



**CURRITUCK COUNTY  
NORTH CAROLINA**

February 17, 2020

Minutes – Regular Meeting of the Board of Commissioners

**WORK SESSION**

**1. 5:00 PM Swan Beach Road Service District**

The Currituck County Board of Commissioners met in the Conference Room of the Historic Courthouse for a work session to discuss creating a road service district in the Swan Beach subdivision located in the Corolla off-road area. County Manager, Ben Stikeleather, presented the request that was submitted by Swan Beach residents and property owners and noted the proposed boundaries would generate an annual revenue between \$2,600 and \$2,700 per .01 cent of tax. Eric Weatherly, County Engineer, projected costs for initial road upgrades at \$35,000/mile and \$3,000/mile for annual maintenance. Photos of area flooding were displayed, and several residents of Swan Beach attended to provide comment. Jim Warfield, who submitted the petition on behalf of property owners, was also in attendance and spoke in support of the request.

To help with initial upgrades and assist with annual maintenance costs, Commissioners discussed using some of the revenue collected from fees paid by horse tour operators, reallocating monies slated for other off-road projects, and occupancy tax. It was determined that a 2.5 cent tax would fund annual maintenance needs for 1.8 miles of roadway within the proposed district, not including stormwater pumping, and Commissioners suggested Mr. Warfield go back to homeowners to see what tax rate they would be willing to pay. The county would need to begin the process in early March for tax assessments to begin on July 1, 2020. The work session concluded at 5:48 PM.

**6:00 PM CALL TO ORDER**

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

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

Chairman White called the meeting to order.

**A) Invocation & Pledge of Allegiance-Reverend Patrick Moore, Providence Baptist Church**

Commissioner Mary Etheridge offered the Invocation and led the Pledge of Allegiance.

**B) Approval of Agenda**

Commissioner Payment amended the agenda to add a discussion of personnel matters pursuant to G.S. 143-318.11(a)(6) to Closed Session.

Commissioner Mary Etheridge moved for approval. The motion was seconded by Commissioner McCord. The motion carried.

Approved agenda:

**Work Session**

5:00 PM Swan Beach Road Service District

**6:00 PM Call to Order**

A) Invocation & Pledge of Allegiance-Reverend Patrick Moore, Providence Baptist Church

B) Approval of Agenda

**Public Comment**

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

**Commissioner's Report**

**County Manager's Report**

**Administrative Reports**

A) Trillium Annual Report-Bland Baker, Northern Regional Director

B) Albemarle Regional Health Services Report-Battle Betts, Director

C) IT Department Report-Logan Steese, IT Coordinator

**Public Hearings**



- A) Consideration and Action: PB 90-07 Pine Island, Phase 5:**  
Request for a preliminary plat/use permit for a 23 lot Planned Unit Development on Audubon Drive, Tax Map 128, Parcel 2H, Poplar Branch (Beach) Township.
- B) Consideration and Action: PB 15-10 The Landing:**  
Request for an amended preliminary plat/use permit to correct a computation error in the open space acreage, secondary conservation area, and the lot area of a proposed 29 lot conservation subdivision located off Baxter Lane, Tax Map 14, Parcel 4, Moyock Township.
- C) Consideration and Action: PB 19-11 Complete Auto Credit - Use Permit Revocation:** Use permit revocation for automobile sales and rentals at 1383 Caratoke Highway, Tax Map 23, Parcel 10, Moyock Township.
- D) Public Hearing and Consideration of Resolution Authorizing the Sale of Property to JD Love, LLC (Brindley Beach)-Lot 5, Maple Commerce Park**

**New Business**

- A) Recommendation of Bid Award-ABC Store, Corolla**
- B) Recommendation of Bid Award-Shingle Landing Park, Moyock**
- C) Consideration of Grant Agreement between Currituck County and the Corolla Wild Horse Fund**
- D) Board Appointments**
1. Fire and EMS Advisory Board
  2. Historic Preservation Commission
  3. Moyock Stormwater Service District
- E) Consent Agenda**
1. Approval Of Minutes-February 3, 2020
  2. Budget Amendments
  3. Project Ordinance-Corolla ABC Store
  4. Report of Unpaid 2019 Real Estate Taxes & Order of Tax Lien Advertisement
  5. EIC-Community Services Block Grant Funding Submission

**Recess**

**Special Meeting of the Tourism Development Authority**

Budget Amendments-TDA

**Adjourn Special Meeting Closed****Session**

Closed Session Pursuant to G.S. 143-318.11(a)(3) in order to preserve the attorney-client privilege in the matter entitled 85 and Sunny, LLC v. Currituck County; Amended, to include

G.S. 143-318.11(a)(6) to discuss personnel matters.

**Adjourn**

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

**PUBLIC COMMENT**

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

Chairman White opened Public Comment.

Jody O'Donnell, Jarvisburg, said the county has the ability to provide funding for various school facilities, and spoke in favor of the county building a pool for high school swimmers.

Dana Parker of Aydlett, and President of the Currituck County Athletic Booster Club, spoke of the need for athletics funding and asked the Board of Commissioners to work with the Board of Education to create a long-term plan and to develop a solution for high school swimmers.

Jason Sarnowsky, Moyock, disagreed with the high school swim team having to drive to Elizabeth City for student swim practice and supports the county building a pool.

Andrew Sarnowsky of Moyock, and member of the Currituck County High School swim team, talked about the disadvantage to his team due to the limitations presented when practicing at the YMCA and in Elizabeth City. He said a proper pool in the county would allow the team to train to their full potential.

David Greenwell of Currituck, as a former swimmer, supports the county building a pool that is the proper size and temperature for the swim team.

Following comment, Commissioner Beaumont discussed the possibility of corporate backing, utilizing a maritime safety training center facility slated to be constructed in the county.

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

### **COMMISSIONER'S REPORT**

Chairman White acknowledged the absence of Commissioner Jarvis, who was on vacation. He reported he and Commissioner Jarvis attended a recent Board of Education work session to discuss high school accreditation and thanked the school Board for taking up the effort. He attended a district meeting of the North Carolina Association of County Managers where counties discussed solutions to solving firefighter shortages, one of which utilized volunteer training programs through the school system.

Commissioner Payment said he appreciated and agreed with the need to get things accomplished, as was stated during public comment. He also expressed agreement with Commissioner Beaumont's comment regarding securing a corporate sponsor to provide a swim facility. He asked citizens to remember to support their volunteer fire departments.

Commissioner Mary Etheridge, as former Director of Elections for Currituck County, was interviewed by Amber Harris of the North Carolina Association of County Commissioners, for a podcast to discuss elections security. She said the podcast can be viewed on the county website and on her Facebook page. She announced one-stop voting hours and reported her attendance at a ribbon cutting for a breast cancer resource facility located in Moyock called the Pink Ribbon Resource Center.

Commissioner Beaumont talked of recent stormwater discussions that took place at the Board of Commissioners retreat and the need to identify what is impacting flooding, particularly in Moyock. He said growth is not a bad problem to have. He talked about the importance of managing growth.

Commissioner McCord said a variety of topics were discussed at the recent Board of Commissioners retreat. He said all Board work sessions are open to the public and encouraged citizens to check the county website and facebook page for information. He announced his support for school sports programs. Commissioner McCord offered condolences to Kim Old, whose wife passed away, and the family.

Commissioner J. Owen Etheridge was encouraged to see the community attendance at the meeting. He reported his attendance at a reception for Dr. Greg Murphy, United States Congressman for North Carolina. He said Representative Bobby Hanig and Senator Bob Steinburg also attended. He encourage citizens to utilize all resources and reach out to state representatives to discuss issues as well.

Chairman White encouraged citizens to serve on Advisory Boards and announced he will be absent from the March 2, 2020, Commissioners meeting.

**COUNTY MANAGER'S REPORT**

County Manager, Ben Stikeleather reported on the start of the county's budget season. He noted the county will post information on social media to inform citizens on what to do if you have a water leak or meter issue, and the process for billing adjustments if a leak has been identified and repaired.

**ADMINISTRATIVE REPORTS****A. Trillium Annual Report-Bland Baker, Northern Regional Director**

Bland Baker, Northern Regional Director of Trillium Health, began by thanking Commissioners for appointing Commissioner Jarvis and citizen member Barbara Courtney, both who are very active and supportive. Mr. Baker used a powerpoint to provide an overview of services in the 26 county area and he provided statistics and data on mental health services provided regionally and locally. He provided an update on Medicaid Transformation and announced companies that will implement the standard plan and discussed funding challenges and impacts to consumers associated with the state budget not yet being approved. Organizational changes in anticipation of Medicaid transformation were reviewed as were current projects and initiatives that included distribution of Naloxone kits to counties, crisis counseling, housing, technology resources, healthy eating, school safety and student outreach programs, and crisis intervention training.

Assistant Peer Coordinator assigned to Currituck County, Tracy Webster, was introduced, and she discussed the primary role of her position and service on the Juvenile Crime Prevention Council and Child Community Protection and Child Fatality Team in Currituck County.

Commissioner McCord noted the good work of the Mobile Crisis Unit and Commissioner Mary Etheridge commented on the trickle-down impacts on services when there is no state budget.

**B. Albemarle Regional Health Services Report-Battle Betts, Director**

Albemarle Regional Health Services (ARHS) Director, Battle Betts, attended to present information on services and an update on the Corona Virus. Mr. Betts thanked Commissioner Payment for his engagement on the ARHS Board, and staff members Sandy Jennings, Nicole Hines, Amy Underhill and Ashley Stoop were introduced. Ms. Underhill provided a review of programs and services and Ms. Hines, Currituck County Nursing Supervisor and communicable disease nurse, presented reporting statistics for Currituck County and reviewed the investigations processes for reporting of communicable diseases.

Ms. Jennings reported on the Corona Virus. She discussed the policy for declaring a public health emergency and noted symptoms of the virus. She said ARHS is kept updated with latest information and said the Centers for Disease Control website provides the public with updated travel and quarantine information. Processes for notification and monitoring of patients were reviewed. Current statistics show 70,000

cases with a 2.5% death rate. She said education is key, and advised people to remember to wash hands and if sick, stay home.

**) Recess**

A brief recess was called at 7:12 PM. Chairman White reconvened the meeting at 7:21 PM.

**C. IT Department Report-Logan Steese, IT Coordinator**

Internet Technology Services (ITS) Director, Logan Steese, provided information on a large, computer replacement project recently completed for the county. Future projects were discussed, and he reviewed a planned initiative to increase bandwidth for the county and described a free security assessment that will be conducted by the National Guard. He said the assessment will help the county establish proper security protocols. Mr. Steese responded to questions from Commissioners and Ben Stikeleather, County Manager, told Commissioners of Mr. Steese's recent promotion to ITS Director.

**PUBLIC HEARINGS**

**A. Consideration and Action: PB 90-07 Pine Island, Phase 5:**

<b>APPLICATION SUMMARY</b>	
<b>Property Owner:</b> Pine Island Properties, LLC 4400 Silas Creek Pkwy, Suite 302 Winston Salem, NC 27104	<b>Applicant:</b> Turnpike Properties, LLC 4400 Silas Creek Pkwy, Suite 302 Winston Salem, NC 27104
<b>Case Number:</b> PB90-07	<b>Application Type:</b> Preliminary Plat/Use Permit Phase 5B
<b>Parcel Identification Numbers:</b> 0128-000-002H-0000 (Phase 5B)	<b>Existing Use:</b> Planned Unit Development
<b>2006 Land Use Plan Classification:</b> Full Service	<b>PUD Parcel Size (Acres):</b> 366.22 <b>Phase 5B:</b> 25.15
<b>Request:</b> Preliminary Plat/Use Permit	<b>Zoning:</b> SFO with PUD Overlay
<b>PUD Number of Units:</b> 303 units <b>Phase 5B:</b> 23 units	<b>PUD Density:</b> .87 units per acre <b>Phase 5B:</b> .91 units per acre
<b>PUD REQUIRED Open Space:</b> 128.18 acres (35%) <b>Phase 5B:</b> 7.01 acres (27.9%)	<b>PUD PROVIDED Open Space:</b> 137.95 acres (37.67%) <b>Phase 5B:</b> 7.01 acres (27.9%)

<b>SURROUNDING PARCELS</b>		
	<b>Land Use</b>	<b>Zoning</b>
North	Single Family Dwellings, Hotel and National Audubon Society Property	SFO with PUD Overlay
South	Single Family Dwellings and National Audubon Society Property	SFO with PUD Overlay

East	Single Family Dwellings and Atlantic Ocean	SFO with PUD Overlay
West	National Audubon Society Property	SFO with PUD Overlay

The applicant is requesting preliminary plat/use permit approval for a 23 lot residential subdivision within the Pine Island Planned Unit Development (PUD). On September 16, 2019, the Board of Commissioners approved an amended sketch plan/use permit for Pine Island PUD to allow Phase 5B (Lot 4R) to be developed as 23 single-family dwelling lots on condition that the side setbacks shall be a minimum of 15' on the proposed lots. The applicant is proposing 15' side setbacks for principal structures. The property is located adjacent to the Atlantic Ocean, south of the Hampton Inn in Corolla. Paved sidewalks are proposed within the subdivision and connections will be made to the existing sidewalk along NC12. Community water access is available on the North and South of the property and each owner of oceanfront property may construct a private beach access way. A cabana is proposed at the northern end of the property.

A community meeting was not required for this application; community meetings are not required for plats of less than 50 lots.

INFRASTRUCTURE	
<b>WATER</b>	PUBLIC
<b>SEWER</b>	PRIVATE CENTRALIZED SYSTEM
<b>TRANSPORTATION</b>	PEDESTRIAN: PROPOSED SIDEWALK WILL CONNECT TO PATH ALONG NC12 CONNECTIVITY SCORE: MINIMUM = 1.2 PROPOSED = 1.5
<b>STORMWATER/DRAINAGE</b>	REVIEWED BY SOIL AND STORMWATER MANAGER.
<b>LIGHTING</b>	NONE PROPOSED.
<b>LANDSCAPING</b>	STREET TREES WILL BE REQUIRED.
<b>PARKING</b>	ADEQUATE PARKING WILL BE PROVIDED ON EACH LOT AS WELL AS AT THE PROPOSED CABANA AMENITY.
<b>COMPATIBILITY</b>	THE USE IS COMPATIBLE WITH THE 2006 LAND USE PLAN.
<b>RECREATION AND PARK AREA DEDICATION</b>	A FEE-IN-LIEU WILL BE PROVIDED. THE FEE WILL BE BASED ON THE ASSESSED VALUE AT THE TIME OF FINAL PLAT.
<b>RIPARIAN BUFFERS</b>	CAMA REGULATIONS APPLY TO OCEANFRONT LOTS.

## RECOMMENDATIONS

### TECHNICAL REVIEW COMMITTEE

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

1. The application complies with all applicable review standards of the UDO.
2. The applicant demonstrates the proposed use will meet the use permit review standards of the UDO.
3. The conditions of approval necessary to ensure compliance with the review standards of the UDO and to prevent or minimize adverse effects of the development application on surrounding lands include:
  - a. Side setbacks shall be a minimum of 15' for principal structures.
  - b. A fee in lieu is required and shall be paid prior to final plat.

**USE PERMIT REVIEW STANDARDS**

A USE PERMIT SHALL BE APPROVED ON A FINDING THAT THE APPLICANT DEMONSTRATES THE PROPOSED USE WILL MEET THE BELOW REQUIREMENTS. IT IS STAFF'S OPINION THAT THE EVIDENCE IN THE RECORD, PREPARED IN ABSENCE OF TESTIMONY PRESENTED AT A PUBLIC HEARING, SUPPORTS THE PRELIMINARY STAFF FINDINGS

The use will not endanger the public health or safety.

PRELIMINARY APPLICANT FINDINGS:

1. THE USE CONFORMS TO ADJACENT LAND USES.
2. APPROPRIATE CONSIDERATIONS TO THESE COMPONENTS WILL BE GIVEN DURING DESIGN OF CONSTRUCTION DRAWINGS.
3. THE PROPOSED DEVELOPMENT WILL BE SERVED BY A NEW ROADWAY MEETING NCDOT STANDARDS AND WATER/SEWER MEETING STATE REGULATIONS.

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

PRELIMINARY APPLICANT FINDINGS:

1. The proposed use will not injure the values of adjoining or abutting properties and will complement the adjoining existing uses.
2. The proposed single family dwelling lots are equivalently sized (actually larger) to the adjoining subdivision and offer similar amenities.

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

Preliminary Staff Findings:

The 2006 Land Use Plan classifies this site as Full Service within the Corolla subarea. The proposed use is consistent with the policies of the plan, including:

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

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

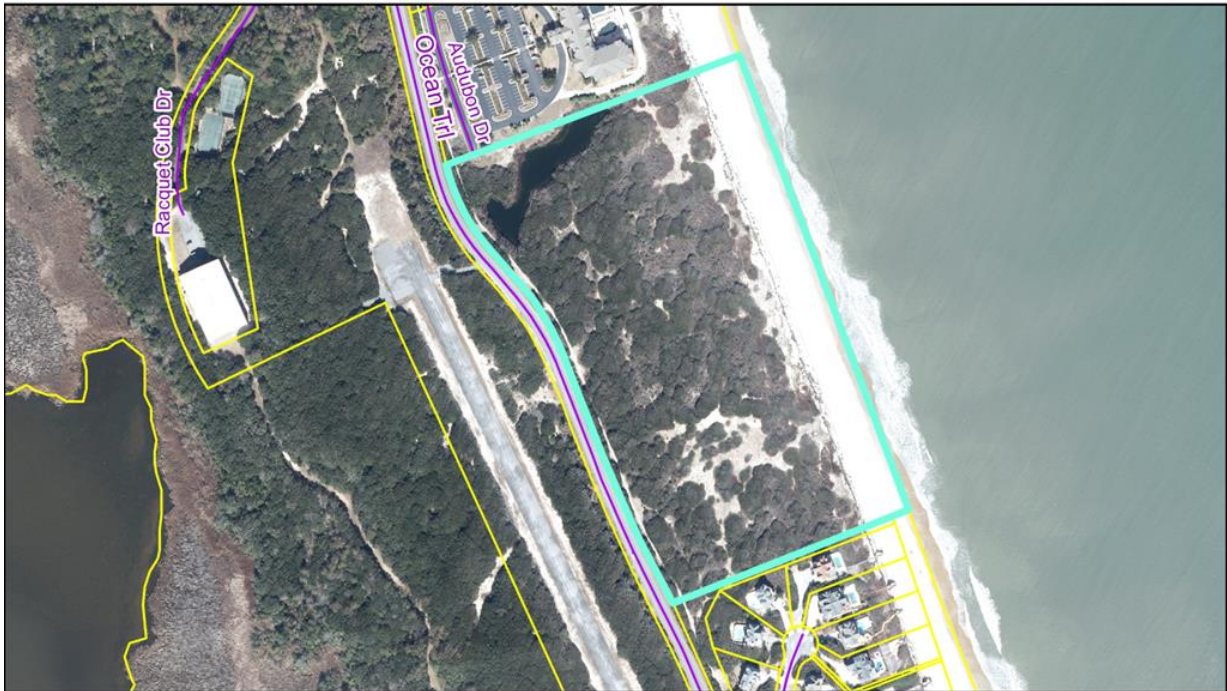
1. OPEN SPACE DEVELOPMENTS that cluster homes on less land, preserving permanently dedicated open space and often employ on-site or community sewage treatment.

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

PRELIMINARY STAFF FINDINGS:

1. The proposed use will not exceed the county's ability to provide adequate public facilities. Utility services are proposed for the site, wastewater and water capacity are available, and on-site stormwater management is proposed to address additional run-off.





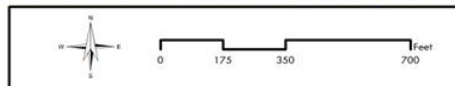
Pine Island PUD Phase 5B  
Preliminary Plat/Use Permit  
Aerial



Currituck County  
Planning and Community  
Development

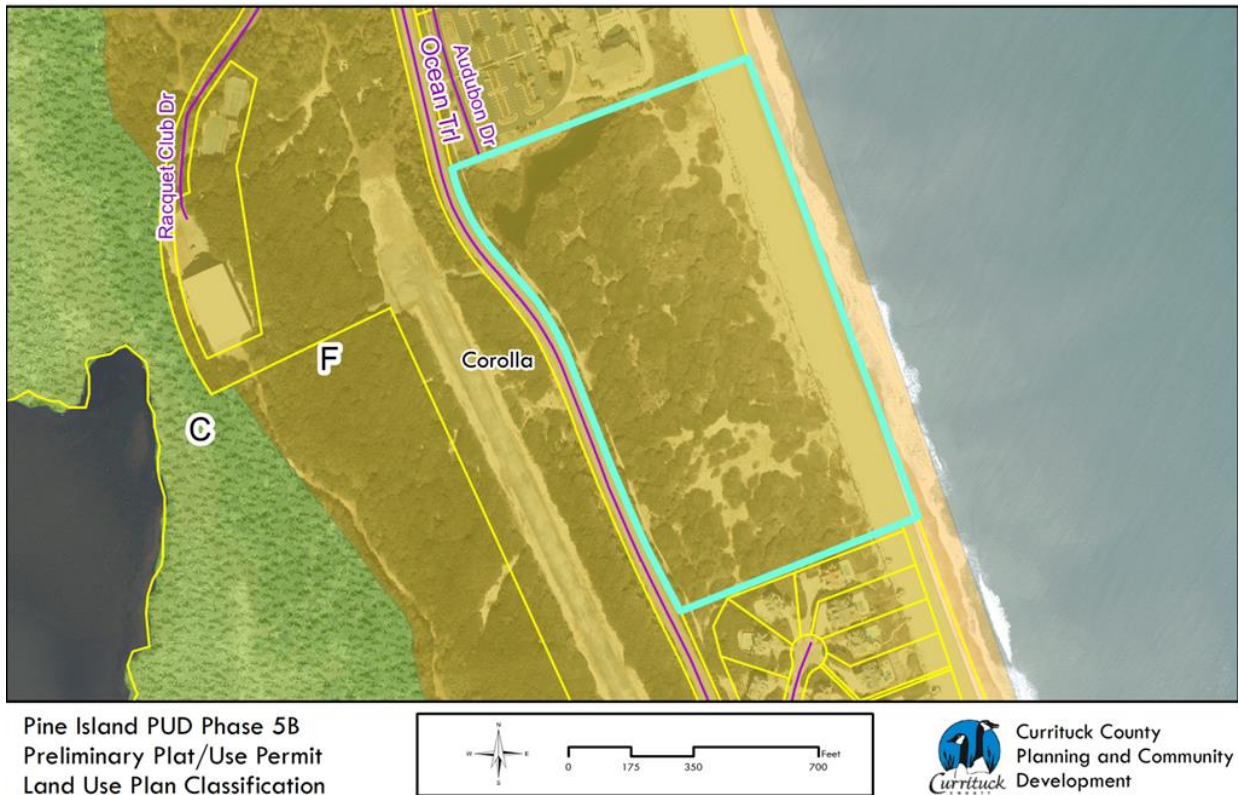


Pine Island PUD Phase 5B  
Preliminary Plat/Use Permit  
Zoning



Currituck County  
Planning and Community  
Development





Parties to testify were sworn in and Planner, Jennie Turner, presented the application request for Pine Island, Phase 5, preliminary plat/Use Permit. Ms. Turner used the overhead to display an aerial of the location, surrounding property and subdivision plat. Conditions for approval were reviewed and included establishing the timing for construction of beach walkovers and instituting fifteen foot side setbacks for principal structures. Supporting policies were reviewed.

Michael Strader, Engineer, spoke on behalf of the applicant and offered to answer any questions. He confirmed the applicant did agree to the fifteen foot side setback condition for principal structures.

Commissioner Beaumont expressed concerns with safety and prefers no type of structure, including accessory structures, to be allowed within the fifteen foot setback. Mr. Strader said fire code would disallow too much encroachment.

Mr. Strader, along with applicant Rolf Blizzard of Turnpike Properties, described the construction plan and timing for building of the northern and southern beach walkovers and cabana, with intent to maintain natural landscape buffers and pathways. The cabana, walkovers and cluster boxes would be built toward the beginning of development. Mr. Blizzard said Coastal Area Management Administration (CAMA) permitting requirements would be followed, and he reported no issues with setbacks were raised by the Fire Code Official during Technical Review Committee (TRC).

Chairman White opened the Public Hearing.

Daniel Placha, a Pine Island property owner neighboring the development talked about possibly relocating a planned beach access a few blocks north to provide the ability for people to be more spread out when accessing the beach. He believes the current location of the beach access will negatively affect his property value.

Chairman White discussed the expert testimony requirement necessary for Board to make decisions in a quasi-judicial proceeding, and County Attorney, Ike McRee, reviewed the statutory requirement for expert testimony to be presented to sufficiently prove the findings of fact. Following discussion, Chairman White moved to continue the public hearing to the meeting of March 16, 2020. Commissioner Beaumont seconded the motion. The motion carried.

<b>RESULT:</b>	<b>CONTINUED [UNANIMOUS]</b>	<b>Next: 3/16/2020 6:00 PM</b>
<b>MOVER:</b>	Bob White, Chairman	
<b>SECONDER:</b>	Paul M. Beaumont, Commissioner	
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Kevin E. McCord, Commissioner	
<b>ABSENT:</b>	Selina S. Jarvis, Commissioner	

#### B. Consideration and Action: PB 15-10 The Landing:

APPLICATION SUMMARY	
<b>Property Owner:</b> James M. Jarvis, Jr. Trustee, Catherine C. Thrasher Trustee The James Jarvis & Catherine Thrasher Revocable Living Trust 241 Shingle Landing Road Moyock, NC 27958	<b>Applicant:</b> Same
<b>Case Number:</b> PB 15-10	<b>Application Type:</b> Amended Preliminary Plat/ Use Permit
<b>Parcel Identification Number:</b> 0014-000-0004-0000	<b>Existing Use:</b> Undeveloped, partially wooded site
<b>2006 Land Use Plan Classification:</b> Rural/ Conservation <b>2014 Moyock Small Area Plan Land Use Classification:</b> Limited Service/Conservation	<b>Parcel Size (Acres):</b> 120.06 (Total tract) 72.66 (Total development area) 47.4 (Residual parcel to be recorded)
DEVELOPMENT SUMMARY	
<b>Type of Subdivision:</b> Type II - Conservation	<b>Number of Units:</b> 29 residential lots
<b>Project Gross Density:</b> 0.4 units/acre (72.66 ac)	<b>Net Density:</b> 0.93 units/acre (27.06 ac)
<b>Required Open Space:</b> 36.33 acres (50%)*	<b>Provided Open Space:</b> 42.58 acres (58.6%)*
<b>Smallest Lot Size:</b> 37,969 sf	<b>Average Lot Size:</b> 40,707 sf

\*Subject to the requirements in effect for the original approval

SURROUNDING PARCELS		
	LAND USE	ZONING
NORTH	FARMLAND, WOODLAND	AG
SOUTH	LOW DENSITY RESIDENTIAL	SFM
EAST	UNDEVELOPED/WOODED/SHINGLE LANDING CREEK	SFM

WEST	LOW DENSITY RESIDENTIAL	SFM, C-SFM
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**NARRATIVE**

The applicant is requesting an amendment to the preliminary plat/use permit to correct a computation error. The error was in the acreage of open space, secondary conservation, and the lot area calculations of a proposed 29-lot conservation subdivision. The preliminary plat/use permit was approved by the Board August 15, 2016. An extension of the preliminary plat/use permit was granted by the Board September 4, 2018 and will expire August 15, 2020 if a final plat is not submitted. The property is located at the terminus of Little Acorn Trail adjacent to Baxter's Lane Estates Subdivision and Shingle Landing Creek in Moyock Township. The proposed subdivision abuts the planned County-owned Moyock park property and it is located in an area that has experienced recent subdivision growth. Paved walking trails are proposed and connections will be made to existing sidewalks in adjacent neighborhoods and to the park property. Community water access and kayak launch are also proposed. This amendment is subject to the requirements of the original approval (2015). There are no requested changes to the use permit conditions.

Specifically, the proposed amendment will correct the following calculation errors:

2016 Approved Preliminary Plat	Proposed Amendment to Preliminary Plat
Total Tract: 72.66 acres	Total Tract: 72.66 acres
Total Number of Units: 29 residential lots	Total Number of Units: 29 residential lots
Total Lot Area: 26.25 acres	Total Lot Area: 27.06 acres
Total Open Space Provided: 43.39 acres	Total Open Space Provided: 42.58 acres
Secondary Conservation Area: 9.11 acres	Secondary Conservation Area: 8.3 acres

**DEVELOPMENT HISTORY**

The use permit was approved August 15, 2016 for The Landing with the following conditions of approval:

1. Recreation and Park Area Dedication or Payment-in-Lieu resolved to County's satisfaction.
2. Community Water Access shall be provided including an elevated boardwalk and kayak launch adjacent to Shingle Landing Creek.
3. Paved walking trails and connection to existing sidewalks shall be required.
4. Record exempt division plat so that the application and area calculations are consistent with the 72.66 acre tract.
5. Access streets shall meet NCDOT Construction Standards.
6. Soil engineering for footer(s) will be required as determined by soil map.
7. The minimum homes values are \$250,000.

A two-year extension was approved by the Board September 4, 2018 and the use permit will expire August 15, 2020.

