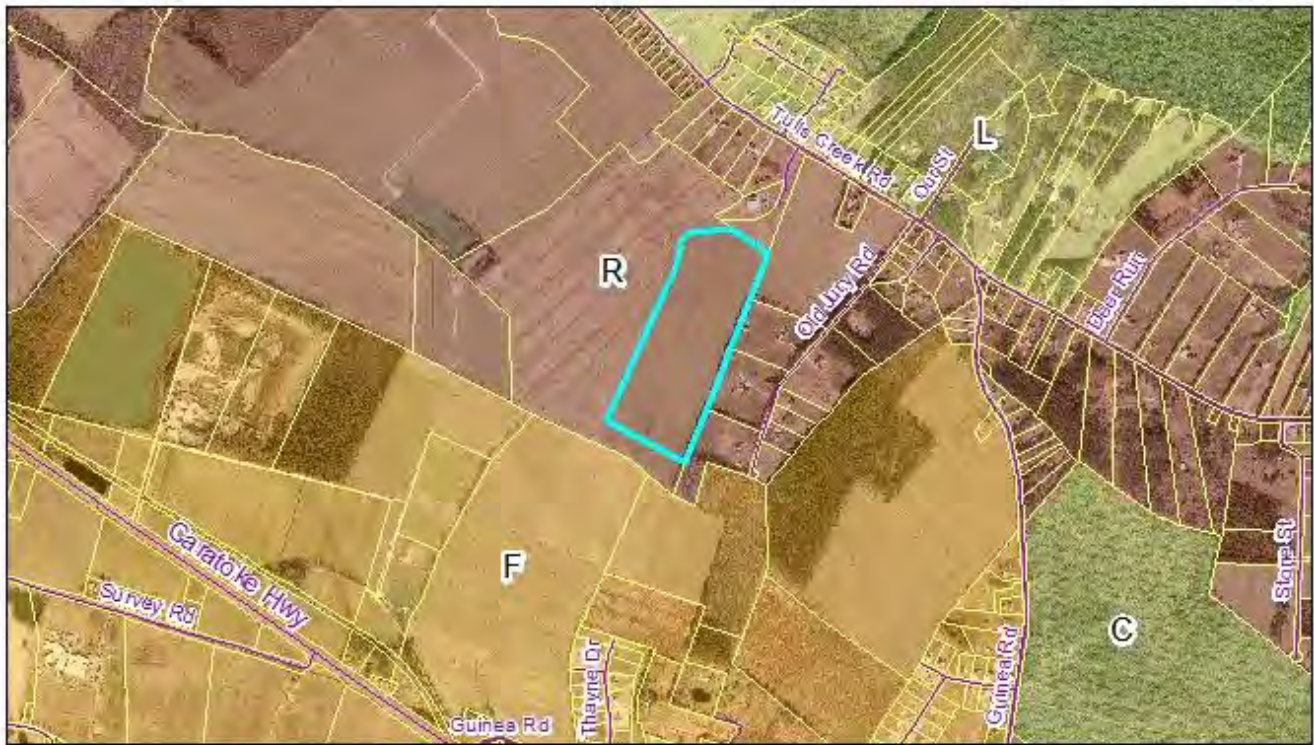
Currituck County
Planning and
Community Development



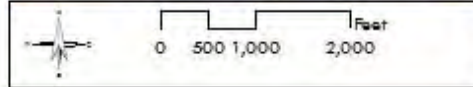
PB 16-12 Glenmoor Ridge
Amended Preliminary Plat/Use Permit
Zoning



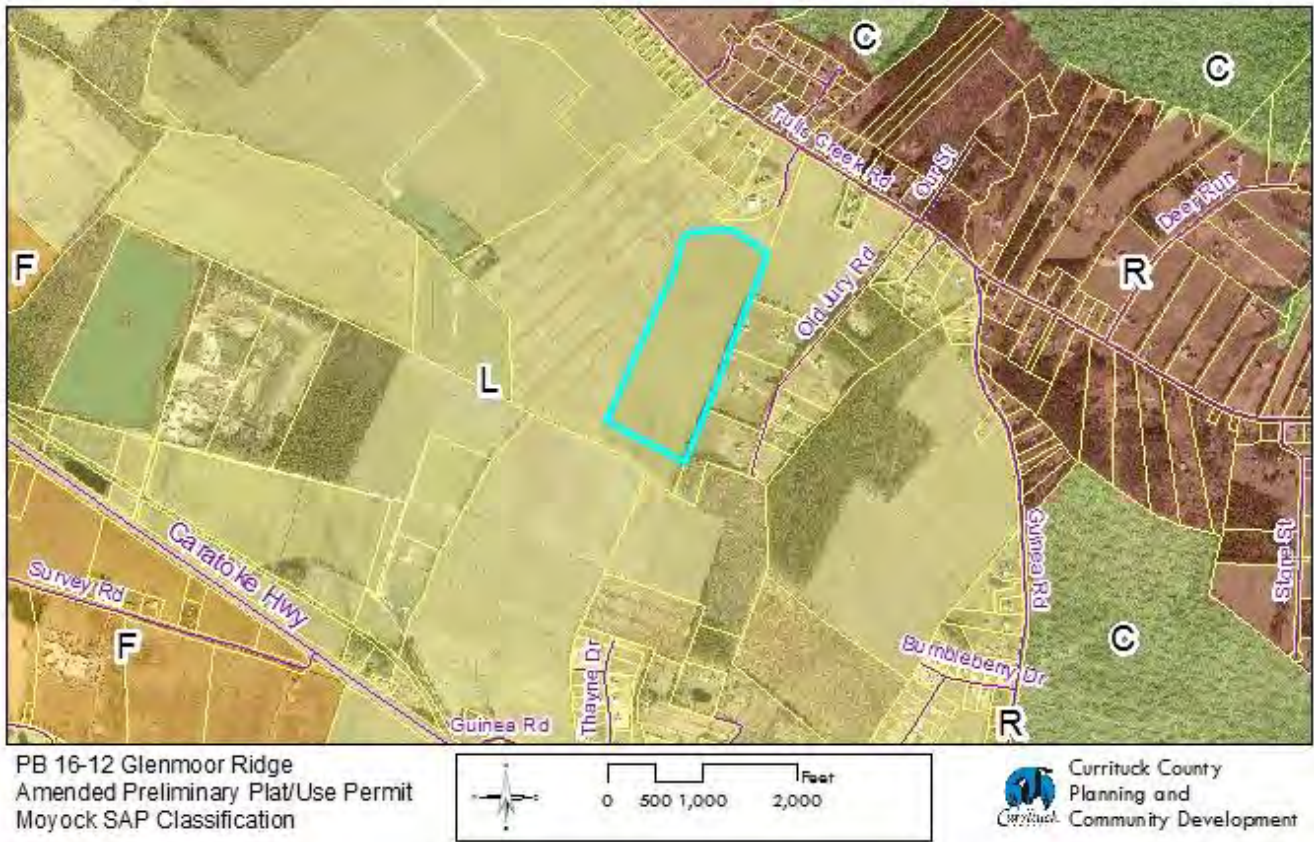
Currituck County
Planning and
Community Development

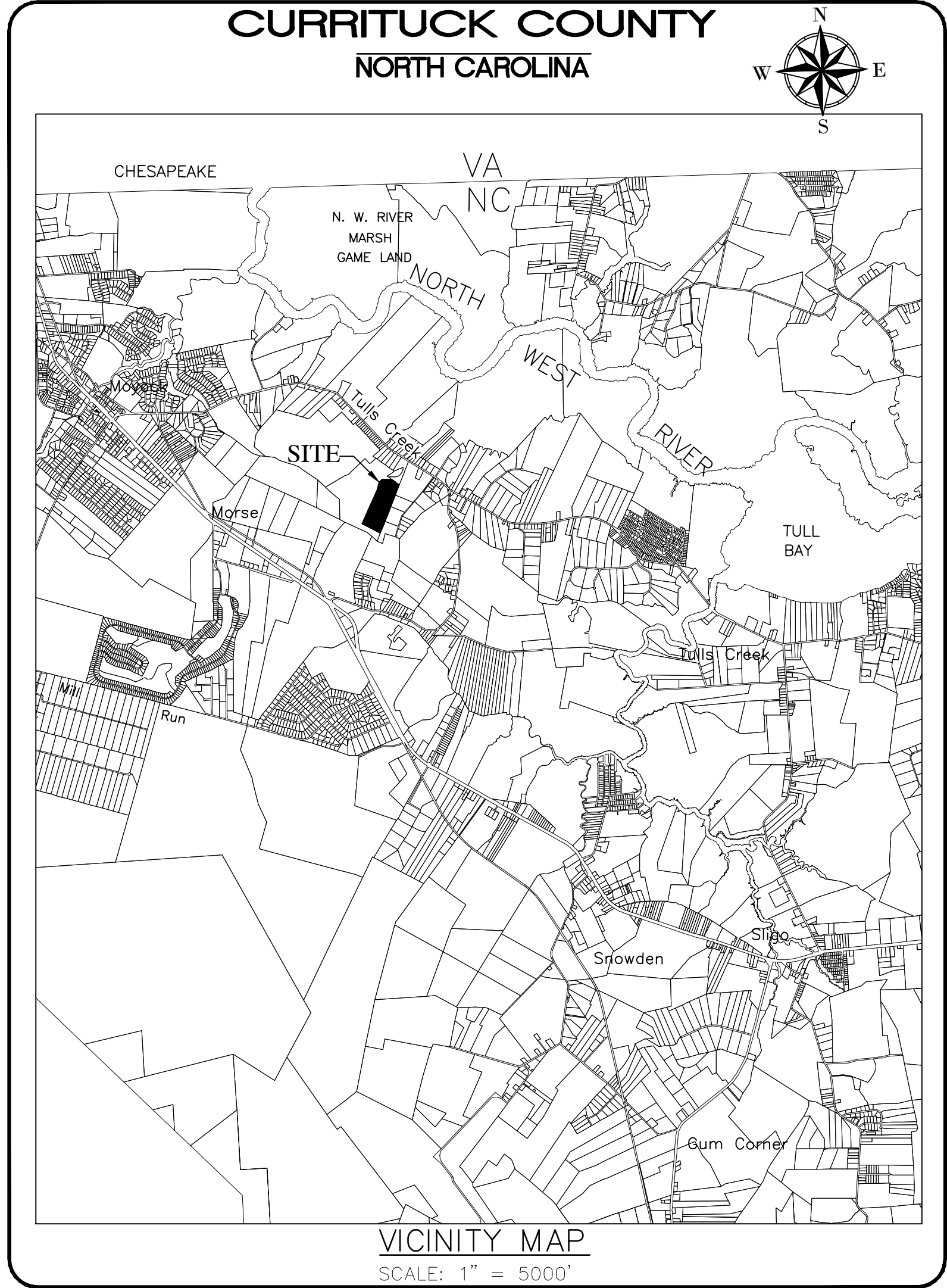


PB 16-12 Glenmoor Ridge
Amended Preliminary Plat/Use Permit
2006 LUP Classification



Currituck County
Planning and
Community Development





- GENERAL NOTES:
- PROJECT NAME: GLENMOOR RIDGE
 - APPLICANT: ALLIED PROPERTIES, LLC
 - OWNER: ALLIED PROPERTIES, LLC & AH CURRITUCK RESERVE, LLC
 - PROPERTY DATA:
PARCEL ID#: 0022-000-078A-0000, 0022-000-078E-0000
PRIMARY ADDRESS: 838 TULLS CREEK RD
RECORDED REFERENCES: D.B. 1419, PG. 882; P.C. K, SL. 95
PROPERTY ZONING: SFM
 - F.I.R.M. DATA:
ZONES X & SHADED X F.E.M.A. F.I.R.M. MAP# 3721804000 J, CID 370078, EFFECTIVE DATE DECEMBER 16, 2005. USE OF LAND WITHIN A FLOODWAY OR FLOOD PLAIN IS SUBSTANTIALLY RESTRICTED BY CHAPTER 7 OF THE CURRITUCK COUNTY UNIFIED DEVELOPMENT ORDINANCE.
 - A 10' EASEMENT FOR UTILITIES AND DRAINAGE ALONG REAR AND SIDE PROPERTY LINES AND A 15' EASEMENT ALONG FRONT PROPERTY LINE IS HEREBY ESTABLISHED.
 - EXISTING CONDITION INFORMATION BASED ON A COMBINATION OF THE FOLLOWING:
 - 2015 FIELD SURVEY DATA OBTAINED BY BISSELL PROFESSIONAL GROUP
 - 2012 AERIAL IMAGERY OBTAINED FROM NCONEMAP.COM
 - FIELD TOPOGRAPHIC SURVEY DATA BY BISSELL PROFESSIONAL GROUP
 - ELEVATIONS ARE REFERENCED TO NAVD 1988 VERTICAL DATUM.
 - SUBDIVISION IS DESIGNED FOR SINGLE FAMILY DWELLINGS OF LESS THAN 4,800 S.F. AND NO GREATER THAN 2 STORIES.
 - AVAILABLE WATER SUPPLY IS 1061 GPH PER COUNTY GIS.
 - ALL UTILITIES ARE TO BE INSTALLED UNDERGROUND.
 - PROPERTY CONTAINS NO ACOE "404" JURISDICTIONAL WETLANDS.
 - A NON-EXCLUSIVE DRAINAGE EASEMENT IS HEREBY DEDICATED ACROSS ALL OPEN SPACE AREAS FOR THE PURPOSE OF OPERATION AND MAINTENANCE OF A STORMWATER MANAGEMENT SYSTEM.
 - A PAYMENT IN LIEU OF RECREATION AND PARK AREA DEDICATION WILL BE PROVIDED IN ACCORDANCE WITH CURRITUCK COUNTY UNIFIED DEVELOPMENT ORDINANCE. PAYMENT IN LIEU OF RECEIVED BY THE COUNTY SHALL BE USED ONLY FOR THE ACQUISITION AND DEVELOPMENT OF RECREATION PARK AREAS, AND OPEN SPACE SITES CONSISTENT WITH THE REQUIREMENTS OF THE NORTH CAROLINA GENERAL STATUTES SECTION 153A-331.

DEVELOPMENT NOTES	
	ACRES
ORIGINAL TRACT	48.00
ADDITIONAL TRACT	2.99
TOTAL TRACT AREA	50.99
RESIDUAL NOT INCLUDED	0.32
TOTAL DEVELOPMENT AREA	50.67
PROPOSED R.O.W.	4.25
PROPOSED LOT AREA	26.02
PROVIDED OPEN SPACE	20.40 (40.2605%)
REQUIRED OPEN SPACE	20.18 (40.0%)
# OF PROPOSED LOTS	50 (0.987 LOTS /AC.)
AVERAGE LOT AREA	22,668 SQ.FT.
PROPOSED R.O.W. WIDTH	50 FT.
PROPOSED PAVEMENT WIDTH	27 FT. (B.O.C.-B.O.C.)
LINEAR FEET ON-SITE ROADWAY	3,202 L.F.

LOT DEVELOPMENT CONFIGURATION:
LOT AREAS: VARY FROM 21,151 TO 22,408 SQUARE FEET.
MINIMUM LOT WIDTH (CORNER OR INTERIOR LOTS): 90'.

SETBACKS:
FRONT 25'
REAR 25'
SIDE 10'
CORNER LOT 20'

PARKLAND/RECREATION FEE IN LIEU OF CALCULATIO:
TAX VALUE = \$197,000 / 48 ACRES = \$4,104.17/ACRE; 137,400/8.75 AC. = 15,702.86/AC.
WETLAND AVERAGE: 48 X 4104.17 + 2.67 X 15,702.86
50.67 = 4715.35/AC

50 LOTS @ 0.0255 ACRES/LOT = 1.275 ACRES @ 4.715.35/ACRE = \$6,012.07

GLENMOOR RIDGE

AMENDED 50 LOT CONSERVATION SUBDIVISION

MOYOCK TOWNSHIP CURRITUCK COUNTY NORTH CAROLINA

Sheet
Number

Sheet Title

- | | |
|---|---|
| 1 | COVER SHEET, DEVELOPMENT NOTES & SITE LOCATION |
| 2 | PROPOSED SITE FEATURES & SUBDIVISION PLAN |
| 3 | EXISTING CONDITIONS & SITE FEATURES PLAN |
| 4 | STORMWATER MANAGEMENT & DRAINAGE PLAN |
| 5 | WATER MAIN EXTENSION, WATER SERVICE & WASTEWATER PLAN |
| 6 | LANDSCAPING, BUFFERING & SIGNAGE PLAN |
| 7 | TYPICAL CONSTRUCTION DETAILS |

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

REVIEW OFFICER CERTIFICATE
STATE OF NORTH CAROLINA
COUNTY OF CURRITUCK

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

DATE REVIEW OFFICER

REVIEW OFFICER CERTIFICATE
STATE OF NORTH CAROLINA
COUNTY OF CURRITUCK

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

DATE REVIEW OFFICER

SURVEYOR'S CERTIFICATION

I, MICHAEL D. BARR, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED AND DESCRIPTION RECORDED IN BOOKS REFERENCED); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOKS REFERENCED; THAT THE RATIO OF PRECISION AS CALCULATED IS 1:39,901; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.

THIS IS TO CERTIFY THAT THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.

WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS ____ DAY OF _____, A.D., 2018.

SIGNATURE L-1756

THIS SUBDIVISION IS CONTINGENT UPON A SEPARATE RECOMBINATION AND A RIGHT-OF-WAY DEDICATION.

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

DATE DISTRICT ENGINEER

APPROVAL CERTIFICATE
I HEREBY CERTIFY THAT THE SUBDIVISION SHOWN ON THIS PLAT IS IN ALL RESPECTS IN COMPLIANCE WITH THE CURRITUCK COUNTY UNIFIED DEVELOPMENT ORDINANCE AND, THEREFORE, THIS PLAT HAS BEEN APPROVED BY THE CURRITUCK COUNTY TECHNICAL REVIEW COMMITTEE AND SIGNED BY THE ADMINISTRATOR, SUBJECT TO ITS BEING RECORDED IN THE CURRITUCK COUNTY REGISTRY WITHIN 90 DAYS OF THE DATE BELOW.

DATE ADMINISTRATOR

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

DATE OWNER

I, _____, A NOTARY PUBLIC

OF _____ COUNTY, NORTH CAROLINA, DO HEREBY CERTIFY THAT

APPEARED BEFORE ME THIS DATE AND ACKNOWLEDGED THE DUE EXECUTION OF THE FOREGOING CERTIFICATE.

WITNESS MY HAND AND OFFICIAL SEAL THIS ____ DAY OF _____, 20 ____

NOTARY PUBLIC

MY COMMISSION EXPIRES
REQUIRED IMPROVEMENTS CERTIFICATE
I HEREBY CERTIFY THAT ALL IMPROVEMENTS REQUIRED BY THE CURRITUCK COUNTY UNIFIED DEVELOPMENT ORDINANCE HAVE BEEN INSTALLED IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS PREPARED BY BISSELL PROFESSIONAL GROUP, AND SAID IMPROVEMENTS COMPLY WITH CURRITUCK COUNTY SPECIFICATIONS.

DATE REGISTERED LAND SURVEYOR/ENGINEER

REGISTRATION NUMBER

Bissell Professional Group
Firm License # C-046
1000 Highway 108
P.O. Box 108
Currituck County, North Carolina 27949
Phone: (252) 726-1760
Fax: (252) 726-1760

BISSELL
PROFESSIONAL GROUP

Engineers, Planners, Surveyors
and Environmental Specialists

COVER SHEET, DEVELOPMENT
NOTES & SITE LOCATION

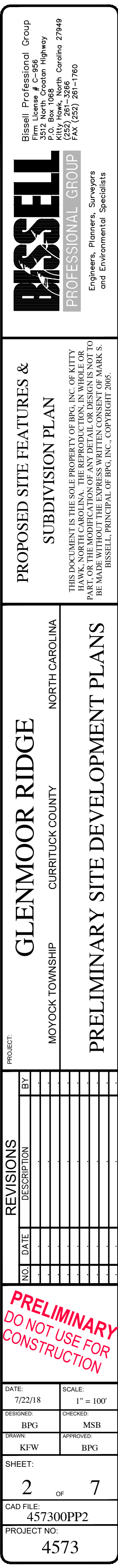
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PROJECT: GLENMOOR RIDGE
CURRITUCK COUNTY
MOYOCK TOWNSHIP
PRELIMINARY SITE DEVELOPMENT PLANS

REVISIONS		BY	DATE
NO.	DESCRIPTION		
1	UPDATE NOTES & SURVEY CERT.		
2			
3			
4			
5			
6			
7			
8			
9			
10			

**PRELIMINARY
DO NOT USE FOR
CONSTRUCTION**

DATE: 7-22-18 SCALE: N/A
DESIGNED: BPG CHECKED: MSB
DRAWN: KFW APPROVED: BPG
SHEET: 1 OF 7
CAD FILE: 457300P2
PROJECT NO: 4573



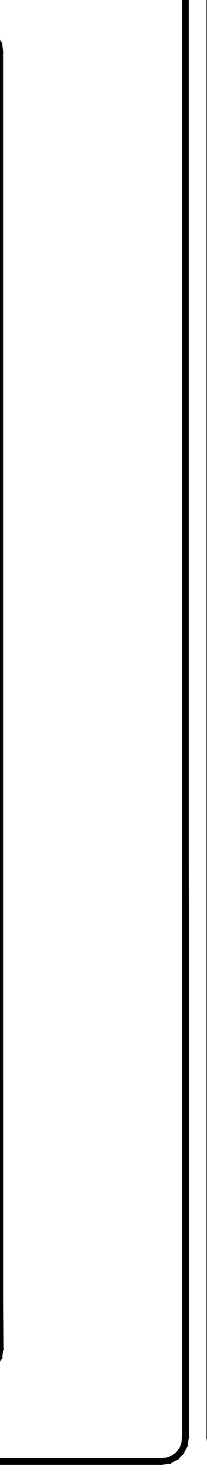
LINE TABLE		
LINE	LENGTH	BEARING

CURVE	C	
	LENGTH	RADIUS
C28	106.48'	1475.0
C29	92.01'	1525.0
C30	110.61'	1475.0
C31	92.01'	1525.0
C32	110.15'	1475.0
C33	89.39'	1525.0
C34	110.15'	1475.0
C35	89.38'	1525.0
C36	106.58'	1475.0
C37	89.38'	1525.0
C38	89.39'	1525.0
C39	59.09'	1525.0
C40	81.63'	825.0
C41	44.38'	775.0