The applicant is not proposing any changes to the use permit conditions and staff is providing the following updates:

1. The applicant will make a connection to the proposed park. The preliminary plat indicates a 20' access easement is proposed to Currituck County for an elevated boardwalk to Shingle Landing Creek. An easement to the County is proposed for the construction of a single camping platform not to exceed 300 square feet is also shown on the preliminary plat. The deed of easement has not transferred to Currituck County.
2. A community water access is shown on the preliminary plat with an elevated boardwalk and kayak launch. The applicant submitted construction drawings that indicate no improvements for the kayak launch.

3. The preliminary plat indicates the paved walking trails except for the last 50' of the connection to Shingle Landing Creek which is shown as a boardwalk (wooden). The UDO requires the walking trails located in the riparian buffer to be boardwalk (wooden).
4. The exempt division plat has not been recorded.
5. All streets will meet NCDOT construction standards.

INFRASTRUCTURE				
WATER		PUBLIC		
SEWER		ON-SITE WASTEWATER (SEPTIC)		
TRANSPORTATION		THE PROPOSED ROADS WILL BE LOCATED IN A 50’ RIGHT OF WAY WITH ROADSIDE SWALES. THE PRIMARY ACCESS IS LITTLE ACORN TRAIL. IT IS THE APPLICANT’S RESPONSIBILITY TO EXTEND LITTLE ACORN TRAIL TO MAKE THE CONNECTION TO THE SUBJECT PROPERTY. THE UDO ALSO REQUIRES ROAD CONSTRUCTION TO THE PROPERTY LINE THAT ABUTS THE EXISTING PORTION OF BAXTER’S LANE. THE APPLICANTS WILL INSTALL PAVED WALKING TRAILS AND WILL MAKE CONNECTIONS TO EXISTING SIDEWALKS.		
STORMWATER/DRAINAGE		ROADSIDE AND LOT LINE SWALES WILL BE INSTALLED THAT WILL CONNECT TO A STORMWATER POND. TWO MAJOR DRAINAGEWAYS (OUTLETS) ARE LOCATED WITHIN AND/OR ADJOINING THE PROPOSED BOUNDARIES OF THE DEVELOPMENT. THE BAXTER LANE DITCH IS LOCATED ON THE NORTHERN PORTION OF THE PROPERTY AND THE BAXTER ESTATES OUTLETS ARE LOCATED IN AND ALONG THE SOUTHERN BOUNDARY. SINCE THE 2016 APPROVAL OF THE PRELIMINARY PLAT/USE PERMIT, SEVERAL NEW SUBDIVISIONS INSTALLED UPSTREAM DRAINAGE IMPROVEMENTS THAT FLOW THROUGH THIS PROPERTY TO SHINGLE LANDING CREEK. NUMEROUS STORM EVENTS AND MAINTENANCE DEFICIENCIES HAVE RESULTED IN DRAINAGE IMPEDIMENTS IN THE OUTLET THAT MAY REDUCE THE STORMWATER FLOWS TO SHINGLE LANDING CREEK.		
SCHOOLS		ELEMENTARY STUDENTS GENERATED: 7		
		MIDDLE SCHOOL STUDENTS GENERATED: 2		
		HIGH SCHOOL STUDENTS GENERATED: 4		
COMPATIBILITY		THE USE IS COMPATIBLE WITH THE 2006 LAND USE PLAN AND THE 2014 MOYOCK SMALL AREA PLAN.		
RECREATION AND PARK AREA DEDICATION		The applicants offered an easement for access to Shingle Landing Creek as well as construction of a camping platform along the creek. A payment-in-lieu will be required if the County prefers not to accept the easement.		
ADEQUATE PUBLIC FACILITIES – SCHOOLS <sup>1</sup>				
School	2019-2020 Actual Capacity <sup>2</sup>	2021-2022 Actual Capacity <sup>3</sup>	Committed Capacity <sup>3</sup>	Proposed Capacity Changes
				Number of Students
Moyock Elementary	109%	98%	122%	No capacity changes in the requested amendment
Shawboro Elementary	87%			
Central Elementary	77%			
Griggs Elementary	70%	74%	99%	
Jarvisburg Elementary				
Knotts Island Elementary	36%	38%	38%	

Moyock Middle Currituck Middle	83%	83%	95%	No capacity changes in the requested amendment
Currituck High JP Knapp Early College	85%	85%	103%	No capacity changes in the requested amendment

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

<sup>2</sup>Capacity percentages are based on 2019-2020 classroom standards and January 2020 ADM

<sup>3</sup>Capacity percentages are based on the 2021-2022 classroom standards and January 2020 ADM

## RECOMMENDATIONS

### TECHNICAL REVIEW COMMITTEE

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

1. The application complies with all applicable review standards of the UDO provided the following items are addressed:
  - a. Recreation and Park Area Dedication or Payment-in-Lieu resolved to County's satisfaction.
  - b. Community Water Access shall be provided including an elevated boardwalk and kayak launch adjacent to Shingle Landing Creek.
  - c. Paved walking trails and connection to existing sidewalks shall be required.
  - d. Record exempt division plat so that the application and area calculations are consistent with the 72.66 acre tract.
  - e. Access streets shall meet NCDOT Construction Standards.
  - f. Soil engineering for footer(s) will be required as determined by soil map.
2. **A use permit shall be approved on a finding that the applicant demonstrates the proposed use will meet the below requirements. It is staff's opinion that the evidence in the record, prepared in absence of testimony presented at a public hearing, supports the preliminary findings.**

## USE PERMIT REVIEW STANDARDS

THE USE WILL NOT ENDANGER THE PUBLIC HEALTH OR SAFETY.

### Preliminary Applicant Finding:

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

THE USE WILL NOT INJURE THE VALUE OF ADJOINING OR ABUTTING LANDS AND WILL BE IN HARMONY WITH THE AREA IN WHICH IT IS LOCATED.

### Preliminary Applicant Findings:

1. **Land to the east and south has been developed into single family homes; the developable portion of this tract will be developed similarly; over 50% of the land will be preserved. Lot sizes are similar to those in adjacent subdivisions. Wetlands will be preserved. The use will not injure the value of adjoining or abutting lands, and will be in harmony with the surrounding area.**

THE USE WILL BE IN CONFORMITY WITH THE LAND USE PLAN OR OTHER OFFICIALLY ADOPTED PLANS.

### Preliminary Staff Findings:

1. **The UDO indicates that a Type II conservation subdivision is allowed in the AG zoning district with a use permit.**

2. The 2006 Land Use Plan classifies this site as Rural within the Moyock subarea. The proposed use is in keeping with the policies of the plan, some of which are:  
POLICY HN1: Currituck County shall encourage development to occur at densities appropriate for the location.

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

1. OPEN SPACE DEVELOPMENTS that cluster homes on less land, preserving permanently dedicated open space and often employ on-site or community sewage treatment.

POLICY ES2: NON-COASTAL WETLANDS, including FRESHWATER SWAMPS, AND INLAND, NON-TIDAL WETLANDS, shall be conserved for the important role they play in absorbing floodwaters, filtering pollutants from stormwater runoff, recharging the ground water table, and providing critical habitat for many plant and animal species.

3. The 2014 Moyock Small Area Plan classifies this site as Limited Service. The policy emphasis of this designation is more on residential development and densities. Limited service designations provide for limited availability to infrastructure and services and low to moderate residential densities. This application is low density at .4 units per acre. The proposed use is in keeping with the policies of the plan, some of which are:

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

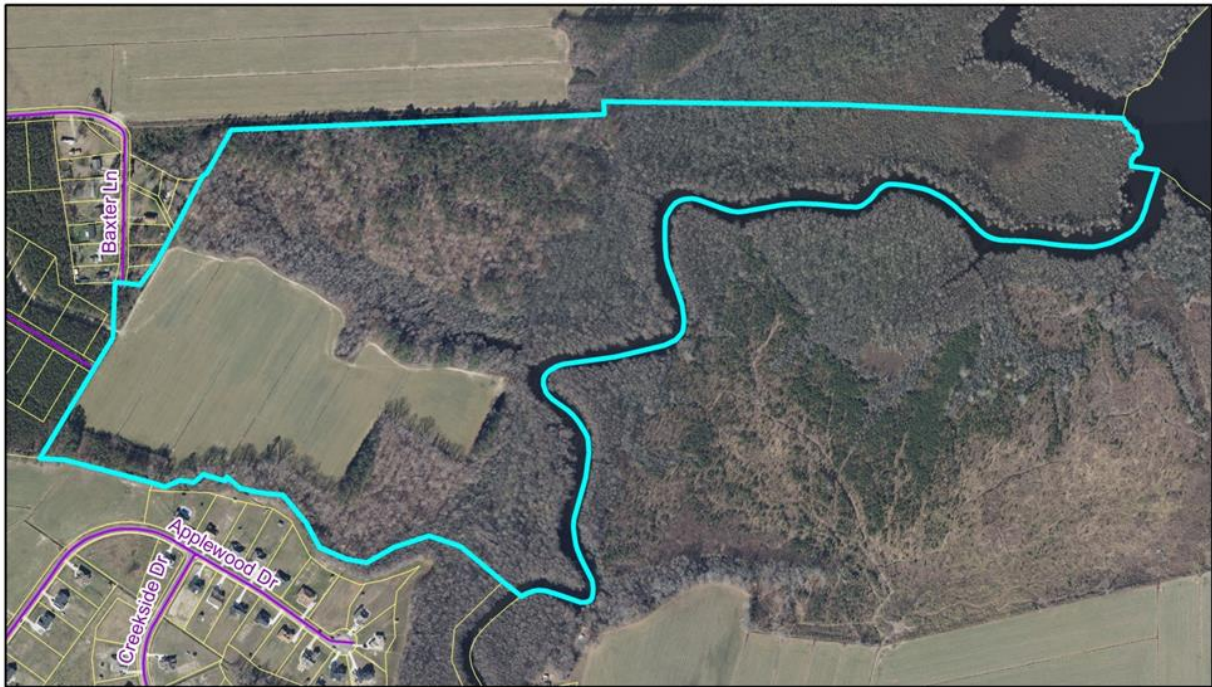
POLICY CC1: Encourage and foster development that is compatible with rural atmosphere, transitional areas, and a small town, main street feel consistent with the vision, policies, and future land use map of this plan.

THE USE WILL NOT EXCEED THE COUNTY'S ABILITY TO PROVIDE ADEQUATE PUBLIC FACILITIES, INCLUDING, BUT NOT LIMITED TO: SCHOOLS, FIRE AND RESCUE, LAW ENFORCEMENT, AND OTHER COUNTY FACILITIES. APPLICABLE STATE STANDARDS AND GUIDELINES SHALL BE FOLLOWED FOR DETERMINING WHEN PUBLIC FACILITIES ARE ADEQUATE.

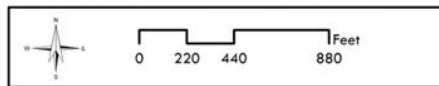
**Preliminary Staff Findings:**


1. The Landing preliminary plat and use permit were approved by the Board of Commissioners on August 15, 2016.
2. The Board of Commissioners approved a two-year extension of the preliminary plat/use permit September 4, 2018 and will expire August 15, 2020.
3. The preliminary plat/use permit indicates 29 residential lots.
4. There is no increase in the number of residential lots as shown on the approved preliminary plat.
5. The proposed amendment will correct a computation error on an unexpired preliminary plat.
6. Based on the 2004 Student Generation Rates prepared by Tischler & Associates the proposed subdivision is projected to generate seven elementary students, two middle school students, and four high school students.
7. At the time of the approved preliminary plat and use permit (August 15, 2016) the seven elementary students, two middle school students, and the four high school students generated from this development did not exceed the county's ability to provide adequate public facilities.

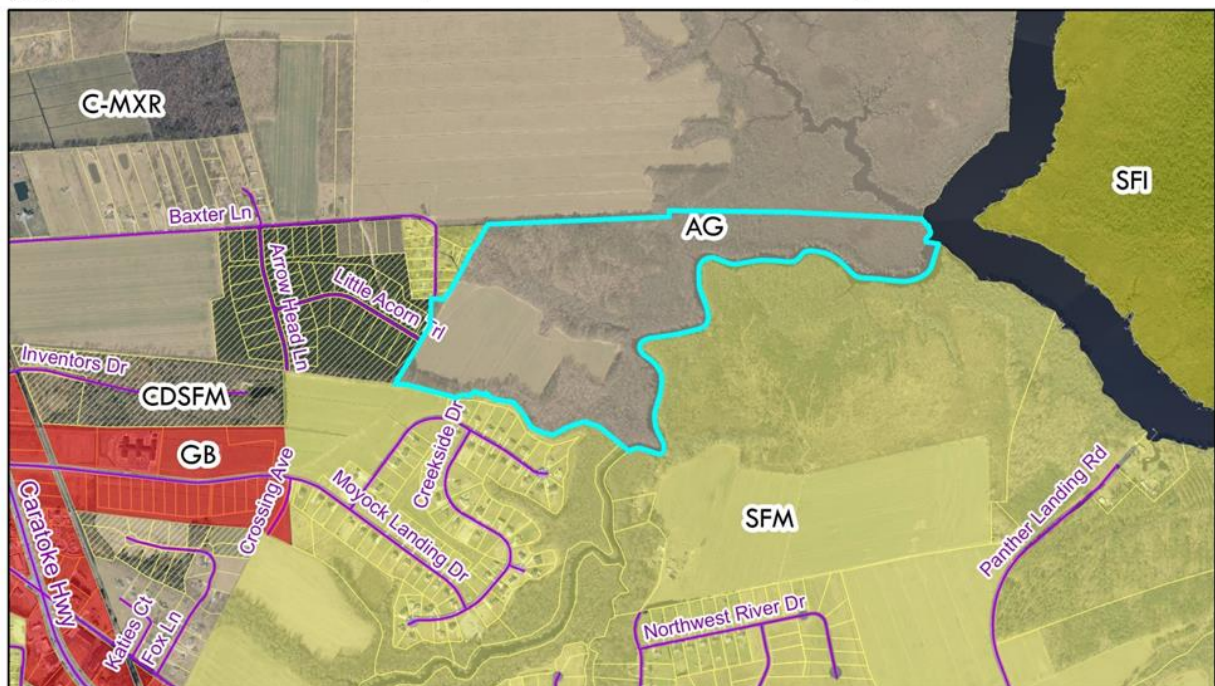




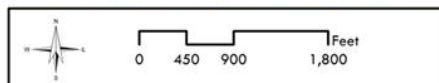
PB 15-10 The Landing  
Preliminary Plat - Use Permit  
Aerial




 Currituck County  
Planning and  
Community Development

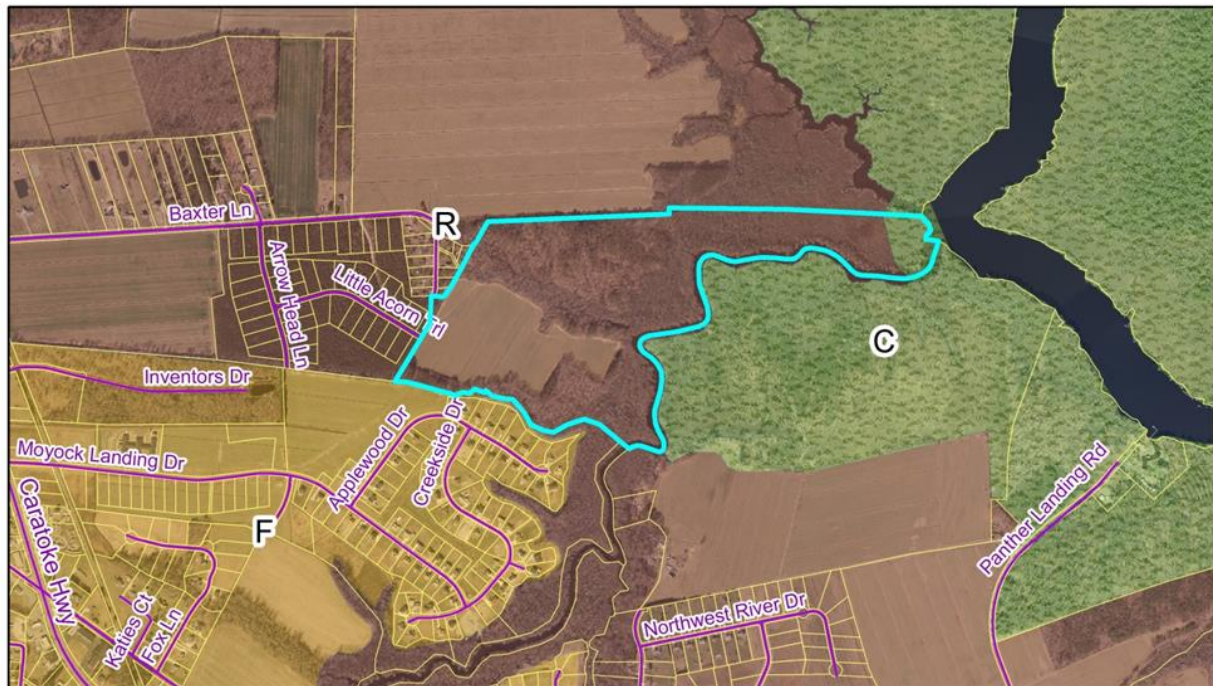


PB 15-10 The Landing  
Preliminary Plat - Use Permit  
Zoning Districts

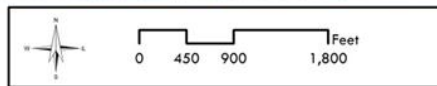


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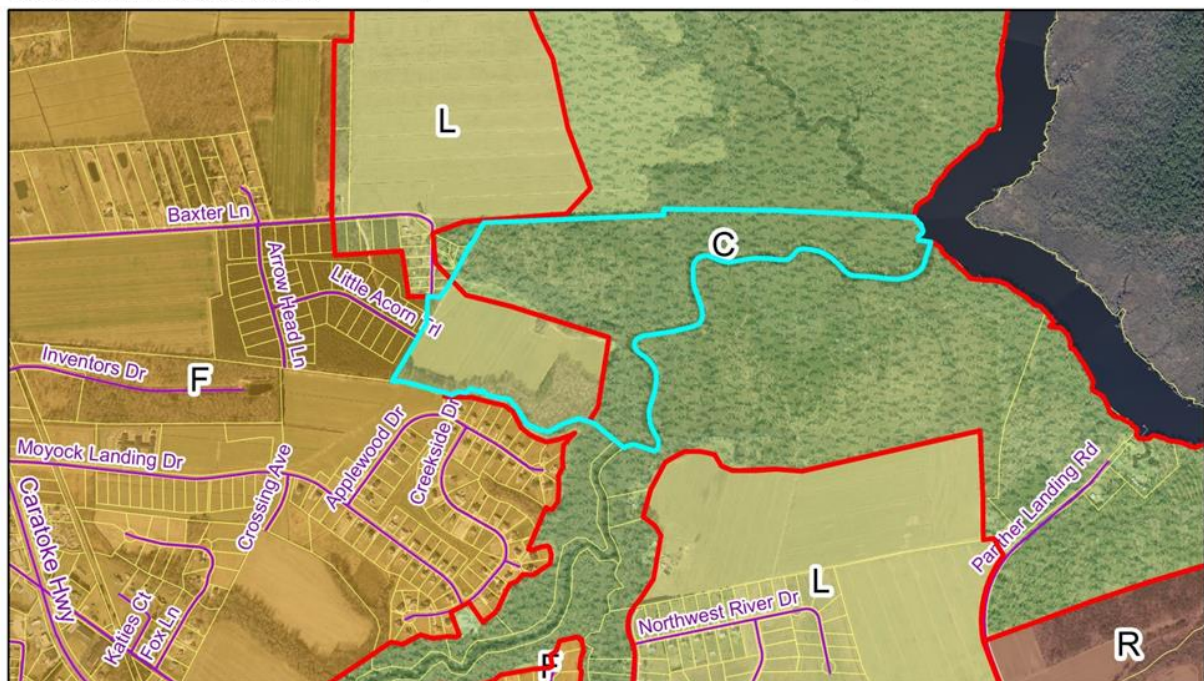




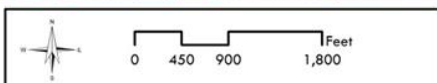
PB 15-10 The Landing  
Preliminary Plat - Use Permit  
Land Use Plan Classifications



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PB 15-10 The Landing  
Preliminary Plat - Use Permit  
Moyock SAP - Future Land Use



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Parties to testify were sworn in and Donna Voliva, Assistant Planning Director, presented the request to amend the preliminary plat/use permit for The Landing to correct a computation error. Using the overhead, she displayed an aerial of the development



location, neighboring land use and zoning, and subdivision plat. The computation error was reviewed for the Board. Ms. Voliva said the Technical Review Committee (TRC) recommends approval, subject to the same conditions proposed at the original approval in 2016, and those conditions were reviewed with Commissioners. Use permit review standards and supporting policies were presented.

David Klebitz, Engineer, testified on behalf of the applicant. He said this application is to correct a calculation error that was identified when the applicant went for construction approval. They are unable to move forward until the correction is made. He said permits are in place, and the project's open space still exceeds the fifty percent minimum requirement. During discussion of drainage, Mr. Klebitz expressed the owner's willingness to clean out the existing ditching but reported the owner is questioning why all of this responsibility is visited on an individual property owner when the ditch serves a large area of Moyock.

Eric Weatherly, Currituck County Engineer, was sworn in to testify as to the working of the ditch and drainage on the property. He said it is a snag and clear project and responded to questions pertaining to the ditch sizing and widening that may be needed in some areas. Mr. Klebitz confirmed open space easements are provided.

Chairman White opened the Public Hearing.

George Turner, Baxter Lane, expressed concerns with the road in the proposed subdivision tying into their road, which is private and not up to standard. He asked about two lots that back up to his fence line affecting an existing easement. He said the easement is not shown on the subdivision plat and is concerned it will be removed. He voiced concerns with a proposed four-acre pond that will be installed close to his property and with drainage when existing ditching on the property is filled in.

In response, Ms. LoCicero said there would be a barrier prohibiting vehicle access from the subdivision to his road, and Mr. Klebitz confirmed no physical road connection is proposed but a waterline connection would be run through to the existing line. He said the plan is to maintain the existing ditch on the property, and it will not drain into the stormwater pond. He is not aware of an easement or road to be removed.

Johnny Moretz voiced his concerns related to stormwater and drainage and potential flooding on his property as a result. He questioned where the dirt from the large stormwater pond would be placed and showed pictures of flooding in the area and debris in the swamp hindering drainage.

No others were signed up nor wished to speak and the Public Hearing was closed.

There was no further discussion and Commissioner J. Owen Etheridge moved to approve, as it is more or less a correction in paperwork. When asked, Ike McRee, County Attorney, said it is an amendment and should be treated in the same manner as when it was originally before the Board.

Commissioner J. Owen Etheridge continued his motion and moved for approval based on the findings and fact and Technical Review Committee (TRC) conditions of approval:

The use will not endanger the public health or safety.

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

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

- Land to the east and south has been developed into single family homes; the developable portion of this tract will be developed similarly; over 50% of the land will be preserved. Lot sizes are similar to those in adjacent subdivisions. Wetlands will be preserved. The use will not injure the value of adjoining or abutting lands, and will be in harmony with the surrounding area.

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

THE UDO INDICATES THAT A TYPE II CONSERVATION SUBDIVISION IS ALLOWED IN THE AG ZONING DISTRICT WITH A USE PERMIT.

The 2006 Land Use Plan classifies this site as Rural within the Moyock subarea. The proposed use is in keeping with the policies of the plan, some of which are:

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

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

1. OPEN SPACE DEVELOPMENTS that cluster homes on less land, preserving permanently dedicated open space and often employ on-site or community sewage treatment.

POLICY ES2: NON-COASTAL WETLANDS, including FRESHWATER SWAMPS, AND INLAND, NON-TIDAL WETLANDS, shall be conserved for the important role they play in absorbing floodwaters, filtering pollutants from stormwater runoff, recharging the ground water table, and providing critical habitat for many plant and animal species.

The 2014 Moyock Small Area Plan classifies this site as Limited Service and Conservation. The policy emphasis of this designation is more on residential development and densities. Limited service designations provide for limited availability to infrastructure and services and low to moderate residential densities. This application is low density at .4 units per acre. The proposed use is in keeping with the policies of the plan, some of which are:

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

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

The use will not exceed the county's ability to provide adequate public facilities

- The Landing preliminary plat and use permit were approved by the Board of Commissioners on August 15, 2016.
- The Board of Commissioners approved a two-year extension of the preliminary plat/use permit September 4, 2018 and will expire August 15, 2020.
- The preliminary plat/use permit indicates 29 residential lots.
- There is no increase in the number of residential lots as shown on the approved preliminary plat.
- The proposed amendment will correct a computation error on an unexpired preliminary plat.
- Based on the 2004 Student Generation Rates prepared by Tischler & Associates the proposed subdivision is projected to generate seven elementary students, two middle school students, and four high school students.
- At the time of the approved preliminary plat and use permit (August 15, 2016) the seven elementary students, two middle school students, and the four high school students generated from this development did not exceed the county's ability to provide adequate public facilities.

Also add the Engineer's agreement that clearing and snagging be done on the area as mentioned in terms of opening the drainage way.

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

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

) **Recess**

The Chairman called a recess at 9:01 PM. The meeting reconvened at 9:17 PM.

**C. Consideration and Action: PB 19-11 Complete Auto Credit - Use Permit Revocation:**

<b>DEVELOPMENT SUMMARY</b>	
<b>Property Owner:</b> Tiffany Richardson	<b>Applicant:</b> Marc Sisino
<b>Case Number:</b> PB 19-11	<b>Application Type:</b> Use Permit
<b>Parcel Identification Number:</b> 0023-000-0010-0000	<b>Existing Use:</b> Automobile sales
<b>Land Use Plan Classification:</b> Rural	<b>Parcel Size (Acres):</b> 1.58
<b>Request:</b> Revocation of Use Permit for Auto Sales in GB	<b>Zoning:</b> General Business

SURROUNDING PARCELS		
	Land Use	Zoning
North	Office Strip	General Business
South	Vacant	Heavy Industrial
East	Vacant	Heavy Industrial
West	Solar Array	Heavy Industrial

In June 2019, the Board of Commissioners approved a Use Permit to allow automobile sales at 1383 Caratoke Highway. Below are the Conditions of Approval that were incorporated into the Use Permit:

1. The applicant shall have ninety (90) days to complete having the building to commercial standards as required by the UDO and receive a Certificate of Occupancy.
2. Improvements will be made to the parking and display areas in accordance with the approved site plan.
3. Landscaping will be upgraded in accordance to the Unified Development Ordinance.
4. Trees can be moved to keep a twenty-five (25) foot area of visibility for the line of sight; the twenty-five foot sight line shall be measured from the existing curb.
5. Display Areas I be screened with a Type A buffer yard, also keeping the twenty-five foot area of visibility.
6. Outdoor storage of vehicles shall occur only within the approved display areas.

On October 15, 2019, staff inspected 1383 Caratoke Highway for compliance with the Conditions of Approval and found those conditions had not been met by the applicant. Below is a timeline of the enforcement process:

- October 15, 2019 –Notice of Violation was issued for non-compliance with the Use Permit Conditions of Approval.
- November 14, 2019 – deadline for appeal of Notice of Violation to the Board of Adjustment; applicant did not submit an appeal; Civil Citations issued
- January 30, 2020 –inspection of the property; Conditions of Approval had not been met; revocation hearing scheduled.

The applicant did not meet all the requirements of Use Permit. Below is the status of the Conditions of Approval.

1. The applicant submitted an Appendix B and made the required improvements for conversion back to a commercial building with the exception of the sign height for the ADA parking space.
2. New paving has been installed but applicant did not apply for or receive a zoning permit for the minor site plan.
3. Landscaping along the northern property line, fence line or southern property line has not been installed.
4. Landscaping has not been installed.
5. Type A buffer yard has not been installed to screen the display areas.
6. Outdoor storage of vehicles is occurring in areas that are not designated on the site plan as display areas.

## RECOMMENDATIONS

### PLANNING AND COMMUNITY DEVELOPMENT

The Unified Development Ordinance Section 9.5.4 provides the enforcement procedure when an investigation finds a violation. The procedure was followed, with the correct notification of the violations. The property owner did not appeal the notice of violation nor did the property come into compliance with all of the Use Permit Conditions of Approval.