LOT CURV				
CURVE TABLE				CURV
	CHORD	BEARING	DELTA	
0'	106.46'	N17° 46' 19"E	4'08"10"	C42
0'	92.00'	S16° 02' 50"W	3'27"25"	C43
0'	110.58'	N23° 32' 32"E	4'17"47"	C44
0'	92.00'	S19° 30' 15"W	3'27"25"	C46
0'	110.13'	N27° 49' 47"E	4'16"44"	C47
0'	89.37'	S24° 24' 52"W	3'21"30"	C48
0'	110.13'	N32° 06' 31"E	4'16"44"	C49
0'	89.36'	S27° 46' 22"W	3'21"29"	C50
0'	106.56'	N36° 19' 05"E	4'08"24"	C51
0'	89.36'	S31° 07' 51"W	3'21"29"	C52
0'	89.37'	S34° 29' 20"W	3'21"30"	C53
0'	59.09'	S37° 16' 41"W	2'13"12"	C54
0'	81.60'	N35° 33' 12"E	5'40"10"	C60
0'	44.37'	S36° 44' 51"W	3'16"51"	C61

CURVE TABLE					
E	LENGTH	RADIUS	CHORD	BEARING	DELTA
	68.45'	825.00'	68.43'	N30° 20' 30"E	4°45'14"
	96.61'	775.00'	96.55'	S31° 32' 09"W	7°08'33"
	39.27'	25.00'	35.36'	N72° 57' 53"E	90°00'00"
	34.83'	25.00'	32.08'	S22° 07' 03"E	79°50'09"
	48.42'	60.00'	47.12'	S5° 19' 09"E	46°14'21"
	110.29'	60.00'	95.41'	S81° 05' 54"E	105°19'10"
	56.95'	60.00'	54.83'	N34° 50' 40"W	54°22'54"
	62.26'	60.00'	59.50'	S88° 14' 14"W	58°27'17"
	97.07'	60.00'	86.82'	S74° 57' 02"E	92°41'29"
	21.55'	60.00'	21.43'	S48° 24' 59"W	20°34'29"
	34.81'	25.00'	32.06'	N78° 01' 01"W	79°46'33"
	40.00'	1525.00'	40.00'	N6° 45' 58"E	1°30'11"
	23.55'	25.00'	22.69'	N65° 28' 31"W	5°38'05"
	18.92'	60.00'	18.84'	N47° 31' 33"W	18°04'08"

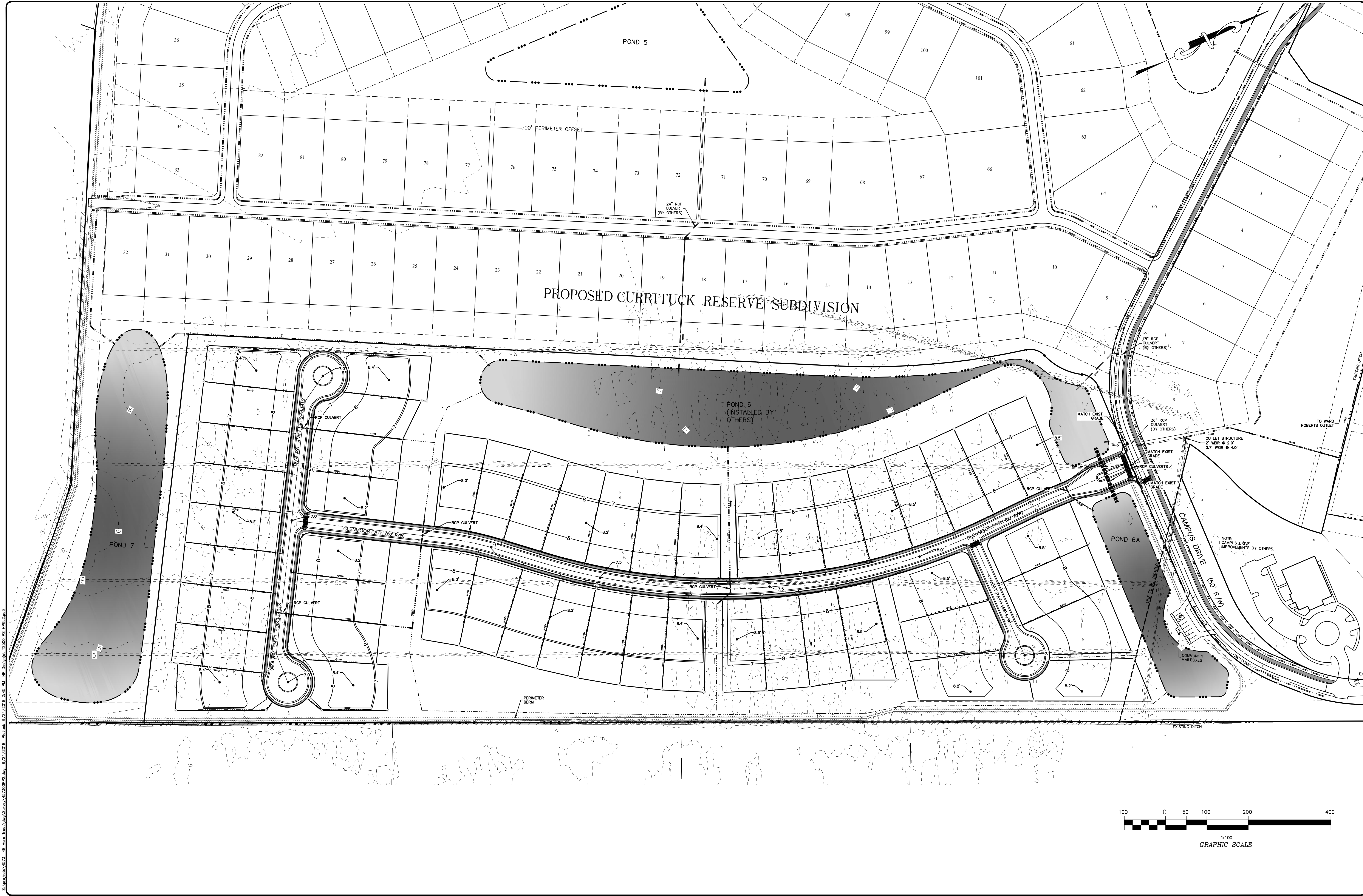
CURVE TABLE					
CURVE	LENGTH	RADIUS	CHORD	BEARING	DELTA
C62	118.83'	60.00'	100.34'	S66° 42' 12"W	113°28'24"
C63	69.45'	60.00'	65.64'	S23° 11' 35"E	66°19'10"
C64	79.71'	60.00'	73.97'	N71° 37' 50"E	76°06'57"
C65	23.55'	24.97'	22.69'	N60° 33' 24"E	54°01'54"
C66	14.62'	60.00'	14.58'	N63° 19' 56"W	13°57'31"



1:100
GRAPHIC SCALE

Attachment: 2 Amended Glenmoor Ridge Preliminary Plat Set (PB 16-12 Glenmoor Ridge)

S:\projects\4573_48_Venue\Drawings\457300PP2.dwg 9/24/2018 9:45 PM HP Design\457300 05 10/24/2018



Bissell Professional Group
Firm License # C-556
P.O. Box 108
1000 S. Highway 108
Kitty Hawk, North Carolina 27949
TEL (252) 281-1760
FAX (252) 281-1760

BISSELL
PROFESSIONAL GROUP

Engineers, Planners, Surveyors
and Environmental Specialists

STORMWATER MANAGEMENT
AND DRAINAGE PLAN

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PROJECT: **GLENMOOR RIDGE**
MOYOCK TOWNSHIP
CURRITUCK COUNTY
NORTH CAROLINA

PRELIMINARY SITE DEVELOPMENT PLANS

REVISIONS	
NO.	DESCRIPTION

DATE: 7/22/18 SCALE: 1" = 100'

DESIGNED: BPG CHECKED: MSB

DRAWN: KFW APPROVED: BPG

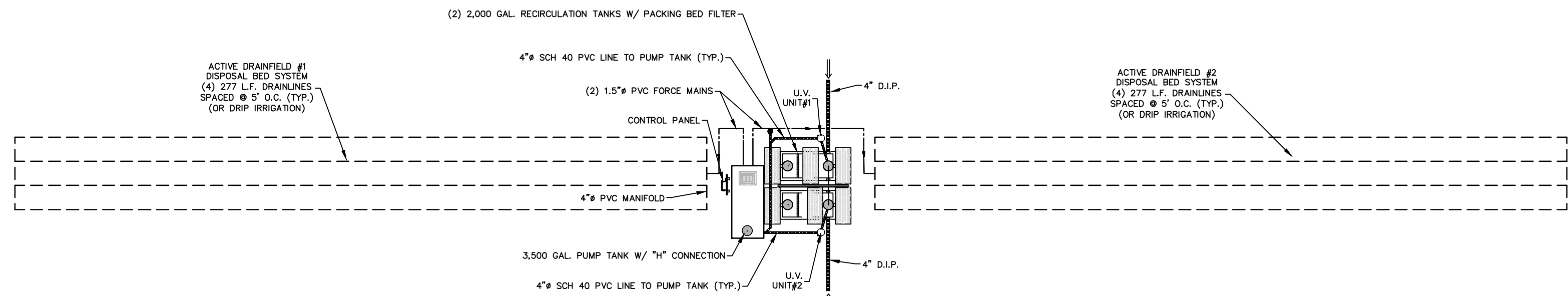
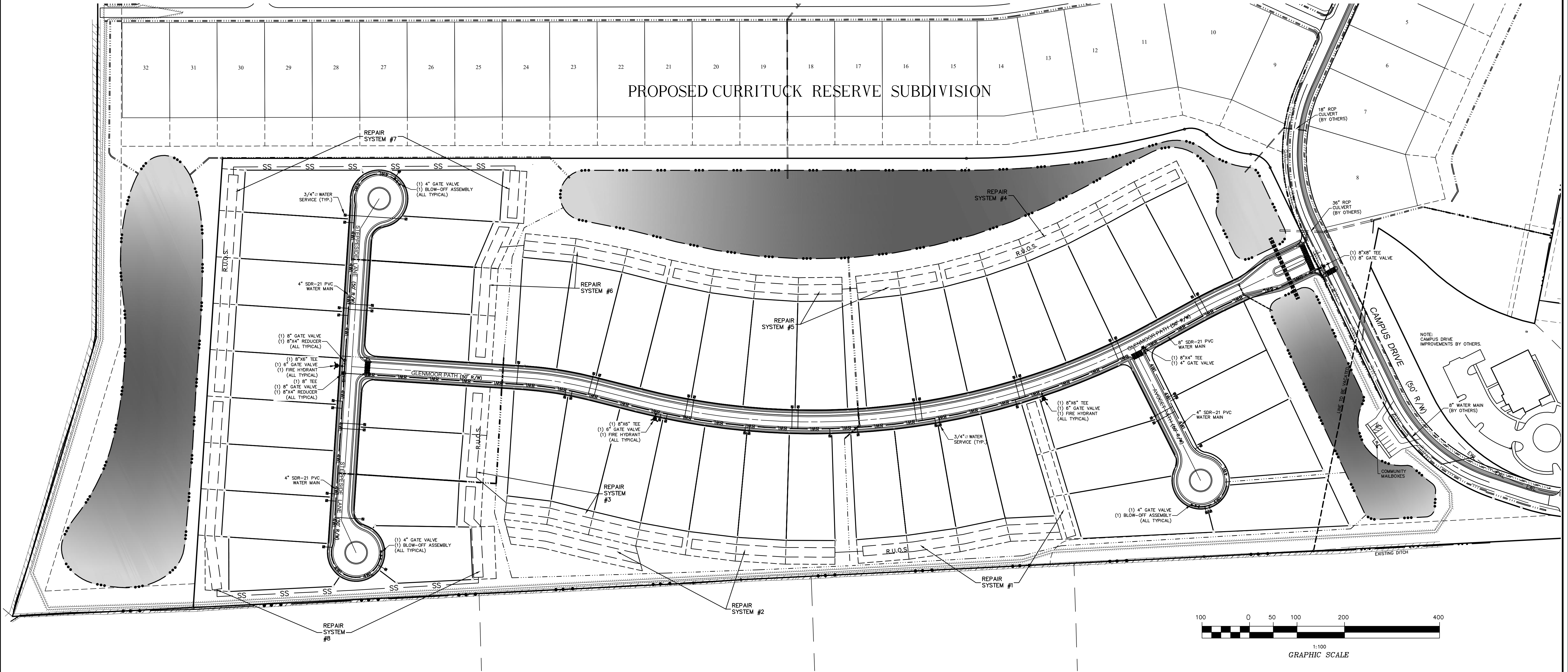
SHEET: 4 OF 7

CAD FILE: 457300PP2

PROJECT NO: 4573

**PRELIMINARY
DO NOT USE FOR
CONSTRUCTION**

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TYPICAL 2,880 G.P.D. SYSTEM FOR EVERY 6 LOTS
BASIS OF DESIGN FOR R.U.O.S.

Bissell Professional Group
Firm License # C-056
Professional Engineer
P.O. Box 1058
1058 Peachtree
Atlanta, Georgia 30309
FAX (404) 251-1760

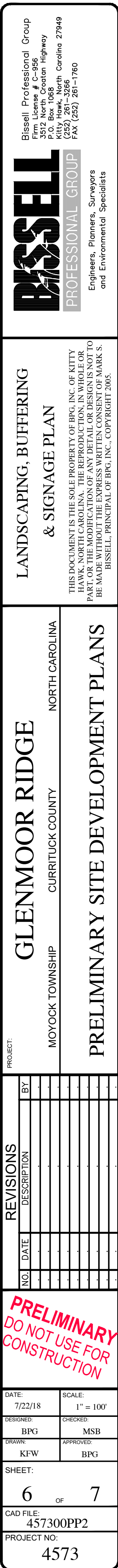
WATER MAIN EXTENSION, WATER
SERVICE & WASTEWATER PLAN
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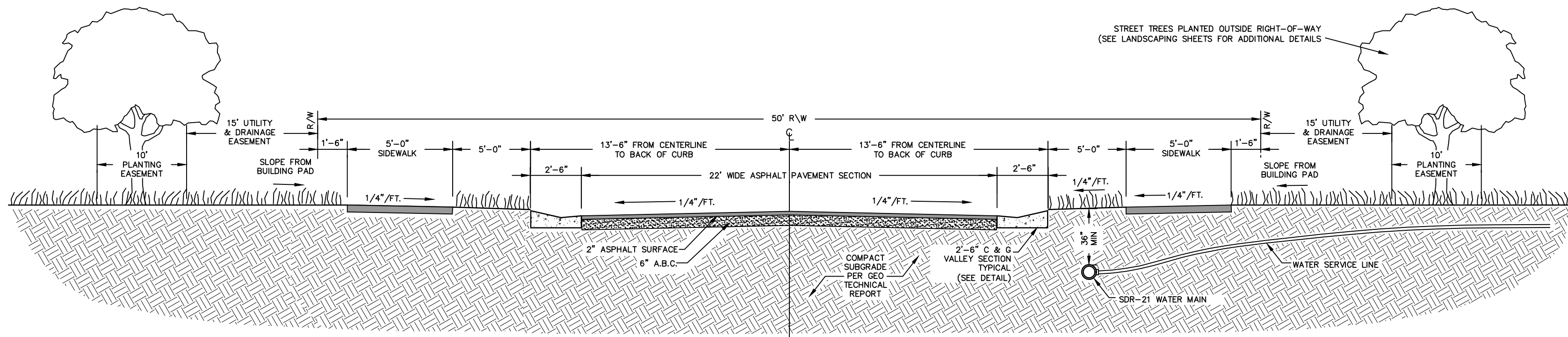
GLENMOOR RIDGE
NORTH CAROLINA
CURRITUCK COUNTY
MOYOCK TOWNSHIP
PRELIMINARY SITE DEVELOPMENT PLANS

NO.	DATE	DESCRIPTION

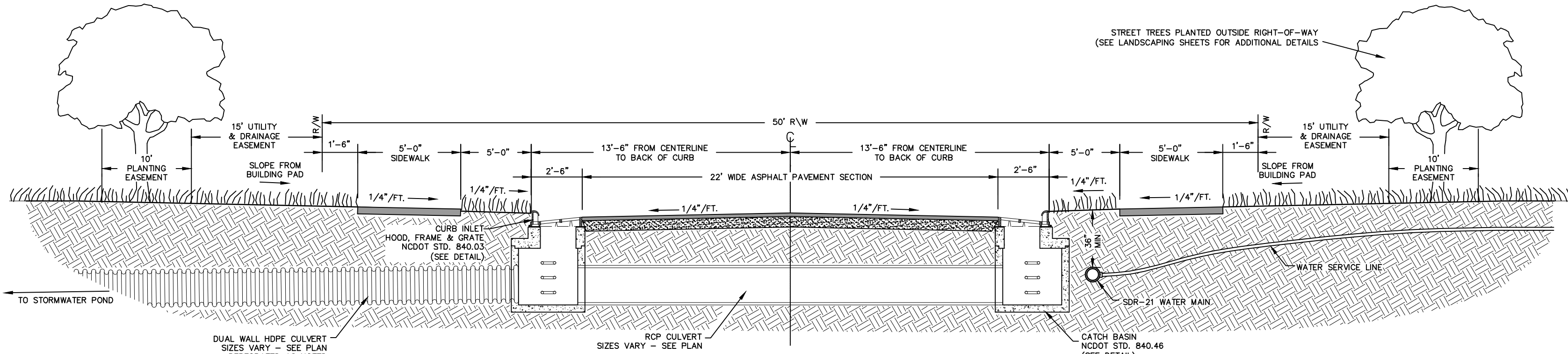
PRELIMINARY
DO NOT USE FOR
CONSTRUCTION

DATE: 7/22/18 SCALE: 1" = 100'
DESIGNED: BPG CHECKED: MSB
DRAWN: KFW APPROVED: BPG
SHEET: 5 OF 7
CAD FILE: 457300PP2
PROJECT NO: 4573

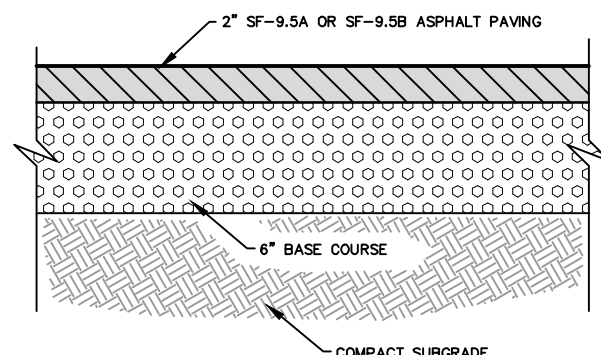
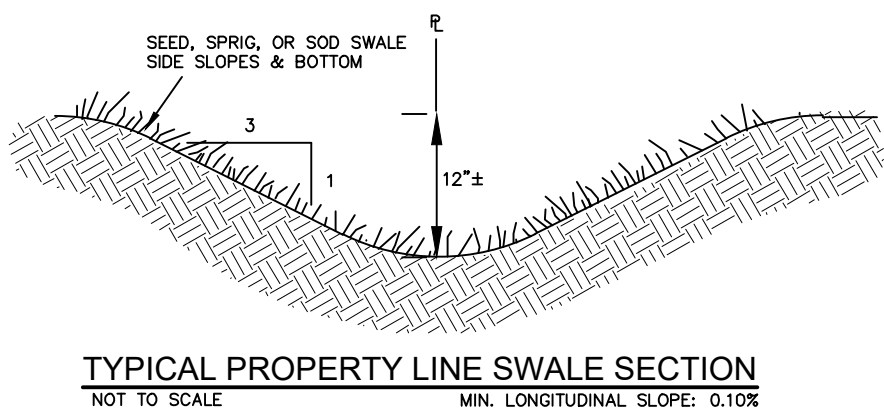
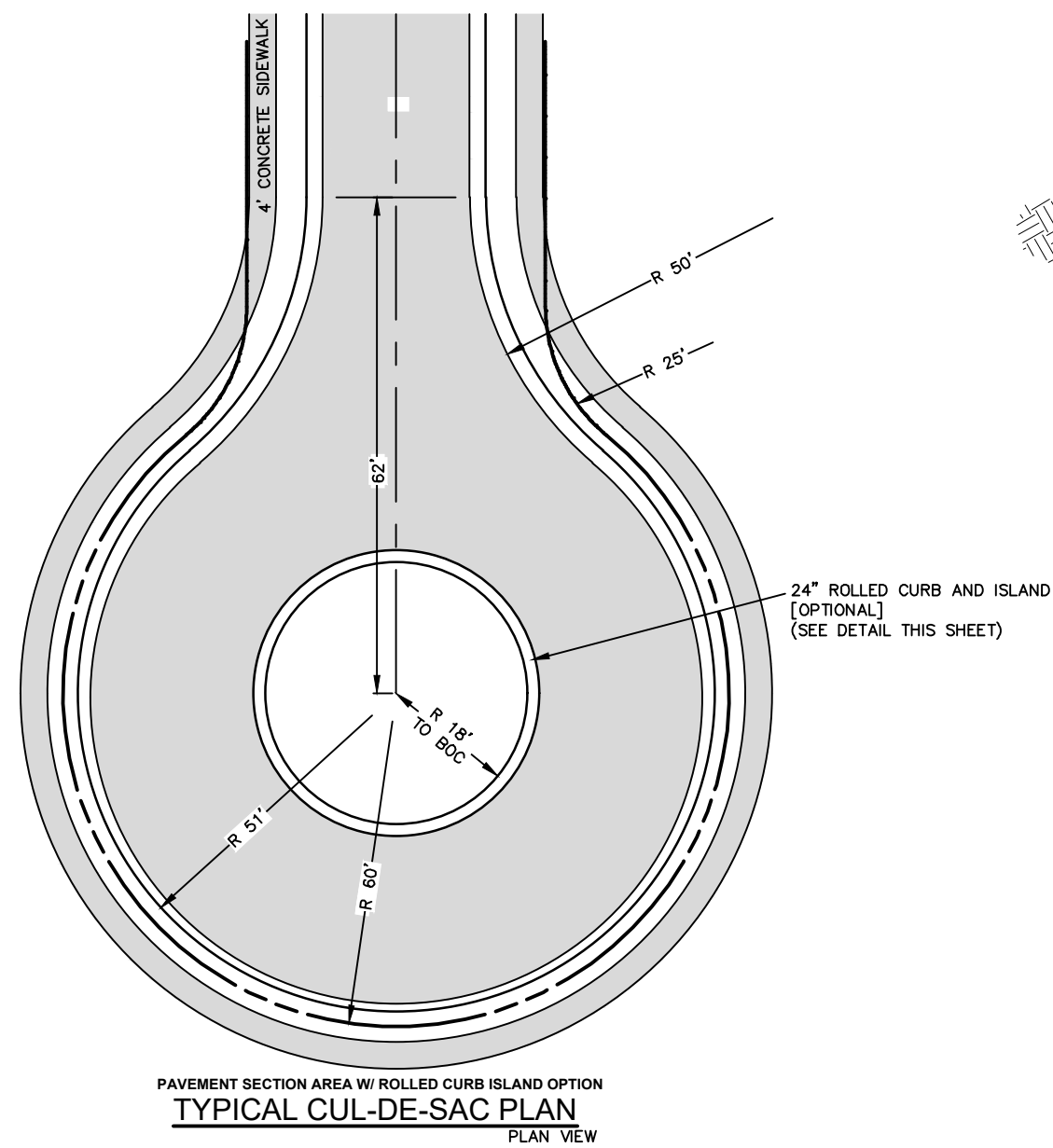




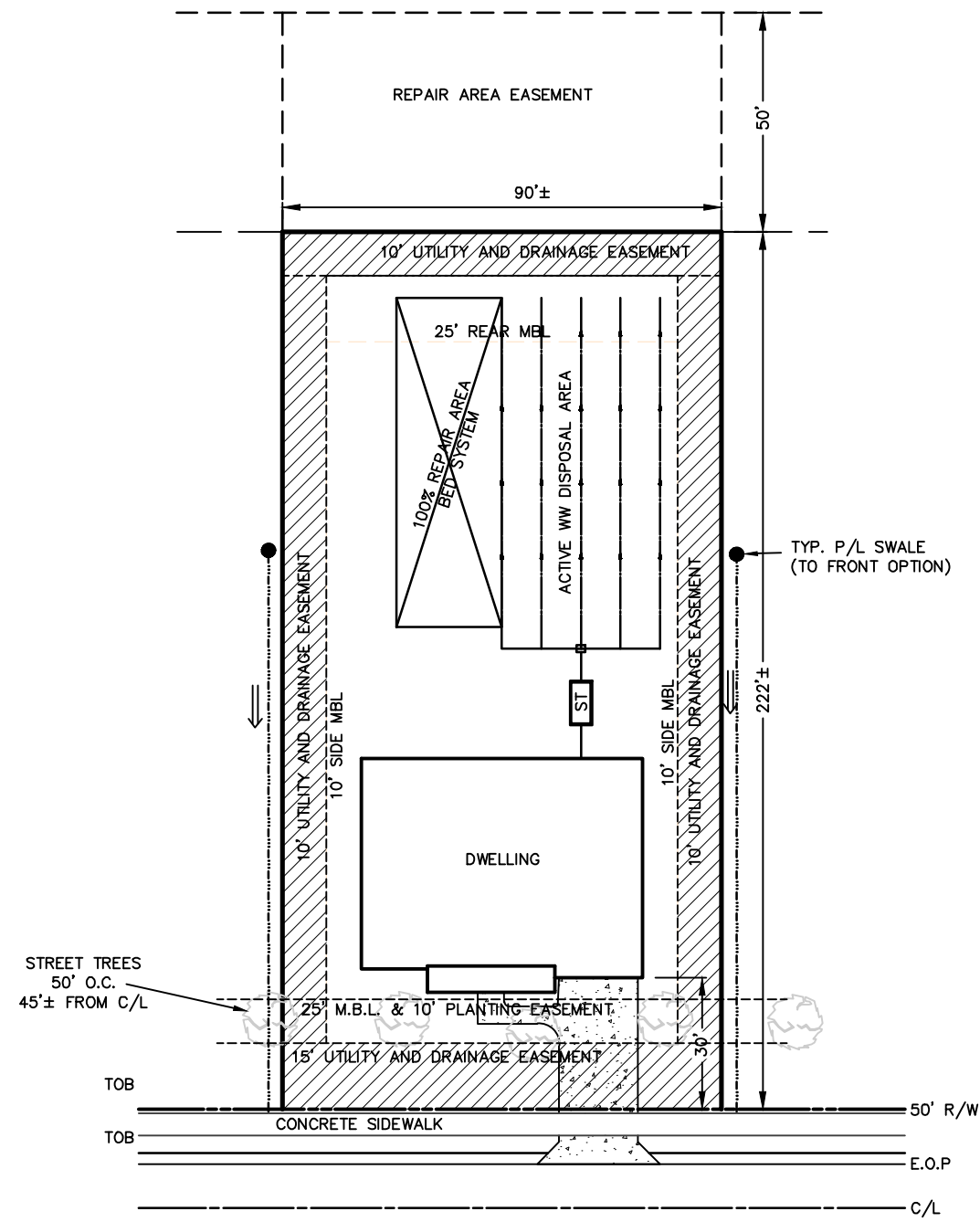
TYPICAL SUBDIVISION ROADWAY SECTION W/ UTILITIES
NOT TO SCALE



TYPICAL SUBDIVISION ROADWAY SECTION W/ DRAINAGE
NOT TO SCALE



NOTE:
PAVING SHALL CONSIST OF FINE GRADING THE SPECIFIED PARKING & DRIVE AREAS AND
INSTALLING 2" 5F-9.5A OR 5F-9.5B ASPHALT CONCRETE SURFACE COURSE IN CONJUNCTION WITH
A 6" AGGREGATE BASE COURSE. THE SOIL SUBGRADE BENEATH PAVEMENTS SHALL BE
COMPACTED TO AT LEAST 95% OF ASTM D 698 PRIOR TO ANY PLACEMENT OF SUBBASE FILL OR
STONE BASE COURSE. ALL SITE PREPARATION AND THE DESIGN AND CONSTRUCTION OF ALL
FOUNDATIONS, GROUND SLABS, AND PAVEMENTS SHALL BE IN ACCORDANCE WITH
RECOMMENDATIONS PROVIDED BY A GEOTECHNICAL ENGINEER.



Bissell Professional Group
Firm License # C-056
Professional Engineer
P.O. Box 1008
Knox, TN 37901
FAX (252) 281-1760

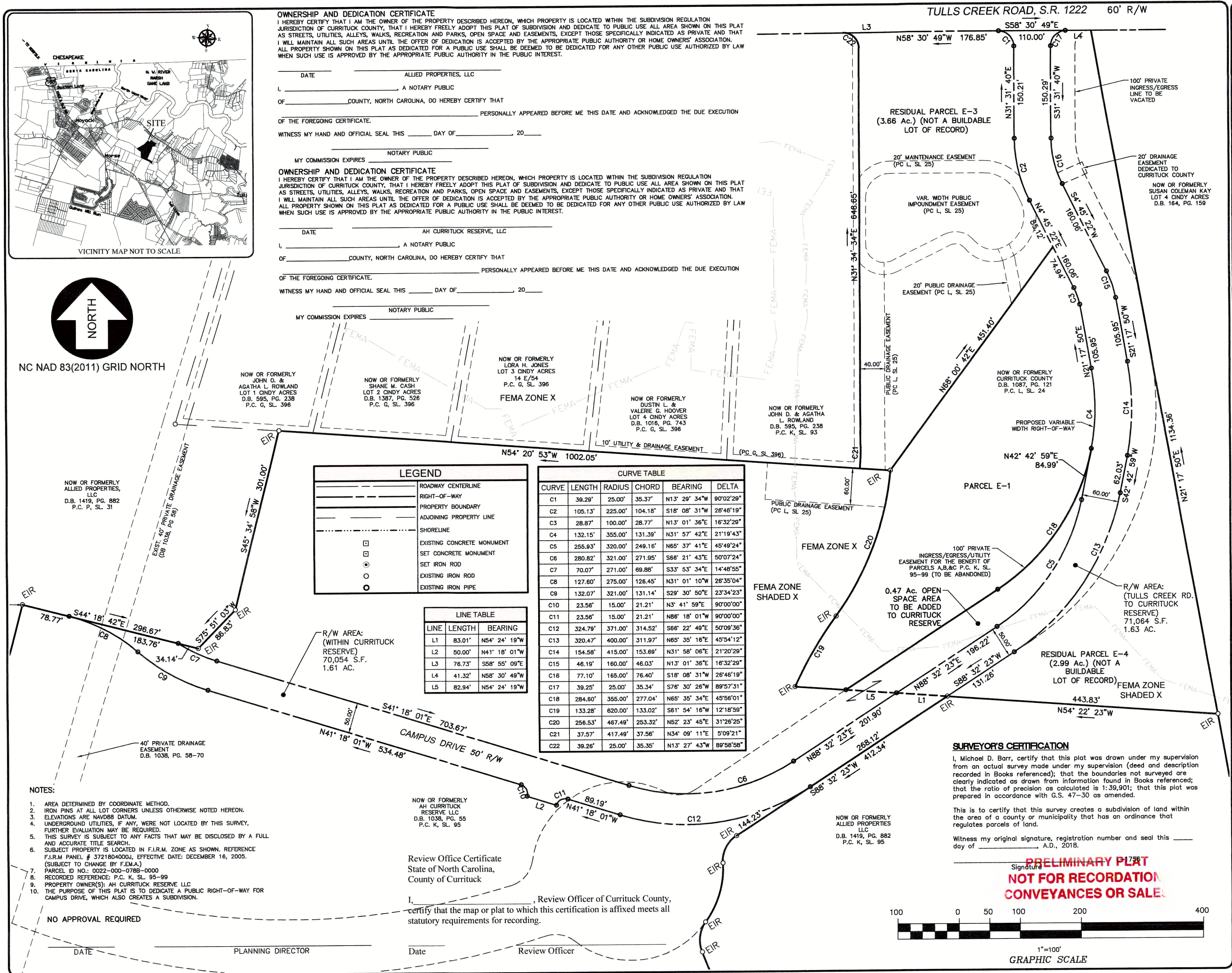
TYPICAL CONSTRUCTION
DETAILS

GLENMOOR RIDGE
CURTIS COUNTY
MOYOCK TOWNSHIP
NORTH CAROLINA

PRELIMINARY SITE DEVELOPMENT PLANS

PRELIMINARY
DO NOT USE FOR
CONSTRUCTION

DATE: 7/22/18 SCALE: N/A
DESIGNED: BPG CHECKED: MSB
DRAWN: KFW APPROVED: BPG
SHEET: 7 OF 7
CAD FILE: 457300PP2
PROJECT NO: 4573



Bissell Professional Group
Firm License # C-368
3500 S. Salisbury Highway
P.O. Box 1068
Kitty Hawk, North Carolina 27949
(252) 281-2286
FAX (252) 281-1760

**Engineers, Planners, Surveyors
and Environmental Specialists**

PROJECT:
AH CURRITUCK RESERVE LLC
PARCEL B HAYWOOD E SR & CYNTHIA J WARD EXEMPT SUBD
MOYOCK CURRITUCK COUNTY NORTH CAROLINA
SUBDIVISION AND RIGHT OF WAY PLAT

REVISIONS

NO.	DATE	DESCRIPTION	BY
1	5/25/18	COUNT COMMENTS	KFW
2	5/25/18	COUNT COMMENTS	KFW
3	5/25/18	COUNT COMMENTS	KFW
4	5/25/18	DRAINAGE EASE	MDB
5	5/25/18	CERTIFICATE	MDB

DATE: 5/25/18 SCALE: 1"=100'
DESIGNED: KFW CHECKED: MSB
DRAWN: KFW APPROVED: MDB
SHEET: 1 OF 1
CAD FILE: 462800CMP1
PROJECT NO: 4628



Currituck County

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

MEMORANDUM

To: Mark Bissell, Bissell Professional Group
 Justin Old, Allied Properties, LLC

From: Tammy D. Glave, CZO
 Senior Planner

Date: August 13, 2018

Re: Glenmoor Ridge, Amended Preliminary Plat/Use Permit, Request

Following are the comments received to date for Glenmoor Ridge, Amended Preliminary Plat/Use Permit for the September 19, 2018 Technical Review Committee (TRC) meeting. ***Since the county is under a state of emergency due to the impending hurricane, not all staff is available to comment at this time. You will receive additional comments at the TRC meeting.*** In order to be placed on the October 9, 2018 Planning Board agenda, all outstanding TRC comments must be received by September 24, 2018. TRC comments are valid for six months. Please let me know if you have any questions. Thanks.

Planning (Tammy Glave, 252-232-6025)

Approved with corrections:

1. Please add PIN 0022-000-078E-0000 to Note 4 on cover sheet.
2. Please add Flood Zone X to Note 5 on cover sheet.
3. Please add a detailed note to the plat explaining that this is a recombination plat, a subdivision plat, and a right-of-way dedication plat. Revise Surveyor's Certificate accordingly.

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

Reviewed with comment:

Fire

1. Fire apparatus must not have to back up on an access road greater than 150' without a turnaround as indicated in appendix D of the NC Fire Code. The backing of 150' should be measured in a straight line.
2. Fire apparatus access must be at least 20' wide 13' 6" in height. Maximum slope shall not exceed 10%.
3. All portions of the fire apparatus access must be capable of 75,000lbs under all weather conditions.
4. By general statute parking is not allowed within 15' of a fire hydrant. (FDC) *Fire hydrants must be within 500' of all road frontages.
5. Cul de sacs must be 96' in width curb to curb at the center of the cul de sac.
6. Dwellings greater than 4800 sq. ft. and/or greater than 2 stories will be calculated using the ISO commercial method.

7. Dwellings 4800 sq. ft. and no greater than 2 stories may use set-backs as indicated in the ISO method to determine Needed Fire Flow.

Inspections

1. Curb cuts for sidewalk crossings must have detectable warnings

Currituck County Code Enforcement (Stacey Smith, 252-232-3027)

Currituck County Engineer (Eric Weatherly 252-232-6035)

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

Reviewed with comment:

1. Addresses for revised lots
 - Lot 44: 100 Avocet Path
 - Lot 45: 102 Avocet Path
 - Lot 46: 101 Avocet Path
 - Lot 47: 103 Avocet Path
 - Lot 48: 105 Avocet Path
 - Lot 49: 107 Avocet Path
 - Lot 50: 104 Avocet Path

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

Approval with corrections:

1. I would like to encourage making recreation amenities around the pond and/or in open spaces if possible.

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

Currituck County Southern Outer Banks Water System (Benjie Carawan, 252-453-2620)

Reviewed without comment.

Currituck County Water Department (Yama Jones, 252-232-2769)

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

Reviewed with comment:

CONSULT WITH KEVIN CARVER RS AT 252-232-6603 CONCERNING WASTEWATER APPROVAL FOR EACH LOT THAT MAKES UP THIS PROPOSED SUB-DIVISION.

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

Reviewed without comment.

US Post Office (Moyock)

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

Comments Not Yet Received from:

The following items are necessary for resubmittal:

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



Major Subdivision Application

OFFICIAL USE ONLY:

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

Contact Information
APPLICANT:

Name: Allied Properties, LLC
 Address: 417 Caratoke Hwy. - Unit D
Moyock, NC 27958
 Telephone: (252) 435-2718
 E-Mail Address: jold@qhoc.com

PROPERTY OWNER: AH Currituck Reserve, LLC and

Name: Allied Properties, LLC
 Address: 417 Caratoke Hwy. - Unit D
Moyock, NC 27958
 Telephone: (252) 435-2718
 E-Mail Address: jold@qhoc.com

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: Owner/Contract Purchaser

Request

Physical Street Address: South of Tulls Creek Road, Moyock, NC

Parcel Identification Number(s): 0022000078A0000 & 0022000078E0000

Subdivision Name: Glenmoor Ridge

Number of Lots or Units: 50

Phase: _____

TYPE OF SUBMITTAL

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

TYPE OF SUBDIVISION

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

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

Property Owner(s)/Applicant*

7-18-18
 Date

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

Community Meeting, if applicable

Date Meeting Held: August 17, 2018

Meeting Location: Moyock Library



Use Permit Application

OFFICIAL USE ONLY:

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

Contact Information
APPLICANT:

Name: Allied Properties, LLC
 Address: 417 Caratoke Hwy. - Unit D
Moyock, NC 27958
 Telephone: (252) 435-2718
 E-Mail Address: jold@qhoc.com

PROPERTY OWNER: AH Currituck Reserve, LLC and

Name: Allied Properties, LLC
 Address: 417 Caratoke Hwy. - Unit D
Moyock, NC 27958
 Telephone: (252) 435-2718
 E-Mail Address: jold@qhoc.com

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: Owner/Contract Purchaser

Property Information

Physical Street Address: Moyock, South of Tulls Creek Road

Location: _____

Parcel Identification Number(s): 0022000078A0000 & 0022000078E0000

Total Parcel(s) Acreage: 50

Existing Land Use of Property: Single Family Subdivision Farmland

Request

Project Name: Glenmoor Ridge

Proposed Use of the Property: Single Family Subdivision

Deed Book/Page Number and/or Plat Cabinet/Slide Number: DB 1419/PG 882/PC K/SL 95 & DB 1038/DP 55/PC L/PS 24

Total square footage of land disturbance activity: _____

Total lot coverage: _____

Total vehicular use area: _____

Existing gross floor area: _____

Proposed gross floor area: _____

Community Meeting

Date Meeting Held: March 11, 2016

Meeting Location: Moyock Library

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

Please see attached sheet.

The applicant shall provide a response to the each one of the following issues. The Board of Commissioners must provide specific findings of fact based on the evidence submitted. All findings shall be made in the affirmative for the Board of Commissioners to issue the use permit.

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

Please see attached sheet.

- B. The use will not injure the value of adjoining or abutting lands and will be in harmony with the area in which it is located.

Please see attached sheet.

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

Please see attached sheet.

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

Please see attached sheet.

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


Property Owner(s)/Applicant*

7-20-18
Date

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

Use Permit Application
Page 6 of 8

Purpose:

The current application is to amend the Glenmoor Ridge permit to add 2 lots to the conservation subdivision for a total of 50 single-family lots, along with large expanses of open space. Open space set-asides exceed the UDO requirements; stormwater management and erosion control will exceed the requirements of the new Currituck stormwater manual and the new UDO. Large community lakes are being provided as site amenities.

Suggested Findings:

- A. The use will adhere to County health and safety standards, including recommendations made by Albemarle Regional Health Services. The project should not adversely affect the public health or safety.
- B. Land to the east has been developed into single family homes; the land to the west has already been approved as a conservation subdivision; this tract will be developed similarly; over 40% of the land will be preserved as open space. The use will not injure the value of adjoining or abutting lands, and will be in harmony with the surrounding area.
- C. The Land Use Plan classifies this area as Rural within the Moyock subarea, and The Moyock Small Area Plan classifies it as Limited Service, with densities proposed between 1 and 1.5 units per acre. The previously approved development density is 1.0 unit per acre, and the additional development will be at 0.75 lot/acre, well below the density previously proposed when the property was zoned as a PUD overlay district.

The following Land Use Plan policies are relevant to and support this request:

POLICY HN1: Currituck County shall encourage development to occur at densities appropriate for the location.

POLICY HN2: The County shall ... encourage alternatives to large lot developments through INNOVATIVE DEVELOPMENT CONCEPTS AND CORRESPONDING ZONING techniques.

POLICY HN3: Currituck County shall especially encourage two forms of residential development, each with the objective of avoiding traditional suburban sprawl:

1. OPEN SPACE DEVELOPMENTS that cluster homes on less land, preserving permanently dedicated open space and often employ on-site or community sewage treatment. These types of developments are likely to occur primarily in the Conservation, Rural, and to a certain extent the Limited Service areas identified on the Future Land Use Map.

POLICY TR12: New residential developments shall provide for the installation of PAVED PUBLIC ROADWAY AND DRAINAGE INFRASTRUCTURE at the time of development.

POLICY TR8: Local streets shall be designed and built to allow for convenient CIRCULATION WITHIN AND BETWEEN NEIGHBORHOODS and to encourage mobility by pedestrians and bicyclists. Care shall be taken to encourage local street "connectivity" without creating opportunities for cut-through traffic from outside the connected areas.

POLICY WS6: Currituck County endorses the proper use and maintenance of APPROVED SEPTIC SYSTEMS in suitable soils as an environmentally acceptable means of treating and dispersing waste from low-density development.

POLICY PR6: All new residential development shall provide for ADEQUATE OPEN SPACE AND RECREATION IMPROVEMENTS including, as may be appropriate, funding in proportion to the demand created by the development. The amount of open space and improvements may be determined according to the number of dwelling units in the development and/or by a percentage of the total acreage in the development. Fees in lieu of land dedication shall be based on the inflation adjusted assessed value of the development or subdivision for property tax purposes.

POLICY WQ3: Currituck County supports policies, plans and actions that help protect the water quality of the county's estuarine system by preventing SOIL EROSION AND SEDIMENTATION, and by controlling the quantity and quality of STORMWATER RUNOFF entering the estuary.

POLICY WQ4: RUNOFF AND DRAINAGE from development, forestry and agricultural activities shall be of a quality and quantity as near to natural conditions as possible. Post-development runoff shall not exceed pre-development volumes.

POLICY WQ5: Low Impact Development techniques or appropriate buffers shall be integrated into the development.

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

Glenmoor Ridge

August 17, 2018

Scheduled Time/Place: 5:00pm, Moyock Library, Moyock, NC

Attendees: (See attached sign-in sheet)

Mark Bayly – Tulls Creek Road

Justin Old – Allied Properties

Mark Bissell – Engineer

One interested nearby property owner came in for the last part of the Windswept meeting and then briefly reviewed the Glenmoor Ridge plat and asked questions informally. The Glenmoor amendment consisted of the addition of 2 lots and the addition of community mail center. The following questions/comments were made:

Comments from the Community	How Addressed
Quality of life is at risk in Moyock	This is a subjective comment and no answer can really be provided.
Concerned about traffic	Access has been approved previously by NCDOT in accordance with their standards including acceleration and turning lanes.
Stormwater is a concern	A brief overview was provided of the way stormwater has been modeled and designed for the 3 communities that will share a stormwater system including several outlets.

Summary:

Mr. Bayly had no further questions and left the meeting.



August 7, 2018

RE: Community Meeting for Amended Preliminary Plat Application for Glenmoor Ridge & AH Currituck Reserve

Dear Property Owner:

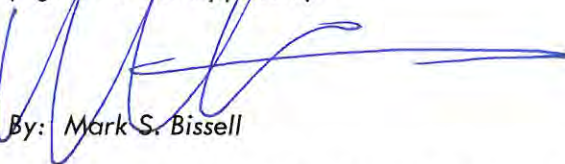
We are in the process of amending the previously-approved subdivision known as Glenmoor Ridge to add two lots and to provide a central mail area adjacent to the future extension of Campus Drive.

We would like to invite you and other nearby property owners to a community meeting regarding the upcoming amended preliminary plat application for what will become a 50-lot subdivision. Allied Properties, LLC is proposing to develop a residential subdivision. The property is described as tax parcels 0022-000-078A-0000 and 0022-000-078E-0000, located on the south side of Tulls Creek Road off of Campus Drive in Moyock, NC, just south of the Moyock Library. A conceptual plan is attached for your review.

The purpose of the community meeting is to inform you and nearby property owners about this application that will be reviewed under Currituck County's Unified Development Ordinance, and to provide you an opportunity to give comments and express any concerns or suggestions about the development. The plan may change as a result of input from the County and the community.