The UDO Section 9.6 provides Use Permit revocation as a remedy for violations:

**Revocation of Permit or Approval**

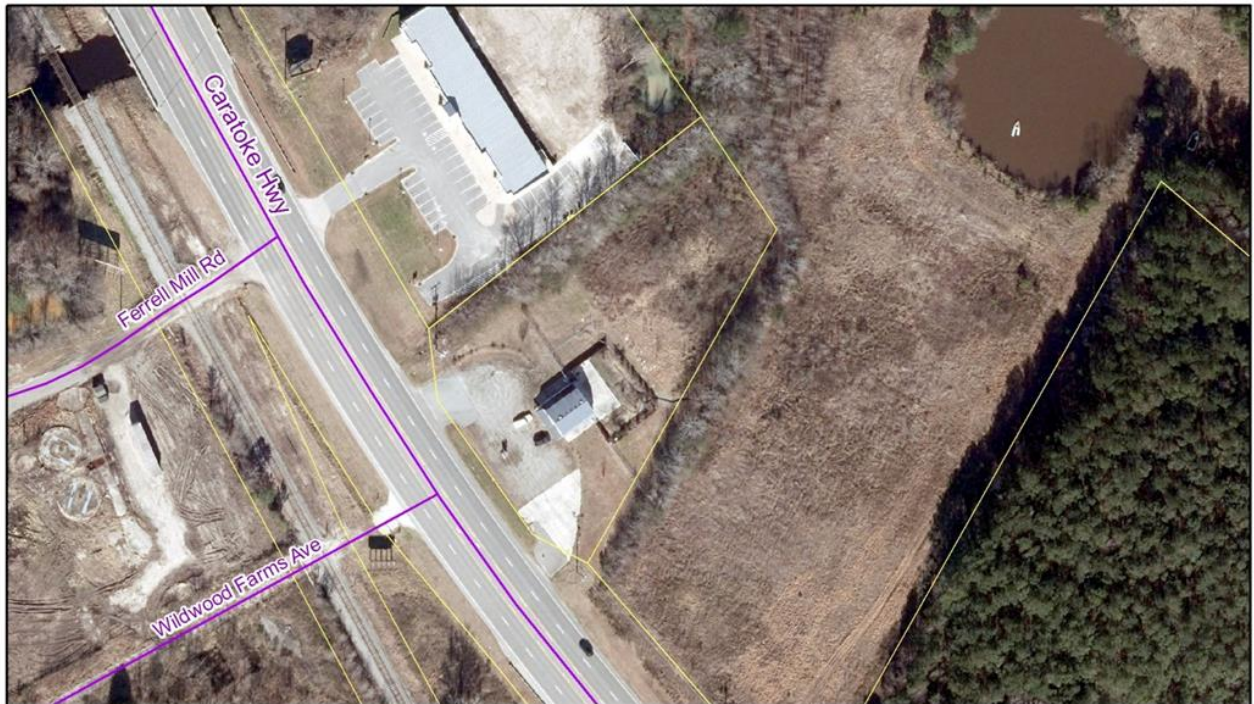
No person may continue to make use of land or buildings in the manner authorized by a zoning permit, special use permit, conditional use permit, floodplain development permit, or sign permit approved prior to January 1, 2013, after such permit has been revoked in accordance with this section, or a use permit, zoning compliance permit, floodplain development permit, or sign permit approved after January 1, 2013. The Planning Director may revoke any such permit or approval in accordance with the following.

**Use Permit, Conditional Use Permit, and Special Use Permit**

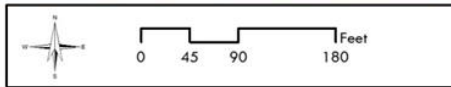
- (a) Notice must be provided by the Planning Director to a permit recipient prior to revocation of a use permit, conditional use permit, or special use permit.
- (b) The notice shall inform the permit recipient of the alleged grounds for the revocation.
- (c) The burden of presenting evidence sufficient to authorize the permit-issuing authority to revoke the permit shall be upon the party advocating that position.
- (d) A motion to revoke a permit by the decision-making body shall include, insofar as practicable, a statement of the specific reasons or findings of fact that support the motion.

The Planning and Community Development **staff recommends revocation** of the Use Permit PB 19-11 due to the property non-compliance with the Conditions of Approval based on the evidence produced during the investigation.





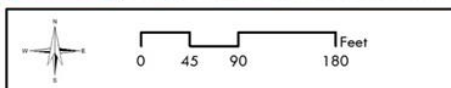
PB 19-11 Complete Auto Credit  
Automobile Sales - Use Permit  
Aerial



Currituck County  
Planning and  
Community Development



PB 14-15 Saddlebrook Estates  
Preliminary Plat - Use Permit  
Land Use Classification



Currituck County  
Planning and  
Community Development





Parties to testify were sworn in and Laurie LoCicero, Planning and Community Development Director, reviewed the reasons for the request for revocation of the Complete Auto Credit Use Permit. Ms. LoCicero displayed an aerial of the location and the approved site plan and reviewed conditions of approval associated with the original Use Permit. She presented violations issued in October, 2019, for not meeting the conditions of approval but noted some conditions were met at the time of reinspection. Photos were shown to demonstrate remaining areas of non-compliance. The applicant did not appeal the Notices of Violation, conditions of approval have not been met and staff is, therefore, recommending a revocation of the Use Permit for Auto Sale and Rentals.

Rachael Anderson, Currituck County Code Enforcement Officer, testified. She said no conditions were met and nothing was done until after the notices of violations were issued, at which time the applicant came in to the office to see what needed to be done. She said a concrete pour at the location was done without a permit.

County Attorney, Ike McRee, confirmed the county has issued \$1,700 in violation notices to date that are due and owed to the county.

Applicant Mark Sisino of Virginia Beach, owner of Complete Auto Credit, testified as to the violations and responded to questions posed by the Board. He said he focused on the paving requirement and the interior building construction to bring it up to commercial code and that the vehicle storage issue has been corrected. Photos of the business exterior and vehicle display area were presented to Commissioners for review. He said one bus is stuck in the back area and he is waiting for a wrecker to come to pull it out.

and that he utilizes an off-site storage area for vehicles. Mr. Sisino said he was ill, admitted to the hospital in November, 2019, and thought he sent an email about an appeal to the Board of Adjustment. He is willing to do whatever is necessary to correct the issues, requested leniency from Commissioners, and asked that the item be tabled for a short time to allow him to come into compliance.

Ms. LoCicero said a survey would be needed to confirm the concrete pour and she explained requirements necessary to receive a zoning permit. Ms. Anderson said she did discuss permit requirements with the applicant and confirmed that there is no cost for a zoning permit.

The Public Hearing was opened and with no one signed up nor wanting to speak the Public Hearing was closed.

No discussion followed and Commissioner Payment moved to revoke PB 19-11, Complete Auto Credit Use Permit for Automobile Sales or Rentals, because the applicant has not met Conditions of approval based upon the following findings:

On June 17, 2019, the Board of Commissioners approved a Use Permit for Automobile sales or rentals for 1383 Caratoke Highway with the following Conditions of Approval:

- The applicant shall have ninety (90) days to complete having the building to commercial standards as required by the UDO and receive a Certificate of Occupancy.
- Improvements will be made to the parking and display areas in accordance with the approved site plan.
- Landscaping will be upgraded in accordance to the Unified Development Ordinance.
- Trees can be moved to keep a twenty-five (25) foot area of visibility for the line of sight; the twenty-five foot sight line shall be measured from the existing curb.
- Display Areas be screened with a Type A buffer yard, also keeping the twenty-five foot area of visibility.
- Outdoor storage of vehicles shall occur only within the approved display areas.

On October 15, 2019, staff inspected 1383 Caratoke Highway for compliance with the Conditions of Approval and found those conditions had not been met by the applicant. On October 15, 2019 a Notice of Violation was issued for non-compliance with the Use Permit Conditions of Approval for the following deficiencies:

- New paving for outdoor display areas has been installed but applicant did not apply for or receive a zoning permit for the minor site plan
- Landscaping along the northern property line, fence line or southern property line has not been installed
- Type A buffer yard has not been installed to screen the display areas
- Vehicles are being stored outside of areas designated as display areas on the approved site plan

The deadline for appeal of Notice of Violation to the Board of Adjustment was November 14, 2019 and the applicant did not submit an appeal so Civil Citations were issued. The property was re-inspected on January 30, 2020, violations were found and the revocation hearing was scheduled.

Commissioner Mary Etheridge seconded the motion.

When asked, Ms. LoCicero said the Use Permit would have to be applied for again for



any potential business at the location. Ike McRee, County Attorney, said Mr. Sisino could appeal to Superior Court but could not assert any defense because he would be deemed as admitting to the violations since he made no appeal to the Board of Adjustment.

Discussion concluded and the motion carried.

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

**D. Public Hearing and Consideration of Resolution Authorizing the Sale of Property to JD Love, LLC (Brindley Beach)-Lot 5, Maple Commerce Park**

Economic Development Director, Larry Lombardi, reviewed the Resolution that would authorize the sale of Lot #5 in Maple Commerce Park, owned by the county, to JD Love, LLC, who intends to build a laundry facility to serve their property management and vacation rental business.

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

Commissioner Beaumont moved for approval. The motion was seconded by Commissioner McCord. The motion carried.

**RESOLUTION OF THE BOARD OF COMMISSIONERS FOR CURRITUCK COUNTY, NORTH CAROLINA AUTHORIZING SALE OF PROPERTY HELD FOR ECONOMIC DEVELOPMENT PURPOSES PURSUANT TO SECTION 158-7.1 OF THE GENERAL STATUTES OF NORTH CAROLINA**

WHEREAS, N.C. Gen. Stat. §158-7. 1 authorizes a county to undertake an economic development project by conveying the property to a company in order to cause the company to locate or expand its operations within the county; and

WHEREAS, Currituck County is the owner and developer of Maple Commerce Park, Lot 5, which is a 4.44 acre tract, more or less; and

WHEREAS, Currituck County and JDLove, LLC have engaged in negotiation for the conveyance of Maple Commerce Park Lot 5, to the end that JDLove, LLC may construct a laundry facility on the tract and have reached tentative agreement on the terms of the conveyance; and

WHEREAS, the Currituck County Board of Commissioners has held a public hearing to consider whether to approve conveyance of the Maple Commerce Park Lot 5 to JDLove, LLC.

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

Section 1. The Chairman of the Board of Commissioners and the County Manager are authorized to execute the necessary documents to convey to JDLove, LLC the real property more particularly described as follows:

All of that parcel of land described as "Lot 5" on a map or plat entitled "Maple Commerce Park, Maple, North Carolina, Crawford Township, Currituck County" prepared by Hyman & Robey, PC, July 25, 2013 and recorded in Plat Cabinet N, Page 2 of the Currituck County Registry which map or plat is incorporated herein by reference as if fully set out.

Section 2. The conveyance of Maple Commerce Park Lot 5 is expected to enhance the local economy, promote business and result in the creation of jobs in Currituck County. The probable average hourly wage at the facility to be constructed by JDLove, LLC is \$14.00. This determination of the probable average hourly wage at the facility is based upon information provided to the county by JDLove, LLC.

Section 3. As consideration for the conveyance of Maple Commerce Park Lot 5, JDLove, LLC will pay \$163,200.00 which is the amount of the lot's appraised tax value.

Section 4. This resolution is effective upon its adoption.

ADOPTED the 17th day of February, 2020.

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

ATTEST:

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

[COUNTY SEAL]

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

## NEW BUSINESS

### A. Recommendation of Bid Award-ABC Store, Corolla

Ben Stikeleather reviewed the bids for construction of the Corolla ABC Store and announced Godfrey Construction, LLC, as low bidder in the amount of \$1,761,430.00. Mr. Stikeleather responded to questions posed by the Board. Following discussion Mr. Stikeleather asked that the bid be awarded and authority be granted to the County Manager to execute contracts. Chairman White moved for approval and Commissioner Payment seconded the motion. The motion carried.

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

#### **B. Recommendation of Bid Award-Shingle Landing Park, Moyock**

Ben Stikeleather, County Manager, reviewed the bids and announced AR Chesson as the low bidder for the project in the amount of \$2,513,020.00. He introduced Jason Weeks, Parks and Recreation Director, who attended to speak to the amenities that are planned for the park. Mr. Weeks described the process followed for project development and reviewed the final design that includes both traditional and natural playground features, a walking path and picnic area, pickleball courts, a pond and gazebo, and restroom facilities. After responding to Board questions, Mr. Stikeleather requested Commissioners award the bid to AR Chesson and authorize the County Manager to sign contract documents.

Commissioner J. Owen Etheridge moved for approval. Commissioner Mary Etheridge seconded the motion. The motion carried.

Following the bid award, Planning and Community Development Director, Laurie LoCicero, used the overhead to note the central location of the park that will be easily accessed by many nearby housing developments.

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

#### **C. Consideration of Grant Agreement between Currituck County and the Corolla Wild Horse Fund**

Ben reviewed the grant agreement to assist Corolla Wild Horse Fund to construct of the Marine portion of the horse containment fence.

Chairman White moved for approval and Commissioner Beaumont seconded the motion. The motion carried.

#### **GRANT AGREEMENT**

This Grant Agreement made, entered into and effective as of the \_\_\_\_ day of February, 2020, by and between COUNTY OF CURRITUCK, NORTH CAROLINA, a body corporate and politic existing

pursuant to the laws of the State of North Carolina, (the "County"), and The Corolla Wild Horse Fund, Inc., ("Grantee").

### **WITNESSETH:**

WHEREAS, pursuant to N.C. Gen. Stat. §153A-449 a county may contract with and appropriate money to any person in order to carry out any public purpose that the county is authorized by law to engage in; and

WHEREAS, pursuant to N.C. Gen. Stat. §153A-149(c)(6) a county may appropriate money to provide animal protection and control programs; and

WHEREAS, the aging and dilapidated fence located on the ocean front at the north end of the North Beach Access Road (SR1437) built over 20 years ago to keep the Corolla Wild Horses north of the developed areas of Corolla and thereby reduce sometimes dangerous interactions between the wild horses and people, has become severely damaged due to recent storms and is no longer effective in keeping the Corolla Wild Horses north of the developed communities of Corolla; and

WHEREAS, the maintenance and repair of the fence are responsibilities shared between the County and Grantee. The County is responsible for the cost of major repairs and replacements and the Grantee is responsible for the day to day maintenance and repair of the fence and the costs associated with carrying out those duties; and

WHEREAS, the parties have agreed the fence is past the point of repairing and in need of being replaced. The horses are continually wandering into the southern communities which poses a risk for them and the public; and

WHEREAS, County has received approval from the Division of Coastal Management to replace the fence so long as the repairs are consistent with the request and no expansion to the existing fence length occur; and

WHEREAS, Grantee has secured a contractor to replace the fence that extends from the vehicle drive through gate into the ocean and the County has agreed to be responsible for replacing the fence from the vehicle drive through gate on the oceanfront to the cattle grate on the west side of the 4X4 beach driving entrance to the northern beach communities.

NOW, THEREFORE, for valuable consideration and the mutual covenants exchanged between the parties hereto, it is agreed as follows:

1. County agrees to award a grant to the Grantee in the amount not to exceed FIFTY THOUSAND AND NO/100 DOLLARS (\$50,000.00) toward the cost of replacement of the section of fence starting at the vehicle drive through gate and extending eastwardly into the ocean.
2. Grantee agrees that Grantee will use grant funds only for the replacement of the existing fence.
3. Grantee agrees to assume all liability and responsibility for the work performed by their contractors and agrees to ensure the work is performed to the specifications set forth by the Division of Coastal Management as described in Exhibit A attached hereto and incorporated herein by reference.
4. Grantee shall submit a reimbursement request together with invoices for materials and labor to Currituck County Manager's Office, 153 Courthouse Road, Suite 204, Currituck, NC 27929. Reimbursements shall be made in accordance with the County's accounts payable schedule.

5. Grantee shall notify County of completion of the fence installation and make a full and accurate accounting to the County of all expenditures of the grant funds.
6. Grantee shall not discriminate against any person on the grounds of race, color, national origin, sex, age, or disability in the administration of this Grant Agreement.
7. The laws of the State of North Carolina shall control and govern this Grant Agreement. Any controversy or claim arising out of this Grant Agreement shall be settled by an action initiated in the appropriate division of the General Court of Justice in Currituck County, North Carolina.
8. Grantee and County respectively bind themselves, their successors, and assigns in respect to the covenants, agreements and obligations contained in this Grant Agreement.
9. This Grant Agreement sets forth the entire agreement between Grantee and the County and supersedes any and all other agreements on this subject between the parties.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement effective as of the date first above written.

COUNTY OF CURRITUCK

By: \_\_\_\_\_  
Ben Stikeleather, County Manager

ATTEST:

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

(COUNTY SEAL)

COROLLA WILD HORSE FUND, INC.

By: \_\_\_\_\_ (SEAL)

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

## D) Board Appointments

### 1. Fire and EMS Advisory Board

Commissioner Beaumont nominated Tim Bostaph to serve as the Corolla representative and John Wunder to serve as the Knotts Island representative on the Fire and Emergency Medical Services Advisory Board. Chairman White seconded the nominees and they were approved.

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

## 2. Historic Preservation Commission

Chairman White nominated Sophie Jordan to serve on the Historic Preservation Commission. Commissioner Payment seconded and the nominee was approved.

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

## 3. Moyock Stormwater Service District

The following members of the Moyock Stormwater Service District were nominated for reappointment by Consensus, with terms as presented:

W. Charles Eley	Expiring 10-19-2020
Peggy Lusk	Expiring 10-19-2020
Wende Shannon	Expiring 10-19-2021
Ryan Hudgins	Expiring 10-19-2021

Chairman White moved to approve the nominees and Commissioner McCord seconded. The motion carried.

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

## E) Consent Agenda

Commissioner Beaumont moved for approval of the Consent Agenda. Commissioner J. Owen Etheridge seconded the motion. The motion carried.

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

## 1) Approval Of Minutes-February 3, 2020

### 1. Minutes for February 3, 2020

### 2. Budget Amendments

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10530-516200	Vehicle Maintenance	\$ 1,500	
10530-514800	Fees Paid to Officials		\$ 500
10530-516000	Repairs & Maintenance		\$ 1,000
		<u>\$ 1,500</u>	<u>\$ 1,500</u>
<b>Explanation:</b>	Emergency Medical Services (10530) - Transfer funds to cover unanticipated vehicle maintenance.		
		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
210541-531000	Fuel	\$ 12,000	
210541-561000	Professional Services		\$ 10,000
210541-553000	Dues & Subscriptions		\$ 2,000
		<u>\$ 12,000</u>	<u>\$ 12,000</u>
<b>Explanation:</b>	Corolla Fire Services (210541) - Transfer funds budgeted for employee physicals and dues to cover fuel costs for the County Corolla Fire Services.		
<b>Net Budget Effect:</b>	Corolla Fire District (210) - No change.		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
66868-553000	Dues & Subscriptions	\$ 500	
66868-590000	Capital Outlay		\$ 500
		\$ 500	\$ 500

**Explanation:** Southern Outer Banks Water System (66868) - Transfer budgeted funds to cover increase in the annual NC Rural Water Treatment Plan membership.

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

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
10535-532000	Supplies	\$ 4,468	
10535-545000	Contract Services		\$ 4,468
26535-532000	Supplies	\$ 5,200	
26535-545000	Contract Services		\$ 5,200
		\$ 9,668	\$ 9,668

**Explanation:** Communications (10535); Emergency Telephone System (26535) - Transfer funds from contract services to supplies to upgrade computers in communications. The Emergency Telephone System funds will pay for the portion allowable under that program.

**Net Budget Effect:** Operating Fund (10) - No change.  
Emergency Telephone System Fund (26) - No change.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
10750-514000	Travel	\$ 6,650	
10750-511010	Data Transmission		\$ 5,650
10750-526000	Advertising		\$ 1,000
		\$ 6,650	\$ 6,650

**Explanation:** Social Services Administration (10750) - Transfer budgeted funds for required training for social services staff.

**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				\$ 8,650
10440-503500	Temporary Salaries		\$ 6,650		
10440-506000	Insurance Expense				\$ 2,500
10440-526000	Advertising		\$ 2,000		
10440-532000	Supplies		\$ 2,500		
			\$ 11,150		\$ 11,150
<b>Explanation:</b>	Finance (10440) - Transfer funds to increase finance supplies to purchase asset tags. This purchase will last for several years but is necessary this year due to the unanticipated computer replacement. Increase temporary services to assist with the GovDeals auctions and fill in for position vacancies and increase advertising for position vacancy.				
<b>Net Budget Effect:</b>	Operating Fund (10) - No change.				
			Debit		Credit
			Decrease Revenue or Increase Expense		Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>				
10535 502000	Salaries		\$ 34,500		
10535 502100	Salaries - Overtime				\$ 34,500
			\$ 34,500		\$ 34,500
<b>Explanation:</b>	Communications (10535) - Transfer budgeted funds for overtime used during position vacancies and to accommodate the communications schedule.				
<b>Net Budget Effect:</b>	Operating Fund (10) - No change.				

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
50795-590007	Moyock Shingle Landing Park	\$ 1,692,600	
50390-495042	T F - Transfer Tax		\$ 1,692,600
		\$ 1,692,600	\$ 1,692,600
<b>Explanation:</b>	County Governmental Construction (50795) - To appropriate funds for construction of the Shingle Landing Park in Moyock.		
<b>Net Budget Effect:</b>	County Governmental Construction Fund (50) - Increased by \$1,692,600.		

### 3. Project Ordinance-Corolla ABC Store

## COUNTY OF CURRITUCK CAPITAL PROJECT ORDINANCE

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

**SECTION 1.** The project authorized is design and construction of the ABC store in Corolla that will be constructed on the 10 acres owned by County of Currituck. This project ordinance is a revision to the design that was approved on March 4, 2019.

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

ABC Store - Corolla	\$ 2,300,000
	<u>\$ 2,300,000</u>

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

Capital Reserve Fund (40)	\$ 2,300,000
	<u>\$ 2,300,000</u>

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

**SECTION 5. SPECIAL APPROPRIATIONS AND RESTRICTIONS**

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

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

**SECTION 6. CONTRACTUAL OBLIGATIONS**

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

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

**SECTION 7. USE OF BUDGET ORDINANCE**

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

ADOPTED this 17th day of February 2020.

**4. Report of Unpaid 2019 Real Estate Taxes & Order of Tax Lien Advertisement****Order to Tax Collector to Advertise Tax Liens**

WHEREAS, N.C.G.S. 105-369 requires the County Tax Collector report to the Board of County Commissioner, the total amount of unpaid taxes for the current fiscal year that are a lien on real property; and

WHEREAS, N.C.G.S. 105-369 also requires that upon receipt of the report, the Board of Commissioners must order the Tax Collector to advertise the tax liens by posting a notice of the liens at the county courthouse and by publishing each lien at least one time in one or more newspapers having general circulation in the taxing unit; and

WHEREAS, the time and content the tax lien advertisement are dictated by N.C.G.S 105-369(c); and

WHEREAS, the report of unpaid taxes for unpaid taxes for the current fiscal year that are a lien on real property has been received;

NOW, THEREFORE BE IT RESOLVED by the Currituck County Board of County Commissioners that the Currituck County Tax Collector is hereby ordered to advertise the tax liens for unpaid taxes for the current fiscal year that are a lien on real property, in accordance with N.C.G.S. 105-369(c).

THIS, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

THE CURRITUCK COUNTY BOARD OF COMMISSIONERS

BY: \_\_\_\_\_(SEAL)

Chairman

Attest:

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

#### **5. EIC-Community Services Block Grant Funding Submission**

#### **RECESS**

Chairman White recessed the regular meeting so Commissioners could sit in a Special Meeting of the Tourism Development Authority.

#### **SPECIAL MEETING OF THE TOURISM DEVELOPMENT AUTHORITY**

The Currituck County Board of Commissioners sat as the Tourism Development Authority in a Special Meeting during a recess of the 6:00 PM regular meeting of the Board. The special meeting was held in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina, for the purpose of considering budget amendments.

#### **F. Budget Amendments-TDA**

Ben Stikeleather, County Manager, reviewed the Budget Amendments for Board consideration. Chairman White moved for approval and Commissioner McCord seconded the motion. The motion carried.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
15447-590000	Capital Outlay	\$ 9,000	
15320-415000	Occupancy Tax		\$ 9,000
		<u>\$ 9,000</u>	<u>\$ 9,000</u>
<b>Explanation:</b> Tourism Related (15447) - Transfer funds for change order for camping platforms. Additional costs were incurred due to inability to moor boat at one site and could not leave equipment overnight. Also, additional trips were necessary due to low tide several days.			
<b>Net Budget Effect:</b> Occupancy Tax Fund (15) - Increased by \$9,000.			

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
15442-526200	Promotional Efforts		\$ 7,300
15442-590000	Capital Outlay	\$ 7,300	
		<u>\$ 7,300</u>	<u>\$ 7,300</u>
<b>Explanation:</b> Tourism Promotions (15442) - Transfer promotion funds to capital outlay to purchase tents for tourism sponsored events.			
<b>Net Budget Effect:</b> Occupancy Tax Fund (15) - No change.			

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
15442-511010	Data Transmission	\$ 1,500	
15442-506000	Insurance Expense		\$ 1,500
		<u>\$ 1,500</u>	<u>\$ 1,500</u>
<b>Explanation:</b> Tourism Promotions (15442) - Transfer promotion funds to data transmission for increases in internet costs at the visitor's centers.			
<b>Net Budget Effect:</b> Occupancy Tax Fund (15) - No change.			

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
15447-532160	Maintenance Supplies	\$ 20,000	
15390-495010	T F - Operating Fund		\$ 20,000
		<u>\$ 20,000</u>	<u>\$ 20,000</u>
<b>Explanation:</b>	Tourism Related (15447) - Increase appropriations for costs associated with beach parking permits.		
<b>Net Budget Effect:</b>	Occupancy Tax Fund (15) - Increased by \$20,000.		
		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
15448-532160	Maintenance Supplies	\$ 3,500	
15320-415000	Occupancy Tax		\$ 3,500
		<u>\$ 3,500</u>	<u>\$ 3,500</u>
<b>Explanation:</b>	Whalehead(15448) - Increase appropriations maintenance supplies at the Whalehead Club and Historic Corolla Park.		
<b>Net Budget Effect:</b>	Occupancy Tax Fund (15) - Increased by \$3,500.		
		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
15447-545004	Corolla Wild Horse Fund	\$ 50,000	
15320-415000	Occupancy Tax Fund		\$ 50,000
		<u>\$ 50,000</u>	<u>\$ 50,000</u>
<b>Explanation:</b>	Occupancy Tax - Tourism Related (15447) - Increase appropriations to provide a grant up to \$50,000 to replace the horse fence in Corolla.		
<b>Net Budget Effect:</b>	Occupancy Tax Fund (15) - Increased by \$50,000.		

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

### ADJOURN SPECIAL MEETING

There was no further business and Commissioner McCord moved to adjourn. Commissioner Mary Etheridge seconded the motion. The motion carried and the meeting of the Tourism Development Authority concluded at 10:16 PM.

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

### CLOSED SESSION

Chairman White reconvened the regular meeting of the Board following adjournment of the Special Meeting to hold a Closed Session.

- 1. Closed Session Pursuant to G.S. 143-318.11(a)(3) in order to preserve the attorney-client privilege in the matter entitled 85 and Sunny, LLC v. Currituck County; Amended, to include G.S. 143-318.11(a)(6) to discuss personnel matters.**

Chairman White moved to enter Closed Session pursuant to G.S. 143-318.11(a)(3) in order to preserve the attorney-client privilege in the matter entitled 85 and Sunny, LLC v. Currituck County; and G.S. 143-318.11(a)(6) to discuss personnel matters.

The motion was seconded by Commissioner Payment. The motion carried and the Board of Commissioners entered Closed Session.

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

### ADJOURN

#### Motion to Adjourn Meeting

Commissioner returned from Closed Session and had no further business. Commissioner J. Owen Etheridge moved for adjournment and the motion was seconded by Commissioner McCord. The motion carried and the regular meeting of the Board of Commissioners adjourned at 11:01 PM.

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





**STAFF REPORT**  
**PB 90-07 PINE ISLAND PUD**  
**PRELIMINARY PLAT/USE PERMIT**  
**BOARD OF COMMISSIONERS**  
**FEBRUARY 17, 2020**

### APPLICATION SUMMARY

<b>Property Owner:</b> Pine Island Properties, LLC 4400 Silas Creek Pkwy, Suite 302 Winston Salem, NC 27104	<b>Applicant:</b> Turnpike Properties, LLC 4400 Silas Creek Pkwy, Suite 302 Winston Salem, NC 27104
<b>Case Number:</b> PB90-07	<b>Application Type:</b> Preliminary Plat/Use Permit Phase 5B
<b>Parcel Identification Numbers:</b> 0128-000-002H-0000 (Phase 5B)	<b>Existing Use:</b> Planned Unit Development
<b>2006 Land Use Plan Classification:</b> Full Service	<b>PUD Parcel Size (Acres):</b> 366.22 <b>Phase 5B:</b> 25.15
<b>Request:</b> Preliminary Plat/Use Permit	<b>Zoning:</b> SFO with PUD Overlay
<b>PUD Number of Units:</b> 303 units <b>Phase 5B:</b> 23 units	<b>PUD Density:</b> .87 units per acre <b>Phase 5B:</b> .91 units per acre
<b>PUD REQUIRED Open Space:</b> 128.18 acres (35%) <b>Phase 5B:</b> 7.01 acres (27.9%)	<b>PUD PROVIDED Open Space:</b> 137.95 acres (37.67%) <b>Phase 5B:</b> 7.01 acres (27.9%)

### SURROUNDING PARCELS

	Land Use	Zoning
North	Single Family Dwellings, Hotel and National Audubon Society Property	SFO with PUD Overlay
South	Single Family Dwellings and National Audubon Society Property	SFO with PUD Overlay
East	Single Family Dwellings and Atlantic Ocean	SFO with PUD Overlay
West	National Audubon Society Property	SFO with PUD Overlay

### STAFF ANALYSIS

The applicant is requesting preliminary plat/use permit approval for a 23 lot residential subdivision within the Pine Island Planned Unit Development (PUD). On September 16, 2019, the Board of Commissioners approved an amended sketch plan/use permit for Pine Island PUD to allow Phase 5B (Lot 4R) to be developed as 23 single-family dwelling lots on condition that the side setbacks shall be

a minimum of 15' on the proposed lots. The applicant is proposing 15' side setbacks for principal structures. The property is located adjacent to the Atlantic Ocean, south of the Hampton Inn in Corolla. Paved sidewalks are proposed within the subdivision and connections will be made to the existing sidewalk along NC12. Community water access is available on the North and South of the property and each owner of oceanfront property may construct a private beach access way. A cabana is proposed at the northern end of the property.