The community meeting will be held on Friday, August 17, 2018 at 5:00 pm sharp, at the Moyock Library located on Campus Drive off Tulls Creek Road. We hope you will be able to come and participate in this important meeting.

Sincerely,
Bissell Professional Group
(Agent for the Applicant)



By: Mark S. Bissell

cc: Currituck County Planning and Community Development

Attachment: 7 Community Meeting Summary (PB 16-12 Glenmoor Ridge)

Glenmoor Ridge Community Meeting- Outline of Presentation

August 17, 2018

A. Housekeeping –

- Please sign-in
- A record of the Community meeting will be provided to Currituck County.
(concerns raised/ attempts to address concerns)

B. What is the Request?

- Preliminary Plat Amendment
- Next step in the approval process –before construction plans

C. The Process:

- Pre-application meeting with County
- Community meeting (now)
- TRC review
- BOC hearing/action

Then:

- State permits
- Construction drawing application to County
- Construction
- Final plat application

D. The Plan:

- Adding 2 lots and open space along Campus Drive
- Including SW Pond on Campus Drive property in plan
- Providing community mail center along Campus Drive

E. Questions & Comments

August 17, 2018

5.A.g

Parcel ID Number	Global PIN	Owner Name 1	Owner Name 2	Owner Name	Billing Address	Billing Address Continued	Billing City	Billing State	Billing ZIP Code	Owner Name 4	Owner Name 5	Owner Name 6	Owner Name 7	Owner Name 8	Owner Name 9	Owner Name 10
1	0022000017C0000	8041-39-7037	HOLDER, KEITH E	HOLDER, JESSICA ALICIA	855 TULLS CREEK RD		MOYOCK	NC	27958							
2	0022G00000050000	8041-28-8887	ROWLAND, JOHN ORVILLE	ROWLAND, AGATHA L	1645 TULLS CREEK RD		MOYOCK	NC	27958							
3	002200000110000	8041-49-5855	NIXON, JEROMY W	WILSON, ASHLEY L	845 TULLS CREEK RD		MOYOCK	NC	27958							
4	00220000018F0000	8041-39-1416	WILSON, REUBEN L JR	WILSON, BRENDA K	825 TULLS CREEK RD		MOYOCK	NC	27958							
5	0022000016G0000	8041-39-2376	GROOMS, WALTER W	GROOMS, KIMBERLY T	833 TULLS CREEK RD		MOYOCK	NC	27958							
6	022G00000040000	8041-28-7919	HOOVER, DUSTIN L	HOOVER, VALERIE G	826 TULLS CREEK RD		MOYOCK	NC	27958							
7	00220000017D0000	8041-39-6123	SOLOMON, SAMUEL J JR	SOLOMON, ANN MARIE	851 TULLS CREEK RD		MOYOCK	NC	27958							
8	00220000017A0000	8041-39-8041	OSBORNE, DOUGLAS H		PO BOX 334		MOYOCK	NC	27958							
9	0022000000210000	8041-37-6874	KAY, SUSAN COLEMAN		PO BOX 22		HAMPSTEAD	NC	28443							
10	022H000000010000	8041-39-4240	SPRUILL, WILLIAM		PO BOX 146		MOYOCK	NC	27958							
11	00220000078E0000	8041-38-1504	AH CURRITUCK RESERVE LLC		222 CENTRAL PARK AVE	SUITE 2100	VIRGINIA BEACH	VA	23462							
12	00220000078A0000	8041-26-2936	ALLIED PROPERTIES LLC		422-A CARATOKE HWY #2		MOYOCK	NC	27958							
13	00220000078B0000	8041-17-2562	AH CURRITUCK RESERVE LLC		222 CENTRAL PARK AVE	SUITE 2100	VIRGINIA BEACH	VA	23462							
14	00220000078D0000	8041-28-9420	CURRITUCK COUNTY		153 COURTHOUSE RD, STE 204		CURRITUCK	NC	27929							

Parcel ID Number	Global PIN	Owner Name 1	Owner Name 2	Owner Name 3	Billing Address	Billing Address Continued	Billing City	Billing State	Billing ZIP Code	Owner Name 4	Owner Name 5	Owner Name 6	Owner Name 7	Owner Name 8	Owner Name 9	Owner Name 10
1	002200000210000	8041-37-8974	KAY, SUSAN COLEMAN			PO BOX 22	HAMPSTEAD	NC	28443							
2	00220000061A0000	8041-37-1041	COOLMAN, JAMIE L			172 OLD JURY RD	MOYOCK	NC	27958							
3	00220000061B0000	8041-26-8444	REED, AARON C	REED, SARAH F	1016 MOUNT VERNON DR #3		SHELBYVILLE	KY	40065							
4	00220000061C0000	8041-25-5747	ALLEY, SCOTT M	ALLEY, CAROL L	220 OLD JURY RD		MOYOCK	NC	27958							
5	00220000078E0000	8041-38-1504	AH CURRITUCK RESERVE LLC		222 CENTRAL PARK AVE	SUITE 2100	VIRGINIA BEACH	VA	23462							
6	00220000078A0000	8041-26-2936	ALLIED PROPERTIES LLC		422-A CARATOKE HWY #2		MOYOCK	NC	27958							
7	00220000078B0000	8041-17-2562	AH CURRITUCK RESERVE LLC		222 CENTRAL PARK AVE	SUITE 2100	VIRGINIA BEACH	VA	23462							
8	00220000078D0000	8041-28-9420	CURRITUCK COUNTY		153 COURTHOUSE RD, STE 204		CURRITUCK	NC	27929							



Currituck County

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

To: Board of Commissioners

From: Planning Staff

Date: October 15, 2018

Subject: PB 18-21 Stephen and Rachael Grout, Text Amendment, Temporary Residence for New Construction

The enclosed text amendment submitted by Stephen and Rachael Grout revises Chapter 4 of the Unified Development Ordinance as it pertains to temporary uses for New Construction. The UDO distinguishes temporary uses permitted for "New Construction" and "Expansion or Replacement of Existing Facilities". The use of a **temporary residence** is not an allowed temporary use for new construction. For instance, a property owner cannot live in camper while building a new house on the same lot; however, a property owner may live in a camper while rebuilding a damaged home on the same lot. This text amendment proposes to allow temporary residences for new construction subject to the conditions already in place for temporary residences for expansion or replacement of existing facilities.

Background

The provision that allowed temporary residences for new construction was removed when the County rewrote and adopted the UDO effective January 1, 2013.

Prior to the 2013 UDO update, temporary residences were allowed for new construction:

3.2.7 Temporary Emergency, Construction or Repair Residences

- A. Temporary residences used on construction sites of nonresidential premises shall be removed immediately upon the completion of the project.
- B. Permits for temporary residences to be occupied by persons intending to live in such permanent residence pending the construction, repair, or renovation of the permanent residential building on a site shall expire within six months after the date of issuance, except that the administrator may renew such permit for one additional period not to exceed three months if he determines that such renewal is reasonably necessary to allow the proposed occupants of the permanent residential building to complete the construction, repair, renovation or restoration work necessary to make such building habitable.
- C. Temporary emergency, construction, or repair residences shall consist of campers, travel trailers, recreational vehicles and Class "B" mobile homes.

PB 18-21 Stephen and Rachael Grout, Temporary Residence for New Construction
 Text Amendment
 Page 1 of 5

Staff reviewed permits issued for temporary residences from 2005 through the end of August 2018. Six permits were issued: one for use of a temporary residence for new construction (2010), four for use during repair of fire damaged structures and one for use while raising a flood prone structure.

Benchmarking

Staff reviewed other coastal North Carolina communities' ordinances to determine common practice related to the use of a temporary residence during construction of a new dwelling. Dare, Pasquotank, Perquimans, Brunswick, Pender and New Hanover Counties prohibit the use for new construction. Camden County allows the use for a six month period which may be extended up to three months. Carteret County allows the use for a nine month period with no extensions. Chowan County allows the use for one year and the permit may be renewed for another year.

Land Use Plan Consistency

The UDO requires that the Board of Commissioners adopt a statement of consistency and reasonableness that describes whether the decision on the amendment is consistent with county adopted plans that are applicable and why the decision is reasonable and in the public interest.

The request is inconsistent with the following Land Use and Development Goal of the 2006 Land Use Plan:

7. To exercise caution, foresight, and common sense in dealing with the risks of coastal development.

Temporary residences are not as safe as permanent dwellings and by continuing to limit the number of allowable temporary residences, the county will exercise caution by reducing the number of dwellings subject to a higher risk.

The use of a temporary residence for new construction is not a necessary use. It is reasonable and in the public interest to allow a temporary residence in the case of an established dwelling where occupants are temporarily displaced (ex: dwelling sustained damage or construction or additions that render an existing dwelling uninhabitable). It is not reasonable and in the public interest to allow use of a temporary residence when it is not necessary. The County should continue to allow temporary residences only when absolutely necessary. With the current and projected increase of building permits, there is greater potential to result in more temporary residence permits for new construction. Additionally, the request is not in the public interest as evidenced by the lack of permits issued over an 8 year period for this particular use.

Text Amendment Review Standards

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

- (1) Is consistent with the goals, objectives, and policies of the Land Use Plan and other applicable county-adopted plans;

- a. *The proposed text amendment is in conflict with Goal 7 of the Land Use Plan.*
- (2) Is not in conflict with any provision of this Ordinance or the County Code of Ordinances;
- (3) Is required by changed conditions;
- (4) Addresses a demonstrated community need;
 - a. *The proposed text amendment does not address a demonstrated community need as evidenced by the issuance of one permit over an 8 year period.*
- (5) Is consistent with the purpose and intent of the zoning districts in this Ordinance, or would improve compatibility among uses and ensure efficient development within the county;
 - a. *The proposed text amendment does not improve compatibility among uses.*
- (6) Would result in a logical and orderly development pattern; and
 - a. *The proposed text amendment does not result in a logical and orderly development pattern as the permanent use (dwelling) should be established prior to the temporary use (temporary residence).*
- (7) Would not result in significantly adverse impacts on the natural environment, including but not limited to water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment.

Staff recommendation:

Staff recommends denial of this text amendment due to its inconsistency with the Land Use Plan and because the use is not reasonable and in the public interest.

If the Planning Board recommends adoption of the text amendment, staff requests that consideration be given to the following:

Temporary residences for new construction shall:

1. Be limited to a six month period during construction of a dwelling unit on the same lot.
2. Allow that one additional period not to exceed three months may be approved if it is determined by the Planning Director that such renewal is reasonably necessary to allow the proposed occupants of the permanent residential building to complete the new construction.
3. Obtain a building permit for the principal dwelling unit prior to issuance of a temporary use permit.
4. Obtain all building and health permits for the inspection of the water supply, waste discharge system and electrical installation for the temporary residence prior to issuance of a temporary use permit.
5. Not use a generator to provide power.
6. Be removed from the lot or disconnected from water supply, waste discharge system and electrical supply within 30 days of issuance of the certificate of occupancy or upon expiration of the temporary use permit, whichever occurs first.
7. Be limited to AG, SFM, and SFI zoning districts.
8. Not be permitted in SFO (Single Family Residential – Outer Banks), Commercial or Industrial zoning districts.

***Carefully consider whether the use should be permitted in the SFR (Single Family Residential – Outer Banks Remote) zoning district. Parking of major recreational equipment is not permitted in the SFR zoning district. ***

Planning Board Recommendation 10/9/2018: Approval (Unanimous) with a condition of a required Use Permit and with modified staff recommendation conditions listed in the motion

Motion:

Mr. Ballance motioned to approve PB 18-21 Grout Text Amendment to allow temporary residences on lots with ongoing construction of a new dwelling with the condition of a required Use Permit (approved by the Board of Commissioners) and with conditions below:

Temporary residences for new construction shall:

1. Be limited to a six month period during construction of a dwelling unit on the same lot.
2. Allow that one additional period not to exceed three months may be approved if it is determined by the Planning Director that such renewal is reasonably necessary to allow the proposed occupants of the permanent residential building to complete the new construction.
3. Obtain a building permit for the principal dwelling unit prior to issuance of a temporary use permit.
4. Obtain all building and health permits for the inspection of the water supply, waste discharge system and electrical installation for the temporary residence prior to issuance of a temporary use permit.
5. Not use a generator to provide power.
6. Be removed from the lot or disconnected from water supply, waste discharge system and electrical supply within 30 days of issuance of the certificate of occupancy or upon expiration of the temporary use permit, whichever occurs first.
7. Be allowed in all zoning districts that allow single family dwellings.
8. Not be permitted in LI or HI zoning districts.

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

Planning Board Discussion

Jennie Turner, Planner II, presented the staff report. The text amendment to the Unified Development Ordinance (UDO) is being requested by Stephen and Rachael Grout to allow temporary residences for new construction subject to the conditions already in place for temporary residences for expansion or replacement of existing facilities. Ms. Turner said provisions changed in 2013 which removed the use of a temporary residence on property that did not have an existing residence from the UDO, but continued to allow temporary residences in the cases of an existing residence being damaged and a temporary residence was needed for repairs to be made to the home. Staff recommended denial since this request is inconsistent with the Land Use and Development Goal of the 2006 Land Use Plan: 7. To exercise caution, foresight, and common sense in dealing with the risks of coastal development. Temporary residences are not as safe as permanent dwellings and they are not necessary for new construction. It is reasonable and in the public interest to allow a temporary residence in the case of an established dwelling where occupants are temporarily displaced

Applicant, Stephen Grout came before the board and stated his address as 2195 Ocean Pearl Road, Corolla. Mr. Grout said he and his wife are constructing another home in Corolla and they have had theft of construction materials due to them not being on the property. He said they are using their own money so it will take a while to construct the new

house and will need to sale their current residence. They are requesting the text amendment to be able to reside in a camper on the property while construction continues.

Laurie LoCicero, Planning Director, instructed the board members of the option to allow Use Permits for the temporary residences. These would go before the Board of Commissioners for approval and would cost the applicants \$300 for consideration.

Board members agreed this would be a good option for approvals of temporary residences on a case by case basis and would help the county control the use of campers as temporary residences.

Chairman Whiteman asked for a motion.

**PB 18-21 STEPHEN & RACHAEL GROUT
TEMPORARY RESIDENCE FOR NEW CONSTRUCTION**

Amendment to the Unified Development Ordinance, Chapter 4: Accessory Use Standards, to allow temporary residences for new 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 4 of the Unified Development Ordinance is amended by adding the following underlined language.

4.4.2 Table of Permitted Temporary Uses and Structures

Table 4.4.2, Permitted Temporary Uses and Structures, summarizes the temporary uses and structures that are allowed within the county and any general or specific standards that apply. Temporary uses or structures not listed in Table 4.4.2, Permitted Temporary Uses and Structures, are not allowed by this Ordinance.

TABLE 4.4.2: PERMITTED TEMPORARY USES AND STRUCTURES		
TEMPORARY USE OR STRUCTURE	MAXIMUM ALLOWABLE TIME FRAME [I]	SPECIFIC REGULATIONS
Construction-Related Activities for New Construction (<u>including temporary residences</u>)	(A)	4.4.6.A
Expansion or Replacement of Existing Facilities (including temporary offices or temporary residences)	(B)	4.4.6.B
Garage and/or Yard Sales	(C)	
Outdoor Seasonal Sales	(D)	4.4.6.C
Real Estate Sales Office/Model Sales Home	(B)	4.4.6.D
Temporary Campground	(E)	4.4.6.E
Temporary Keeping of Livestock	(F)	4.4.6.F
Temporary Storage in a Portable Shipping Container	(G)	4.4.6.G
Temporary Tent	(G)	4.4.6.H
Special Events	(H)	4.4.6.I

TIME FRAMES:

- (A) Such structures may be in place for no more than 30 days following issuance of a certificate of occupancy
- (B) Such structures may remain in place for one year
- (C) Such sales are limited to a maximum of three occurrences per parcel per year
- (D) Such sales are limited to a maximum of 30 days per calendar year and no more than three occurrences per parcel, per year
- (E) Such events are permitted once a year for a maximum duration of two weeks
- (F) Such activities shall be limited to the period from December 1 until April 30 of the following year
- (G) Such structures may be in place for no more than 30 days per calendar year, and no more than three occurrences per parcel, per year
- (H) Such events are limited to a maximum of four occurrences per parcel, per year. Events held on county or State owned property are exempted from maximum allowable time frames.

NOTES:

[I] Regardless of the maximum allowable timeframe, temporary uses or structures located within a special flood hazard area shall not remain on site for more than three months.

4.4.6. Specific Regulations for Certain Temporary Uses and Structures

A. Construction-Related Activities for New Construction

(1) General

Temporary construction-related activities for new construction, including construction offices, storage buildings, outdoor storage, and employee parking areas, may occur on the same site as the construction activity without obtaining a temporary use permit. Such uses shall be removed within 30 days after issuance of a Certificate of Occupancy.

(2) Adjacent Site

Because of site constraints, construction-related activities may need to occur on a site that is adjacent to or nearby the construction site. In such cases, a temporary use permit is required (see Section 2.4.11). Such uses shall be removed within 30 days after occupancy, and the site restored to its previous condition.

(3) Temporary Residence

Temporary residences are allowed (subject to Standards in Section 4.4.6.B.2) provided the county has issued a building permit for new construction and the temporary residence is connected to water and sanitation with a source for electrical power (either grid or generator) before use.

Item 2: 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 3: This ordinance amendment shall be in effect from and after the ____ day of _____, 2018.

Board of Commissioners' Chairman
Attest:

Leeann Walton
Clerk to the Board

DATE ADOPTED: _____
MOTION TO ADOPT BY COMMISSIONER: _____
SECONDED BY COMMISSIONER: _____
VOTE: ____AYES ____NAYS
.....

PLANNING BOARD DATE: _____
PLANNING BOARD RECOMMENDATION: _____
VOTE: ____AYES ____NAYS
ADVERTISEMENT DATE OF PUBLIC HEARING: _____
BOARD OF COMMISSIONERS PUBLIC HEARING: _____
BOARD OF COMMISSIONERS ACTION: _____
POSTED IN UNIFIED DEVELOPMENT ORDINANCE: _____
AMENDMENT NUMBER: _____



Text Amendment Application

OFFICIAL USE ONLY:

Case Number:

Date Filed:

Gate Keeper:

Amount Paid:

PB 18-21
7/24/18
\$300 5/11/18
2018/18

Contact Information

APPLICANT:

Name: Stephen and Rachael Grout

Address: 2195 Ocean Pearl Road

Corolla, NC 27927

Telephone: 252-457-7433

E-Mail Address: sgrout1@hotmail.com

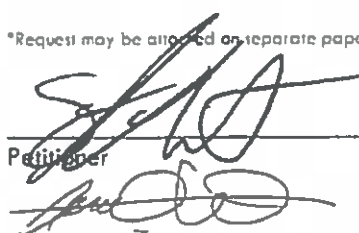
Request

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

Amend Chapter(s) 4 Section(s) 4.4.6.A as follows:

Please see attached letter.

*Request may be attached on separate paper if needed.


Petitioner

7/18/2018

Date

Text Amendment Application
Page 3 of 4

Revised 7/1/2018

Attachment: 3 Application (PB 18-21 Grout Text Amendment)

Text Amendment Submittal Checklist

Staff will use the following checklist to determine the completeness of your application. Only complete applications will be accepted.

Text Amendment Submittal Checklist

Date Received: 7/26/2018

Project Name: Grout - Text Amendment - Temporary Residence

Applicant/Property Owner: Grout

Text Amendment Submittal Checklist

1	Complete Text Amendment application	☒
2	Application fee (\$300)	☒
3	2 hard copies of ALL documents	☒
4	1 PDF digital copy of all documents (ex. Compact Disk - e-mail not acceptable)	☒

For Staff Only

Pre-application Conference

Pre-application Conference was held on 7/26/2018 and the following people were present:

Stephen Grout, Jennie Turner, Nick Aisthorpe

Comments

**Proposed Text Amendment Currituck County UDO Section 4.4.6.A
7/18/2018**

Property Owners:

Stephen and Rachael Grout
2195 Ocean Pearl Road
Corolla, NC 27927
(252) 457-7433

We are proposing a text amendment to the Currituck County Unified Development Ordinance (UDO) Chapter 4, Section 4.4.6.A that covers the entire off road area north of Corolla known as Fruitville Beach.

In 2003 when we built our current residence in Carova, we were permitted to reside in an RV on site for 11 months during construction. Ms. Jennie Turner (Currituck County Planner II) indicated that it was most likely an oversight in the adoption of the new UDO in 2013 that omitted this temporary residence provision in the "New Construction" section (4.4.6.A).

In addition to the temporary uses and structures already allowed by the UDO we propose an additional section for a temporary residence as defined in Section 4.4.6.B. It is currently acceptable under UDO Section 4.4.6.B to have an RV on site for "Expansion or Replacement of Existing Facilities" and we feel that this provision for a temporary residence should be the same regardless of whether it is "New Construction" or "Expansion or Replacement of existing facilities."

Proposed Text:

4.4.6.A.3

(3) Temporary Residence

Temporary residences will be allowed with an approved Temporary Use Permit during the new construction of a primary residence for which the county has already issued a building permit. Temporary residences will be connected to water and sanitation with a source for electrical power (either grid or generator) before they can be utilized.

(a) Standards (quoted from 4.4.6.B.2)

In addition to meeting the general standards of Section 4.4.5, General Standards for Temporary Uses and Structures, all temporary structures approved in accordance with this section shall meet the following standards:

- (i) The structure may be located anywhere on the site except within the following areas:

- (a) Existing required landscaping or perimeter buffer areas;
- (b) Areas designated as future required landscaping areas, whether or not vegetation currently exists; and
- (c) Other areas designated on the site for open space, vehicular use, or ingress/egress

(ii) The temporary structure shall be factory-fabricated and transportable. Allowable structures include campers, travel trailers, recreational vehicles, FEMA trailers, or similar structures, but shall not consist of a class "B" or class "C" manufactured home;

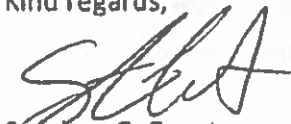
(iii) The temporary residence may only be occupied by persons intending to reside in the permanent dwelling as a primary residence.

(iv) In addition to any other off-street parking required on the site in accordance with Section 5.1, Off-Street Parking and Loading, adequate off-street parking shall be provided for the temporary use;

(v) All permits required by applicable building, electrical, plumbing, and mechanical codes shall be obtained prior to installation of the temporary structure; and

(vi) The temporary structure shall be compatible with the existing buildings on the site in terms of exterior color, design, and placement, to the maximum extent practicable.

Kind regards,



Stephen C. Grout



Rachael W. Grout



STAFF REPORT
PB 18-20
PONDEROSA ENTERPRISES, INC.
BOARD OF COMMISSIONERS
OCTOBER 15, 2018

APPLICATION SUMMARY

Property Owner: Ponderosa Enterprises Inc 613 Shortcut Road Barco NC 27917	Applicant: Ponderosa Enterprises Inc 613 Shortcut Road Barco NC 27917
Case Number: PB 18-20	Application Type: Conditional Rezoning
Parcel Identification Number: 0052000022B0000	Existing Use: Agricultural
Land Use Plan Classification: Full Service	Parcel Size (Acres): 11.6
Maple/Barco Small Area Plan Classification: Employment	Airport Compatibility Use Zone: 1, 2, and 3
Zoning History: A-40 (1974); A (1989)	
Current Zoning: GB and AG with Airport Overlay District (AO)	Proposed Zoning: C - GB

SURROUNDING PARCELS

	Land Use	Zoning
North	Airport/Maple Campus	HI/GB
South	Woodland/Cultivated Farmland	HI
East	Mobile Home Park/Self-Storage	GB
West	Cultivated Farmland/Woodland	HI

STAFF ANALYSIS

REQUEST

The property owner is requesting a conditional rezoning from AG (Agricultural) to C-GB (Conditional-General Business). At this time, there is not a specific user for the property. According to the applicant, the proposed uses include "only uses compatible with GB zoning, office, commercial, personal services, institutional, etc. Uses that provide Employment opportunities for county residential and goods and services to county residents and visitors." The owner proposes the following zoning conditions:

- The property will not be used for ministorage.
- A Type A landscape buffer will be provided between the two GB uses.

A community meeting was held at Ponderosa Enterprises, Inc. on July 23, 2017 with no one in attendance.

The conceptual plan for the property includes a fuel and convenience store and four multipurpose buildings (office, mixed use residential/commercial, and commercial). The buildings range in size

from approximately 7,000 sf to 10,000 sf. The plan indicates green spaces and a sidewalk connecting the buildings. There is one entrance to the development off of Shortcut Road.

The applicant previously submitted a straight rezoning from AG to GB for the property, but withdrew that application and submitted this conditional rezoning from AG to C-GB request.

UDO

The applicant owns a neighboring 30 acre tract zoned GB and contains Ponderosa Mobile Home Park. On the north side of Shortcut Road is the county airport and community center in Maple. The airport is zoned HI and the community center is zoned GB.

The area of the request is also located within the Airport Overlay District (AO) and Compatibility Use Zones 1, 2, and 3.

- Compatible Use Zone 1 limits uses to single-family detached dwellings, aviation related uses, nonresidential uses that do not exceed an occupancy of ten people per acre, or conservation.
- Compatible Use Zone 2 limits uses to single-family detached dwellings, agricultural, agriculture support and services uses, nonresidential uses that do not exceed an occupancy of 40 people per acre, or conservation.
- Compatible Use Zone 3 limits uses to those permitted in the base zoning district.

The ability to increase residential density within the GB zoning district is limited by Airport Overlay District (AO) that will remain on the property.

2006 Land Use Plan

The proposed rezoning to C-GB appears to be consistent with the Full Service designation identified in the 2006 LUP. The listed uses include retail (fuel and convenience), mixed use retail/commercial, and multipurpose business spaces. With agreed upon assurances applied through the conditional zoning district demonstrating general land uses, architectural design, and site features, it is possible to determine consistency with the policies identified in the plans approved by the county such as the Land Use Plan. The proposed architectural renderings are compatible with the county complex across Shortcut Road.

The Maple-Barco Small Area Plan

The Future Land Use Map identifies the property as Employment, which anticipates land uses that will generate economic activity or job growth. The proposed rezoning to C-GB appears to be consistent with the Employment land use designation. The MBSAP suggests areas should be encouraged to develop in mixed use or campus like settings with generous, linked open space to maximize value, promote visual quality, and encourage pedestrian activity between employment areas and areas of supporting uses such as retail, restaurants, and residential. The proposed development plan and site design are consistent with the desired density, character of growth, and level of services appropriate for the study area.

RECOMMENDATION

TECHNICAL REVIEW COMMITTEE

The Technical Review Committee recommends approval of the conditional rezoning.

ADOPTED PLANS

The 2006 Land Use Plan classifies this site as Full service within the Barco-Coinjock-Airport subarea. The policy emphasis for the Barco-Coinjock-Airport subarea is for the area to emerge as the principle community center serving the central areas of the mainland. The proposed plan is in keeping with the policies of the plan, some of which are:

Policy CD1	Neighborhood serving commercial districts shall be encouraged. Appropriately designed, small-scale business should locate near neighborhood serving facilities such as schools and parks.
Policy CD2	Commercial or mixed use centers should be clustered to prevent strip development and minimize traffic generation.
Policy CD4	Highway oriented commercial uses should be clustered along the highway to minimize signage, access points, and prevent strip development.
Policy CD9	Businesses must coordinate their site design with other nearby uses.
Policy ED1	New and expanding business are encouraged that diversify the local economy, train and use a more highly skilled labor force, and are compatible with the environmental quality and natural amenity-based economy of Currituck County.

The Maple-Barco Small Area Plan classifies this site as Employment. The plan states that the area should be developed in mixed use or campus like setting with generous, linked open space to maximize value, promote visual quality, and encourage pedestrian activity between employment areas and areas of supporting uses such as retail, restaurants, and residential. The proposed plan is in keeping with the policies of the plan, some of which are:

Policy LU4	Encourage and allow small, locally owned businesses to locate in the area.
Policy LU9	The density, character of grown, and level of service must be appropriate for the study area.
Policy TR4	Infrastructure must be integrated into new developments that promote multimodal transportation, interconnecting employment centers, business, and neighborhoods.

The Connect Currituck Pedestrian Master Plan calls for a multi-modal side-path/trail along Shortcut Road. NCDOT's road widening project places the multi-modal side-path/trail on northern side of Shortcut Road, opposite this project.

CONSISTENCY STATEMENT

This conditional zoning request is consistent with the goals, objectives, and policies of the Land Use Plan and Maple-Barco Small Area Plan and is compatible with existing and proposed uses surrounding the land subject to the application, and it is an appropriate zoning district and use for the land.

CONDITIONS OF APPROVAL

Only conditions mutually agreed to by the owner 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.

Agreed upon conditions of approval:

1. The property will not be used for ministorage.
2. A Type A landscape buffer will be provided between the two GB uses.

Suggested conditions of approval that must be agreed to by the owner:

1. Building architecture and design features shall be consistent with the photographs submitted with the application to provide consistency and compatibility with the nearby county complex. (See Attached)
2. Residential uses shall only be allowed through a mixed use building to limit the density allowed in the airport approach zone to an appropriate level.
3. Place the fueling station/canopy to the side and/or rear of the fuel and convenience center building and move the building closer to Shortcut Road. This building front will be the most visible in the complex and should set the architectural tone and campus like setting of the proposed development along Shortcut Road, a major arterial street.
4. Provide a central courtyard with pedestrian features (i.e. benches, water feature) with buildings oriented inward towards the central courtyard to mimic the campus like feel and pedestrian activity between employment areas and the other uses as required by the Maple Barco Small Area Plan.
5. Provide a handicap accessible pedestrian connection to the mobile home park to encourage pedestrian activity between the uses.
6. Provide a minimum and maximum building square footage to ensure compatibility with the area.
7. Impose the suggested two story limit on all buildings because of the project's location in the airport approach zone.

PLANNING BOARD RECOMMENDATION

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

Agreed upon conditions of approval:

1. The property will not be used for ministorage.
2. A Type A landscape buffer will be provided between the two GB uses.

Suggested conditions of approval that must be agreed to by the owner:

3. Building architecture and design features shall be consistent with the photographs submitted with the application to provide consistency and compatibility with the nearby county complex. (See Attached)
4. Residential uses shall only be allowed through a mixed use building to limit the density allowed in the airport approach zone to an appropriate level.

5. Place the fueling station/canopy to the side and/or rear of the fuel and convenience center building and move the building closer to Shortcut Road. This building front will be the most visible in the complex and should set the architectural tone and campus like setting of the proposed development along Shortcut Road, a major arterial street.
6. Provide a central courtyard with pedestrian features (i.e. benches, water feature) with buildings oriented inward towards the central courtyard to mimic the campus like feel and pedestrian activity between employment areas and the other uses as required by the Maple Barco Small Area Plan.
7. Provide a handicap accessible pedestrian connection to the mobile home park to encourage pedestrian activity between the uses.
8. Provide a minimum and maximum building square footage to ensure compatibility with the area.
9. Impose the suggested two story limit on all buildings because of the project's location in the airport approach zone.

Planning Board Discussion 10/9/2018

Tammy Glave, Senior Planner, presented the staff report and showed the proposed plans, current zoning map, explaining the proposed changes. Ms. Glave also showed examples of design features for the building's architectural design elements. The canopy for the gas station will be to the side and facing to the back of the building. Also a sidewalk will be made from the mobile home park to the building. The owner will not use the property for ministorage and a Type A landscape buffer will be provided between the two General Business uses (the proposed building and the existing mobile home park). Staff recommends approval of the conditional rezoning since it is consistent with the Full Service Plan of the 2006 Land Use Plan and the Maple/Barco Small Area Plan. The Technical Review Committee recommends approval with the suggested conditions listed in the staff report.

Board discussion was held over item #6 in the suggested conditions and what the minimum and maximum building square footage would be.

Chairman Whiteman asked for a motion.

Mr. Craddock motioned to approve PB 18-20 Ponderosa Enterprises Inc. requested Conditional Rezoning since it is consistent with the adopted plans of the Land Use Plan policies CD1, CD2, CD4, CD9, ED1 and the Maple-Barco Small Area Plan policies LU4, LU9 and TR4. This conditional zoning request is consistent with the goals, objectives, and policies of the Land Use Plan and Maple-Barco Small Area Plan and is compatible with existing and proposed uses surrounding the land subject to the application, and it is an appropriate zoning district and use for the land. The conditions of approval shall be:

1. The property will not be used for ministorage.
2. A Type A landscape buffer will be provided between the two GB uses.

And also conditions:

1. Building architecture and design features shall be consistent with the photographs submitted with the application to provide consistency and compatibility with the nearby county complex. (See Attached)
2. Residential uses shall only be allowed through a mixed use building to limit the density allowed in the airport approach zone to an appropriate level.
3. Place the fueling station/canopy to the side and/or rear of the fuel and convenience center building and move the building closer to Shortcut Road. This building front will be the most

visible in the complex and should set the architectural tone and campus like setting of the proposed development along Shortcut Road, a major arterial street.

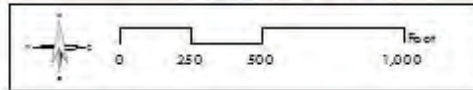
4. Provide a central courtyard with pedestrian features (i.e. benches, water feature) with buildings oriented inward towards the central courtyard to mimic the campus like feel and pedestrian activity between employment areas and the other uses as required by the Maple Barco Small Area Plan.
5. Provide a handicap accessible pedestrian connection to the mobile home park to encourage pedestrian activity between the uses.
6. Provide a minimum and maximum building square footage to ensure compatibility with the area.
7. Impose the suggested two story limit on all buildings because of the project's location in the airport approach zone.

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

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



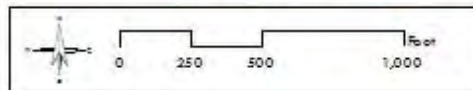
PB 18-20 Ponderosa Enterprises Inc
Conditional Rezoning
2016 Aerial Photography



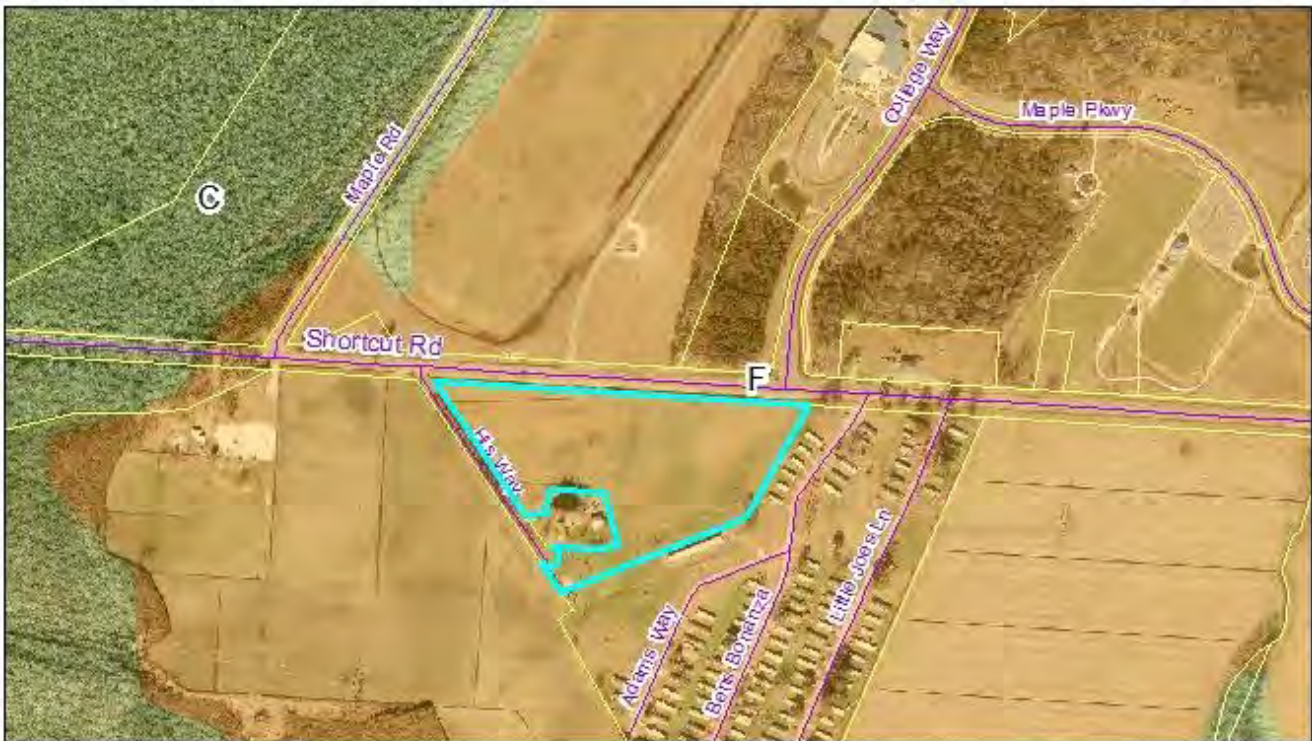
Currituck County
Planning and
Community Development



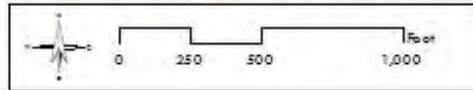
PB 18-20 Ponderosa Enterprises Inc
Conditional Rezoning
Zoning



Currituck County
Planning and
Community Development



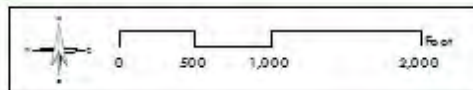
PB 18-20 Ponderosa Enterprises Inc
Conditional Rezoning
LUP Classification



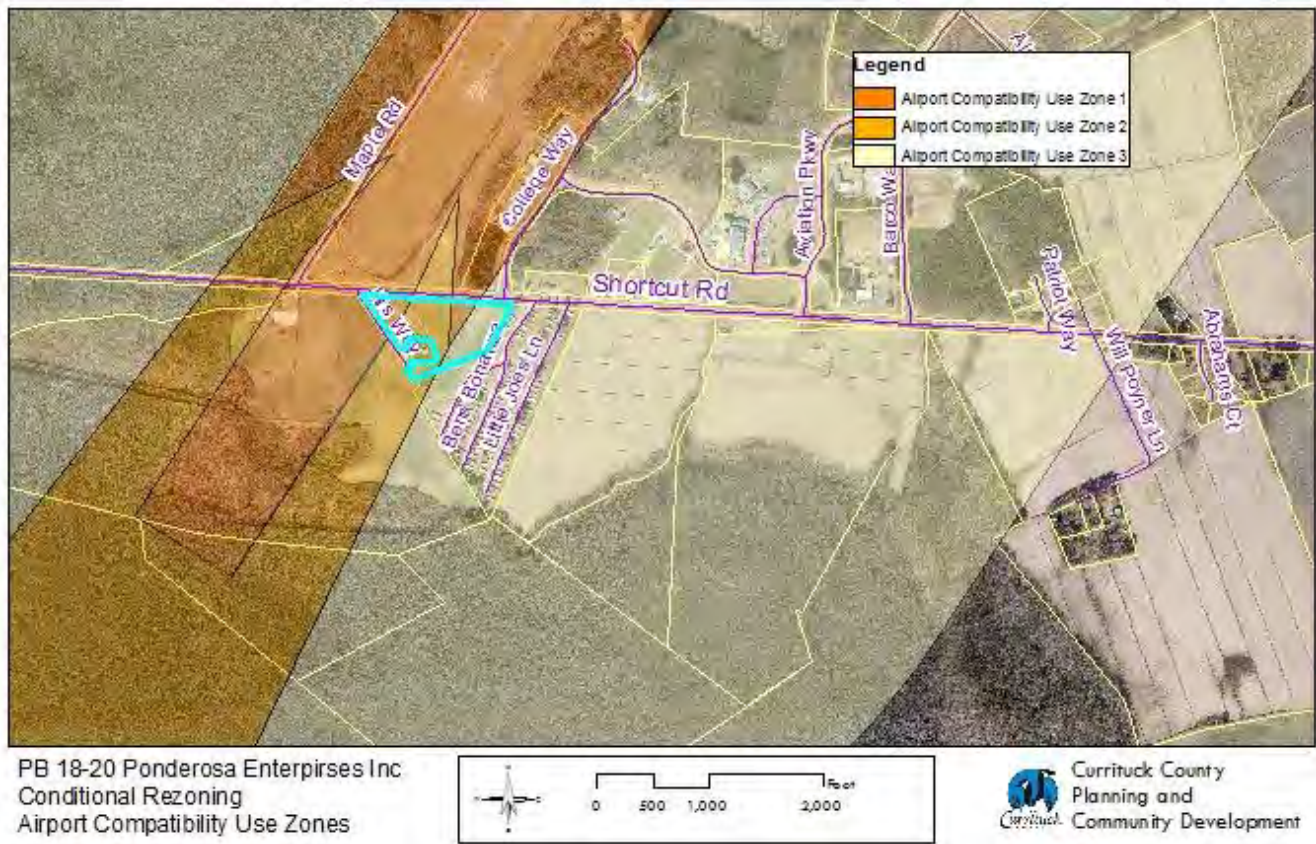
Currituck County
Planning and
Community Development

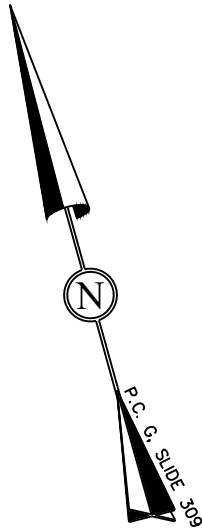
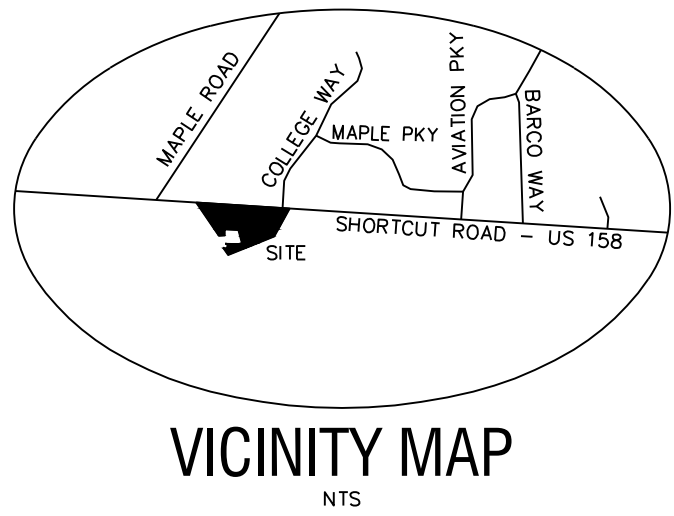


PB 18-20 Ponderosa Enterprises Inc
Conditional Rezoning
Maple-Barco SAP Classification



Currituck County
Planning and
Community Development





- 1) SITE DATA: PONDEROSA ENTERPRISES, INC.
DAVID SAWYER
613 SHORTCUT ROAD
BARCO, NC 27917
252-202-4661
david.sawyer@realty@gmail.com
- 2) THE PROPERTY IS LOCATED IN FLOOD ZONE "X", "SHADED X", AND "AE (5.0)" AS SHOWN ON FLOOD MAP PANEL 372089600K, DATED DECEMBER 16, 2005.
- 3) SITE DESIGN SUBJECT TO MODIFICATION TO SUIT FUTURE BUILDERS WITHIN CURRITUCK COUNTY ORDINANCE GUIDELINES.
- 4) VEHICULAR CIRCULATION AS SHOWN.
- 5) PEDESTRIAN CIRCULATION VIA SIDEWALKS AND CROSSWALKS.
- 6) TYPE A LANDSCAPE BUFFER SEPARATING USES.
- 7) FINAL DESIGN WILL COMPLY WITH ALL FIRE CODE REQUIREMENTS.
- 8) FINAL DESIGN WILL COMPLY WITH ALL COMMUNITY FORM AND NONRESIDENTIAL DESIGN STANDARDS.
- 9) RESIDENTIAL USE AS MIXED-USE ONLY.

AIRPORT COMPATIBLE USE:

AIRPORT OVERLAY ZONE 1
2.84 ACRES
OCCUPANCY: 10 PEOPLE PER ACRE
AREA FOR PARKING, STORMWATER MANAGEMENT, DRIVE AISLES, SIGN, GREEN SPACE.

AIRPORT OVERLAY ZONE 2
5.09 ACRES
OCCUPANCY: 40 PEOPLE PER ACRE
AREA SUITABLE FOR LOW OCCUPANCY RETAIL BUSINESS.

AIRPORT OVERLAY ZONE 3
3.67 ACRES
OCCUPANCY: NOT RESTRICTED BY COMPATIBLE USE ZONE
AREA SUITABLE FOR GB OCCUPANCY BUSINESSES.