A community meeting was not required for this application; community meetings are not required for plats of less than 50 lots.

INFRASTRUCTURE	
Water	Public
Sewer	Private Centralized System
Transportation	Pedestrian: Proposed sidewalk will connect to path along NC12 Connectivity Score: Minimum = 1.2 Proposed = 1.5
Stormwater/Drainage	Reviewed by Soil and Stormwater Manager.
Lighting	None proposed.
Landscaping	Street Trees will be required.
Parking	Adequate parking will be provided on each lot as well as at the proposed cabana amenity.
Compatibility	The use is compatible with the 2006 Land Use Plan.
Recreation and Park Area Dedication	A fee-in-lieu will be provided. The fee will be based on the assessed value at the time of final plat.
Riparian Buffers	CAMA regulations apply to oceanfront lots.

## RECOMMENDATIONS

### TECHNICAL REVIEW COMMITTEE

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

1. The application complies with all applicable review standards of the UDO.
2. The applicant demonstrates the proposed use will meet the use permit review standards of the UDO.
3. The conditions of approval necessary to ensure compliance with the review standards of the UDO and to prevent or minimize adverse effects of the development application on surrounding lands include:
  - a. Side setbacks shall be a minimum of 15' for principal structures.
  - b. A fee in lieu is required and shall be paid prior to final plat.

## USE PERMIT REVIEW STANDARDS

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

The use will not endanger the public health or safety.

Preliminary Applicant Findings:

1. The use conforms to adjacent land uses.
2. Appropriate considerations to these components will be given during design of construction drawings.
3. The proposed development will be served by a new roadway meeting NCDOT standards and water/sewer meeting State regulations.

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

Preliminary Applicant Findings:

1. The proposed use will not injure the values of adjoining or abutting properties and will complement the adjoining existing uses.
2. The proposed single family dwelling lots are equivalently sized (actually larger) to the adjoining subdivision and offer similar amenities.

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

Preliminary Staff Findings:

The 2006 Land Use Plan classifies this site as Full Service within the Corolla subarea. The proposed use is consistent with the policies of the plan, including:

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

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

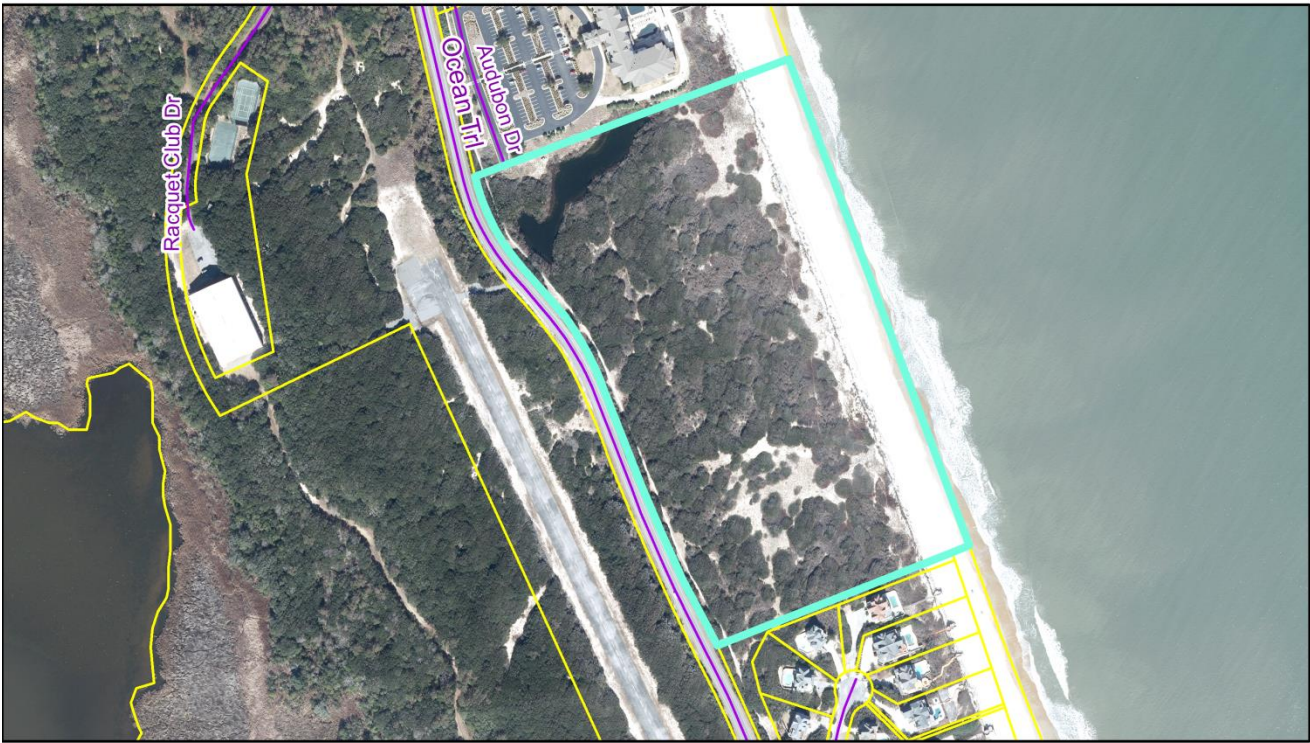
1. OPEN SPACE DEVELOPMENTS that cluster homes on less land, preserving permanently dedicated open space and often employ on-site or community sewage treatment.

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

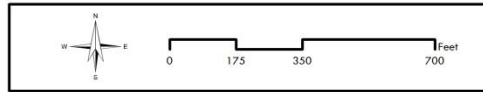
Preliminary Staff Findings:

1. The proposed use will not exceed the county's ability to provide adequate public facilities. Utility services are proposed for the site, wastewater and water capacity are available, and on-site stormwater management is proposed to address additional run-off.





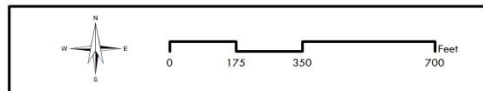
Pine Island PUD Phase 5B  
Preliminary Plat/Use Permit  
Aerial



Currituck County  
Planning and Community  
Development



Pine Island PUD Phase 5B  
Preliminary Plat/Use Permit  
Zoning

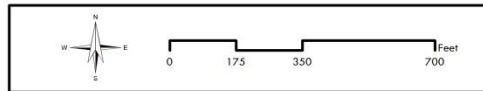


Currituck County  
Planning and Community  
Development





Pine Island PUD Phase 5B  
Preliminary Plat/Use Permit  
Land Use Plan Classification



Currituck County  
Planning and Community  
Development

Attachment: 1 Staff Report PI Phase 5B (PB 90-07 Pine Island, Phase 5)

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



# Major Subdivision Application

## OFFICIAL USE ONLY:

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

## Contact Information

## APPLICANT:

Name: Turnpike Properties, LLC  
 Address: 4400 Silas Creek Parkway, Suite 302  
Winston Salem, NC 27104  
 Telephone: (336)722-2236  
 E-Mail Address: rbizzard1@me.com

## PROPERTY OWNER:

Name: Pine Island Properties, LLC  
 Address: 2200 Silas Creek Parkway, Suite 302  
Winston Salem, NC 27104  
 Telephone: (336) 722-2236  
 E-Mail Address: rbizzard1@me.com

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: same

## Request

Physical Street Address: Audubon Drive  
 Parcel Identification Number(s): 128000002H0000  
 Subdivision Name: Pine Island PUD  
 Number of Lots or Units: 23 Lots Phase: 5B

## 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.

O. Rolf Blizzard, III  
**O. Rolf Blizzard, III, Managing Director for Manager**  
 Property Owner(s)/Applicant\*

12/18/19

Date

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

## Community Meeting, if applicable

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

**Use Permit Review Standards, if applicable***PUD Amended Sketch Plan/Use Permit, Type II Preliminary Plat*

Purpose of Use Permit and Project Narrative (please provide on additional paper if needed): \_\_\_\_\_  
 Lot 4R is proposed to be developed into 23 SFD lots, the amended sketch plan for Pine Island PUD was recently updated  
 to reflect this change and approved.

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.  
 The proposed use will not materially endanger the public health or safety as the use conforms to adjacent land  
 uses. Appropriate consideration to these components will be given during design of construction drawings. The  
 proposed development will be served by a new roadway meeting NCDOT standards and water/sewer meeting State regulations.
- 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.  
 The proposed use will not injure the value of adjoining or abutting properties  
 and will compliment the adjoining existing uses. The proposed SFD lots are equivalently  
 sized (actually larger) than the adjoining subdivision and offers similar amenities.
- C. The use will be in conformity with the Land Use Plan or other officially adopted plan.  
 The proposed use is in general conformance with the County's Land Use Plan, current UDO,  
 and the latest approved sketch plan. The proposed uses are within the PUD, meet the UDO's Bulk & Dimensional  
 Standards as specified in the Transitional Provisions of Chapter 1, and match the County's Future Land Use Plan.
- 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.  
 The proposed use will not exceed the County's ability to provide adequate public facilities.  
 Utility services are proposed for the site, wastewater and water capacity are available, and  
 on-site stormwater management is proposed to address additional runoff.

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.



**O. Rolf Blizzard, III, Managing Director for Manager**

Property Owner(s)/Applicant\*

**12/18/19**

Date

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

Major Subdivision Application  
 Page 6 of 12

Revised 8/29/2018

Attachment: 2 Application (PB 90-07 Pine Island, Phase 5)



# PINE ISLAND PUD, PHASE 5B

ADDRESS ASSIGNMENT:	LOT 12 = 304 AUDUBON DR.
LOT 1 = 331 AUDUBON DR.	LOT 13 = 307 AUDUBON DR.
LOT 2 = 329 AUDUBON DR.	LOT 14 = 306 AUDUBON DR.
LOT 3 = 327 AUDUBON DR.	LOT 15 = 308 AUDUBON DR.
LOT 4 = 325 AUDUBON DR.	LOT 16 = 310 AUDUBON DR.
LOT 5 = 323 AUDUBON DR.	LOT 17 = 312 AUDUBON DR.
LOT 6 = 321 AUDUBON DR.	LOT 18 = 314 AUDUBON DR.
LOT 7 = 319 AUDUBON DR.	LOT 19 = 318 AUDUBON DR.
LOT 8 = 317 AUDUBON DR.	LOT 20 = 320 AUDUBON DR.
LOT 9 = 315 AUDUBON DR.	LOT 21 = 322 AUDUBON DR.
LOT 10 = 313 AUDUBON DR.	LOT 22 = 324 AUDUBON DR.
LOT 11 = 311 AUDUBON DR.	LOT 23 = 326 AUDUBON DR.

## OWNERSHIP & 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 AREAS 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 OWNER'S ASSOCIATION. ALL PROPERTY SHOWN ON THIS PLAT AS DEDICATED FOR 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.

OWNER DATE

## NOTARY CERTIFICATE

I, \_\_\_\_\_, A NOTARY PUBLIC OF \_\_\_\_\_ COUNTY NORTH CAROLINA, DO HEREBY CERTIFY THAT \_\_\_\_\_ PERSONALLY APPEARED BEFORE ME THIS DATE AND ACKNOWLEDGE THE DUE EXECUTION OF THE FOREGOING CERTIFICATE.

WITNESS MY HAND AND SEAL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2019.

NOTARY PUBLIC DATE

## PRIVATE STREETS OWNER CERTIFICATE

I HEREBY CERTIFY THAT THE PRIVATE STREETS SHOWN ON THIS PLAT ARE INTENDED FOR PRIVATE USE AND WILL REMAIN UNDER THE CONTROL, MAINTENANCE AND RESPONSIBILITY OF THE DEVELOPER AND/OR A HOMEOWNER'S ASSOCIATION AND ACKNOWLEDGE THAT SOME PUBLIC SERVICES MAY NOT BE PROVIDED DUE TO THE PRIVATE NATURE OF THE ROAD.

OWNER DATE

## 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 ADMINISTRATOR, SUBJECT TO ITS BEING RECORDED IN THE OFFICE OF THE CURRITUCK COUNTY REGISTER OF DEEDS WITHIN NINETY (90) DAYS OF THE DATE BELOW.

ADMINISTRATOR DATE

## ENVIRONMENTAL CONCERN CERTIFICATE

THIS SUBDIVISION (OR PORTIONS THEREOF) IS LOCATED WITHIN AN AREA OF ENVIRONMENTAL CONCERN

LOCAL PERMIT OFFICER DATE

## REVIEW OFFICER'S CERTIFICATE

STATE OF NORTH CAROLINA  
COUNTY OF CURRITUCK

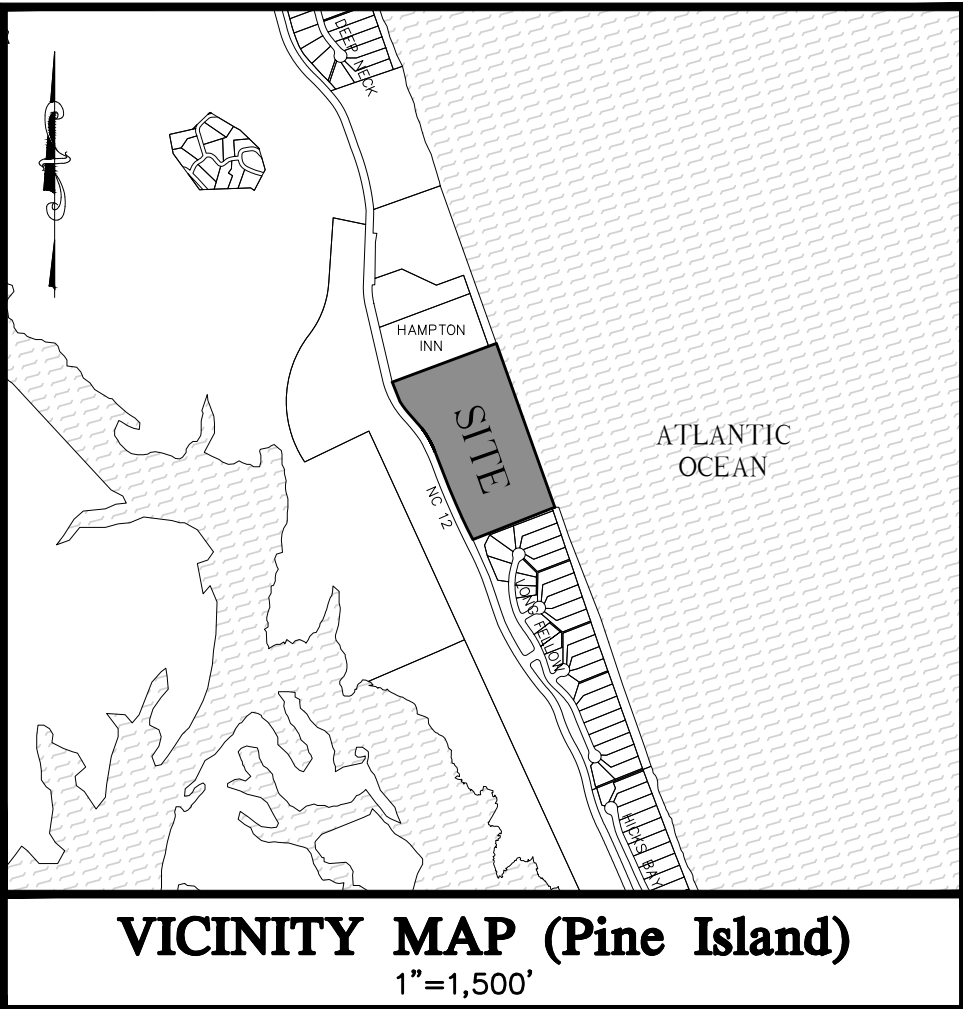
I, \_\_\_\_\_, REVIEW OFFICER OF CURRITUCK COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER DATE

## 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 QUIBLE & ASSOCIATES, P.C., AND SAID IMPROVEMENTS COMPLY WITH CURRITUCK COUNTY SPECIFICATIONS.

REGISTERED ENGINEER DATE



## PRIVATE ACCESS DISCLOSURE STATEMENT

PRIVATE ACCESS STREETS DO NOT MEET THE NCDOT'S MINIMUM STANDARDS FOR ASSUMPTION OF MAINTENANCE. CURRITUCK COUNTY DOES NOT CONSTRUCT OR MAINTAIN STREETS. FURTHER, SUBDIVISION OF ANY LOT SHOWN ON THIS PLAT MAY BE PROHIBITED BY THE CURRITUCK COUNTY UDO UNLESS THE PRIVATE ACCESS STREET IS IMPROVED CONSISTENT WITH MINIMUM NCDOT STANDARDS.

## EASEMENT ESTABLISHMENT STATEMENT

A 10 FOOT EASEMENT FOR UTILITIES AND DRAINAGE ALONG REAR AND SIDE PROPERTY LINES AND A 15 FOOT EASEMENT ALONG THE FRONT PROPERTY LINE IS HEREBY ESTABLISHED.

ALL SIDEWALK AREAS ARE HEREBY ESTABLISHED AS PEDESTRIAN EASEMENTS.

## FLOODWAY/FLOODPLAIN STATEMENT

USE OF LAND WITHIN A FLOODWAY OR FLOODPLAIN IS SUBSTANTIALLY RESTRICTED BY CHAPTER 7 OF THE CURRITUCK COUNTY UNIFIED DEVELOPMENT ORDINANCE.

## PUBLIC DEDICATION OF RECREATION AND PARK AREA STATEMENT

A PAYMENT-IN-LIEU OF RECREATION AND PARK AREA DEDICATION HAS BEEN PROVIDED IN ACCORDANCE WITH THE CURRITUCK COUNTY UNIFIED DEVELOPMENT ORDINANCE. PAYMENTS-IN-LIEU RECEIVED BY THE COUNTY SHALL BE USED ONLY FOR THE ACQUISITION OR DEVELOPMENT OF RECREATION AND PARK AREAS, AND OPEN SPACE SITES CONSISTENT WITH THE REQUIREMENTS OF NORTH CAROLINA GENERAL STATUTES SECTION 153A-331.

## STORMWATER STATEMENT

NO MORE THAN 45% OF LOTS 1-23 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.

## SURVEYOR'S CERTIFICATE

I, JOHN M. HURDLE, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (SEE NOTES); THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS DASHED LINES AND ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN (SEE NOTES); THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000+; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 41-30 AS AMENDED.

THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.

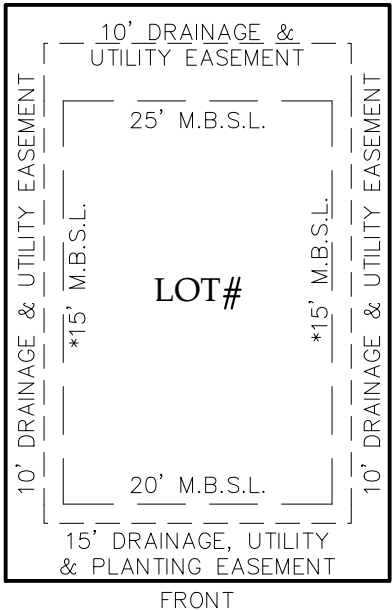
WITNESS MY ORIGINAL SIGNATURE, REGISTRATION AND SEAL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020, A.D.

JOHN M. HURDLE, PLS NC L-5209

- NOTES:
- PROPERTY OWNER / APPLICANT: PINE ISLAND PROPERTIES LLC, 1100 SOUTH STRATFORD RD, SUITE 300 WINSTON SALEM, NC 27103
  - PROPERTY IDENTIFICATION: PID: 01280000002H0000 PIN: 9942-TT-8603
  - RECORDED REFERENCE: D.B. 1071, PG. 310, PG. "J", SL 118
  - PROPERTY ZONED: LIMITED BUSINESS (LB) W/UD OVERLAY
  - TOTAL AREA = 1,095,671.41 SQ. FT. (25.15 AC)  
OPENSOURCE = 305,233.03 SQ. FT. (7.01 AC) OR 27.9%  
LOT AREA = 1,081,78.02 SQ. FT. (16.26 AC)  
ROW = 82,260.42 SQ. FT. (1.89 AC)
  - PROPOSED 23 LOT SUBDIVISION.
  - BOUNDARY AND TOPOGRAPHIC DATA SHOWN ON THIS PLAN ARE BASED ON SURVEY BY QUIBLE & ASSOCIATES, P.C., DATED 10/22/12.
  - PROPERTY LOCATED IN FIRM ZONES "VE" (11) & "X" PANEL#: 3T20944200K DATED 12/21/18. (SUBJECT TO CHANGE BY FEMA)
  - VERTICAL DATUM NAVD 88, BASED UPON RAPID STATIC GPS POST PROCESSED IN OPUS AND NGS MONUMENT "RUN".
  - THIS PLAN SUBJECT TO ANY FACTS, INCLUDING BUILDING SETBACK, RESTRICTIONS, EASEMENTS, COVENANTS, ETC., THAT MAY BE REVEALED BY A FULL AND ACCURATE TITLE SEARCH.
  - HORIZONTAL DATUM IS NAD83 (2011), DERIVED FROM NGS MONUMENT "RUN".
  - THERE ARE NO JURISDICTIONAL WETLANDS OR WATERS ON THE SUBJECT PROPERTY.
  - SOIL TYPES: NEWHAN FINE SAND (N6C), BEACHES-NEWHAN ASSOCIATION (BN) (SOILS BOUNDARY SHOWN IS APPROXIMATE).

## LEGEND

- EXISTING ASPHALT PAVEMENT
- EXISTING IRON ROD
- CALCULATED POINT
- EXISTING TELEPHONE
- EXISTING CABLE
- EXISTING TRANSFORMER
- EXISTING FIRE HYDRANT
- EXISTING WATER VALVE
- EXISTING CONTOUR
- FIRM ZONE BOUNDARY
- EXISTING STORMWATER PIPE
- EXISTING WATERLINE
- EXISTING FORCEMAIN
- EXISTING TELEPHONE
- EXISTING CABLE
- EXISTING FIBER OPTIC
- TOTAL DISTANCE
- PROPOSED SANITARY MANHOLE/PUMP STATION
- PROPOSED WATERLINE
- PROPOSED SANITARY SEWER



## TYPICAL LOT SETBACKS & EASEMENTS

\*CORNER LOTS SHALL HAVE 20' SIDE M.B.S.L.

PRELIMINARY PLAT 1 OF 3

LOT 4R  
PINE ISLAND PUD, PHASE 5B

POPLAR BRANCH TOWNSHIP CURRITUCK COUNTY NORTH CAROLINA

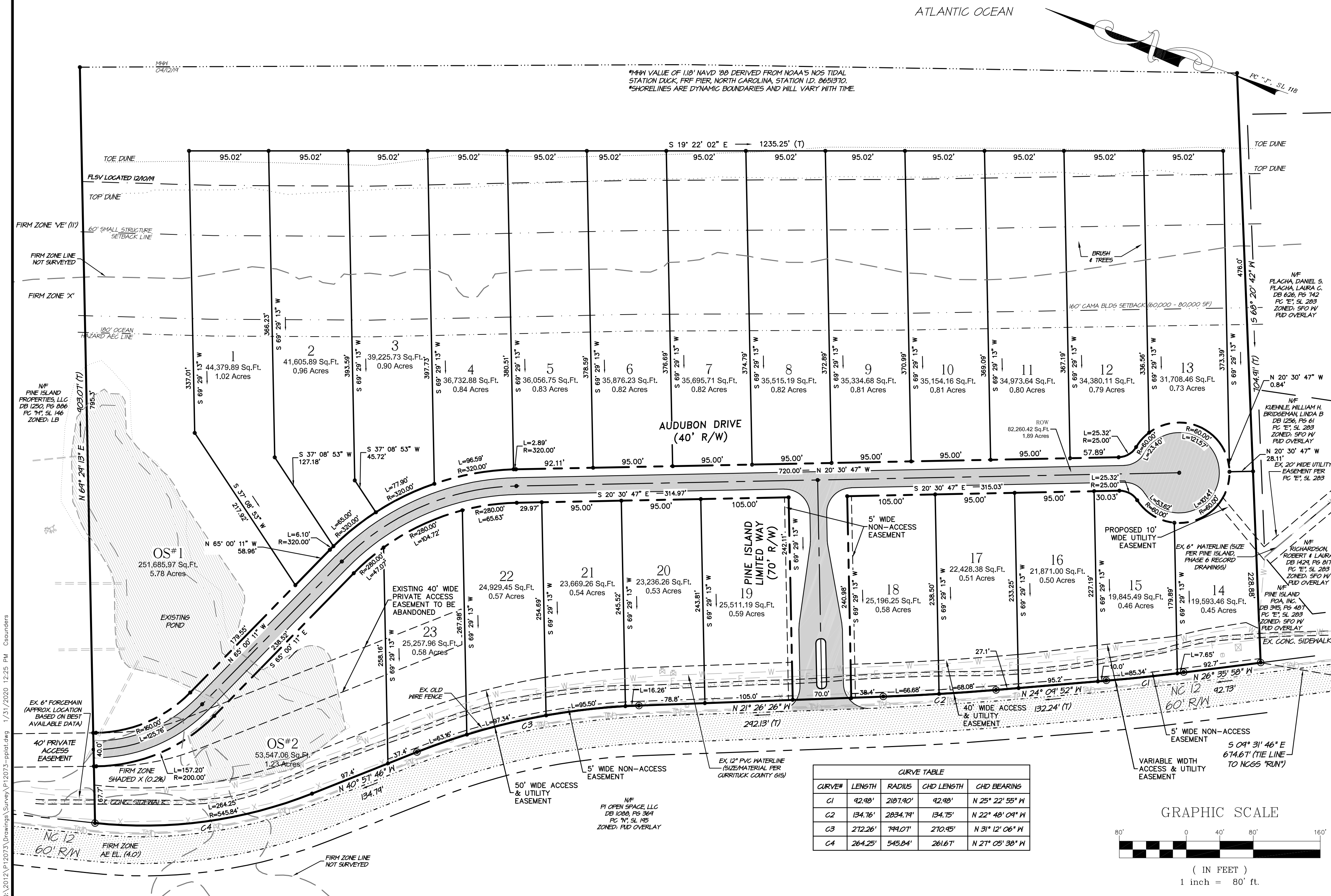
COMMISSION NO.	P12073
DRAWN BY	CMS/JMH
CHECKED BY	JMH
SCALE	1"=80'
ISSUE DATE	01/21/20

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THIS DOCUMENT IS THE PROPERTY OF QUIBLE & ASSOCIATES, P.C. ANY ALTERATION OF THIS DOCUMENT IS PROHIBITED.  
IF THIS DOCUMENT IS NOT SIGNED AND SEALED BY A LICENSED PROFESSIONAL THEN THIS DOCUMENT SHALL BE CONSIDERED PRELIMINARY, NOT SHALL NOT BE USED FOR CONSTRUCTION, RECORDATION, SALES OR LAND CONVEYANCES, UNLESS OTHERWISE NOTED.

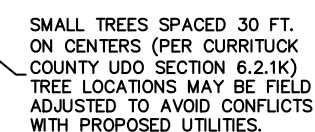
PRELIMINARY  
PLEASE DO NOT  
RECORDATION  
CONVEYANCES  
ON THIS  
HURDLE  
CERTIFICATION

NC License#: C-0208  
SINCE 1959  
Quible & Associates, P.C.  
ENGINEERING\*\* \* CONSULTING \* PLANNING  
ENVIRONMENTAL SCIENCES \* SURVEYING\*\*  
ENGINEERING/SURVEYING NOT OFFERED AT BLACK MTN. OFFICE\*\*  
8466 CAROTONE HWY  
POWELL'S POINT, NC 27966  
Phone: (252) 491-8147  
Fax: (252) 491-8146  
admin@quible.com  
quible.com

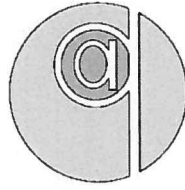












**SITE NARRATIVE**  
**Pine Island, Phase 5B**  
**Preliminary Plat**  
**Corolla, Currituck County, North Carolina**

Prepared for:  
Turnpike Properties, LLC  
4400 Silas Creek Parkway, Suite 302  
Winston Salem, NC 27104

Prepared by:  
Quible & Associates, P.C.  
PO Drawer 870  
Kitty Hawk, NC 27949

December 23, 2019  
Revised: January 21, 2020  
P12073

Attachment: 4 Revised Narrative (PB 90-07 Pine Island, Phase 5)

## Table of Contents

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Soils .....	4
Utilities .....	4
Proposed Zoning Conditions/Dimensional Standards .....	4

## Appendices

*Appendix A – Existing State Stormwater Permit*

*Appendix B - Stormwater Calculations*

*Appendix C – NRCS Web Soil Survey Data*

*Appendix D – Wastewater Commitment to Serve Letter*

## Overview

This narrative will detail the stormwater management plan for Pine Island, Phase 5B Subdivision located in Corolla, Currituck County.

The proposed subdivision is 25.15 acres in size and is formerly known as Lot 4R within the Pine Island PUD Amended Sketch Plan. The lot is located adjacent to the existing Phase 5A Hotel Lot (Hampton Inn), the Atlantic Ocean, Pine Island, Phase 6 residential development, and NC 12. The existing land is vacant and consists of open space with brush throughout. Surrounding development consists of residential lots, the Pine Island Airfield, and the existing Hampton Inn. There is an existing pond on site that serves the Hampton Inn and the current open space.

The Developer is proposing a 23-lot subdivision with associated improvements such as streets, sidewalks, stormwater control measures, domestic water supply, and other associated utilities. The runoff from impervious surfaces in this subdivision will be directed to roadside and property line swales then taken to the existing pond that is permitted as a stormwater control measure. The existing permit for this pond will be updated to treat the proposed coverage.

The following narrative sections will detail the parameters of the stormwater management plan and demonstrate compliance with the State and County stormwater management requirements.

## Existing Site

As stated above, the subject parcel is vacant and consists of vegetated open space. There is an existing wet pond shared with the adjacent northern property. Runoff from the existing site currently infiltrates within existing low spots or discharges into this existing pond. The parcel currently has no existing impervious surfaces or improvements other than an existing sidewalk along NC 12.

An existing 12" watermain and an existing 6" wastewater forcemain are available along NC 12.

## Proposed Development

### *Access*

The proposed subdivision will connect into an existing 40' Private Access Easement adjacent to Hotel Lot 3R (Audubon Drive). In addition, a second access will connect the subdivision to NC 12. The provided roadway is 20' wide with a 2' wide gravel shoulder capable of withstanding 75,000 lbs, which allows for fire access to the site. A cul-de-sac is available with a 48' radius for fire department and vehicular turn around.

A sidewalk is proposed along Audubon Drive Extension, which will connect the beach access at the southern property line and the amenity located adjacent to the northern property line. Pedestrian access is proposed through the subdivision to connect residents with the proposed site amenities. The existing sidewalk along NC 12 will remain in place.

### *Stormwater Management Plan*

Stormwater to serve the proposed subdivision will include roadside swales and lot line swales throughout to direct stormwater towards an existing pond. This pond will be expanded to account for all impervious improvements within the proposed subdivision. With this pond expansion the existing State permit will be modified within the existing South Pond Drainage



Site Plan Narrative  
Pine Island Phase 5B - Preliminary Plat  
Revised: January 21, 2020

Basin only. The existing permit has been included within **Appendix A** for reference. The existing permit allows for the following required and permitted storage:

**Table 1: Existing State Stormwater Permit Summary**

	SCM	Permitted Drainage Area (sf)	Total Coverage within Drainage Area (sf)	Total Required Storage	Total Permitted Provided Storage	Description
Drainage Area 1 (Lots 1A-1F)	North Pond	198,784	114,169	4,346	65,055	No changes proposed
Drainage Area 2 (Beach Club and Lot 2R)	Infiltration Basin	221,556	82,506	3,905	12,836	No changes proposed
Drainage Area 3 (Hotel Lot & Phase 5B)	South Pond	1,494,108	177,087	13,804	101,454	To be updated

Drainage Area 3 was previously designed and permitted to handle 177,087 sf of coverage. The entirety of this coverage is designated to the existing Hotel Lot. This assumption is based on the previously performed ALTA survey (updated in 2006) and previous stormwater certifications. The drainage area for this wet pond contains the existing open space within Phase 5B and will be updated to account for the proposed impervious coverage. The proposed coverage within the Phase 5B residential lots are proposed to route the 10-yr post developed storm back to the 2-yr predeveloped condition. Supporting calculations are provided within **Appendix B**. The 10-yr post-developed volume is 91,905 cf and the 2-yr pre-developed wooded condition does not produce runoff due to the low curve number and type A soils. Therefore, the entirety of the 10-yr post developed volume will need to be stored on site within the South pond.

The proposed Drainage Area 3 stormwater management facility has been designed to provide the following storage above a permanent pool elevation of 3.0' and a top of 5.0' (based on the existing State permit). The existing water table appears to be approximately 2.0' based on survey data collected on 04/12/2019:

**Table 2: Above Permanent Pool Storage Provided in Wet Detention Basin**

Elev	Area (sf)	Avg area (sf)	Volume (cf)	Cum Vol. (cf)
3	49,524			0
		51,528	51,528	
4	53,532			51,528
		55,565.8	55,566	
5	57,599.6			107,094

This storage accounts for over 105,709 cf of storage (91,905 cf and 13,804 cf) to route the proposed subdivision coverage back from the 10-yr actual to a 2-yr wooded condition. In addition, 13,804 cf is provided to accounted for the existing permitted Hotel facility. Calculations for routing and County storage have been provided within **Appendix B**.

### Soils

The USDA NRCS Soil Survey lists the soil in the vicinity of the stormwater infiltration basin as described below.

- **BN – Beaches-Newhan association**  
This soil typically has 0 to 30 percent slopes. Beaches-Newhan typically has a very low runoff rate and is typically excessively drained. This soil is categorized in Hydrologic Soil Group: A
- **NeC – Newhan fine sand**  
This soil typically has 0 to 10 percent slopes. Newhan fine sand typically has a very low runoff rate and is typically excessively drained. This soil is categorized in Hydrologic Soil Group: A

See attached soil memorandum in **Appendix C** for additional information. The proposed stormwater management facility will provide an adequate system to meet State and local requirements for stormwater storage. An existing high-density stormwater permit will be modified as required by NC DEQ along with deed restrictions for each individual lot. Stormwater calculations have been included within **Appendix B**.

### Utilities

The County has an existing 12" water line that runs along NC12 and a 6" branch exists along the southern property line adjacent to NC12. The proposed subdivision will provide an 8" loop between the existing 6" and 12" waterlines. A 10' wide easement will be provided over the propose 8" waterline outside of the proposed right-of-way. A willingness to serve from Currituck County has been requested.

The proposed wastewater effluent from the proposed single-family homes will be collected via gravity into a central sewer system and directed into a downstream pump station. This pump station will then connect via forcemain into the existing 6" forcemain along NC 12. A willingness to serve letter from Pine Island Currituck, LLC (Owner/operator of the downstream WWTP) is included within **Appendix D**.

### Proposed Zoning Conditions/Dimensional Standards

Proposed lot dimensions are designed to meet Bulk Dimensional and Transitional standards as listed within Table 1.8.6.A in the Currituck County Uniform Development Ordinance. Lots are designed to greater than 19,000 sf residential standards:

**Table 3: Lot Dimension Summary**

	Minimum Lot Area	Minimum Lot Width	Lot Coverage
Single Family	10,000 sf w/ Central Sewer	65' (65' provided)	30%*

\*Lot coverage increased by 15% for use of designed stormwater control measure as allowed by County Stormwater Manual

## **Appendix A – Existing State Stormwater Permit**



North Carolina Department of Environment and Natural Resources

Pat McCrory  
Governor

John E. Skvarla, III  
Secretary

October 27, 2014

Turnpike Properties, LLC  
Mr. Rolf Blizzard, Manager  
1100C S. Stratford Rd., Suite 300  
Winston Salem, NC 27103

**Subject: Stormwater Permit No. SW7020721 Modification  
Pine Island Hotel, Phase 5a Modifications Including Phase 9  
High Density Wet Ponds and Infiltration Basin Project  
Currituck County**

Dear Mr. Blizzard:

The Washington Regional Office received a complete Stormwater Management Permit Modification Application for Pine Island Hotel, Phase 5a Modifications Including Phase 9 on September 26, 2014 and additional information on October 24, 2014. Staff review of the plans and specifications has determined that the project, as proposed, will comply with the Stormwater Regulations set forth in Title 15A NCAC 2H.1000. We are forwarding Permit No. SW7020721 Modification, dated October 27, 2014, for the construction of the subject project. The Modification is to include 6 residential lots, changes to layout of Beach Club and to incorporate the proposed single family residence lot 2R that replaced existing Flyway Grill as originally permitted.

This permit shall be effective from the date of issuance until October 27, 2022, shall void permit SW7020721 issued on September 30, 2002 and shall be subject to the conditions and limitations as specified therein. Please pay special attention to the Operation and Maintenance requirements in this permit. Failure to establish an adequate system for operation and maintenance of the stormwater management system will result in future compliance problems.

If any parts, requirements, or limitations contained in this permit are unacceptable, you have the right to request an adjudicatory hearing upon written request within thirty (30) days following receipt of this permit. This request must be in the form of a written petition, conforming to Chapter 150B of the North Carolina General Statutes, and filed with the Office of Administrative Hearings, 6714 Mail Service Center, Raleigh, NC 27699-6714. Unless such demands are made this permit shall be final and binding.

If you have any questions, or need additional information concerning this matter, please contact me at (252) 946-6481.

Sincerely,

Samir Dumpor, PE  
Environmental Engineer

**STATE OF NORTH CAROLINA  
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
DIVISION OF ENERGY, MINERAL, AND LAND RESOURCES**

**STATE STORMWATER MANAGEMENT PERMIT**

**HIGH DENSITY SUBDIVISION DEVELOPMENT**

In accordance with the provisions of Article 21 of Chapter 143, General Statutes of North Carolina as amended, and other applicable Laws, Rules, and Regulations

PERMISSION IS HEREBY GRANTED TO

*Turnpike Properties, LLC*

*Pine Island Hotel, Phase 5a Modifications Including Phase 9*

*Currituck County*

FOR THE

construction, operation and maintenance of two wet detention ponds and one infiltration basin in compliance with the provisions of 15A NCAC 2H .1000 (hereafter referred to as the "stormwater rules") and the approved stormwater management plans and specifications and other supporting data as attached and on file with and approved by the Division of Energy, Mineral, and Land Resources (Division) and considered a part of this permit.

This permit shall be effective from the date of issuance until October 27, 2022 and shall be subject to the following specified conditions and limitations:

**I. DESIGN STANDARDS**

1. This permit is effective only with respect to the nature and volume of stormwater described in the application and other supporting data.
2. This stormwater system has been approved for the management of stormwater runoff as described in Section I.5 on page 3 of this permit..
3. The runoff from all built-upon area within the permitted drainage area of this project must be directed into the permitted stormwater control system.
4. The built-upon areas associated with this project shall be located at least 50 feet landward of all perennial and intermittent surface waters.
5. The following design elements have been permitted for this wet detention pond stormwater facility, and must be provided in the system at all times.



**2 Wet Ponds:**

	<b><u>South Pond</u></b>	<b><u>North Pond</u></b>
a. Drainage Area, acres:	34.3	198,784 s.f.
b. Total Impervious Surfaces, ft <sup>2</sup> :	177,087	114,169
c. Average Pond Design Depth, feet:	6.00	3.50
d. TSS removal efficiency:	90%	90%
e. Design Storm:	1.0"	1.5"
f. Permanent Pool Elevation, FMSL:	3.00	2.50
g. Required Surface Area @PP, ft <sup>2</sup> :	9,350	23,645
h. Permitted Surface Area @PP, ft <sup>2</sup> :	46,550	23,645
i. Required Storage Volume, ft <sup>3</sup> :	13,804	4,346
j. Permitted Storage Volume, ft <sup>3</sup> :	101,454	65,055
k. Storage Elevation, FMSL:	5.00	5.00
l. Controlling Orifice :	no outlet from either pond	
m. Receiving Stream / River Basin:	Currituck Sound / Pasquotank	
n. Stream Index Number:	30-1	
o. Classification of Water Body:	"SC"	

**6 Residential Lots draining to North Pond are limited to 45% Lot Coverage per the Unified Development Ordinance of Currituck County.**

**Infiltration Basin:**

a. Drainage Area, ft <sup>2</sup> :	221,556
b. Total Impervious Surfaces, ft <sup>2</sup> :	80,074
c. Design Storm, inches:	1.5"
d. Basin Depth, feet:	1.50
e. Bottom Elevation, FMSL:	4.50
f. Bottom Surface Area, ft <sup>2</sup> :	7,649
g. Bypass Weir Elevation, FMSL:	6.00
h. Permitted Storage Volume, ft <sup>3</sup> :	12,836
i. Type of Soil:	Newhan
j. Expected Infiltration Rate, in/hr:	7.50
k. Seasonal High Water Table, FMSL:	2.50
l. Time to Draw Down, days:	0.10
m. Receiving Stream/River Basin:	Currituck Sound/Pasquotank
n. Stream Index Number:	30-1
o. Classification of Water Body:	"SC"

**II. SCHEDULE OF COMPLIANCE**

1. No homeowner/lot owner/developer shall fill in, alter, or pipe any drainage feature (such as swales) shown on the approved plans as part of the stormwater management system without submitting a revision to the permit and receiving approval from the Division.
2. The permittee is responsible for verifying that the proposed built-upon area for the entire lot does not exceed the maximum allowed by this permit. Once the lot transfer is complete, the built-upon area may not be revised without approval from the Division, and responsibility for meeting the built-upon area limit is transferred to the individual property owner.
3. If an Architectural Review Board or Committee is set up by the permittee to review plans for compliance with the BUA limit, the plans reviewed must include all proposed built-upon area. Any approvals given by the Board do not relieve the homeowner of the responsibility to maintain compliance with the permitted BUA limit.



4. The Director may notify the permittee when the permitted site does not meet one or more of the minimum requirements of the permit. Within the time frame specified in the notice, the permittee shall submit a written time schedule to the Director for modifying the site to meet minimum requirements. The permittee shall provide copies of revised plans and certification in writing to the Director that the changes have been made.
5. The stormwater management system shall be constructed in its entirety, vegetated and operational for its intended use prior to the construction of any built-upon surface.
6. The permittee shall submit to the Director and shall have received approval for revised plans, specifications, and calculations prior to construction, for any modification to the approved plans, including, but not limited to, those listed below:
  - a. Any revision to the approved plans, regardless of size.
  - b. Project name change.
  - c. Transfer of ownership.
  - d. Redesign or addition to the approved amount of built-upon area.
  - e. Further subdivision, acquisition, or sale of all or part of the project area.  
The project area is defined as all property owned by the permittee, for which Sedimentation and Erosion Control Plan approval or a CAMA Major permit was sought.
  - f. Filling in, altering, or piping of any vegetative conveyance shown on the approved plan.
7. The permittee shall submit for approval, final site layout and grading plans for any permitted future development areas shown on the approved plans, prior to construction.
8. All stormwater collection and treatment systems must be located in either dedicated common areas or recorded easements. The final plats for the project will be recorded showing all such required easements, in accordance with the approved plans.
9. During construction, erosion shall be kept to a minimum and any eroded areas of the system will be repaired immediately.
10. Upon completion of construction, prior to issuance of a Certificate of Occupancy, and prior to operation of this permitted facility, a certification must be received from an appropriate designer for the system installed certifying that the permitted facility has been installed in accordance with this permit, the approved plans and specifications, and other supporting documentation. Any deviations from the approved plans and specifications must be noted on the Certification.
11. If the stormwater system was used as an Erosion Control device, it must be restored to design condition prior to operation as a stormwater treatment device, and prior to occupancy of the facility.
12. The permittee shall at all times provide the operation and maintenance necessary to assure that all components of the permitted stormwater system function at optimum efficiency. The approved Operation and Maintenance Plan must be followed in its entirety and maintenance must occur at the scheduled intervals including, but not limited to:
  - a. Semiannual scheduled inspections (every 6 months).
  - b. Sediment removal.
  - c. Mowing and re-vegetation of side slopes.
  - d. Immediate repair of eroded areas.
  - e. Maintenance of side slopes in accordance with approved plans.

- f. Debris removal and unclogging of structures, orifice, catch basins and piping.
  - g. Access to all components of the system must be available at all times.
13. Records of maintenance activities must be kept by the permittee. The records will indicate the date, activity, name of person performing the work and what actions were taken.
  14. The permittee shall submit to the Division of Water Quality an annual summary report of the maintenance and inspection records for each BMP. The report shall summarize the inspection dates, results of the inspections, and the maintenance work performed at each inspection.
  15. This permit shall become void unless the facilities are constructed in accordance with the conditions of this permit, the approved plans and specifications, and other supporting data.
  16. Prior to transfer of the permit, the stormwater facilities will be inspected by DEMLR personnel. The facility must be in compliance with all permit conditions. Any items not in compliance must be repaired or replaced to design condition prior to the transfer. Records of maintenance activities performed to date will be required.
  17. Decorative spray fountains will be allowed in the stormwater treatment system, subject to the following criteria:
    - a. The fountain must draw its water from less than 2' below the permanent pool surface.
    - b. Separated units, where the nozzle, pump and intake are connected by tubing, may be used only if they draw water from the surface in the deepest part of the pond.
    - c. The falling water from the fountain must be centered in the pond, away from the shoreline.
    - d. The maximum horsepower for the fountain's pump is based on the permanent pool volume. The maximum pump power for a fountain in south pond is 3/4HP and north pond is 1/3HP.
  20. If permeable pavement credit is desired, the permittee must submit a request to modify the permit to incorporate such language as required by the Division of Energy, Mineral, and Land Resources. The request to modify must include a soils report identifying the type of soil, the Seasonal High Water Table elevation and the infiltration rate. Upon the successful completion of a permit modification, the individual lot owners that request to utilize permeable pavements must submit the necessary forms and documentation to the permittee and receive approval prior to construction of the permeable pavement.

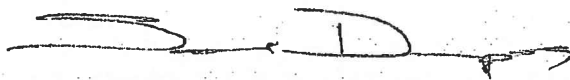
### III. GENERAL CONDITIONS

1. This permit is not transferable except after notice to and approval by the Director. In the event of a change of ownership, or a name change, the permittee must submit a completed Name/Ownership Change form signed by both parties, to the Division, accompanied by the supporting documentation as listed on page 2 of the form. The approval of this request will be considered on its merits and may or may not be approved.
2. The permittee is responsible for compliance with all permit conditions until such time as the Division approves a request to transfer the permit.
3. Failure to abide by the conditions and limitations contained in this permit may subject the Permittee to enforcement action by the Division, in accordance with North Carolina General Statute 143-215.6A to 143-215.6C.

4. The issuance of this permit does not preclude the Permittee from complying with any and all statutes, rules, regulations, or ordinances, which may be imposed by other government agencies (local, state, and federal) having jurisdiction.
5. In the event that the facilities fail to perform satisfactorily, including the creation of nuisance conditions, the Permittee shall take immediate corrective action, including those as may be required by this Division, such as the construction of additional or replacement stormwater management systems.
6. The permittee grants DENR Staff permission to enter the property during normal business hours for the purpose of inspecting all components of the permitted stormwater management facility.
7. The permit issued shall continue in force and effect until revoked or terminated. The permit may be modified, revoked and reissued or terminated for cause. The filing of a request for a permit modification, revocation and re-issuance or termination does not stay any permit condition.
8. Unless specified elsewhere, permanent seeding requirements for the stormwater control must follow the guidelines established in the North Carolina Erosion and Sediment Control Planning and Design Manual.
9. Approved plans and specifications for this project are incorporated by reference and are enforceable parts of the permit.
10. The issuance of this permit does not prohibit the Director from reopening and modifying the permit, revoking and reissuing the permit, or terminating the permit as allowed by the laws, rules and regulations contained in Session Law 2008-211, Title 15A NCAC 2H.1000, and NCGS 143-215.1 et.al.
11. The permittee shall notify the Division in writing of any name, ownership or mailing address changes at least 30 days prior to making such changes.
12. This permit shall be effective from the date of issuance until June 4, 2019. Application for permit renewal shall be submitted 180 days prior to the expiration date of this permit and must be accompanied by the processing fee.

Permit issued this the 27th day of October, 2014.

#### NORTH CAROLINA ENVIRONMENTAL MANAGEMENT COMMISSION



Tracy E. Davis, PE, CPM  
 Division of Energy, Mineral, and Land Resources  
 By Authority of the Environmental Management Commission

**Permit Number SW7020721 Modification**

Pine Island Hotel, Phase 5a Modifications Including Phase 9  
 Stormwater Permit No. SW7020721 Modification  
Currituck County

Page 1 of

### Designer's Certification

I, \_\_\_\_\_, as a duly registered \_\_\_\_\_ in  
 the State of North Carolina, having been authorized to observe (periodically/weekly/full  
 time) the construction of the project,

\_\_\_\_\_  
 (Project)

for \_\_\_\_\_ (Project Owner) hereby state that, to the  
 best of my abilities, due care and diligence was used in the observation of the project  
 construction such that the construction was observed to be built within substantial  
 compliance and intent of the approved plans and specifications.

The checklist of items on page 2 of this form is a part of this Certification.

Noted deviations from approved plans and specifications:

Signature \_\_\_\_\_

SEAL

Registration Number \_\_\_\_\_

Date \_\_\_\_\_

Attachment: 5 Appendices (PB 90-07 Pine Island, Phase 5)



## Certification Requirements:

Page 2 of 2

- \_\_\_\_ 1. The drainage area to the system contains approximately the permitted acreage.
- \_\_\_\_ 2. The drainage area to the system contains no more than the permitted amount of built-upon area.
- \_\_\_\_ 3. All the built-upon area associated with the project is graded such that the runoff drains to the system.
- \_\_\_\_ 4. All roof drains are located such that the runoff is directed into the system.
- \_\_\_\_ 5. The outlet/bypass structure elevations are per the approved plan.
- \_\_\_\_ 6. The outlet structure is located per the approved plans.
- \_\_\_\_ 7. Trash rack is provided on the outlet/bypass structure.
- \_\_\_\_ 8. All slopes are grassed with permanent vegetation.
- \_\_\_\_ 9. Vegetated slopes are no steeper than 3:1.
- \_\_\_\_ 10. The inlets are located per the approved plans and do not cause short-circuiting of the system.
- \_\_\_\_ 11. The permitted amounts of surface area and/or volume have been provided.
- \_\_\_\_ 12. Required drawdown devices are correctly sized per the approved plans.
- \_\_\_\_ 13. All required design depths are provided.
- \_\_\_\_ 14. All required parts of the system are provided, such as a vegetated shelf, a forebay, and the vegetated filter.
- \_\_\_\_ 15. The required dimensions of the system are provided, per the approved plan.

cc: NCDENR-DEMLR Regional Office  
Currituck County Building Inspections

Attachment: 5 Appendices (PB 90-07 Pine Island, Phase 5)

SD: G:\LR\SWP\SD\Permits – Wet Pond\SW7020721Modification

cc: Michael Strader, PE, Quible & Associates, P.C.  
Currituck County Inspections  
Doug Huggett, DCM  
Washington Regional Office



## Appendix B – Stormwater Calculations

Pine Island, Phase 5B  
Preliminary Plat  
Impervious Coverage Summary

P12073  
12/23/2019

	Total Sq. Ft	45%	Onsite Storm Coverage	
Roadway	82,260.42		44,737 SF	1.03 ACRE
Concrete Sidewalks (existing & proposed) *			13,014 SF	0.30 ACRE
Amenity Area	305,233.03		11,093 SF	0.25 ACRE
Lot 1	40,877.19	18,395 SF	18,395 SF	0.42 ACRE
Lot 2	44,968.96	20,236 SF	20,236 SF	0.46 ACRE
Lot 3	39,365.36	17,714 SF	17,714 SF	0.41 ACRE
Lot 4	36,732.88	16,530 SF	16,530 SF	0.38 ACRE
Lot 5	36,056.75	16,226 SF	16,226 SF	0.37 ACRE
Lot 6	35,876.23	16,144 SF	16,144 SF	0.37 ACRE
Lot 7	35,695.71	16,063 SF	16,063 SF	0.37 ACRE
Lot 8	35,515.19	15,982 SF	15,982 SF	0.37 ACRE
Lot 9	35,334.68	15,901 SF	15,901 SF	0.37 ACRE
Lot 10	35,154.16	15,819 SF	15,819 SF	0.36 ACRE
Lot 11	34,973.64	15,738 SF	15,738 SF	0.36 ACRE
Lot 12	34,380.11	15,471 SF	15,471 SF	0.36 ACRE
Lot 13	31,708.46	14,269 SF	14,269 SF	0.33 ACRE
Lot 14	19,593.46	8,817 SF	8,817 SF	0.20 ACRE
Lot 15	19,845.49	8,930 SF	8,930 SF	0.21 ACRE
Lot 16	21,871.00	9,842 SF	9,842 SF	0.23 ACRE
Lot 17	22,428.38	10,093 SF	10,093 SF	0.23 ACRE
Lot 18	25,196.25	11,338 SF	11,338 SF	0.26 ACRE
Lot 19	25,511.19	11,480 SF	11,480 SF	0.26 ACRE
Lot 20	23,236.26	10,456 SF	10,456 SF	0.24 ACRE
Lot 21	23,669.26	10,651 SF	10,651 SF	0.24 ACRE
Lot 22	24,929.45	11,218 SF	11,218 SF	0.26 ACRE
Lot 23	25,257.96	11,366.08	11,366 SF	0.26 ACRE
Total	1,095,671.47		387,524 SF	8.90 ACRE

\*Assumed open slotted wood decking for beach access

Attachment: 5 Appendices (PB 90-07 Pine Island, Phase 5)

# Hydrograph Report

Hydraflow Hydrographs Extension for Autodesk® Civil 3D® 2019 by Autodesk, Inc. v2020

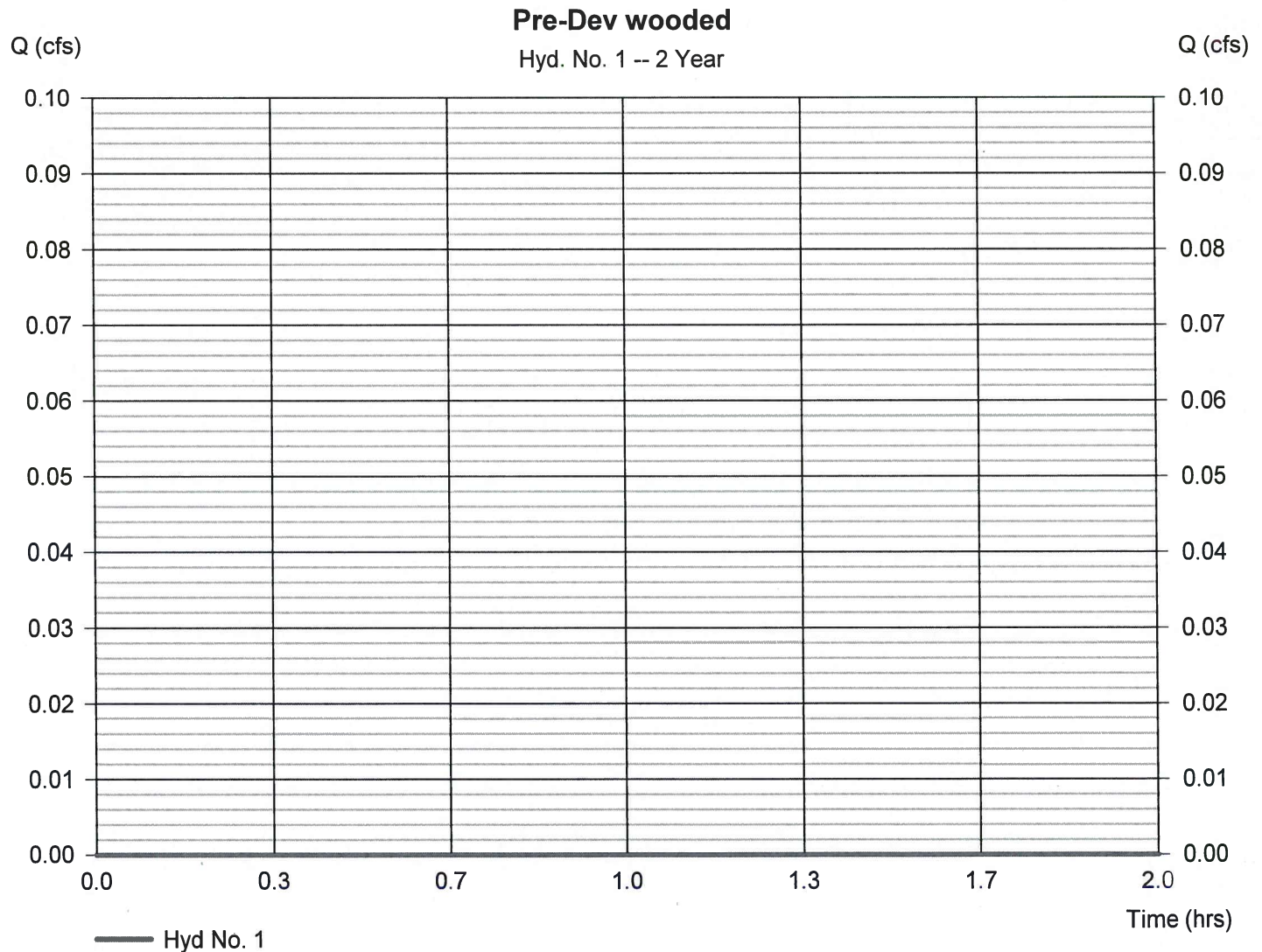
Monday, 12 / 23 / 2019

## Hyd. No. 1

Pre-Dev wooded

Hydrograph type = SCS Runoff  
 Storm frequency = 2 yrs  
 Time interval = 2 min  
 Drainage area = 17.200 ac  
 Basin Slope = 0.0 %  
 Tc method = TR55  
 Total precip. = 3.68 in  
 Storm duration = 24 hrs

Peak discharge = 0.000 cfs  
 Time to peak = n/a  
 Hyd. volume = 0 cuft  
 Curve number = 30  
 Hydraulic length = 0 ft  
 Time of conc. (Tc) = 34.40 min  
 Distribution = Type III  
 Shape factor = 484



Attachment: 5 Appendices (PB 90-07 Pine Island, Phase 5)

# Hydrograph Report

Hydraflow Hydrographs Extension for Autodesk® Civil 3D® 2019 by Autodesk, Inc. v2020