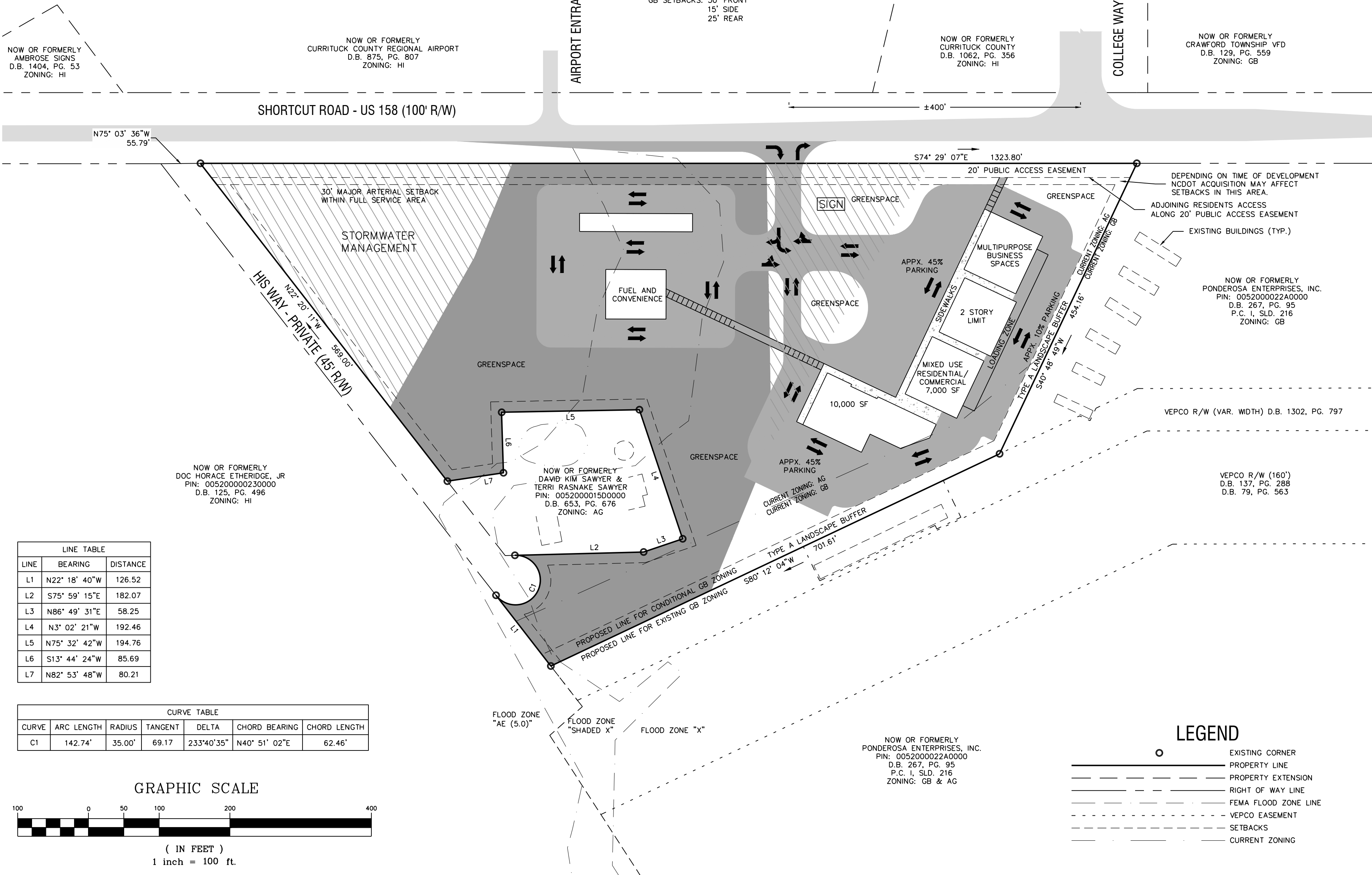
TOTAL SITE AREA: 11.60 ACRES.

NOTE: ALL ZONES SCALED FROM CURRITUCK COUNTY GIS WEBSITE.

GB SETBACKS: 30' FRONT
15' SIDE
25' REAR



EDWARD T. HYMAN, JR.
P.L.S. L-2690



LINE TABLE		
LINE	BEARING	DISTANCE
L1	N22° 18' 40"W	126.52
L2	S75° 59' 15"E	182.07
L3	N86° 49' 31"E	58.25
L4	N3° 02' 21"W	192.46
L5	N75° 32' 42"W	194.76
L6	S13° 44' 24"W	85.69
L7	N82° 53' 48"W	80.21

CURVE TABLE					
CURVE	ARC LENGTH	RADIUS	TANGENT	DELTA	CHORD BEARING
C1	142.74'	35.00'	69.17	233°40'35"	N40° 51' 02"E

GRAPHIC SCALE



(IN FEET)
1 inch = 100 ft.

LEGEND

- EXISTING CORNER
- PROPERTY LINE
- PROPERTY EXTENSION
- RIGHT OF WAY LINE
- FEMA FLOOD ZONE LINE
- VEPCO EASEMENT
- SETBACKS
- CURRENT ZONING

CONCEPTUAL PLAN
FOR
PONDEROSA ENTERPRISES, INC.

CRAWFORD TOWNSHIP
CURRITUCK COUNTY, NORTH CAROLINA

BEING PROPERTY AS SHOWN ON EXEMPT SUBDIVISION FOR PONDEROSA ENTERPRISES, INC., P.C. P, SLD. 133
JULY 25, 2018

Attachment: 2 Site Plan Post TRC (PB 18-20 Ponderosa Enterprises Inc: Conditional Rezoning)

REVISIONS:
08-20-18 PER TRC
COMMENTS

1

DRAWING # 18-1290
DRAWN: JHS
CHECKED: ETH
APPROVED: ETH
DATE: 07-25-18
SHEET # 1 OF 1
SCALE: 1" = 200'
PROJECT # 18-1290



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: Eddie Hyman
 Ponderosa Enterprises Inc.

From: Tammy D. Glave, CZO
 Senior Planner

Date: August 9, 2018, 2018

Re: Ponderosa Enterprises Inc., Conditional Rezoning Request

Following are the comments received to date for Ponderosa Enterprises Inc. for the August 15, 2018 Technical Review Committee (TRC) meeting. In order to be placed on the September 11, 2018 Planning Board agenda, all outstanding TRC comments must be received by August 20, 2018. TRC comments are valid for six months. Please let me know if you have any questions. Thanks.

Planning (Tammy Glave, 252-232-6025)

Reviewed with comment:

1. The Maple Barco Small Area Plan (MBSAP) suggests areas should be encouraged to develop in mixed use or campus like settings with generous, linked open space to maximize value, promote visual quality, and encourage pedestrian activity between employment areas and areas of supporting uses such as retail, restaurants, and residential.
 - a. The site plan presented does not appear to be a campus like setting, but rather a convenience store and a mini-mall/strip-type building.
 - b. A campus is traditionally:
 - A collection of buildings and grounds that belong to one individual/entity with common architecture, landscaping, and site features;
 - The collection of buildings is connected through open space, sidewalks and other pedestrian features (i.e. park-like setting with benches, water feature, etc.); and,
 - The collection of buildings is oriented inward towards a central courtyard, etc.
2. Please show the entrance to the airport on the opposite side of Shortcut Road. Is it possible to align proposed entrance with that entrance? If not, is driveway spacing adequate according to the UDO?
3. The site appears to have wetland characteristics as delineated on the GIS map. Please provide USACE documentation that jurisdictional wetlands are not present on the site or provide a delineated map approved by the USACE and method of preserving delineated wetlands.
4. Additional potential conditions to consider:
 - No dwelling units.

- Architectural features will be consistent with those proposed in the application submittal.
 - Minimum/maximum building square footages
 - Infrastructure
 - Building story limits
 - Non-access easement along the length of His Way to better control access to the site.
 - Provide pedestrian connection to the mobile home park.
5. It is important to note in the planning stage that Community Form and Nonresidential Design Standards apply to the development at site plan submittal.

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

Reviewed with comment:

Fire

1. Fire apparatus must not have to back up on an access road greater than 150' without a turnaround as indicated in appendix D of the NC Fire Code. The back of 150' should be measured in a straight line.
2. Fire apparatus access must be at least 20' wide 13' 6" in height.
3. Maximum slope shall not exceed 10%.
4. All portions of the fire apparatus access must be capable of 75,000lbs under all weather conditions.
5. Fire hydrants must be within 500' of all road frontages.
6. Cul de sacs must be 96' in width curb to curb at the center of the cul de sac.
7. Dwellings greater than 4800 sq. ft. and/or greater than 2 stories will be calculated using the ISO commercial method.
8. Dwellings 4800 sq. ft. and no greater than 2 stories may use set-backs as indicated in the ISO method to determine Needed Fire Flow.

Inspections

1. Provide detailed drawing for clustered mailbox unit on plan, if required by the US Post Office.

Currituck County Code Enforcement (Stacey Smith, 252-232-3027)

Reviewed without comment.

Currituck County Engineer (Eric Weatherly 252-232-6035)

Reviewed without comment.

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

Reviewed without comment.

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

Reviewed with comment:

1. Please consult with Kevin Carver RS at 252-232-6603 concerning wastewater treatment and disposal approval for proposed businesses on site plan proposed. Thank You.

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

Reviewed without comment.

US Post Office (Barco)

Please contact the US Post Office to determine method of mail delivery.

Comments Not Yet Received from:

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

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

Currituck County Water Department (Yama Jones, 252-232-2769)

The following items are necessary for resubmittal:

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

A photograph of a commercial building with a brick facade and white trim. The building features several arched windows and doorways. A parking lot in the foreground contains several vehicles, including white SUVs and a black sedan. The sky is clear and blue.

5.C.d

Attachment: 4

Packet Pg. 93

A photograph of a two-story brick building with a light-colored facade and white trim around the windows and doors. The building features several arched windows and a central entrance. A small tree and some shrubs are planted in a landscaped area in front of the building. Two cars, a black SUV and a black sedan, are parked in the lot to the left. The sky is clear and blue.

5.C.e

Attachment: 5

Packet Pg. 94

A photograph of a two-story brick building with white architectural accents, including arched windows and doorways. A small, young tree stands in front of the building. A blue SUV is parked in the asphalt lot to the right. The scene is captured during the day with soft lighting.

5.C.f

Attachment: 6

Packet Pg. 95

A photograph of a long, single-story brick building with a series of arched doorways. The building has a light-colored brick facade and white trim around the arches. A paved sidewalk runs along the front of the building. In the foreground, there are some green bushes and a dark-colored car parked on the left. The sky is clear and blue, suggesting it's daytime. The building appears to be a commercial or institutional structure, possibly a school or a community center.

5.C.g

Attachment: 7

Packet Pg. 96

A photograph of a brick building's exterior at dusk. A large, multi-paned glass door with a white frame is the central focus, reflecting the sky and showing an interior view of a brightly lit room with tables and chairs. To the right of the door, a black, ornate lantern-style light fixture is mounted on the brick wall. Further right, another doorway is visible, partially obscured by a potted plant and a flag. The building is constructed of light-colored bricks with dark mortar. The sky is a deep blue, and the overall scene is dimly lit, with the primary light source being the interior lights of the building.

5.C.h

Attachment: 8

Packet Pg. 97

A photograph of a brick building with large glass doors and windows, illuminated from within. The building is set against a twilight sky. A sidewalk runs along the front of the building, and some landscaping is visible on the left. The image is overlaid with three text boxes: a grey box in the top right corner, a white box on the right side, and a grey box in the bottom right corner.

5.C.i

Attachment: 9

Packet Pg. 98

A photograph of a brick building's exterior at dusk. The building features a series of arched windows and doorways with white trim. A sidewalk runs along the front of the building. A black lantern-style light fixture is mounted on the brick wall. In the background, other buildings and trees are visible under a twilight sky.

5.C.j

Attachment: 10

Packet Pg. 99

A photograph of a brick building with arched windows and a sidewalk at dusk. The building is made of light brown bricks and has several arched windows with black frames. A concrete sidewalk runs along the front of the building. To the right of the sidewalk is a row of green bushes. The sky is a deep blue, and the building's lights are on, casting a warm glow. The overall scene is a quiet street at twilight.

5.C.k

Attachment: 11

Packet Pg. 100

A photograph of a brick building's exterior at dusk. The building features large, arched glass doors with black frames and white trim. A concrete sidewalk runs along the front of the building. In the background, there are trees and a covered walkway with columns. The sky is a clear blue.

5.C.I

Attachment: 12

Packet Pg. 101



Conditional Rezoning Application

OFFICIAL USE ONLY:

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

Contact Information

APPLICANT:

Name: Ponderosa Enterprises, Inc.
 Address: 613 Shortcut Road
Barco, NC 27917
 Telephone: 252-202-4661
 E-Mail Address: dauidsawyerrealty@gmail.com

PROPERTY OWNER:

Name: Ponderosa Enterprises, Inc.
 Address: 613 Shortcut Road
Barco, NC 27917
 Telephone: 252-202-4661
 E-Mail Address: dauidsawyerrealty@gmail.com

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: Owner

Property Information

Physical Street Address: 613 Shortcut Road, Barco, NC 27917
 Location: Across US HWY 158 from Currituck Counry Regional Airport
 Parcel Identification Number(s): 0052000022A0000
 Total Parcel(s) Acreage: 11.60 ac
 Existing Land Use of Property: Agricultural

Request

Current Zoning of Property: AG Proposed Zoning District: GB

Community Meeting

Date Meeting Held: 07-23-18 Meeting Location: Ponderosa Enterprises

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):

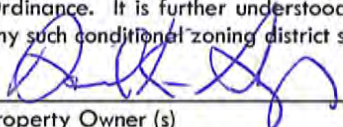
ONLY USES COMPATIBLE WITH GB ZONING. OFFICE
COMMERCIAL, PERSONAL SERVICE, INSTITUTIONAL, ETC.
USES THAT PROVIDE EMPLOYMENT OPPORTUNITIES FOR
COUNTY RESIDENTS AND GOODS AND SERVICES TO COUNTY
RESIDENTS AND VISITORS.

Proposed Zoning Condition(s):

THE PROPERTY WILL NOT BE USED FOR MINI STORAGE.
A TYPE A LANDSCAPE BUFFER WILL BE PROVIDED BETWEEN
THE TWO GB USES.

An application has been duly filed requesting that the property involved with this application be rezoned from:
AG to: 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)

7-25-18
 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.

Conditional Rezoning Design Standards Checklist

The table below depicts the design standards of the conceptual development plan for a conditional rezoning application. Please make sure to include all applicable listed items to ensure all appropriate standards are reviewed.

Conditional Rezoning

Conceptual Development Plan Design Standards Checklist

Date Received: _____

TRC Date: _____

Project Name: Ponderosa Enterprises, Inc.

Applicant/Property Owner: David Sawyer

Conditional Rezoning Design Standards Checklist		
1	Property owner name, address, phone number, and e-mail address.	✓
2	Site address and parcel identification number.	✓
3	A scaled drawing showing existing boundary lines, total acreage, adjacent use types, location of streets, rights-of-way, and easements.	✓
4	North arrow and scale to be 1" = 100' or larger.	✓
5	Vicinity map showing property's general location in relation to streets, railroads, and waterways.	✓
6	Existing zoning classification of the property and surrounding properties.	✓
7	Approximate location of the following existing items within the property to be rezoned and within 50' of the existing property lines: Pathways, structures, septic systems, wells, utility lines, water lines, culverts, storm drainage pipes, ditches, canals, streams, wooded areas, ponds, and cemeteries.	✓
8	Approximate Flood Zone line and Base Flood Elevation as delineated on the "Flood Insurance Rate Maps/Study Currituck County."	✓
9	Approximate location of all designated Areas of Environmental Concern or other such areas which are environmentally sensitive on the property, such as Maritime Forest, CAMA, 404, or 401 wetlands as defined by the appropriate agency.	✓
10	Proposed zoning classification and intended use of all land and structures, including the number of residential units and the total square footage of any non-residential development.	✓
11	Proposed building footprints and usages.	✓
12	Proposed traffic, parking, and circulation plans including streets, drives, loading and service areas, parking layout, and pedestrian circulation features.	✓
13	Approximate location of storm drainage patterns and facilities intended to serve the development.	✓
14	Proposed common areas, open space set-asides, anticipated landscape buffering, and fences or walls (if proposed).	✓
15	Architectural drawings and/or sketches illustrating the design and character of the proposed uses.	✓
16	Proposed development schedule.	✓

Conditional Rezoning Submittal Checklist

Staff will use the following checklist to determine the completeness of your application within ten business days of submittal. Please make sure all of the listed items are included. Staff shall not process an application for further review until it is determined to be complete.

Conditional Rezoning Submittal Checklist

Date Received: _____

TRC Date: _____

Project Name: Ponderosa Enterprises, Inc.

Applicant/Property Owner: David Sawyer

Conditional Rezoning Submittal Checklist		
1	Complete Conditional Rezoning application	
2	Application fee (\$150 plus \$5 for each acre or part thereof)	
3	Community meeting written summary	
4	Conceptual development plan	
5	Architectural drawings and/or sketches of the proposed structures.	
6	2 copies of plans	
7	2 hard copies of ALL documents	
8	1 PDF digital copy of all plans AND documents (ex. Compact Disk – e-mail not acceptable)	

For Staff Only

Pre-application Conference

Pre-application Conference was held on _____ and the following people were present:

Comments



COUNTY OF CURRITUCK

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

MEMORANDUM

TO: Board of Commissioners

FROM: Planning Staff

DATE: October 31, 2018

SUBJECT: Ponderosa Inc Conditional Rezoning – Allowed Uses

The Board of Commissioners directed staff to work with the applicant to develop an agreed upon list of allowed uses regarding this specific C-GB rezoning request. The following uses will be allowed:

- Agriculture/Horticulture
- Agri-education
- Agri-entertainment
- Agri-business
- Equestrian facility
- Farmers market
- Nursery, production
- Roadside market
- Agricultural research facility
- Distribution hub for agricultural products
- Farm machinery sales, rental, and service
- Silviculture
- Dwelling, live/work
- Dwelling, upperstory
- Youth club facility
- Adult day care center
- Child care center
- College or university
- Vocational or trade school
- Religious institution
- Animal grooming
- Animal shelter

Kennel
Veterinary clinic
Dinner theater
Restaurant, with indoor or outdoor seating
Specialty eating establishment
Business and sales (office)
Professional services (office)
Fitness center
Recreation, indoor
Theater
Artisan Food and Beverage Producer
Convenience store
Drug store or pharmacy
Entertainment establishment
Financial institution
Funeral home
Grocery store
Laundromat
Personal services establishment
Repair establishment
Retail sales establishments
Boat and marine rental, sales, and service

1 **AN ORDINANCE OF THE CURRITUCK COUNTY BOARD OF**
2 **COMMISSIONERS AMENDING CHAPTER 9, ARTICLE I OF THE**
3 **CURRITUCK COUNTY CODE OF ORDINANCES BY ADDING SECTION 9-**
4 **10 REGULATING CAMPAIGNING ON COUNTY PROPERTY**

5 WHEREAS, pursuant to N.C. Gen. Stat. §153A-121 a county may by
6 ordinance define, regulate, prohibit, or abate acts, omissions, or conditions
7 detrimental to the health, safety, or welfare of its citizens and the peace and dignity
8 of the county; and

9 WHEREAS, pursuant to N.C. Gen. Stat. §153A-169 a county may by
10 ordinance regulate the use of county property; and

11
12 WHEREAS, the county, by and through its Board of Elections, has a duty to
13 protect the rights of voters and those campaigning to allow peaceful and reasonable
14 ingress and egress to the Board of Elections office and voting enclosure contained
15 within.

16
17 NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners for
18 the County of Currituck, North Carolina as follows:

19 PART I. The Code of Ordinances, Currituck County, North Carolina is amended by
20 adding Section 9-10 to Chapter 9, Article I to read as follows:

21
22 **Sec. 9-10. Campaigning on county property.**

23
24 No person shall campaign, solicit votes, or erect or maintain temporary signs
25 on county property where One Stop or Early Voting is occurring except in
26 accordance with rules and regulations adopted by the county Board of Elections.
27 Further, no person shall cook, or cause to be cooked, food on county property where
28 One Stop or Early Voting is occurring.

29
30 PART II. The sections, paragraphs, sentences, clauses and phrases of this
31 ordinance are severable, and if any phrase, clause, sentence, paragraph or section of
32 this ordinance shall be declared unconstitutional or invalid by the valid judgment or
33 decree of a court of competent jurisdiction, such unconstitutionality or invalidity
34 shall not affect any of the remaining phrases, clauses, sentences, paragraphs or
35 sections of this ordinance.

36 PART III. All ordinances or parts of ordinances in conflict with this ordinance are
37 hereby repealed.

38 PART IV. This ordinance is effective upon adoption.
39

ADOPTED this 15th day of October, 2018.

Bobby Hanig, Chairman
Board of Commissioners

ATTEST:

Leeann Walton, Clerk to the Board

APPROVED AS TO FORM:

Donald I. McRee, Jr., County Attorney

Date adopted: _____

Motion to adopt by Commissioner _____

Second by Commissioner _____

Vote: _____ AYES _____ NAYS

CURRITUCK COUNTY BOARD OF ELECTIONS**STATE OF NORTH CAROLINA****COUNTY OF CURRITUCK****RESOLUTION REGARDING ONE STOP ABSENTEE VOTING AT THE
BOARD OF ELECTIONS OFFICE**

WHEREAS, North Carolina General Statute (NCGS) Chapter 163A-1300 mandates early voting at the county Board of Elections office; and

WHEREAS, the Currituck County Board of Elections has resolved to have one stop absentee voting according to their “One Stop Implementation Plan” which plan is approved prior to each election by the State Board of Elections and Ethics Enforcement; and

WHEREAS, the Currituck County Board of Elections has the authority under NCGS Chapter 163A-1134 (a) to determine the dimensions of the buffer zone for the voting place; and

WHEREAS, the Currituck County Board of Elections is directed by NCGS Chapter 163A-1134 (b) to provide an area adjacent to the buffer zone for election-related activity; and

WHEREAS, each candidate will be limited to two political yard signs, plus one hand-held sign, with each sign not to exceed 18x24” in size, to be placed in a designated area adjacent to the buffer zone; and

WHEREAS, political yard signs may be placed at the One Stop site no earlier than one hour before the start of voting each day and must be removed upon the close of voting each day; and

WHEREAS, the Currituck County Board of Elections has a duty to protect the rights of voters and campaigners and to allow voters, customers and tenants reasonable ingress and egress during the early voting period.

NOW THEREFORE, BE IT RESOLVED, we the members of the Currituck County Board of Elections, by unanimous vote, agree to conduct one-stop

absentee voting according to the standards and guidelines set forth by the North Carolina State Board of Elections and Ethics Enforcement specified in the above North Carolina General Statutes; and

That the Currituck County Board of Elections office shall mark the buffer zone for the Board of Elections office 50 feet from the entrance of the building ; and

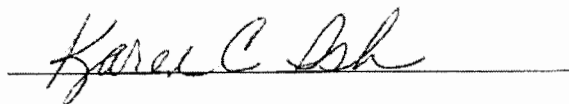
That the area provided for political yard signs and campaigners will be on the south side of the entrance outside of the buffer zone in the grassy area; and

That this resolution shall continue in effect during all elections where early voting is allowed at the Currituck County Board of Elections office.