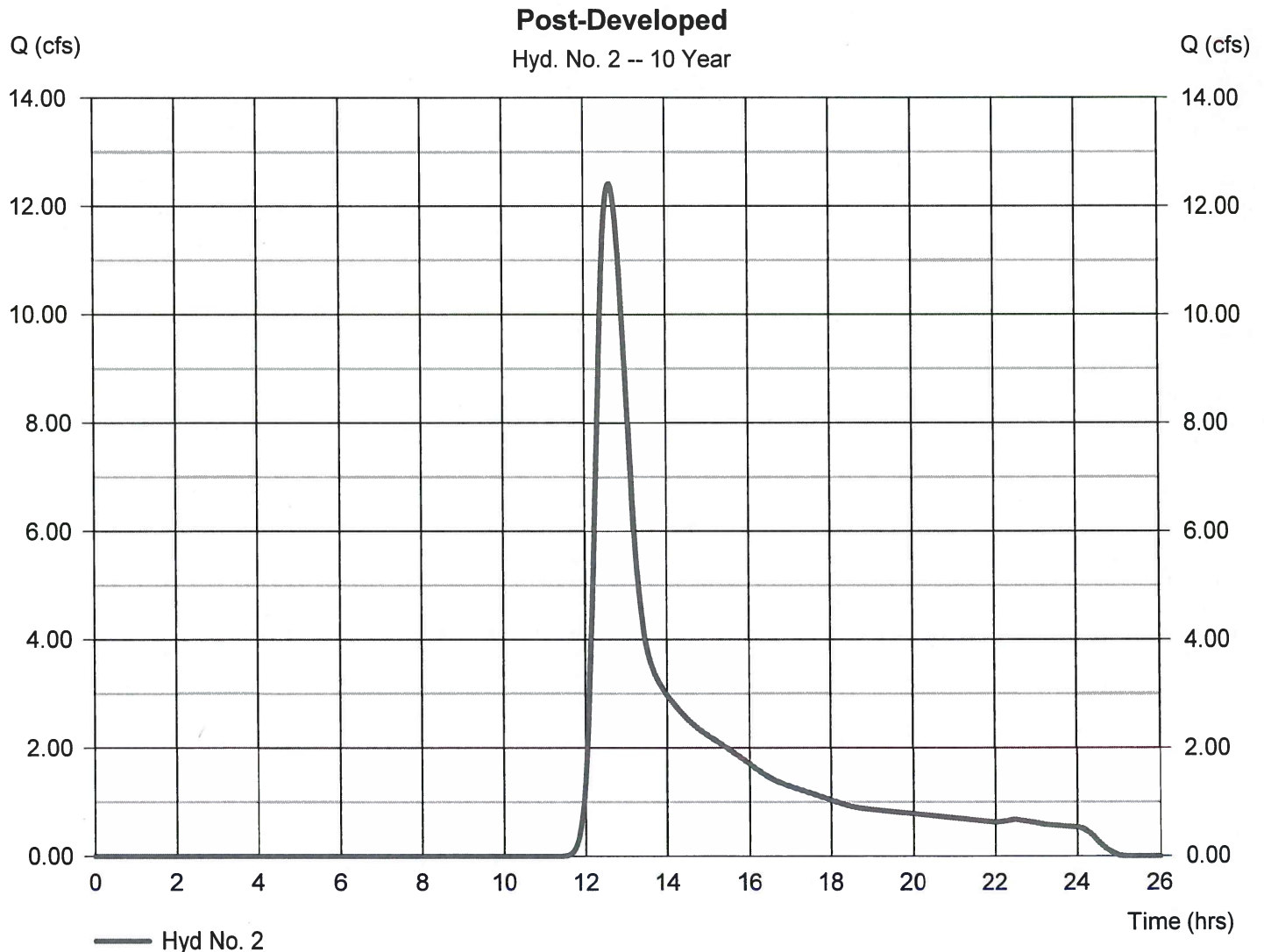
Monday, 12 / 23 / 2019

## Hyd. No. 2

### Post-Developed

Hydrograph type = SCS Runoff  
 Storm frequency = 10 yrs  
 Time interval = 2 min  
 Drainage area = 17.200 ac  
 Basin Slope = 0.0 %  
 Tc method = TR55  
 Total precip. = 6.08 in  
 Storm duration = 24 hrs

Peak discharge = 12.41 cfs  
 Time to peak = 758 min  
 Hyd. volume = 91,905 cuft  
 Curve number = 54  
 Hydraulic length = 0 ft  
 Time of conc. (Tc) = 45.30 min  
 Distribution = Type III  
 Shape factor = 484



Attachment: 5 Appendices (PB 90-07 Pine Island, Phase 5)

## Appendix C – NRCS Web Soil Survey Data





United States  
Department of  
Agriculture

**NRCS**

Natural  
Resources  
Conservation  
Service

A product of the National  
Cooperative Soil Survey,  
a joint effort of the United  
States Department of  
Agriculture and other  
Federal agencies, State  
agencies including the  
Agricultural Experiment  
Stations, and local  
participants

# Custom Soil Resource Report for Currituck County, North Carolina

Pine Island Phase 5B



Attachment: 5 Appendices (PB 90-07 Pine Island, Phase 5)



## Preface

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Soil surveys contain information that affects land use planning in survey areas. They highlight soil limitations that affect various land uses and provide information about the properties of the soils in the survey areas. Soil surveys are designed for many different users, including farmers, ranchers, foresters, agronomists, urban planners, community officials, engineers, developers, builders, and home buyers. Also, conservationists, teachers, students, and specialists in recreation, waste disposal, and pollution control can use the surveys to help them understand, protect, or enhance the environment.

Various land use regulations of Federal, State, and local governments may impose special restrictions on land use or land treatment. Soil surveys identify soil properties that are used in making various land use or land treatment decisions. The information is intended to help the land users identify and reduce the effects of soil limitations on various land uses. The landowner or user is responsible for identifying and complying with existing laws and regulations.

Although soil survey information can be used for general farm, local, and wider area planning, onsite investigation is needed to supplement this information in some cases. Examples include soil quality assessments (<http://www.nrcs.usda.gov/wps/portal/nrcs/main/soils/health/>) and certain conservation and engineering applications. For more detailed information, contact your local USDA Service Center (<https://offices.sc.egov.usda.gov/locator/app?agency=nrcs>) or your NRCS State Soil Scientist ([http://www.nrcs.usda.gov/wps/portal/nrcs/detail/soils/contactus/?cid=nrcs142p2\\_053951](http://www.nrcs.usda.gov/wps/portal/nrcs/detail/soils/contactus/?cid=nrcs142p2_053951)).

Great differences in soil properties can occur within short distances. Some soils are seasonally wet or subject to flooding. Some are too unstable to be used as a foundation for buildings or roads. Clayey or wet soils are poorly suited to use as septic tank absorption fields. A high water table makes a soil poorly suited to basements or underground installations.

The National Cooperative Soil Survey is a joint effort of the United States Department of Agriculture and other Federal agencies, State agencies including the Agricultural Experiment Stations, and local agencies. The Natural Resources Conservation Service (NRCS) has leadership for the Federal part of the National Cooperative Soil Survey.

Information about soils is updated periodically. Updated information is available through the NRCS Web Soil Survey, the site for official soil survey information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require

alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

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NeC—Newhan fine sand, 0 to 10 percent slopes.....	11
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## Soil Map

---

The soil map section includes the soil map for the defined area of interest, a list of soil map units on the map and extent of each map unit, and cartographic symbols displayed on the map. Also presented are various metadata about data used to produce the map, and a description of each soil map unit.

Custom Soil Resource Report  
Soil Map

7.A.e



Attachment: 5 Appendices (PB 90-07 Pine Island, Phase 5)

MAP LEGEND

- Area of Interest (AOI)

Area of Interest (AOI)
- Soils

Soil Map Unit Polygons

Soil Map Unit Lines

Soil Map Unit Points
- Special Point Features

Blowout

Borrow Pit

Clay Spot

Closed Depression

Gravel Pit

Gravelly Spot

Landfill

Lava Flow

Marsh or swamp

Mine or Quarry

Miscellaneous Water

Perennial Water

Rock Outcrop

Saline Spot

Sandy Spot

Severely Eroded Spot

Sinkhole

Slide or Slip

Sodic Spot
- Water Features

Streams and Canals
- Transportation

Rails

Interstate Highways

US Routes

Major Roads

Local Roads
- Background

Aerial Photography
- Spoil Area

Stony Spot

Very Stony Spot

Wet Spot

Other

Special Line Features

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:20,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service  
Web Soil Survey URL:  
Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Currituck County, North Carolina  
Survey Area Data: Version 18, Sep 16, 2019

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Dec 31, 2009—Oct 19, 2017

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.



## Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
BN	Beaches-Newhan association	12.9	36.3%
NeC	Newhan fine sand, 0 to 10 percent slopes	22.7	63.7%
<b>Totals for Area of Interest</b>		<b>35.6</b>	<b>100.0%</b>

## Map Unit Descriptions

The map units delineated on the detailed soil maps in a soil survey represent the soils or miscellaneous areas in the survey area. The map unit descriptions, along with the maps, can be used to determine the composition and properties of a unit.

A map unit delineation on a soil map represents an area dominated by one or more major kinds of soil or miscellaneous areas. A map unit is identified and named according to the taxonomic classification of the dominant soils. Within a taxonomic class there are precisely defined limits for the properties of the soils. On the landscape, however, the soils are natural phenomena, and they have the characteristic variability of all natural phenomena. Thus, the range of some observed properties may extend beyond the limits defined for a taxonomic class. Areas of soils of a single taxonomic class rarely, if ever, can be mapped without including areas of other taxonomic classes. Consequently, every map unit is made up of the soils or miscellaneous areas for which it is named and some minor components that belong to taxonomic classes other than those of the major soils.

Most minor soils have properties similar to those of the dominant soil or soils in the map unit, and thus they do not affect use and management. These are called noncontrasting, or similar, components. They may or may not be mentioned in a particular map unit description. Other minor components, however, have properties and behavioral characteristics divergent enough to affect use or to require different management. These are called contrasting, or dissimilar, components. They generally are in small areas and could not be mapped separately because of the scale used. Some small areas of strongly contrasting soils or miscellaneous areas are identified by a special symbol on the maps. If included in the database for a given area, the contrasting minor components are identified in the map unit descriptions along with some characteristics of each. A few areas of minor components may not have been observed, and consequently they are not mentioned in the descriptions, especially where the pattern was so complex that it was impractical to make enough observations to identify all the soils and miscellaneous areas on the landscape.

The presence of minor components in a map unit in no way diminishes the usefulness or accuracy of the data. The objective of mapping is not to delineate pure taxonomic classes but rather to separate the landscape into landforms or landform segments that have similar use and management requirements. The delineation of such segments on the map provides sufficient information for the development of resource plans. If intensive use of small areas is planned, however,

## Custom Soil Resource Report

onsite investigation is needed to define and locate the soils and miscellaneous areas.

An identifying symbol precedes the map unit name in the map unit descriptions. Each description includes general facts about the unit and gives important soil properties and qualities.

Soils that have profiles that are almost alike make up a *soil series*. Except for differences in texture of the surface layer, all the soils of a series have major horizons that are similar in composition, thickness, and arrangement.

Soils of one series can differ in texture of the surface layer, slope, stoniness, salinity, degree of erosion, and other characteristics that affect their use. On the basis of such differences, a soil series is divided into *soil phases*. Most of the areas shown on the detailed soil maps are phases of soil series. The name of a soil phase commonly indicates a feature that affects use or management. For example, Alpha silt loam, 0 to 2 percent slopes, is a phase of the Alpha series.

Some map units are made up of two or more major soils or miscellaneous areas. These map units are complexes, associations, or undifferentiated groups.

A *complex* consists of two or more soils or miscellaneous areas in such an intricate pattern or in such small areas that they cannot be shown separately on the maps. The pattern and proportion of the soils or miscellaneous areas are somewhat similar in all areas. Alpha-Beta complex, 0 to 6 percent slopes, is an example.

An *association* is made up of two or more geographically associated soils or miscellaneous areas that are shown as one unit on the maps. Because of present or anticipated uses of the map units in the survey area, it was not considered practical or necessary to map the soils or miscellaneous areas separately. The pattern and relative proportion of the soils or miscellaneous areas are somewhat similar. Alpha-Beta association, 0 to 2 percent slopes, is an example.

An *undifferentiated group* is made up of two or more soils or miscellaneous areas that could be mapped individually but are mapped as one unit because similar interpretations can be made for use and management. The pattern and proportion of the soils or miscellaneous areas in a mapped area are not uniform. An area can be made up of only one of the major soils or miscellaneous areas, or it can be made up of all of them. Alpha and Beta soils, 0 to 2 percent slopes, is an example.

Some surveys include *miscellaneous areas*. Such areas have little or no soil material and support little or no vegetation. Rock outcrop is an example.

## Currituck County, North Carolina

### BN—Beaches-Newhan association

#### Map Unit Setting

*National map unit symbol:* 3rn9  
*Elevation:* 0 to 20 feet  
*Mean annual precipitation:* 42 to 58 inches  
*Mean annual air temperature:* 61 to 64 degrees F  
*Frost-free period:* 190 to 270 days  
*Farmland classification:* Not prime farmland

#### Map Unit Composition

*Newhan and similar soils:* 45 percent  
*Beaches:* 45 percent  
*Estimates are based on observations, descriptions, and transects of the mapunit.*

#### Description of Newhan

##### Setting

*Landform:* Dunes  
*Landform position (two-dimensional):* Backslope, shoulder  
*Landform position (three-dimensional):* Side slope  
*Down-slope shape:* Convex  
*Across-slope shape:* Convex  
*Parent material:* Eolian sands and/or beach sand

##### Typical profile

*A - 0 to 2 inches:* fine sand  
*C1 - 2 to 50 inches:* fine sand  
*C2 - 50 to 80 inches:* sand

##### Properties and qualities

*Slope:* 0 to 30 percent  
*Depth to restrictive feature:* More than 80 inches  
*Natural drainage class:* Excessively drained  
*Runoff class:* Very low  
*Capacity of the most limiting layer to transmit water (Ksat):* Very high (19.98 to 39.96 in/hr)  
*Depth to water table:* More than 80 inches  
*Frequency of flooding:* Rare  
*Frequency of ponding:* None  
*Salinity, maximum in profile:* Slightly saline to strongly saline (4.0 to 16.0 mmhos/cm)  
*Sodium adsorption ratio, maximum in profile:* 20.0  
*Available water storage in profile:* Very low (about 1.8 inches)

##### Interpretive groups

*Land capability classification (irrigated):* None specified  
*Land capability classification (nonirrigated):* 8s  
*Hydrologic Soil Group:* A  
*Hydric soil rating:* No

## Custom Soil Resource Report

**Description of Beaches****Setting**

*Landform:* Barrier beaches, barrier flats  
*Down-slope shape:* Linear  
*Across-slope shape:* Linear  
*Parent material:* Beach sand

**Typical profile**

*C - 0 to 80 inches:* sand

**Properties and qualities**

*Slope:* 0 to 5 percent  
*Natural drainage class:* Poorly drained  
*Runoff class:* Very high  
*Capacity of the most limiting layer to transmit water (Ksat):* High to very high (5.95 to 39.96 in/hr)  
*Depth to water table:* About 0 to 6 inches  
*Frequency of flooding:* Very frequent  
*Salinity, maximum in profile:* Slightly saline to strongly saline (4.0 to 32.0 mmhos/cm)  
*Available water storage in profile:* Very low (about 2.4 inches)

**Interpretive groups**

*Land capability classification (irrigated):* None specified  
*Land capability classification (nonirrigated):* 8w  
*Hydric soil rating:* Yes

**NeC—Newhan fine sand, 0 to 10 percent slopes****Map Unit Setting**

*National map unit symbol:* 3rns  
*Elevation:* 0 to 20 feet  
*Mean annual precipitation:* 42 to 58 inches  
*Mean annual air temperature:* 61 to 64 degrees F  
*Frost-free period:* 190 to 270 days  
*Farmland classification:* Not prime farmland

**Map Unit Composition**

*Newhan and similar soils:* 80 percent  
*Minor components:* 10 percent  
*Estimates are based on observations, descriptions, and transects of the mapunit.*

**Description of Newhan****Setting**

*Landform:* Dunes  
*Landform position (two-dimensional):* Backslope, shoulder  
*Landform position (three-dimensional):* Side slope  
*Down-slope shape:* Convex

## Custom Soil Resource Report

*Across-slope shape:* Convex

*Parent material:* Eolian sands and/or beach sand

**Typical profile**

*A - 0 to 2 inches:* fine sand

*C1 - 2 to 50 inches:* fine sand

*C2 - 50 to 80 inches:* sand

**Properties and qualities**

*Slope:* 0 to 10 percent

*Depth to restrictive feature:* More than 80 inches

*Natural drainage class:* Excessively drained

*Runoff class:* Very low

*Capacity of the most limiting layer to transmit water (Ksat):* Very high (19.98 to 39.96 in/hr)

*Depth to water table:* More than 80 inches

*Frequency of flooding:* Rare

*Frequency of ponding:* None

*Salinity, maximum in profile:* Slightly saline to strongly saline (4.0 to 16.0 mmhos/cm)

*Sodium adsorption ratio, maximum in profile:* 20.0

*Available water storage in profile:* Very low (about 1.8 inches)

**Interpretive groups**

*Land capability classification (irrigated):* None specified

*Land capability classification (nonirrigated):* 8s

*Hydrologic Soil Group:* A

*Hydric soil rating:* No

**Minor Components****Beaches**

*Percent of map unit:* 5 percent

*Landform:* Barrier beaches, barrier flats

*Hydric soil rating:* Yes

**Duckston**

*Percent of map unit:* 5 percent

*Landform:* Depressions

*Down-slope shape:* Concave

*Across-slope shape:* Concave

*Hydric soil rating:* Yes

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## Custom Soil Resource Report

United States Department of Agriculture, Natural Resources Conservation Service. National soil survey handbook, title 430-VI. [http://www.nrcs.usda.gov/wps/portal/nrcs/detail/soils/scientists/?cid=nrcs142p2\\_054242](http://www.nrcs.usda.gov/wps/portal/nrcs/detail/soils/scientists/?cid=nrcs142p2_054242)

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**Appendix D – Wastewater Commitment to Serve Letter**

Pine Island Currituck LLC  
4400 Silas Creek Parkway, Suite 302  
Winston Salem, North Carolina 27104

December 19, 2019

Mr. Michael Strader  
Quible and Associates  
8466 Caratoke Highway, Building 400  
Powells Point, North Carolina. 27966

RE: Wastewater Utility, Willingness to Serve, Pine Island Limited – Corolla, North Carolina

Dear Mr. Strader:

As you are aware, Pine Island Currituck LLC (PICLLC) provides wastewater treatment service to the Pine Island Development, the Currituck Club and certain portions of the Sanderling Development in Dare and Currituck Counties. PICLLC is a regulated public utility company in the State of North Carolina.

PICLLC is willing and able and hereby agrees to accommodate the domestic wastewater utility needs for the Pine Island Limited Community currently designated as Lot 4R in Phase 5B of the Pine Island PUD. The property already lies within the service area for PICLLC.

Should you have any questions, please do not hesitate to contact me directly at 919.389.3655 or by email at [rblizzard1@me.com](mailto:rblizzard1@me.com). Thank you for your attention.

Sincerely,



Rolf Blizzard  
Pine Island Currituck LLC

Attachment: 5 Appendices (PB 90-07 Pine Island, Phase 5)



## Currituck County Southern Outer Banks Water Capacity Availability Form

### County Contact Information

Will Rumsey, Utilities Director  
444 Maple Road  
Maple, NC 27956

Phone: 252.232.2769  
Fax: 252.453.3721

Website: <https://co.currituck.nc.us/departments/water/>

### Request

This request is for:

- ☐ Single Family Residence  
☒ Residential Development  
☐ Non-residential

### Owner Information

Name(s): Pine Island Properties, LLC

Mailing Address: 4400 Silas Creek Parkway, Suite 302 Winston Salem, NC 27104

E-Mail Address: rblizzard1@me.com

Phone Number: (919) 389-3655

### Applicant Information (if different from Owner)

Name(s): Pine Island Properties, LLC

Mailing Address: 4400 Silas Creek Parkway, Suite 302 Winston Salem, NC 27104

E-Mail Address: rblizzard1@me.com

Phone Number: (919) 389-3655

## Parcel Information

PIN(s): PID: 128000002H0000 PIN: 9942-77-8711

Street Address: Audubon Drive

## Project Information

Name of Project: Pine Island, Phase 5B Preliminary Plat


Number of Units: 23 Lots

Projected Daily Project Demand (gpd): 18,400 gpd

Anticipated Water Access Date: Fall/Winter 2020

## Applicant's Signature

I declare, that to the best of my knowledge, the information provided herein is true, correct, and complete.

  
 O. Rolf Blizzard, III, Managing Director for Manager  
 Property Owner/Applicant Signature

12/27/19

Date

Note: Water connection and/or developmental fees are due at building permit application. See the Currituck County Master Fee Schedule for rates.

<https://co.currituck.nc.us/master-fee-schedule/>

## For Office Use Only

☒ Water capacity is available for this project.

☐ Water capacity is not available for this project.

 12-30-19  
 Utilities Director Date

 12-31-19  
 County Manager Date

This capacity availability is good for one year




**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:** Rolf Blizzard, Turnpike Properties, LLC  
Michael Strader, Quible & Associates, P.C.

**From:** Jennie Turner, Planner II

**Date:** January 9, 2020

**Re:** PB90-07 Pine Island PUD – Phase 5B Preliminary Plat/Use Permit

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The following comments were received at the January 8, 2020 TRC meeting. TRC comments are valid for six months from the date of the TRC meeting.

In order to be scheduled for the February 17, 2020 Board of Commissioners meeting, please address all comments and resubmit a corrected plan by 3:00 p.m. on January 21, 2020.

**Planning, Jennie Turner 252-232-6031**
**Reviewed**

1. Are there any wetlands on the property?
2. Correct zoning references and provide use types for adjacent properties. (ex: LB vs LBH, SFO w/ PUD overlay vs RO1)
3. Note soil types on plan.
4. Note 20' corner lot setbacks.
5. Note non-access easement on double-frontage lots.
6. Provide CBU detail and access (no backing on street).
7. Lot 1 is a proposed flag lot. Provide overall % of flag lots in Pine Island PUD.
8. Staff will ask for clarification from BOC on the 15' side setback. Staff believes this is applicable to principal structures. The required setbacks should be noted on the preliminary plat prior to approval.
9. Provide proposed number of lots in development notes.
10. Connect proposed sidewalk to existing sidewalk.
11. Clearly show sidewalk easements – existing and proposed if needed.
12. Provide crosswalk striping, raised crossing or different material for crosswalk at entrance and any additional crosswalks.
13. Regarding Payment in Lieu:
  - a. Show proposed location of recreation and parkland dedication area so the county can make a determination.
  - b. At the pre-application conference, it was mentioned that Turnpike may be interested in alternatives to the payment-in-lieu. If there is still an interest in alternatives, please provide additional information.
14. Provide summary of open space including open space required, open space provided and % of open space.
15. Consider future driveway locations and alternative spacing for street trees.

16. Provide phasing schedule if proposed, be mindful of open space phasing requirements of UDO Section 7.1.3 (C) (6).
17. Gates shall be equipped with county-approved devices that allow emergency services to gain access to the street and shall meet requirements set forth in the currently adopted version of the North Carolina Fire Code per UDO Section 6.2.1.J.(4)
18. On page 4 of the narrative, please delete the references to setbacks.
19. There appears to be a minor change in area calculations on this plat vs. the approved sketch plan. Please explain.

**Currituck County Soil & Stormwater, Dylan Lloyd 252-232-3360**

Provide detail for drainage at amenity area access and parking area (cabana).  
Provide slope protection during expansion of existing ponds.

**Currituck County Building Code Official, Bill Newns, 252-232-6023**

Reviewed

Detectable warning domes shall be installed at crosswalks.  
Bridge construction shall meet NCDOT Construction Standards.

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

As proposed, the development will require a CAMA Major Permit. This is because the project indicates over one acre of disturbance with parts of the development proposed inside an Area of Environmental Concern (AEC). Reduction in the area of disturbance would allow for a CAMA Minor Permit to be issued by the County. Please contact Robert Corbett, DCM Field Representative, for additional information. He can be reached at 252-264-3901.

Concerning the two (2) 10 foot wide walkways:

- These are to be exclusively for pedestrian use and are only allowed to be greater than 6 feet wide if they meet a public purpose or need which cannot otherwise be met. Additional information will be needed to support the walkway width shown.
- Note: Structural accessways may be constructed no more than 6 feet seaward of the waterward toe of the frontal or primary dune, provided they do not interfere with public trust rights and emergency access along the beach.

**Public Utilities, Will Rumsey 252-232-6065**

Reviewed

Would ask that the 6 inch waterline on the south end be verified before connection is made.  
Would like to see the fire hydrants moved to the side that the waterline is on instead of running lines under the road. Move hydrant locations from lot 22 to lot 4 or 5 and lot 15 to 12.  
Development fees are due at the time of building permit application.

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

Contact County Manager, P&CD director, and Parks & Rec Director staff about all recreation options; if no other arrangements are agreed upon, a fee in lieu is preferred.

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

Reviewed

DEVELOPER NEEDS TO CONSULT WITH THE NC DIVISION OF WATER QUALITY (WASHINGTON REGIONAL OFFICE) AT 252-946-9215 CONCERNING WASTEWATER CAPACITY APPROVAL (PINE ISLAND WASTEWATER TREATMENT PLANT) FOR PROPOSED SUB-DIVISION.

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

Reviewed

Please remove the "Ext" from the street name "Audubon Dr".

**Address Assignment:**

LOT 1: 331 AUDUBON DR

LOT 2: 329 AUDUBON DR

LOT 3: 327 AUDUBON DR

LOT 4: 325 AUDUBON DR

LOT 5: 323 AUDUBON DR

LOT 6: 321 AUDUBON DR

LOT 7: 319 AUDUBON DR

LOT 8: 317 AUDUBON DR

LOT 9: 315 AUDUBON DR

LOT 10: 313 AUDUBON DR

LOT 11: 311 AUDUBON DR

LOT 12: 309 AUDUBON DR

LOT 13: 307 AUDUBON DR

LOT 14: 306 AUDUBON DR

LOT 15: 308 AUDUBON DR

LOT 16: 310 AUDUBON DR

LOT 17: 312 AUDUBON DR

LOT 18: 314 AUDUBON DR

LOT 19: 318 AUDUBON DR

LOT 20: 320 AUDUBON DR

LOT 21: 322 AUDUBON DR

LOT 22: 324 AUDUBON DR

LOT 23: 326 AUDUBON DR

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

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

# Quible

Quible & Associates, P.C.

ENGINEERING • ENVIRONMENTAL SCIENCES • PLANNING • SURVEYING  
SINCE 1959

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

January 21, 2020

Ms. Jennie Turner, CFM  
Planner II  
Currituck County Planning and Community Development  
153 Courthouse Road, Suite 110  
Currituck, NC 27929

Re: **Preliminary Plat Application for Pine Island PUD, Phase 5B (PB90-07)**  
Parcel Identification No. 0128000002H0000  
Corolla, Currituck County, North Carolina

Dear Ms. Turner:

Thank you for your review comments received from the January 9, 2020 TRC meeting for the above referenced project. On behalf of Turnpike Properties, LLC, Quible & Associates, P.C. hereby submit for your review the following documentation for the Pine Island PUD, Phase 5B Type II Preliminary Plat (presently being referred to as Pine Island Limited).

- Three (3) Full-Size (18"x24") Copies of Revised Preliminary Plats
- One (1) 8.5"x11" Copy of the Revised Preliminary Plat
- One (1) Copy of first 4 pages of the Site Plan Narrative
- One (1) PDF copy of revised Preliminary Plat and associated documents (enclosed CD)

Please find our responses to your review comments below. A copy of the TRC review comments is enclosed for your reference.