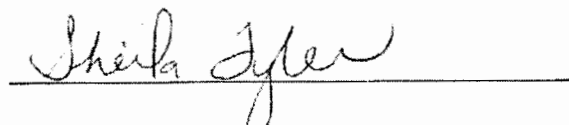
Adopted this the 11th day of September, 2018.

By:

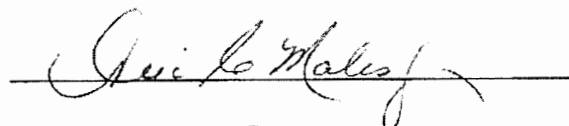
Currituck County Board of Elections



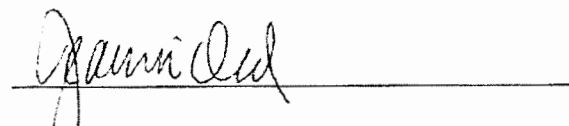
Karen Ish, Chair



Sheila Tyler, Vice-Chair



Alice Malesky, Secretary



Jeanni Old, Member



**CURRITUCK COUNTY
NORTH CAROLINA**

October 1, 2018

Minutes – Regular Meeting of the Board of Commissioners

WORK SESSION

1. 4:00 PM Reception for New Assistant County Manager, Ben Stikeleather

A welcome reception for Assistant County Manager, Ben Stikeleather, was held at 4:00 PM in the Historic Courthouse kitchen and was attended by the Board of Commissioners and Department Heads. A light meal and refreshments were served.

2. 5:00 PM ChandlerThinks

The Board of Commissioners attended a work session at 5:00 PM in the Conference Room of the Historic Courthouse to hear a presentation from marketing and branding firm, ChandlerThinks. Currituck County Travel & Tourism Director, Tameron Kugler, introduced Steve Chandler and Greg Fuson who highlighted some of the key takeaways based on results of visitor surveys and their observations and county assessment during their visit. Mr. Chandler said the data can assist with development of a strategic marketing plan with focused spending. Mr. Fuson led a brief exercise for Commissioners to identify the county's tourism challenges and opportunities. The work session concluded at 5:50 PM.

6:00 PM CALL TO ORDER

The Currituck County Board of Commissioners held a 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 Dan Bergey, New Life Church

Reverend Bergey was not in attendance. Pastor Glenn McCranie, Retired US Navy Chaplain, attended to offer the Invocation and lead the Pledge of Allegiance.

Communication: Minutes for October 1, 2018 (Approval Of Minutes-October 1, 2018)

B) Approval of Agenda

Commissioner Gilbert moved to approve the agenda. The motion was seconded by Commissioner Payment and passed unanimously.

Approved agenda:

Work Session

4:00 PM Reception for New Assistant County Manager, Ben Stikeleather

5:00 PM ChandlerThinks

6:00 PM Call to Order

A) Invocation & Pledge of Allegiance-Reverend Dan Bergey, New Life Church

B) Approval of Agenda

Public Comment

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

Commissioner's Report**Administrative Reports**

A) Presentation of Old North State Award to Susan Johnson, Currituck County Sheriff, Retired

B) Chesapeake Health Community Needs Assessment

New Business**A) Board Appointments**

1. Ocean Sands North-Crown Point Watershed District Advisory Board

B) Consent Agenda

1. Approval Of Minutes for September 17, 2018

2. Budget Amendments

3. Administrative Assistant I-Administrative Offices

C) County Manager's Report**Adjourn****Special Meeting of the Ocean Sands Water & Sewer District**

Budget Amendments-OS Water & Sewer District

Adjourn Meeting of the OSWSD

Communication: Minutes for October 1, 2018 (Approval Of Minutes-October 1, 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

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.

Josh Bass, member of the County's 350th Anniversary Committee, discussed historic house tours on October 12 & 13, 2018, part of the 350th Anniversary Celebration. He provided ticket availability and contact information and distributed tour brochures to Commissioners. He said tours will include homes and buildings in Corolla, Carova, Knotts Island and the Mainland, and he thanked Commissioner White and Twiddy & Co., for offering transportation for the off-road tours.

COMMISSIONER'S REPORT

Chairman Hanig asked that we keep those who are still affected by Hurricane Florence in our thoughts and prayers and encouraged citizens to volunteer, donate or assist however possible.

Commissioner Hall, College of the Albemarle (COA) Board of Trustees, said COA enrollment is up 6.5% this year and encouraged people to take advantage of the classes, vocational opportunities and money savings through COA. He announced upcoming 350th Anniversary and Heritage Day events taking place Saturday, November 3, at the Currituck County Rural Center, Spot Road.

Commissioner Etheridge reminded citizens to register or update their voter information before the voter registration deadline of October 12, 2018. She said One-Stop voting begins Wednesday, October 17, and Election Day is November 6 from 6:30 AM till 7:30 PM. She encouraged citizens to vote and make their voices heard.

Commissioner Gilbert announced upcoming events sponsored by Moyock Woman's Club, including the Moyocktoberfest and 5K run on Saturday, October 13, at Weeping Radish and the Farm to Table event on Sunday, October 21, on Courthouse Road outside the Historic Courthouse. She said the Animal Services Advisory Board will meet at the Animal Shelter on Thursday, October 4, at 7 PM, and reported the Maple Dog Park project they have been working on will be completed within the next couple of weeks.

Commissioner Payment introduced Assistant County Manager Ben Stikeleather and welcomed him on his first day at Currituck County, on behalf of the Board of Commissioners.

ADMINISTRATIVE REPORTS

- A. Presentation of Old North State Award to Susan Johnson, Currituck County Sheriff, Retired

Retired Currituck County Sheriff Susan Johnson was formally recognized for her years of service and dedication to the county and its citizens and honored with the Old North State Award. Ms. Johnson's family, friends and members of the Sheriff's Department attended and stood with Ms. Johnson and the Board of Commissioners for the presentation. The Honorable J. Carlton Cole, Superior Court Judge, presented the award on behalf of the State of North Carolina and Governor Roy Cooper, paying homage to Ms. Johnson's leadership, friendship and community service.

Ms. Johnson thanked her family and staff for their support over the years, all of whom contributed to her success as a Sheriff.

B. Chesapeake Health Community Needs Assessment

Beth Rice, Director of Community Health Services, provided information on the Community Health Needs Assessment project currently in progress through Chesapeake Health. She explained Currituck and Northeastern North Carolina citizens are being included as part of the Chesapeake/South Virginia Beach service area and asked for the county's help to inform and encourage citizen participation. Ms. Rice said survey responses will provide a good understanding of the healthcare needs and concerns of Northeastern North Carolina residents and asked the County to assist by allowing citizen access to survey links and information through social media and the county website. The survey will be available through October.

NEW BUSINESS

A) Board Appointments

1. Ocean Sands North-Crown Point Watershed District Advisory Board

Commissioner White moved to reappoint Gerrilea Adams, Terry Anderson, Bryan Dagget and Barbara Marzetti to the Ocean Sands North/Crown Point Watershed District Advisory Board. Commissioner Hall seconded and the members were unanimously approved for reappointment.

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

B) Consent Agenda

Commissioner Gilbert motioned for approval of the Consent Agenda and was seconded by Commissioner Payment. County Manager, Dan Scanlon, provided clarification for two budget amendments when asked by Commissioner Etheridge and, after review, the Consent Agenda 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

1) Approval Of Minutes for September 17, 2018

1. Minutes for September 17, 2018

2. Budget Amendments

Communication: Minutes for October 1, 2018 (Approval Of Minutes-October 1, 2018)

Account Number	Account Description	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10440-514000	Travel	7,800	
10440-514500	Training & Education	3,260	
10440-526000	Advertising	1,000	
10440-545000	Contract Services	650	
10440-561000	Professional Services	5,000	
10440-590000	Capital Outlay	26,000	
10441-511010	Data Transmission	500	
10441-514000	Travel	430	
10441-514500	Training & Education	3,325	
10441-526000	Advertising	300	
10441-545000	Contract Services	23,790	
10441-590000	Capital Outlay	28,146	
10441-590003	Capital Outlay BOC Room	4,748	
10460-590000	Capital Outlay	18,608	
10490-590003	Capital Outlay/Judicial	12,638	
10510-590000	Capital Outlay	5,300	
10512-545000	Contract Services	1,378	
10530-590000	Capital Outlay	77,125	
10660-561000	Professional Services	66,218	
10390-499900	Appropriated Fund Balance		286,216
16609-545000	Contract Services	4,399	
16390-499900	Appropriated Fund Balance		4,399
61818-561000	Professional Services	27,872	
61390-499900	Appropriated Retained Earnings		27,872
63838-545001	Contract Services	15,041	
63838-561000	Professional Services	25,760	
63390-499900	Appropriated Retained Earnings		40,801
		\$ 359,288	\$ 359,288
Explanation: Various Departments - Carryforward purchase orders and projects started in prior fiscal year.			
PO Number	Vendor	Description	Amount
20181534	Tyler Technologies	Cashiering	21,642
	JR's POS Depot	Credit Card Equipment	5,477
	Barcodes LLC	Receipt Printers	10,846
	To be determined	Folding Machine	4,000
	Carr, Riggs & Ingram	Audit Contract	5,000
	Various	Advertising	1,300
	CDW	Replacement Technology	28,146
	CDW	BOC Equipment	4,748
	Various	IT Contracts	23,790
20180488	Quible & Associates	Moyock Convenience Site	15,041
20181088	Quible & Associates	Design/Bidd Moy Conv Site	25,760
20181693	B & M Contracting	Emer Lighting Replace	18,608
20180824	Albemarle & Associates	OS/Crown Pt North	4,399
	Palmer Generator	Animal Shelter Generator Maintenance	1,378
20181698			
20181652	Comfort Systems of VA	HVAC - Judicial	12,638
20181726	Intoximeters	Breathalyzers	5,300
20181108	Select Custom Apparatus	Remount Ambulance	77,125
20180520	Destination By Design	LUP Consulting	4,000
	Kimley-Horn & Assoc	Mainland Water Modeling	27,872
20181179			
20181057	Kimley-Horn & Assoc	Revise UDO	21,533
20181487	Kimley-Horn & Assoc	Stormwater Master Plan - Currituck Station	40,685
			359,288
Net Budget Effect: Operating Fund (10) - Increased by \$286,216			
Ocean Sands & Crowne Point North (16) - Increased by \$4,399.			
Mainland Water (61) - Increased by \$27,872.			
Solid Waste (63) - Increased by \$40,801.			

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10640-502100	Salaries - Overtime	3,500	
10640-503500	Temporary Services		3,500
		<u>\$ 3,500</u>	<u>\$ 3,500</u>

Explanation: Cooperative Extension (10640) - Transfer budgeted funds to overtime for 4-H Day camp operations.

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

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10511-554000	Insurance and Bonds	100	
10511-516000	Maintenance & Repairs		100
		<u>\$ 100</u>	<u>\$ 100</u>

Explanation: Detention (10511) - Transfer budgeted funds for increase in inmate insurance.

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

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10410-557100	Software License Fee	117	
10410-561000	Professional Services		117
		<u>\$ 117</u>	<u>\$ 117</u>

Explanation: Administration (10410) - Transfer funds for increase in software license fees.

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

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10440-502000	Salaries	6,118	
10440-505000	FICA	468	
10440-507000	Retirement	826	
10750-502000	Salaries		6,118
10750-505000	FICA		468
10750-507000	Retirement		826
		<u>\$ 7,412</u>	<u>\$ 7,412</u>
Explanation:	Finance (10440); Social Services (10750) - Transfer longevity for employee transferring from Social Services to vacant Finance position.		
Net Budget Effect:	Operating Fund (10) - No change.		
		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
16609-513000	Utilities	\$ 900	
16609-545000	Contracted Services		\$ 900
		<u>\$ 900</u>	<u>\$ 900</u>
Explanation:	Ocean Sands/Crowne Pointe Stormwater (16609) - Transfer budgeted funds for temporary power for the stormwater district.		
Net Budget Effect:	Ocean Sands/Crowne Pointe N Stormwater District (16) - No change.		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
10460-592000	Projects	\$ 100,000	
10390-499900	Appropriated Fund Balance		\$ 100,000
		\$ 100,000	\$ 100,000
Explanation: Public Works (10460) - Increase appropriations to replace the lighting system in the Cooperative Extension auditorium.			
Net Budget Effect: Operating Fund (10) - Increased by \$100,000.			

3. Job Description-Administrative Assistant I-Office of Administration/Clerk

C) County Manager's Report

No Report.

ADJOURN

Motion to Adjourn Meeting

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

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bob White, 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

SPECIAL MEETING OF THE OCEAN SANDS WATER & SEWER DISTRICT

The Currituck County Board of Commissioners sat as the Ocean Sands Water and Sewer District Board in a Special Meeting immediately following the 6:00 PM Board of Commissioners regular meeting. The Special Meeting was held in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina, for the purpose of considering budget amendments.

D. Budget Amendments-OS Water & Sewer District

County Manager, Dan Scanlon, reviewed the budget amendments for the Board and

Commissioner Gilbert moved for approval. Commissioner White seconded and the motion was unanimously approved.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
60808-545000	Contracted Services	\$ 58,000	
60390-499900	Appropriated Retained Earnings		\$ 58,000
		<u>\$ 58,000</u>	<u>\$ 58,000</u>

Explanation: Ocean Sands Water and Sewer (60808) - Increase appropriations for expenses incurred for sewer pump and haul operations and emergency pumps for the Ocean Sands Water and Sewer District during the July 2018 flooding.

Net Budget Effect: Ocean Sands Water and Sewer Fund (60) - Increased by \$58,000.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
60808-511000	Telephone & Postage	\$ 1,000	
60808-561000	Professional Services		\$ 1,000
		<u>\$ 1,000</u>	<u>\$ -</u>

Explanation: Ocean Sands Water and Sewer (60808) - Reallocate budgeted funds for increased costs of postage.

Net Budget Effect: Ocean Sands Water and Sewer Fund (60) - No change.

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

ADJOURN MEETING OF THE OSWSD

There was no further business and Commissioner Gilbert moved for adjournment. The motion was seconded by Commissioner Payment and passed unanimously. The special meeting of the Ocean Sands Water and Sewer District Board adjourned at 6:30 PM.

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

Number 20190036

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 15th day of October 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
66868-545000	Contracted Services	\$ 40,975	
66868-590000	Capital Outlay		\$ 40,975
		<u>\$ 40,975</u>	<u>\$ 40,975</u>

Explanation: Southern Outer Banks Water (66) - To move money from Capital Outlay to Contracted Services to provide funds for year 1 of a 10 year contract to provide tank painting and tank paint maintenance for the three elevated water tank on the Outer Banks.

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

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: Oct 15 General Meeting Do Not Change (Budget Amendments)

Number 20190032

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 15th day of October 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10796-514500	Training & Education		\$ 400
10796-514000	Travel	\$ 400	
		<u>\$ 400</u>	<u>\$ 400</u>

Explanation: Currituck County Rural Center (10796) - To cover additional travel expenses associated with World Equestrian Games and State Fair.

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

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: Oct 15 General Meeting Do Not Change (Budget Amendments)

Number 20190033

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 15th day of October 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10795-590000	Capital Outlay	\$ 1,700	
10795-532000	Supplies		\$ 1,700
		<u>\$ 1,700</u>	<u>\$ 1,700</u>

Explanation: Parks & Recreation (10795) - Transfer funds to capital outlay to replace parts on playground due to vandalism at Walnut Island Park.

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

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: Oct 15 General Meeting Do Not Change (Budget Amendments)

Number 20190034

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 15th day of October 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10510-502100	Overtime	82,400	
10510-505000	FICA	6,304	
10510-507000	Retirement	11,124	
10990-587015	T T - Occupancy Tax	77,915	
10340-463000	Beach Driving Permits		177,743
		<u>\$ 177,743</u>	<u>\$ 177,743</u>

Explanation: Sheriff (10510); Transfer to Occupancy Tax (10990) - Increase appropriations to reimburse departments for expenses incurred from implementing the beach parking pass program for the 2018 summer and upcoming expenses for the 2019 summer through the end of this fiscal year.

Net Budget Effect: Operating Fund (10) - Increased by \$177,743.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: Oct 15 General Meeting Do Not Change (Budget Amendments)

Number 20190035

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 15th day of October 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
16609-513000	Utilities	\$ 900	
16609-545000	Contracted Services		\$ 900
		<u>\$ 900</u>	<u>\$ 900</u>

Explanation: Ocean Sands North/Crowne Point Watershed (16609) - Transfer funds for temporary electric service at the Ocean Sands North/Crowne Point watershed district for aquifer flow test modeling.

Net Budget Effect: Ocean Sands N/Crowne Point Watershed (16) - No change.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: Oct 15 General Meeting Do Not Change (Budget Amendments)

COUNTY OF CURRITUCK CAPITAL PROJECT ORDINANCE

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

SECTION 1. The project authorized is design and conceptual drawings of layout of the Currituck County 10 Acre tract in Corolla at the terminus of the mid-County bridge.

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

County 10 Acre Tract in Corolla	\$ 100,000
	<u>\$ 100,000</u>

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

Transfer from Occupancy Tax	\$ 100,000
	<u>\$ 100,000</u>

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

SECTION 5. SPECIAL APPROPRIATIONS AND RESTRICTIONS

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

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

SECTION 6. CONTRACTUAL OBLIGATIONS

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

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

- materials, or equipment which are within the budgeted departmental appropriations; (2) leases of personal property for a duration of one year or less and within budgeted departmental appropriations; and (3) services which are within budgeted departmental appropriations.
- c. He may execute contracts, as the lessor or lessee of real property, which are of a duration of one year or less which are within the budgeted departmental appropriations.

SECTION 7. USE OF BUDGET ORDINANCE

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

ADOPTED this 15th day of October 2018.

Bobby Hanig, Chairman
Board of Commissioners

ATTEST:

Leeann Walton
Clerk to the Board

WHEREAS, the Board of Commissioners of Currituck County, North Carolina, during its regular meeting held on October 15, 2018, authorized the following property listed below be declared surplus and disposed of; and

WHEREAS, Sheriff Beickert has requested that upon the retirement of Sergeant Wayne P. Twiford that his duty weapon, a Glock 22 handgun, Serial #PVF940, be given to him. Mr. Twiford has made the request to purchase same for \$1 upon his retirement.

ADOPTED this the 15th day of October, 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 October 15, 2018, authorized the following property listed below be declared surplus and disposed of; and

WHEREAS, Sheriff Beickert has requested that upon the retirement of Deputy Shelton L. Price that his duty weapon, a Glock 22 handgun, Serial #PVF977, be given to him. Mr. Price has made the request to purchase same for \$1 upon his retirement.

ADOPTED this the 15th day of October, 2018.

ATTEST:

Bobby Hanig, Chairman

Clerk to the Board of Commissioners



From the desk of
Sheriff Matthew W. Beickert

Currituck County, North Carolina

407 Maple Road, Maple, North Carolina 27956
Office: (252) 453-8204 • Fax: (252) 453-2238
matt.beickert@currituckcountync.gov

September 25, 2018

To: The Currituck County Commissioners
Ref: Sgt. Wayne P. Twiford, Jr.-Retirement
September 1, 2018

Sgt. Wayne P. Twiford, Jr. has retired from the Currituck County Sheriff's Office effective Saturday, September 1, 2018. He had been with our agency in good standing since January 1, 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). Twiford's issued service weapon is a Glock 22 handgun, serial # PVF940, and has made the request to purchase same upon his retirement.

Matthew Beickert
Sheriff, Matthew Beickert
Currituck County Sheriff

Attachment: 2018-10-15-Sheriff Retirees-Twiford, Price-Handgun Purchase Requests (Resolution-Sheriff Dept-Surplus and Purchase of Duty



From the desk of
Sheriff Matthew W. Beickert

Currituck County, North Carolina

407 Maple Road, Maple, North Carolina 27956

Office: (252) 453-8204 • Fax: (252) 453-2238

matt.beickert@currituckcountync.gov

September 25, 2018

To: The Currituck County Commissioners

Ref: Deputy Shelton L. Price-Retirement

September 30, 2018

Deputy Shelton L. Price will be retiring from the Currituck County Sheriff's Office effective Sunday, September 30, 2018. He has been with our agency in good standing since September 2, 2003. 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). Prices' issued service weapon is a Glock 22 handgun, serial # PVF977, and has made the request to purchase same upon his retirement.