Planning, Jennie Turner:

1. Are there any wetlands on the property? *Please refer to the enclosed plat sheet 1 of 3, note 12 for added note stating "There are no Jurisdictional Wetlands or Waters on the Subject Property." Based upon on site observations, borings, and analysis of vegetation types by Quible Environmental Scientist, Brian Rubino, P.G., it is clear that no areas within the subject property constitute Section 404 Wetlands; neither the soil types, hydrology, or vegetation meet wetland criteria (and it is a USACE requirement, per the 1987 Manual and Regional Supplements, that all three of these criteria must be met for an area to be a jurisdictional wetland or water). Further, the wetland inventory maps do not recognize any areas on the subject property as being potential wetlands.*
2. Correct zoning references and provide use types for adjacent properties. (ex: LB vs LBH, SFO w/ PUD overlay vs RO1) *Please refer to the enclosed plat sheets 2 of 3 and 3 of 3 for updated zoning references. Specifically, the northern adjoiner (hotel) has been updated to reflect "LB" versus "LBH", and the southern adjoiners have been updated to reflect "SFO w/ PUD Overlay" versus "RO1".*

Attachment: 8 TRC Response (PB 90-07 Pine Island, Phase 5)

Preliminary Plat Application for Pine Island PUD, Phase 5B (PB90-07)  
January 21, 2020

3. Note soil types on plan. *Please refer to the enclosed plat sheet 1 of 3 for soil types. An approximate boundary has been shown on sheet 2 of 3 in addition to the Soils section on page 4 of the Site Plan Narrative.*
4. Note 20' corner lot setbacks. *Please refer to the enclosed plat sheet 1 of 3 for noted 20' corner lot minimum building setback lines, as well as update to Lots 18 and 19 MBSLs respectively.*
5. Note non-access easement on double-frontage lots. *Please acknowledge the 5' width non-access easement shown along Pine Island Limited Way for Lots 18 and 19.*
6. Provide CBU detail and access (no backing on street). *Please refer to the enclosed plat sheet 3 of 3 for illustration of the ADA accessible CBU.*
7. Lot 1 is a proposed flag lot. Provide overall % of flag lots in Pine Island PUD. *Please acknowledge that the proposed Lot 1 has been adjusted to no longer be considered a flag lot.*
8. Staff will ask for clarification from BOC on the 15' side setback. Staff believes this is applicable to principal structures. The required setbacks should be noted on the preliminary plat prior to approval. *Acknowledged. The Applicant would much appreciate the clarification that the 15' side yard setback applies to principal structure only; especially considering that this side yard setback is above and beyond what the UDO currently requires. Side yard setbacks are currently shown at 15'.*
9. Provide proposed number of lots in development notes. *Please refer to added note 6 on the enclosed plat sheet 1 of 3 for proposed number of lots.*
10. Connect proposed sidewalk to existing sidewalk. *Please refer to the enclosed plat sheet 3 of 3 for the proposed sidewalk connection to the existing sidewalk.*
11. Clearly show sidewalk easements – existing and proposed if needed. *Please refer to the enclosed plat sheet 2 of 3 for the proposed 40' and 50' width access & utility easements encompassing the existing sidewalk along NC Hwy 12. Please refer to the enclosed plat sheet 1 of 3 for the proposed 15' drainage, utility & planting easement along the frontage of the proposed roadway encompassing the proposed sidewalk.*
12. Provide crosswalk striping, raised crossing or different material for crosswalk at entrance and any additional crosswalks. *Please refer to the enclosed plat sheet 3 of 3 for the proposed crosswalks. Please acknowledge that the construction drawings will include crosswalk specifications.*
13. Regarding Payment in Lieu:
  - a. Show proposed location of recreation and parkland dedication area so the county can make a determination. *Please acknowledge that the Applicant intends to remit a payment in lieu of recreation and park area dedication.*

P.O. Drawer 870 • Kitty Hawk, NC 27949  
Telephone (252) 491-8147 • Fax (252) 491-8146



Preliminary Plat Application for Pine Island PUD, Phase 5B (PB90-07)  
January 21, 2020

14. Provide summary of open space including open space required, open space provided and % of open space. *Please refer to the enclosed plat sheet 1 of 3 for open space summary for the subject parcel. Please recognize that at the time of Amended Sketch Plan (ASP) application, a boundary survey had not yet commenced of the subject parcel and the provided open space areas shown on the ASP were based upon best available information at that time. A boundary survey of the subject parcel, including mean high water and FLSV, have been prepared since the time of previously provided information. Due to now having actual parcel area and a preliminary plat design, the open space areas for the subject parcel are more accurate (and offer more open space than proposed with the ASP). Based on the numbers provided at the time of ASP, it appears that approximately 6.85 acres of open space was proposed. Based on the submitted preliminary plat, 7.01 acres of open space is proposed (providing 37.7% open space if the ASP PUD Summary Table were to be updated based on just this new information).*
15. Consider future driveway locations and alternative spacing for street trees. *Noted. The proposed street trees are currently shown equally spaces providing the minimum number required. The Applicant intends to bond a portion, if not all, of the street trees at the time of final platting in consideration of future driveway locations.*
16. Provide phasing schedule if proposed, be mindful of open space phasing requirements of UDO Section 7.1.3 (C) (6). *Currently, the Applicant does not intend to phase the development, as many of the required elements span the subject property. However, it is recognized that there is potential to phase the development project and the Applicant would thoroughly vet with the County any phased scenario prior to implementation.*
17. Gates shall be equipped with county-approved devices that allow emergency services to gain access to the street and shall meet requirements set forth in the currently adopted version of the North Carolina Fire Code per UDO Section 6.2.1.J.(4) *Acknowledged. Gates will be equipped with County approved devices allowing emergency services access and meeting requirements in currently adopted NC Fire Code.*
18. On page 4 of the narrative, please delete the references to setbacks *The "Proposed Zoning Conditions/Dimensional Standards" section of the Site Plan Narrative has been updated to reflect removal of setbacks.*
19. There appears to be a minor change in area calculations on this plat vs. the approved sketch plan. Please explain. *Please acknowledge that the subject property has been surveyed, including mean high water and FLSV. The areas provided within the submitted preliminary plat are accurate as of the time of submittal. The previously provided areas accompanying the amended sketch plan were based upon the best available information at the time of submittal.*

Currituck County Soil and Water, Dylan Lloyd:

1. Provide detail for drainage at amenity area access and parking area (cabana). *Please acknowledge that additional detail will be provided during the permitting and construction drawing phase of the subdivision development, but it is anticipated to provide linear*

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January 21, 2020

swales to convey runoff from surface areas to defined entry locations into the wet detention basin.

2. Provide slope protection during expansion of existing ponds. *Acknowledged. Slope protection will be shown as a requirement along pond expansion areas on the construction drawings.*

Currituck County Building Code Official, Bill Newns:

1. Detectable warning domes shall be installed at crosswalks. *Acknowledged. Construction drawings will include specifications for detectable warning truncated domes at crosswalk locations.*
2. Bridge construction shall meet NCDOT Construction Standards. *Acknowledged. It is understood that construction drawings will require that the proposed bridge shall meet NCDOT construction standards.*

NC DEQ-Division of Coastal Management, Charlan Owens:

1. As proposed, the development will require a CAMA Major Permit. This is because the project indicates over one acre of disturbance with parts of the development proposed inside an Area of Environmental Concern (AEC). Reduction in the area of disturbance would allow for a CAMA Minor Permit to be issued by the County. Please contact Robert Corbett, DCM Field Representative, for additional information. He can be reached at 252-264-3901. *Please acknowledge that the enclosed plat sheets 3 of 3 have been updated to reflect no disturbance to the east of the Ocean Hazard AEC Line. The proposed cabana has been shifted westward to remain west of the Ocean Hazard AEC Line. It is our understanding that no CAMA Major Permit will be required given no land disturbance east of the AEC.*
2. Concerning the two (2) 10 foot wide walkways:
  - These are to be exclusively for pedestrian use and are only allowed to be greater than 6 feet wide if they meet a public purpose or need which cannot otherwise be met. Additional information will be needed to support the walkway width shown.
  - Note: Structural accessways may be constructed no more than 6 feet seaward of the waterward toe of the frontal or primary dune, provided they do not interfere with public trust rights and emergency access along the beach. *Please acknowledge that the proposed beach accessways are shown at 6' width on the enclosed plat sheet 3 of 3.*

Public Utilities, Will Rumsey:

1. Would ask that the 6-inch waterline on the south end be verified before connection is made. *Acknowledged. The construction drawings will require that the contractor field verify actual location, depth, and material of the existing water line prior to construction, and coordinate with County Water Department.*
2. Would like to see the fire hydrants moved to the side that the waterline is on instead of

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running lines under the road. Move hydrant locations from lot 22 to lot 4 or 5 and lot 15 to 12. *Please refer to the enclosed plat sheet 3 of 3 for adjusted fire hydrant assembly locations.*

3. Development fees are due at the time of building permit application. *It is acknowledged that development fees are due at the time of building permit applications.*

Currituck County Parks and Recreation, Jason Weeks:

1. Contact County Manager, P&CD director, and Parks & Rec Director staff about all recreation options; if no other arrangements are agreed upon, a fee in lieu is preferred. *Acknowledged. It is the Applicant's intent to remit a payment in lieu of recreation and park area dedication.*

Albemarle Regional Health Services, Joe Hobbs:

1. DEVELOPER NEEDS TO CONSULT WITH THE NC DIVISION OF WATER QUALITY (WASHINGTON REGIONAL OFFICE) AT 252-946-9215 CONCERNING WASTEWATER CAPACITY APPROVAL (PINE ISLAND WASTEWATER TREATMENT PLANT) FOR PROPOSED SUB-DIVISION. *Acknowledged. The Applicant has secured a commitment to serve from PICCWWTP, LLC and will permit the wastewater extension prior to submitting the construction drawings for County review/approval.*

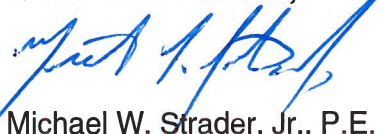
Currituck County GIS, Harry Lee:

1. Please remove the "Ext" from the street name "Audubon Dr". *Please refer to the enclosed plat sheets 2 and 3 of 3 for removal of "Ext" from Audubon Dr.*
2. *Please refer to the enclosed plat sheet 1 of 3 for the addition of address assignments.*

Please review the enclosed documentation and confirm that all TRC review comments have been addressed adequately for a supportive Staff Report. Please do not hesitate to contact me at 252.491.8147 or mstrader@quible.com if you have any questions, comments or requests for additional information.

Sincerely,

**Quible & Associates, P.C.**



Michael W. Strader, Jr., P.E.

encl.: as stated

cc: Rolf Blizzard, Turnpike Properties, LLC

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Telephone (252) 491-8147 • Fax (252) 491-8146





# STAFF REPORT PB 15-10 THE LANDING BOARD OF COMMISSIONERS FEBRUARY 17, 2020

## APPLICATION SUMMARY

<b>Property Owner:</b> James M. Jarvis, Jr. Trustee, Catherine C. Thrasher Trustee The James Jarvis & Catherine Thrasher Revocable Living Trust 241 Shingle Landing Road Moyock, NC 27958	<b>Applicant:</b> Same
<b>Case Number:</b> PB 15-10	<b>Application Type:</b> Amended Preliminary Plat/ Use Permit
<b>Parcel Identification Number:</b> 0014-000-0004-0000	<b>Existing Use:</b> Undeveloped, partially wooded site
<b>2006 Land Use Plan Classification:</b> Rural/ Conservation <b>2014 Moyock Small Area Plan Land Use Classification:</b> Limited Service/Conservation	<b>Parcel Size (Acres):</b> 120.06 (Total tract) 72.66 (Total development area) 47.4 (Residual parcel to be recorded)

## DEVELOPMENT SUMMARY

<b>Type of Subdivision:</b> Type II - Conservation	<b>Number of Units:</b> 29 residential lots
<b>Project Gross Density:</b> 0.4 units/acre (72.66 ac)	<b>Net Density:</b> 0.93 units/acre (27.06 ac)
<b>Required Open Space:</b> 36.33 acres (50%)*	<b>Provided Open Space:</b> 42.58 acres (58.6%)*
<b>Smallest Lot Size:</b> 37,969 sf	<b>Average Lot Size:</b> 40,707 sf

\*Subject to the requirements in effect for the original approval

## SURROUNDING PARCELS

	Land Use	Zoning
North	Farmland, Woodland	AG
South	Low Density Residential	SFM
East	Undeveloped/wooded/Shingle Landing Creek	SFM
West	Low Density Residential	SFM, C-SFM

## STAFF ANALYSIS

### NARRATIVE

The applicant is requesting an amendment to the preliminary plat/use permit to correct a computation error. The error was in the acreage of open space, secondary conservation, and the lot area calculations of a proposed 29-lot conservation subdivision. The preliminary plat/use permit was approved by the Board August 15, 2016. An extension of the preliminary plat/use permit was granted by the Board September 4, 2018 and will expire August 15, 2020 if a final plat is not submitted. The property is located at the terminus of Little Acorn Trail adjacent to Baxter's Lane Estates Subdivision and Shingle Landing Creek in Moyock Township. The proposed subdivision abuts the planned County-owned Moyock park property and it is located in an area that has experienced recent

subdivision growth. Paved walking trails are proposed and connections will be made to existing sidewalks in adjacent neighborhoods and to the park property. Community water access and kayak launch are also proposed. This amendment is subject to the requirements of the original approval (2015). There are no requested changes to the use permit conditions.

Specifically, the proposed amendment will correct the following calculation errors:

2016 Approved Preliminary Plat	Proposed Amendment to Preliminary Plat
Total Tract: 72.66 acres	Total Tract: 72.66 acres
Total Number of Units: 29 residential lots	Total Number of Units: 29 residential lots
Total Lot Area: 26.25 acres	Total Lot Area: 27.06 acres
Total Open Space Provided: 43.39 acres	Total Open Space Provided: 42.58 acres
Secondary Conservation Area: 9.11 acres	Secondary Conservation Area: 8.3 acres

## DEVELOPMENT HISTORY

The use permit was approved August 15, 2016 for The Landing with the following conditions of approval:

1. Recreation and Park Area Dedication or Payment-in-Lieu resolved to County's satisfaction.
2. Community Water Access shall be provided including an elevated boardwalk and kayak launch adjacent to Shingle Landing Creek.
3. Paved walking trails and connection to existing sidewalks shall be required.
4. Record exempt division plat so that the application and area calculations are consistent with the 72.66 acre tract.
5. Access streets shall meet NCDOT Construction Standards.
6. Soil engineering for footer(s) will be required as determined by soil map.
7. The minimum homes values are \$250,000.

A two-year extension was approved by the Board September 4, 2018 and the use permit will expire August 15, 2020.

The applicant is not proposing any changes to the use permit conditions and staff is providing the following updates:

1. The applicant will make a connection to the proposed park. The preliminary plat indicates a 20' access easement is proposed to Currituck County for an elevated boardwalk to Shingle Landing Creek. An easement to the County is proposed for the construction of a single camping platform not to exceed 300 square feet is also shown on the preliminary plat. The deed of easement has not transferred to Currituck County.
2. A community water access is shown on the preliminary plat with an elevated boardwalk and kayak launch. The applicant submitted construction drawings that indicate no improvements for the kayak launch.
3. The preliminary plat indicates the paved walking trails except for the last 50' of the connection to Shingle Landing Creek which is shown as a boardwalk (wooden). The UDO requires the walking trails located in the riparian buffer to be boardwalk (wooden).
4. The exempt division plat has not been recorded.
5. All streets will meet NCDOT construction standards.



INFRASTRUCTURE				
Water	Public			
Sewer	On-Site Wastewater (Septic)			
Transportation	The proposed roads will be located in a 50’ right of way with roadside swales. The primary access is Little Acorn Trail. It is the applicant’s responsibility to extend Little Acorn Trail to make the connection to the subject property. The UDO also requires road construction to the property line that abuts the existing portion of Baxter’s Lane. The applicants will install paved walking trails and will make connections to existing sidewalks.			
Stormwater/Drainage	Roadside and lot line swales will be installed that will connect to a stormwater pond. Two major drainageways (outlets) are located within and/or adjoining the proposed boundaries of the development. The Baxter Lane ditch is located on the northern portion of the property and the Baxter Estates Outlets are located in and along the southern boundary. Since the 2016 approval of the preliminary plat/use permit, several new subdivisions installed upstream drainage improvements that flow through this property to Shingle Landing Creek. Numerous storm events and maintenance deficiencies have resulted in drainage impediments in the outlet that may reduce the stormwater flows to Shingle Landing Creek.			
Schools	Elementary Students Generated: 7			
	Middle School Students Generated: 2			
	High School Students Generated: 4			
Compatibility	The use is compatible with the 2006 Land Use Plan and the 2014 Moyock Small Area Plan.			
Recreation and Park Area Dedication	The applicants offered an easement for access to Shingle Landing Creek as well as construction of a camping platform along the creek. A payment-in-lieu will be required if the County prefers not to accept the easement.			
ADEQUATE PUBLIC FACILITIES – SCHOOLS <sup>1</sup>				
School	2019-2020 Actual Capacity <sup>2</sup>	2021-2022 Actual Capacity <sup>3</sup>	Committed Capacity <sup>3</sup>	Proposed Capacity Changes
				Number of Students
Moyock Elementary	109%	98%	122%	No capacity changes in the requested amendment
Shawboro Elementary	87%			
Central Elementary	77%			
Griggs Elementary	70%	74%	99%	
Jarvisburg Elementary				
Knotts Island Elementary	36%	38%	38%	
Moyock Middle	83%	83%	95%	No capacity changes in the requested amendment
Currituck Middle				
Currituck High	85%	85%	103%	No capacity changes in the requested amendment
JP Knapp Early College				

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

<sup>2</sup> Capacity percentages are based on 2019-2020 classroom standards and January 2020 ADM

<sup>3</sup> Capacity percentages are based on the 2021-2022 classroom standards and January 2020 ADM

## RECOMMENDATIONS

### TECHNICAL REVIEW COMMITTEE

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

1. The application complies with all applicable review standards of the UDO provided the following items are addressed:
  - a. Recreation and Park Area Dedication or Payment-in-Lieu resolved to County's satisfaction.
  - b. Community Water Access shall be provided including an elevated boardwalk and kayak launch adjacent to Shingle Landing Creek.
  - c. Paved walking trails and connection to existing sidewalks shall be required.
  - d. Record exempt division plat so that the application and area calculations are consistent with the 72.66 acre tract.
  - e. Access streets shall meet NCDOT Construction Standards.
  - f. Soil engineering for footer(s) will be required as determined by soil map.
2. A use permit shall be approved on a finding that the applicant demonstrates the proposed use will meet the below requirements. It is staff's opinion that the evidence in the record, prepared in absence of testimony presented at a public hearing, supports the preliminary findings.

## USE PERMIT REVIEW STANDARDS

The use will not endanger the public health or safety.

Preliminary Applicant Finding:

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

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

Preliminary Applicant Findings:

1. Land to the east and south has been developed into single family homes; the developable portion of this tract will be developed similarly; over 50% of the land will be preserved. Lot sizes are similar to those in adjacent subdivisions. Wetlands will be preserved. The use will not injure the value of adjoining or abutting lands, and will be in harmony with the surrounding area.

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

Preliminary Staff Findings:

1. The UDO indicates that a Type II conservation subdivision is allowed in the AG zoning district with a use permit.
2. The 2006 Land Use Plan classifies this site as Rural within the Moyock subarea. The proposed use is in keeping with the policies of the plan, some of which are:  
POLICY HN1: Currituck County shall encourage development to occur at densities appropriate for the location.

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

1. OPEN SPACE DEVELOPMENTS that cluster homes on less land, preserving permanently dedicated open space and often employ on-site or community sewage treatment.

POLICY ES2: NON-COASTAL WETLANDS, including FRESHWATER SWAMPS, AND INLAND, NON-TIDAL WETLANDS, shall be conserved for the important role they play in absorbing floodwaters, filtering pollutants from stormwater runoff, recharging the ground water table, and providing critical habitat for many plant and animal species.

3. The 2014 Moyock Small Area Plan classifies this site as Limited Service. The policy emphasis of this designation is more on residential development and densities. Limited service designations provide for limited availability to infrastructure and services and low to moderate residential densities. This application is low density at .4 units per acre. The proposed use is in keeping with the policies of the plan, some of which are:

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

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

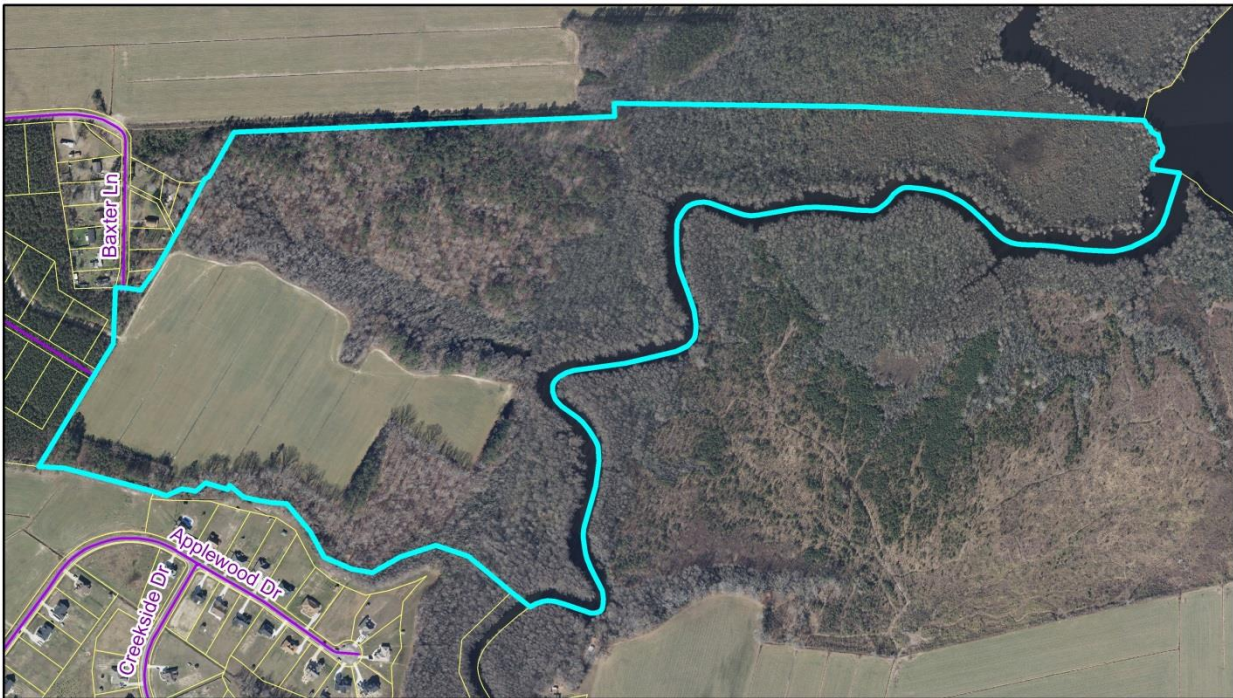
The use will not exceed the county's ability to provide adequate public facilities, including, but not limited to: schools, fire and rescue, law enforcement, and other county facilities. Applicable state standards and guidelines shall be followed for determining when public facilities are adequate.

**Preliminary Staff Findings:**

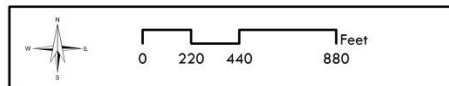
1. The Landing preliminary plat and use permit were approved by the Board of Commissioners on August 15, 2016.
2. The Board of Commissioners approved a two-year extension of the preliminary plat/use permit September 4, 2018 and will expire August 15, 2020.
3. The preliminary plat/use permit indicates 29 residential lots.
4. There is no increase in the number of residential lots as shown on the approved preliminary plat.
5. The proposed amendment will correct a computation error on an unexpired preliminary plat.
6. Based on the 2004 Student Generation Rates prepared by Tischler & Associates the proposed subdivision is projected to generate seven elementary students, two middle school students, and four high school students.
7. At the time of the approved preliminary plat and use permit (August 15, 2016) the seven elementary students, two middle school students, and the four high school students generated from this development did not exceed the county's ability to provide adequate public facilities.


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

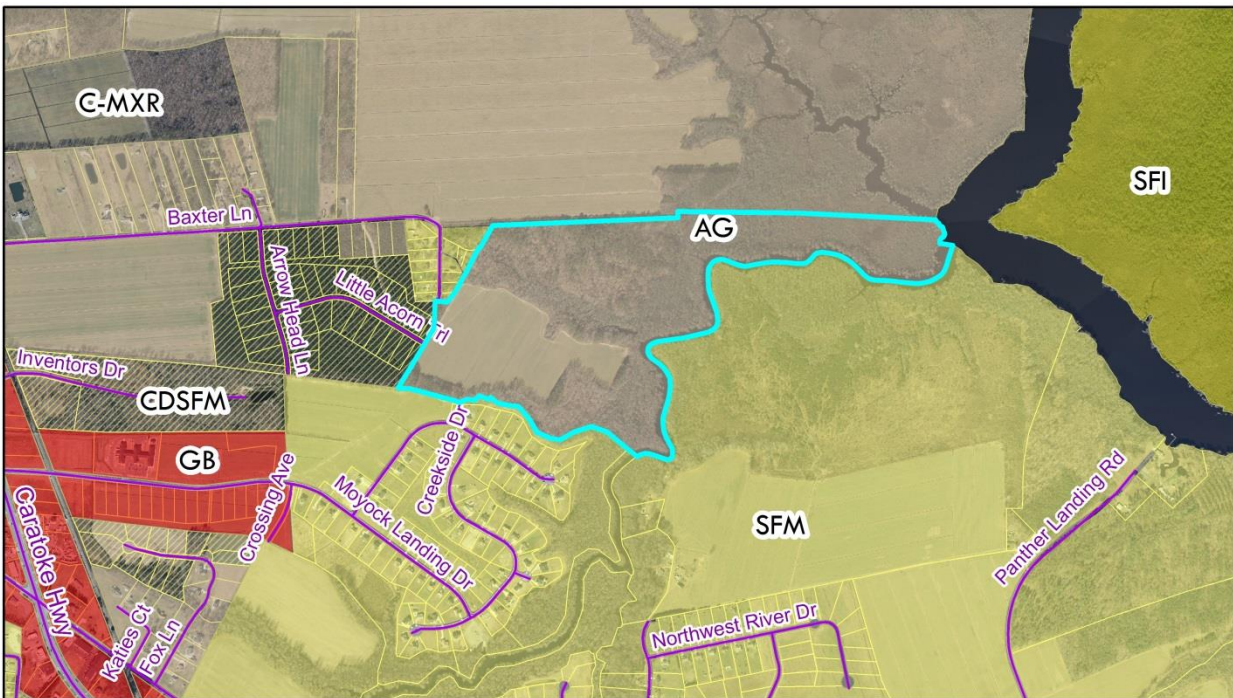




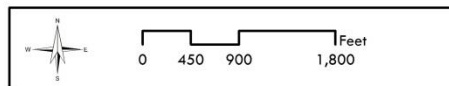
PB 15-10 The Landing  
Preliminary Plat - Use Permit  
Aerial




 Currituck County  
Planning and  
Community Development

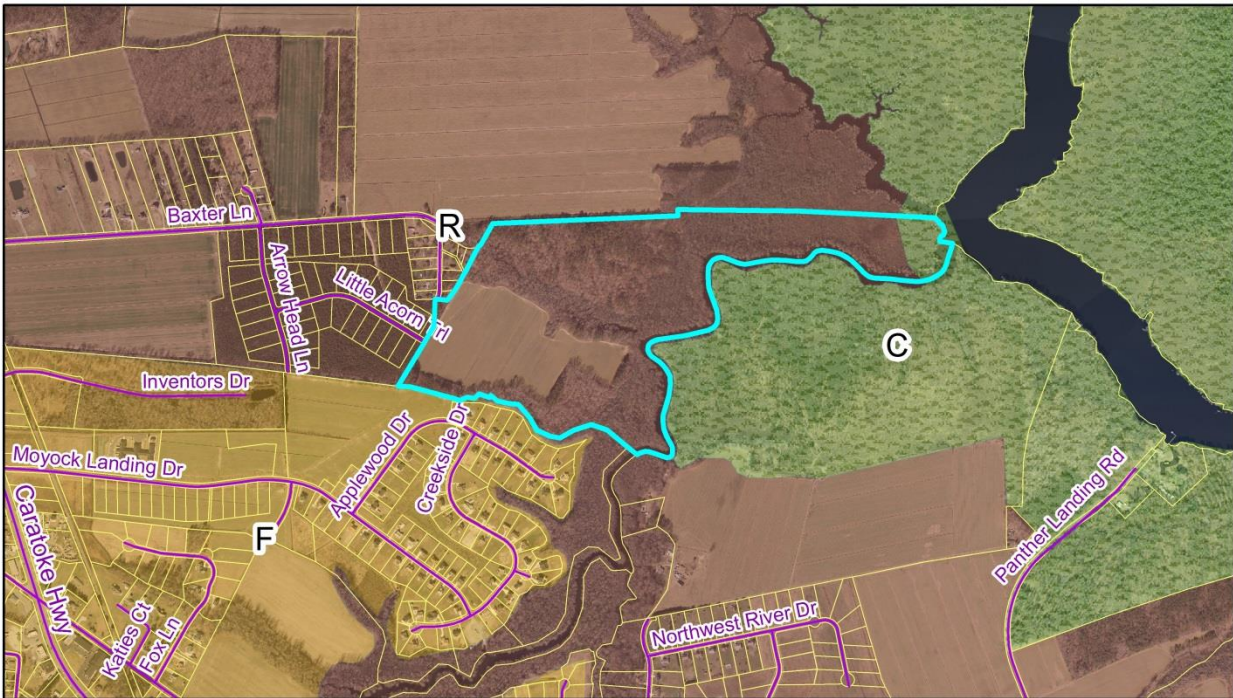


PB 15-10 The Landing  
Preliminary Plat - Use Permit  
Zoning Districts

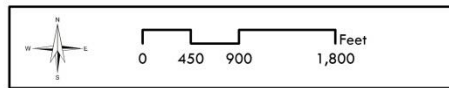


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Community Development

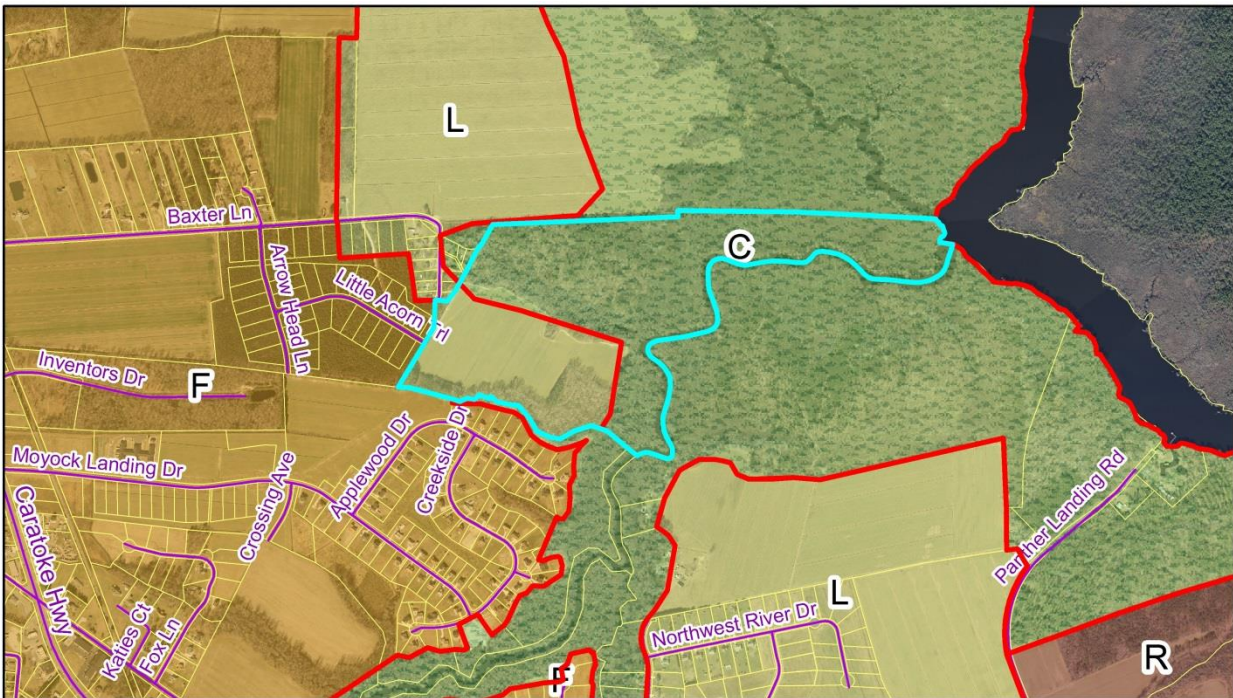




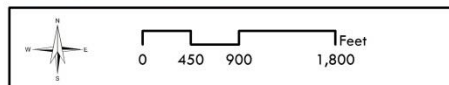
PB 15-10 The Landing  
Preliminary Plat - Use Permit  
Land Use Plan Classifications