Sheriff, Matthew Beickert

Currituck County Sheriff

Attachment: 2018-10-15-Sheriff Retirees-Twiford, Price-Handgun Purchase Requests (Resolution-Sheriff Dept-Surplus and Purchase of Duty

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

ROADWAY INFORMATION: (Please Print/Type)

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

Subdivision Name: Albemarle Estates Length (miles): > 1 mile
Number of occupied homes having street frontage: 16 Located (miles): > 1 mile
miles N ☐ S ☒ E ☐ W ☐ of the intersection of Route SR 1103 and Route SR 1117.
(Check one) (SR, NC, US) (SR, NC, US)

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

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

Name: Phillip Appelbaum Phone Number: 410-507-5038
Street Address: 101 Will Court, Harbinger, NC 27941
Mailing Address: 101 Will Court, Harbinger, NC 27941
- Albemarle Estates Property Owners Association, Inc - President
PROPERTY OWNERS

Name

Mailing Address

Telephone

(see attached)

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

ROADWAY INFORMATION: (Please Print/Type)

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

Subdivision Name: Albemarle Estates Length (miles): 7 1/2 mile

Number of occupied homes having street frontage: 15 Located (miles): 7 1/2 mile

miles N ☐ S ☒ E ☐ W ☐ of the intersection of Route SR 1103 and Route SR 1117.
(Check one) (SR, NC, US) (SR, NC, US)

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

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

Name: Phillip Appelbaum Phone Number: 410-507-5038

Street Address: 101 Will Court, Harbinger, NC 27941

Mailing Address: 101 Will Court, Harbinger, NC 27941

-Albemarle Estates Property Owners Association, Inc. - President
PROPERTY OWNERS

Name

Mailing Address

Telephone

(see attached)

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

ROADWAY INFORMATION: (Please Print/Type)

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

Subdivision Name: Albemarle Estates Length (miles): > 1 mile

Number of occupied homes having street frontage: 4 Located (miles): > 1 mile

miles N ☐ S ☒ E ☐ W ☐ of the intersection of Route SR 1103 and Route SR 1117.
(Check one) (SR, NC, US) (SR, NC, US)

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

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

Name: Phillip Appelbaum Phone Number: 410-507-5038

Street Address: 101 Will Court, Harbinger, NC 27941

Mailing Address: 101 Will Court, Harbinger, NC 27941

PROPERTY OWNERSNameMailing AddressTelephone

(see attached)

**Albemarle Estates Homeowners Contact List
October 2017**

Street Address	Lot #	Full Name	Last Name	First	First	Phone
101 Will Court	Section 1, Lot 16	Phillip Sheldon and Linda Jane Appelbaum	Appelbaum	Phillip	Linda	410-507-5038
102 Will Court	Section 1, Lot 13	James D. and Janine Harrington	Harrington	James	Janine	
103 Will Court	Section 1, Lot 15	Karen F. McKean	McKean		Karen	540-832-3539
104 Will Court	Section 1, Lot 14	Luis and Esmerada P. Murillo	Murillo	Luis	Esmerada	
106 Catherine Drive	Section 2, Lot 01	Lawrence F. & Stephanie L. Ihle	Ihle	Lawrence	Stephanie	252-928-8074
108 Catherine Drive	Section 2, Lot 02	Craig N. & Sandra A. Hisey	Hisey	Craig	Sandra	
109 Catherine Drive	Section 2, Lot 16	Tim W. and Jan L. Moore	Moore	Tim	Jan	252-261-7724
110 Catherine Drive	Section 2, Lot 03	Donald F. and Sally A. Brown	Brown	Donald	Sally	
111 Catherine Drive	Section 2, Lot 15	Christopher B. and Gwyneth H. Vermeulen	Vermeulen	Christopher	Gwyneth	252-305-1297
112 Catherine Drive	Section 2, Lot 04	Christopher R. and Kimberly D. Carroll	Carroll	Christopher	Kimberly	
113 Catherine Drive	Section 2, Lot 14	Konrad Cetkowski and Ekaterina A. Orekhova	Orekhova/Cetkowski	Konrad	Ekaterina	
115 Catherine Drive	Section 2, Lot 13	Douglas Scott Kinser	Kinser	Douglas		252-491-8131
116 Catherine Drive	Section 2, Lot 05	Tyler Holt Booth	Booth	Tyler		
117 Catherine Drive	Section 2, Lot 12	Myra Ladd-Bone and Cheryl S. White	Bone/White	Myra	Cheryl	252-202-5689
118 Catherine Drive	Section 2, Lot 06	Gayle E. and Robert A. McCroskey	McCroskey	Gayle	Robert	304-645-1194
119 Catherine Drive	Section 2, Lot 11	Samantha H. Sanderlin and Alice Sneed Balance	Sanderlin/Balance	Samantha	Alice	
120 Catherine Drive	Section 2, Lot 07	Jose A. Fernandez Gonzalez	Fernandez	Jose		
121 Catherine Drive	Section 2, Lot 10	Ronald Paul and Wanda A. Lauziere	Lauziere	Ronald	Wanda	434-286-4591
122 Catherine Drive	Section 2, Lot 08	Terry W. Lynn	Lynn	Terry		
123 Catherine Drive	Section 2, Lot 09	Edgar and Sybil Lane O'Neal	O'Neal	Edgar	Sybil	
200 Cynthia Ct	Section 1, Lot 01	James E. and Marina M. Ganter	Ganter	James	Marina	352-572-5000
202 Cynthia Ct	Section 1, Lot 02	Thomas M. and Linda Howell Trust Williams, Trustee	C/O	Thomas Howell		610-547-5597
204 Cynthia Ct	Section 1, Lot 03	Jerry L. and Michelle Fuller	Fuller	Jerry	Michelle	
205 Cynthia Ct	Section 1, Lot 19	Mary Ann McGoye and Solomon F. Bramble, Jr.	McGoye/Bramble	Mary Ann	Solomon	252-441-5391
206 Cynthia Ct	Section 1, Lot 04	Farhad F. & Safieh J. Ameri	Ameri	Farhad	Safieh	804-908-3234
207 Cynthia Ct	Section 1, Lot 18	William R., Jr. and Grant H. Sharp	Sharp	William	Grant	

9/26/2018

**Albemarle Estates Homeowners Contact List
October 2017**

208 Cynthia Ct	Section 1, Lot 05	Cynthia Ann Koviades, Trustee	Koviades	Cynthia		252-261-8273
209 Cynthia Ct	Section 1, Lot 17	Michael Rhodes Davis Trust and Cynthia M. Davis Trust	Davis Trust	Michael	Cynthia	703-362-1272
210 Cynthia Ct	Section 1, Lot 06RC	Edward J. and Susan B. Holton	Holton	Edward	Susan	301 524 8066 C 252 491 2451 H
212 Cynthia Ct	Section 1, Lot 07RC	Coastline Investments LLC	Investments	Coastline		
214 Cynthia Ct	Section 1, Lot 08RC	Philip and Julie Sigfrinius	Sigfrinius	Philip	Julie	252-207-9444
215 Cynthia Ct	Section 1, Lot 12	Ronald C. Barrett	Barrett	Ronald		
216 Cynthia Ct	Section 1, Lot 09RC	Louis J. and Suzan R. Milione, Trustees	Milione	Louis	Suzan	
217 Cynthia Ct	Section 1, Lot 11	Cynthia A. Koviades	Koviades	Cynthia		252-261-8273
218 Cynthia Ct	Section 1, Lot 10RC	Don H. Easley and Janice M. Wolfe-Easley	Easley	Don	Janice	703-929-0912

I-1164

5/18/05

[Signature]
OWNER

NOTARY PUBLIC
MY COMMISSION EXPIRES: 12/14/05 12/15/05
JANUARY 15, 2005
JANUARY 15, 2005
JANUARY 15, 2005

Witness my hand and seal this 14th day of May 2005
P. R. M. J.
 P.L.S.

5/20/05
DATE

[Signature]
REVIEW OFFICER

PROFESSIONAL LAND SURVEYOR/CIVIL ENGINEER

5-13-05
DATE

5/20/05 Stacey D. Smith
DATE LOCAL PERMIT OFFICER

LEGEND

- E.M.B. = EXISTING CONCRETE FOUNDATION
- S.W. = SEWER FROM ROAD
- P.R. = EXISTING STORM ROOF
- E.P. = EXISTING SLOPE PIPE
- C.P. = CALCULATED POINT
- T.A. = TELEPHONE pedestal
- M.V. = WATER VALVE
- F.V. = FIRE HYDRANT
- M.B.L. = MAXIMUM BUILDING LIMIT
- H.T. = HIGH TO SCALE
- R.N. = RIGHT OF WAY
- E.D. = EDGE OF IMPAVMENT
- G. = GUTTERLINE
- P.C. = PLAST CABINET
- D.B. = DUCT BOX
- S. = SLICE
- S.F.T. = BELLMAN TEST
- R.C. = REINFORCED LOT
- M.S. = MINOR SUBSTATION LOT

5/20/05 DATE Paul R. Miller CHAIRMAN, BOARD OF COMMISSIONERS

Engineer
Bissell Professional Group
Mark S. Bissell, P.E.
P.O. Box 1068
Kitty Hawk, N.C. 27949
(252) 261-3266
fax: (252) 261-1760
email: mark@bissellprofessionalgroup.com

Bissell Professional Group
3512 North Cranston Highway
P.O. Box 10858
Kitty Hawk, North Carolina 27949
(252) 261-3286
FAX (252) 261-1260

DISSE!

ALBEMARLE ESTATES

CURRITUCK CO. NORTH CAROLINA
FINAL PLAT

[illegible]

DATE: 3-22-65	SCALE: NTS
DESIGNED BY	CHECKED BY

CRM	
CMW	BPG
SHEET:	

1 or 5
CAD FILE:

406600FP1
PROJECT NO:
4066



1168

Printed for registration on 10/04/20 12:29:05
at 10/04/20 12:29:05
Din Culture, Inc.
Credentialed, growdy
Register of Deeds

Unofficial Document

Unofficial Document

"404" WETLANDS LIMIT APPROXIMATELY COINCIDES WITH THE NORTHWESTERN PROPERTY BOUNDARY--SEE DETAIL "A" (LEFT) (NO OTHER WETLANDS PRESENT ON SITE)

WETLANDS LOCATION

CONTROL CORNER CIP IN CONCRETE BULKHEAD

DETAIL "A" NOT TO SCALE

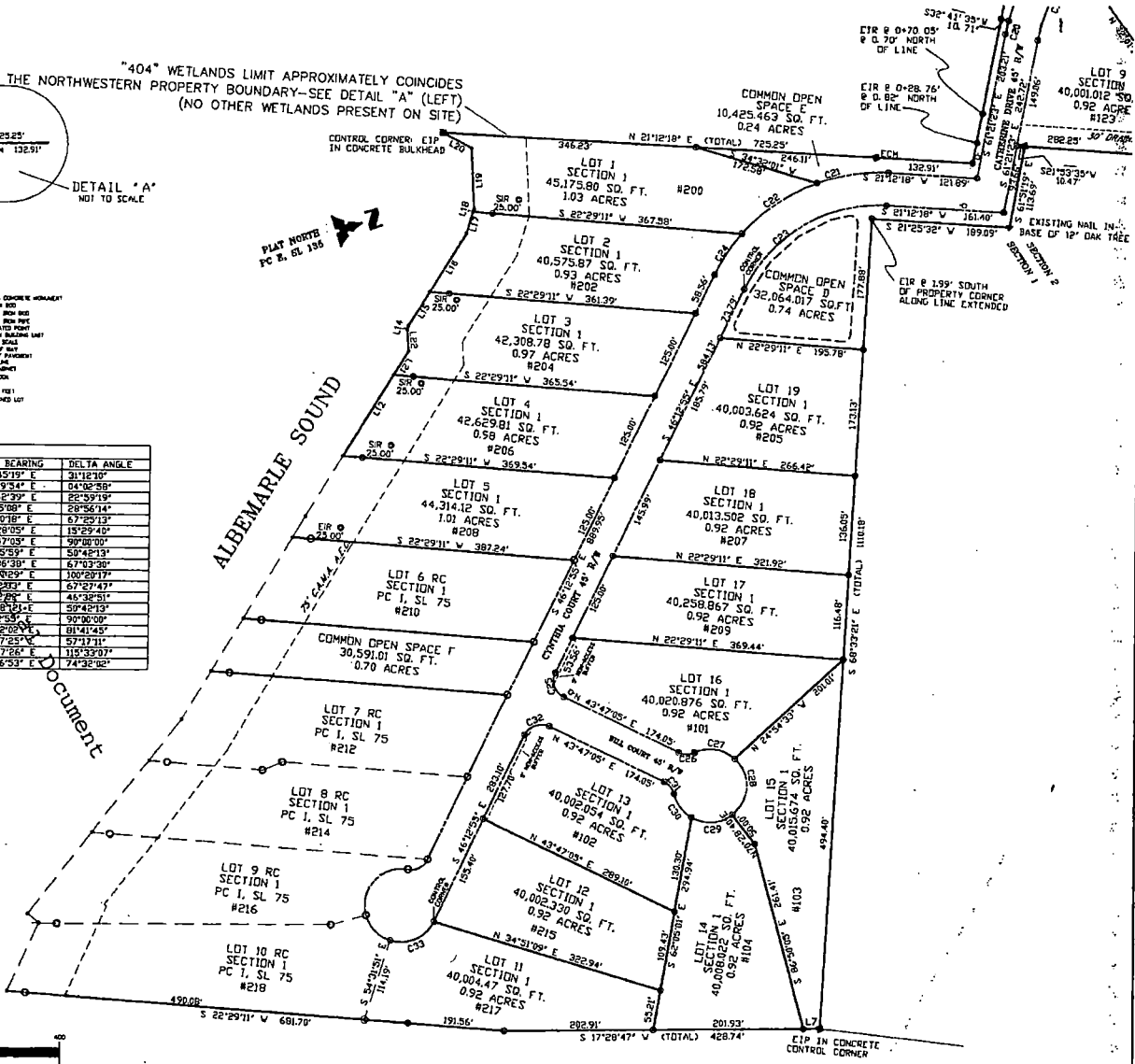
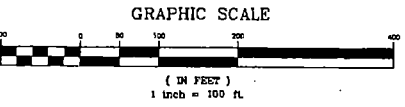
LINE	LENGTH	BEARING
L1	123.89	N17°12'18" E (TOTAL) 725.25'
L2	39.24	N17°12'18" E
L3	39.24	N17°12'18" E
L4	39.24	N17°12'18" E
L5	39.24	N17°12'18" E
L6	39.24	N17°12'18" E
L7	39.24	N17°12'18" E
L8	39.24	N17°12'18" E
L9	39.24	N17°12'18" E

CURVE TABLE

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C19	272.50'	123.89'	123.87'	S 45°45'19" E	31°12'16"
C20	272.50'	19.26'	19.26'	S 59°19'34" E	54°52'58"
C21	247.50'	99.30'	98.64'	N 09°42'39" E	22°59'19"
C22	247.50'	165.00'	163.68'	S 16°15'08" E	28°56'14"
C23	202.50'	290.70'	284.77'	S 12°30'18" E	67°22'13"
C24	247.50'	66.92'	66.72'	S 28°12'05" E	13°29'49"
C25	25.00'	39.27'	39.36'	N 88°47'03" E	99°00'00"
C26	25.00'	22.12'	21.41'	N 08°23'59" E	59°48'13"
C27	50.00'	58.55'	55.24'	N 26°36'38" E	67°33'38"
C28	50.00'	87.56'	76.79'	S 28°46'59" E	100°29'17"
C29	50.00'	58.87'	55.53'	N 14°12'33" E	67°27'47"
C30	50.00'	40.66'	39.21'	N 71°12'28" E	45°38'51"
C31	50.00'	22.12'	21.41'	N 59°08'21" E	59°42'19"
C32	50.00'	39.27'	39.36'	S 01°12'53" E	99°00'00"
C33	50.00'	71.29'	65.41'	S 05°22'26" E	81°41'45"
C34	50.00'	49.39'	47.94'	N 64°07'25" E	57°17'11"
C35	50.00'	188.84'	184.67'	S 29°27'04" E	110°33'07"
C36	25.00'	35.35'	30.28'	S 08°56'53" E	74°32'02"

LINE TABLE

LINE	LENGTH	BEARING
L9	329.93	N41°11'54" W
L10	33.79	N41°11'54" W
L11	96.92	N40°16'41" W
L12	130.98	N40°16'41" W
L13	5.84	S55°38'40" E
L14	54.75	N39°41'55" W
L15	93.85	N39°41'55" W
L16	306.9	N54°54'35" W
L17	4.07	S54°52'39" E
L18	84.03	S74°42'19" E
L19	45.15	S46°16'41" W
L20	38.26	S46°16'41" W
L21	28.62	S76°15'20" E
L22	33.60	S40°29'37" E



Basel Professional Group
200 West Tower
1000 North Salisbury Highway
Charlotte, NC 28204
TEL: (704) 366-7700
FAX: (704) 366-7710

Basel

Engineers, Planners, Surveyors
and Environmental Scientists

ALBEMARLE ESTATES
SECTION 1
FINAL PLAT

POPLAR BRANCH TRUSS CURRITUCK CO. NORTH CAROLINA

REVISIONS

NO.	DATE	DESCRIPTION	BY	CHKD.
1	10/04/20	FOR RECORD	MM	MM

DATE: 10-04-20
SCALE: 1"=100'
SHEET: 5 OF 5
CADD FILE: 406600FP1
PROJECT NO: 4066

ARTICLE 5

CONDITIONS OF EMPLOYMENT

Section 508 Travel Expense and Reimbursement

A. Purpose

It is the intent of this section to provide the necessary rules and regulations for a comprehensive reference and uniform interpretation of payment or reimbursement of travel and subsistence expenses pertaining to official County business.

All board members, employees and non-County employees on official County business are subject to this policy.

B. Board Member and Employee Responsibility

A board member or employee traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, luxury accommodations, and services unnecessary or unjustified in the performance of official business are not acceptable under this standard. Board members and employees will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience. Willful violations of this policy may result in dismissal from County employment or other disciplinary action.

C. Authorization and Accommodations

1. A written request for travel must describe the travel requested, the purpose of the proposed travel and the period of time away from the County. Authorization of travel requests will be based upon need and cost/benefit of travel as determined by the authorizing party. For all in-state travel, other than travel by the County Manager and elected officials, the Department Head is hereby considered the authorizing party. The County Manager shall authorize all out-of-state travel. The County

Manager shall approve all travel for Department Heads. The Finance Director will review all travel expenses of the County Manager and elected officials and any expenses not in keeping with this Article will be submitted to the Chairman of the Board of Commissioners for disposition.

2. All arrangements for travel must be approved by the authorizing party. All travel costs except airline tickets, fuel, lodging and registrations will be paid directly by the requesting party and will not be billed to the County, except by those persons authorized to use a County credit or purchasing cards. In many cases, it is customary for airline tickets, lodging and registrations to be paid directly by the County either in advance or to be invoiced later. The requesting party is encouraged to use travel agents and reserve transportation and lodging in advance when possible. The requesting party also is encouraged to travel with other employees and officials of the County and representatives of other government units when possible. The requesting party will be reimbursed for cost incurred only, subject to limitations established in this Article.

- C. The County will follow specific guidelines relating to transportation, subsistence, and other costs as provided by the current IRS guidelines.

E. Authorization for Reimbursement Procedures

1. Travel advances will be issued at the discretion of the Finance Director. The amount of the travel advance may not exceed the estimated travel cost. Unused travel advances shall be repaid no later than seven working days after completion of the approved travel. The Finance Director will not issue a travel advance unless the authorizing party has approved the travel.
2. Submitting expense reports -
 - a. A requesting party will complete a reimbursement form, attach receipts and submit it to the authorizing party no later than five working days after returning from travel. The authorizing party must submit the reimbursement form to the Finance Director by the fifth of the month following travel. Travel expense forms submitted after July 31st for prior budget year may be denied. Advances will be deducted from reimbursable costs.
 - b. A requesting party submitting a falsified reimbursement form will be subject to disciplinary action and criminal prosecution. An authorizing party or Finance Director who approves a falsified reimbursement form that they know to be false will be subject to disciplinary action or criminal prosecution. Violations of the County's travel policy may result in dismissal from County employment.

3. Approval and processing of reimbursement requests
 - a. Reimbursement requests will be submitted to the authorizing party for approval. After approval by the authorizing party, the form should be forwarded to the County Finance Director.
 - b. The Finance Director will determine that the reimbursement form has been properly approved, that it is mathematically correct, and that requested reimbursements agree to submitted receipts and are within the limits set by this policy. If an error in the reimbursement request is found, the requesting party will be informed and the error will be corrected before payment is made.
 - c. Before the reimbursement is made, the Finance Director will determine that an amount sufficient to pay the request has been encumbered for payment, or that there is a sufficient unexpended appropriation in the expenditure item. The Finance Director will immediately inform the authorizing party and requesting party if payment cannot be made.

Section 509 Status of Non-Exempt Employee While Traveling (FLSA)

Participation in official out-of-town business meetings, authorized training courses and authorized professional conferences is time worked for the purpose of computing wages for employees subject to overtime. Travel time for overnight trips is always compensable whenever work is actually performed during that time. Driving is considered "work".

Travel time to an overnight trip in which the employee is a passenger is compensable when it cuts across the employee's normal hours of work, even if the travel occurs on a day that the employee does not normally work. (For example, an employee's regular schedule is 8a.m. to 5p.m., Monday through Friday. The employee has to fly to New York on Sunday for a work-related conference that begins on Monday, and the flight departs at 10a.m. and arrives in New York at 2p.m. The employee's travel time would be compensable.)

On the other hand, if the passenger travel occurs outside the employee's normal hours of work, the time is not compensable even if it occurs on a work day. Using the same schedule as an example, if the employee flew to New York at 8p.m. Friday and arrived at 11p.m. Friday, the time would not be compensable unless the employee performed work while on the trip. In that case, the compensable time would be the time that the employee was actually working and would not include time spent watching movies, reading novels or in-flight magazines, or napping.

Number

TDA2019013

BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 15th day of October 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

		Debit	Credit
<u>Account Number</u>	<u>Account Description</u>	<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
15447-561000	T T - County Govt Construction Professional Services	\$ 100,000	\$ 100,000
		<u>\$ 100,000</u>	<u>\$ 100,000</u>

Explanation: Occupancy Tax Tourism Related (15447) - Transfer funds to set up project for the County's 10 acre parcel in Corolla.

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

Minute Book # _____, Page # _____

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Clerk to the Board

Attachment: Oct 15_TDA_Do not Change (TDA Special Meeting-Budget Amendments)

Number

TDA2019010

BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 15th day of October 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

		Debit	Credit
<u>Account Number</u>	<u>Account Description</u>	<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
15447-545015	Beach Renourishment	\$ 2,200	
15447-516002	Outer Banks Access Ramps	\$ 2,500	
15448-532500	Concessions/Whalehead	\$ 1,125	
15390-499900	Appropriated Fund Balance		\$ 5,825
		<u>\$ 5,825</u>	<u>\$ 5,825</u>

Explanation: Occupancy Tax - Tourism Related (15447) - Carry forward projects in progress at the prior fiscal year end.

	Various homeowners	Beach grass	2,200
20181733	E Z Equipment	Dune Grading	2,500
20181547	Donna Strawhand	Ornaments	1,125

Net Budget Effect: Occupancy Tax Fund (15) - Increased by \$5,825.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: Oct 15_TDA_Do not Change (TDA Special Meeting-Budget Amendments)

Number

TDA2019011

BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 15th day of October 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

		Debit	Credit
<u>Account Number</u>	<u>Account Description</u>	<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
15442-557100	Software License Fee	\$ 350	
15442-532000	Supplies		\$ 350
		<u>\$ 350</u>	<u>\$ 350</u>

Explanation: Occupancy Tax Promotions (15442) - Transfer budgeted funds for increase in software license fees.

Net Budget Effect: Occupancy Tax Fund (15) - Increased by \$41,650.

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Clerk to the Board

Attachment: Oct 15_TDA_Do not Change (TDA Special Meeting-Budget Amendments)

Number

TDA2019012

BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 15th day of October 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

		Debit	Credit
<u>Account Number</u>	<u>Account Description</u>	<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
15442-502000	Salaries	\$ 5,250	
15442-503500	Temp Salaries	\$ 30,467	
15442-505000	FICA	\$ 2,733	
15442-507000	Retirement	\$ 709	
15447-532160	Maintenance Supplies	\$ 23,856	
15442-532000	Supplies	\$ 3,500	
15442-511000	Telephone & Postage	\$ 400	
15442-545100	Credit Card Fees	\$ 11,000	
15390-495010	T F - Operating Fund		\$ 77,915
		<u>\$ 77,915</u>	<u>\$ 77,915</u>

Explanation: Occupancy Tax Promotions (15442); Occupancy Tax Tourism Related (15447) - Transfer funds collected from beach driving permits to reimburse for staff, signs, postage, increased credit card fees and other supplies related to implementing the beach driving ordinance.

Net Budget Effect: Occupancy Tax Fund (15) - Increased by \$77,915.

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Clerk to the Board

Attachment: Oct 15_TDA_Do not Change (TDA Special Meeting-Budget Amendments)