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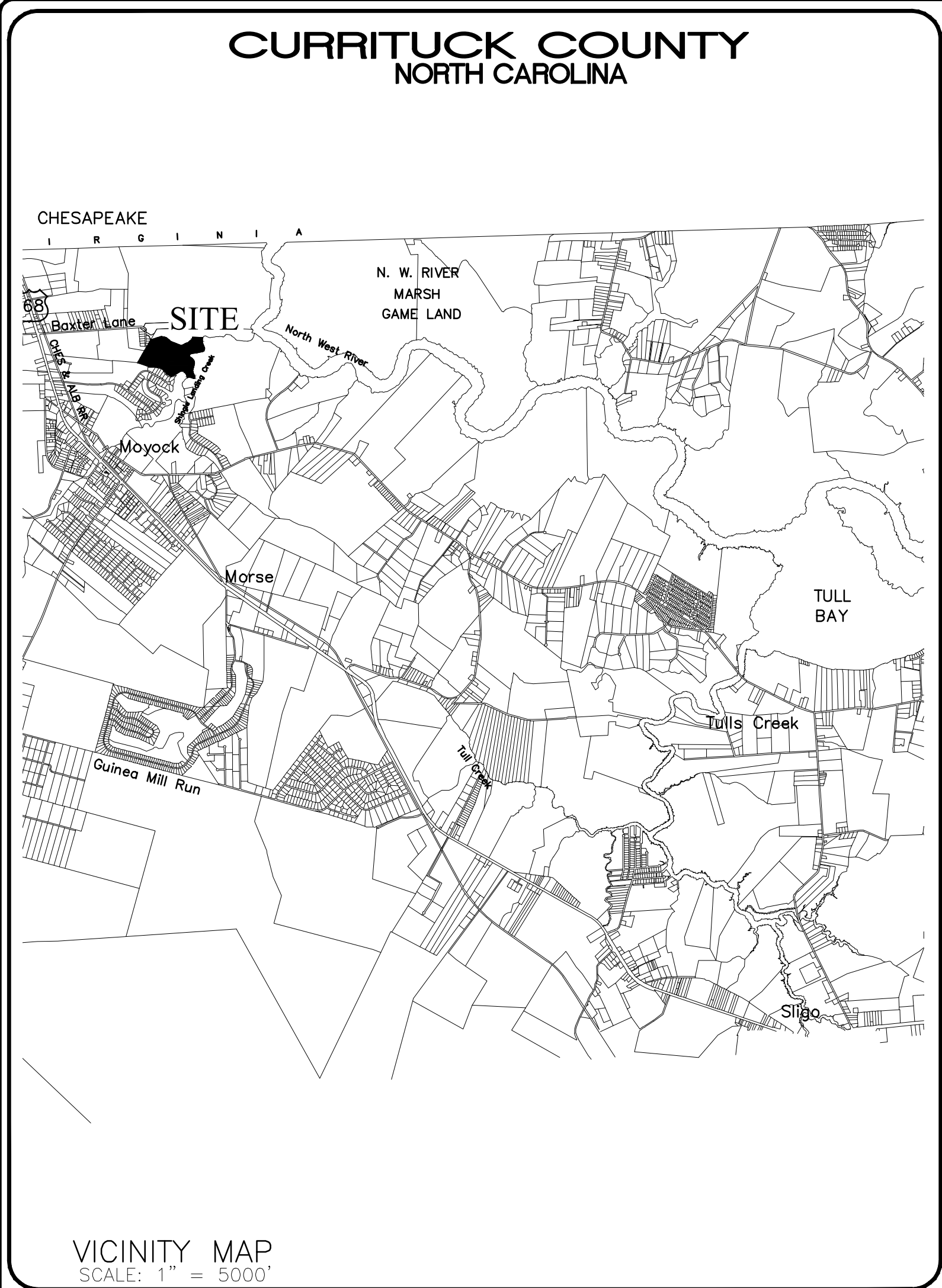


PB 15-10 The Landing  
Preliminary Plat - Use Permit  
Moyock SAP - Future Land Use



Currituck County  
Planning and  
Community Development





- GENERAL NOTES:**
- PROJECT NAME: THE LANDING CONSERVATION SUBDIVISION
  - OWNER/APPLICANT: JAMES M. JARVIS, JR. & CATHERINE T. JARVIS  
P.O. BOX 609  
241 SHINGLE LANDING ROAD  
MOYOCK, NC 27958
  - PROPERTY DATA:  
PARCEL ID#: 0014-000-0004-0000  
PRIMARY ADDRESS: MOYOCK, NC  
RECORDED REFERENCES:  
PROPERTY ZONING: AG - AGRICULTURAL
  - F.I.R.M. DATA:  
ZONE X, SHADED X & AE (EL 4) F.E.M.A. F.I.R.M. MAP PANEL 3721803200 K,  
CID 370078, EFFECTIVE DATE DECEMBER 21, 2018. USE OF LAND WITHIN A  
FLOODWAY OR FLOOD PLAIN IS SUBSTANTIALLY RESTRICTED BY CHAPTER 7 OF THE  
CURRITUCK COUNTY UNIFIED DEVELOPMENT ORDINANCE.
  - THIS PROPERTY CONTAINS ACOE "404" JURISDICTIONAL WETLANDS AS SHOWN AND  
CONFIRMED BY USACE ACTION ID# SAW 2015-00221, DATED 3-2-15 AND MAY  
REQUIRE U.S. CORP OF ENGINEERS APPROVAL PRIOR TO DEVELOPMENT OF THE  
PROPERTY.
  - 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:
    - 2014 FIELD SURVEY DATA OBTAINED BY BISSELL PROFESSIONAL GROUP
    - 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.
  - AVAILABLE WATER SUPPLY IS 888 GPH PER COUNTY GIS.
  - MAXIMUM LOT COVERAGE IS 30%.
  - THE CURRITUCK U.D.O. SUBSTANTIALLY RESTRICTS DEVELOPMENT WITHIN A 50'  
WETLAND BUFFER.
  - ALL UTILITIES ARE TO BE UNDERGROUND.

**DEVELOPMENT NOTES:**

TOTAL TRACT AREA:	72.66 AC.
PROPOSED DENSITY:	0.40 LOTS/ACRE
PROPOSED LOT AREA :	27.06 AC.
PROPOSED R/W AREA:	3.02 AC.
REQUIRED OPEN SPACE (50%):	36.33 AC.
OPEN SPACE PROVIDED (58.6%):	42.58 AC.
PRIMARY CONSERVATION AREA	= 34.28 AC.
SECONDARY CONSERVATION AREA	= 8.30 AC.
# OF PROPOSED LOTS:	29 LOTS
AVERAGE LOT AREA:	40,707 SQ. FT.
PROPOSED RIGHT-OF-WAY WIDTH:	50 FT.
PROPOSED PAVED ROADWAY WIDTH:	20 FT. (TYPICAL)
LINEAR FEET OF ONSITE ROADWAY (PHASE 1):	2,354 L.F.±

**LOT DEVELOPMENT CONFIGURATION:**

LOT AREAS:	VARY FROM	37,969 SQUARE FEET TO 41,383 SQUARE FEET.
LOT WIDTH:	100'	MINIMUM.
SETBACKS:		
FRONT:	30'	
SIDE:	11'	
REAR:	25'	

RECREATION/PARKLAND DEDICATION BEING SATISFIED BY 20' CREEK ACCESS  
AND CAMPING PLATFORM EASEMENTS DEDICATED TO CURRITUCK COUNTY.

Sheet  
Number

Sheet Title

- |   |  |
|---|--|
| 1 | COVER SHEET, DEVELOPMENT NOTES AND SITE LOCATION |
| 2 | EXISTING CONDITIONS AND SITE FEATURES PLAN       |
| 3 | PROPOSED FEATURES AND SUBDIVISION PLAN           |
| 4 | LINE AND CURVE -CHARTS                           |
| 5 | STORMWATER MANAGEMENT AND DRAINAGE PLAN          |
| 6 | WATER MAIN EXTENSION AND WATER SERVICE PLAN      |
| 7 | LANDSCAPING, BUFFERING AND SIGNAGE PLAN          |
| 8 | CONSTRUCTION DETAILS                             |

**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  
PERSONALLY  
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 \_\_\_\_\_

**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 \_\_\_\_\_  
DATE \_\_\_\_\_ REGISTERED LAND SURVEYOR/ENGINEER \_\_\_\_\_  
REGISTRATION NUMBER \_\_\_\_\_

**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  
1:10,000; 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., 2016.  
SIGNATURE \_\_\_\_\_ L-1756

**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.

**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 \_\_\_\_\_  
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 \_\_\_\_\_

LEGEND	
---	ROADWAY CENTERLINE
---	RIGHT-OF-WAY
---	PROPERTY BOUNDARY
---	ADJOINING PROPERTY LINE
---	EXISTING DITCH CENTERLINE
---	SHORELINE
---	PROPOSED EASEMENTS
---	PROPOSED LOTS
---	EXISTING DITCH TOP OF BANK
---	PROPOSED SWALE W/ FLOW ARROW
---	PROPOSED SWALE HIGH POINT
---	FEMA FLOOD ZONE LINES
---	EXISTING WETLANDS
---	SOILS FROM GIS
---	EXISTING 404 BOUNDARY
---	EXISTING GRADE CONTOUR
---	PROPOSED GRADE CONTOUR
---	30' UNDISTURBED BUFFER (COUNTY)
---	30' RIPARIAN BUFFER
---	50' WETLANDS BUFFER (COUNTY)
---	EXISTING CULVERT
---	PROPOSED CULVERT
UTILITY LEGEND	
---	EXISTING WATER LINE
---	PROPOSED WATER LINE (SIZE AS NOTED)
---	PROPOSED FIRE HYDRANT ASSEMBLY
---	PROPOSED WATER SERVICE
---	PROPOSED VALVE
---	PROPOSED REDUCER

**BISSELL PROFESSIONAL GROUP**  
Firm License # C-184  
P.O. Box 1068  
241 Shingle Landing Road  
Moyock, North Carolina 27949  
(252) 724-3000  
FAX (252) 281-1760

**BISSELL PROFESSIONAL GROUP**  
Engineers, Planners, Surveyors  
and Environmental Specialists

**COVER SHEET, DEVELOPMENT NOTES AND SITE LOCATION**

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**THE LANDING**  
CURRITUCK COUNTY  
MOYOCK TOWNSHIP

**PRELIMINARY SUBDIVISION PLANS**

NO.	DATE	DESCRIPTION	BY	CHKD.	DATE
1	05-26-15	PRELIMINARY SUBDIVISION PLANS	MB		
2	05-26-15	REVISIONS	MB		
3	05-26-15	REVISIONS	MB		
4	05-26-15	REVISIONS	MB		
5	05-26-15	REVISIONS	MB		
6	05-26-15	REVISIONS	MB		
7	05-26-15	REVISIONS	MB		
8	05-26-15	REVISIONS	MB		
9	05-26-15	REVISIONS	MB		
10	05-26-15	REVISIONS	MB		
11	05-26-15	REVISIONS	MB		
12	05-26-15	REVISIONS	MB		

DATE: 05/26/15 SCALE: N/A

DESIGNED: BPG CHECKED: MSB

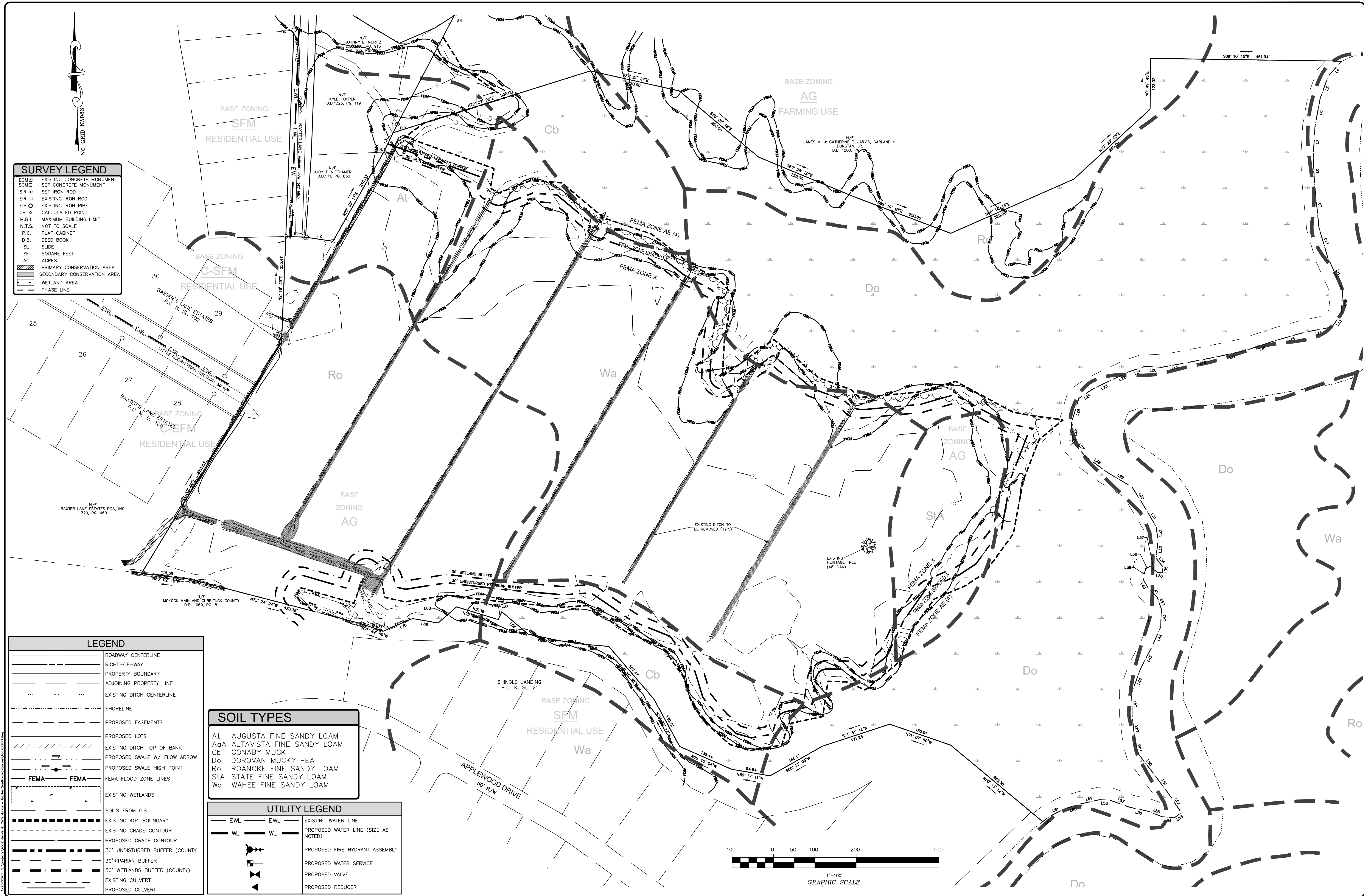
DRAWN: KFW APPROVED: BPG

SHEET: 1 OF 8

CAD FILE: 456200PP1

PROJECT NO: 4562





**SURVEY LEGEND**

- ECMD EXISTING CONCRETE MONUMENT
- SCMD SET CONCRETE MONUMENT
- SIR SET IRON ROD
- EIR EXISTING IRON ROD
- EIP EXISTING IRON PIPE
- CP CALCULATED POINT
- M.B.L. MAXIMUM BUILDING LIMIT
- N.T.S. NOT TO SCALE
- P.C. PLAT CABINET
- D.B. DEED BOOK
- SL SLIDE
- SF SQUARE FEET
- AC ACRES
- PRIMARY CONSERVATION AREA
- SECONDARY CONSERVATION AREA
- WETLAND AREA
- PHASE LINE

**LEGEND**

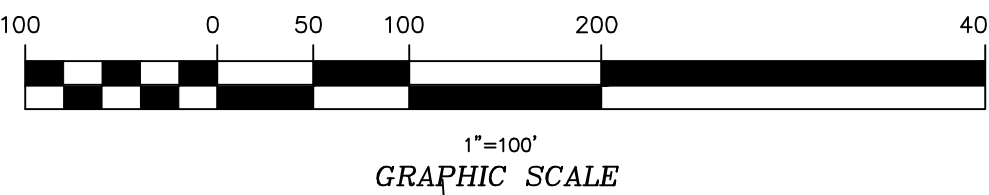
- ROADWAY CENTERLINE
- RIGHT-OF-WAY
- PROPERTY BOUNDARY
- ADJOINING PROPERTY LINE
- EXISTING DITCH CENTERLINE
- SHORELINE
- PROPOSED EASEMENTS
- PROPOSED LOTS
- EXISTING DITCH TOP OF BANK
- PROPOSED SWALE W/ FLOW ARROW
- PROPOSED SWALE HIGH POINT
- FEMA FLOOD ZONE LINES
- EXISTING WETLANDS
- SOILS FROM GIS
- EXISTING 404 BOUNDARY
- EXISTING GRADE CONTOUR
- PROPOSED GRADE CONTOUR
- 30' UNDISTURBED BUFFER (COUNTY)
- 30' RIPARIAN BUFFER
- 50' WETLANDS BUFFER (COUNTY)
- EXISTING CULVERT
- PROPOSED CULVERT

**SOIL TYPES**

- At AUGUSTA FINE SANDY LOAM
- Aa ALTAVISTA FINE SANDY LOAM
- Cb CONABY MUCK
- Do DOROVAN MUCKY PEAT
- Ro ROANOKE FINE SANDY LOAM
- Sta STATE FINE SANDY LOAM
- Wa WAHEE FINE SANDY LOAM

**UTILITY LEGEND**

- EWL EXISTING WATER LINE
- WL PROPOSED WATER LINE (SIZE AS NOTED)
- PROPOSED FIRE HYDRANT ASSEMBLY
- PROPOSED WATER SERVICE
- PROPOSED VALVE
- PROPOSED REDUCER



**BISSELL**  
PROFESSIONAL GROUP  
Engineers, Planners, Surveyors  
and Environmental Specialists

**EXISTING CONDITIONS AND  
SITE FEATURES PLAN**

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**THE LANDING**  
CURRITUCK COUNTY  
MOYOCK TOWNSHIP  
NORTH CAROLINA

**PRELIMINARY SUBDIVISION PLANS**

NO.	DATE	DESCRIPTION	BY	CHECKED
1	05-15-16	ADDRESS THE COMMENTS	BPG	KFW
2	05-26-16	UPDATE FEMA DATA	BPG	KFW
3	12-20-20	UPDATE FEMA DATA	BPG	KFW

DATE: 05/26/16 SCALE: 1"=100'

DESIGNED: BPG CHECKED: KFW

DRAWN: KFW APPROVED: BPG

SHEET: 2 OF 8

CAD FILE: 456200P1

PROJECT NO: 4562

Attachment: 2: The Landing Amended Prel Plat (PB 15-10 The Landing)

Packet Pg. 107







CURVE TABLE						CURVE TABLE						CURVE TABLE					
CURVE	LENGTH	RADIUS	CHORD	BEARING	DELTA	CURVE	LENGTH	RADIUS	CHORD	BEARING	DELTA	CURVE	LENGTH	RADIUS	CHORD	BEARING	DELTA
C1	141.86	442.95	141.25	N67° 58' 29"W	18°20'58"	C72	39.27	25.00	35.36	S49° 30' 52"E	90°00'00"	C105	36.46	25.00	33.31	N30° 58' 46"W	83°33'04"
C2	86.08	492.95	85.97	S63° 48' 10"E	10°00'20"	C74	21.03	25.00	20.41	S19° 34' 50"W	48°11'23"	C106	58.50	275.00	58.39	N4° 42' 08"E	12°11'16"
C3	74.64	442.95	74.56	N81° 58' 37"W	9°39'19"	C75	87.56	50.00	76.79	S6° 29' 41"E	100°20'23"	C109	16.82	275.00	16.81	N20° 50' 38"W	3°30'13"
C4	122.30	492.95	121.98	S75° 54' 47"E	14°12'53"	C80	35.76	50.00	35.00	S77° 09' 07"E	40°58'29"	C110	19.18	25.00	18.71	N0° 37' 16"W	43°56'57"
C5	32.56	492.95	32.55	S84° 54' 45"E	3°47'04"	C86	35.76	50.00	35.00	N61° 52' 25"E	40°58'29"	C111	56.36	50.00	53.42	N10° 56' 21"W	64°35'07"
C6	105.22	225.00	104.26	S3° 19' 49"E	26°47'40"	C87	10.07	50.00	10.05	N35° 37' 04"E	11°32'13"	C112	53.28	50.00	50.80	N37° 45' 36"W	61°03'24"
C7	38.05	25.00	34.48	S53° 39' 54"W	8°71'47"	C88	35.94	50.00	35.17	N9° 15' 25"E	41°11'05"	C113	40.16	50.00	39.09	S52° 42' 06"W	46°01'11"
C8	39.05	550.00	39.04	N84° 46' 15"W	4°04'04"	C90	36.10	50.00	35.32	N32° 01' 11"W	41°22'07"	C114	91.05	50.00	78.98	S22° 28' 27"E	104°19'54"
C9	18.48	500.00	18.48	S85° 44' 45"E	2°07'05"	C91	21.03	25.00	20.41	N28° 36' 33"W	48°11'23"	C115	25.59	25.00	22.73	S47° 36' 10"E	54°04'28"
C11	63.03	125.00	62.37	S16° 45' 15"W	28°53'31"	C93	39.27	25.00	35.36	N40° 29' 08"E	90°00'00"	C116	15.07	225.00	15.07	S18° 38' 48"E	3°50'17"
C12	228.72	467.95	226.45	N72° 48' 09"W	28°00'17"	C95	14.88	50.00	14.83	N76° 57' 26"E	17°03'25"						
C13	83.12	525.00	83.03	N82° 16' 09"W	9°04'16"	C96	33.75	50.00	33.11	N49° 05' 25"E	38°40'37"						
C14	162.10	525.00	161.46	N68° 53' 18"W	17°41'27"	C97	48.64	50.00	46.74	N1° 53' 06"E	55°44'02"						
C15	177.38	250.00	173.69	N8° 03' 37"W	40°39'11"	C98	42.73	50.00	41.44	S50° 27' 56"E	48°58'02"						
C56	50.43	100.00	49.89	S16° 45' 15"W	28°53'31"	C99	30.49	50.00	30.02	S87° 35' 00"W	34°56'06"						
C57	31.41	200.00	28.28	S76° 11' 45"W	89°59'30"	C100	48.14	50.00	46.30	S42° 32' 11"W	55°09'32"						
C60	165.45	275.00	162.97	S77° 16' 43"E	34°28'18"	C101	30.77	25.00	28.87	S50° 13' 16"W	70°31'44"						
C61	146.58	300.00	145.13	N74° 02' 25"W	27°59'42"	C102	150.41	250.00	148.15	N77° 16' 43"W	34°28'18"						
C65	32.68	500.00	32.68	N61° 54' 55"W	3°44'43"	C103	35.95	550.00	35.95	N61° 54' 55"W	3°44'43"						
C70	33.91	300.00	33.89	N88° 43' 26"E	6°28'36"	C104	86.08	550.00	85.99	N68° 16' 18"W	8°58'01"						

STREET ADDRESSES		
LOT 1	200 LITTLE ACORN	TRL
LOT 2	202 LITTLE ACORN	TRL
LOT 3	204 LITTLE ACORN	TRL
LOT 4	206 LITTLE ACORN	TRL
LOT 5	208 LITTLE ACORN	TRL
LOT 6	210 LITTLE ACORN	TRL
LOT 7	212 LITTLE ACORN	TRL
LOT 8	214 LITTLE ACORN	TRL
LOT 9	100 EVAN	CT
LOT 10	102 EVAN	CT
LOT 11	105 EVAN	CT
LOT 12	103 EVAN	CT
LOT 13	101 EVAN	CT
LOT 14	220 LITTLE ACORN	TRL
LOT 15	222 LITTLE ACORN	TRL
LOT 16	219 LITTLE ACORN	TRL
LOT 17	217 LITTLE ACORN	TRL
LOT 18	215 LITTLE ACORN	TRL
LOT 19	100 CLAIRE	CT
LOT 20	102 CLAIRE	CT
LOT 21	104 CLAIRE	CT
LOT 22	106 CLAIRE	CT
LOT 23	105 CLAIRE	CT
LOT 24	103 CLAIRE	CT
LOT 25	101 CLAIRE	CT
LOT 26	203 LITTLE ACORN	TRL
LOT 27	201 LITTLE ACORN	TRL
LOT 28	329 BAXTER LN	
LOT 29	327 BAXTER LN	

Packet Pg. 109

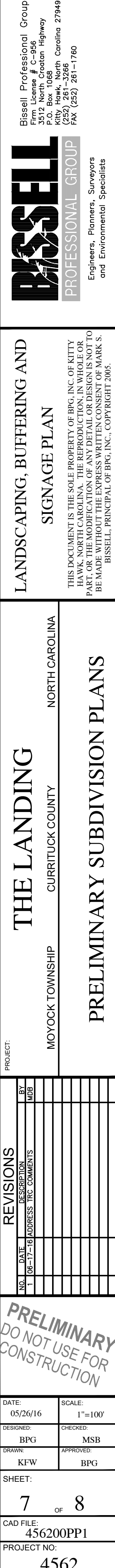




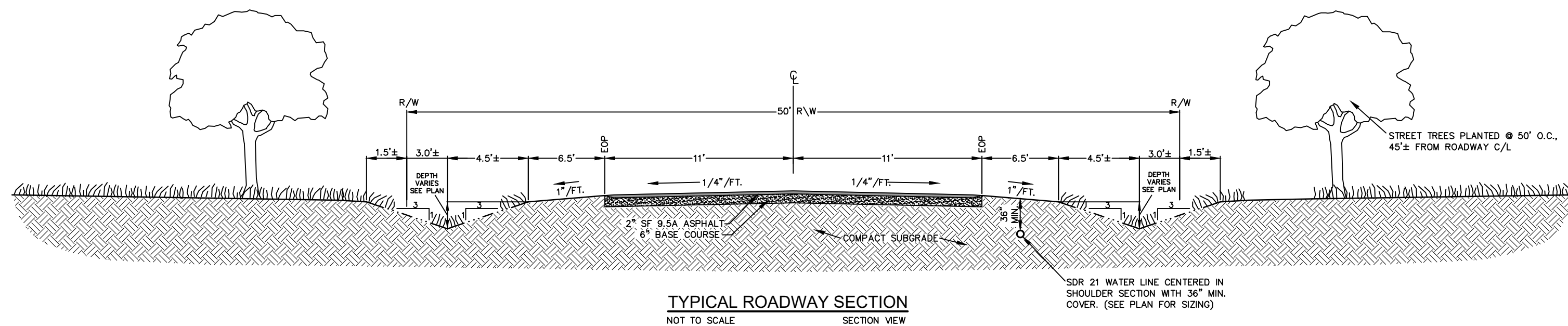












LEGEND	
	ROADWAY CENTERLINE
	RIGHT-OF-WAY
	PROPERTY BOUNDARY
	ADJOINING PROPERTY LINE
	EXISTING DITCH CENTERLINE
	SHORELINE
	PROPOSED EASEMENTS
	PROPOSED LOTS
	EXISTING DITCH TOP OF BANK
	PROPOSED SWALE W/ FLOW ARROW
	PROPOSED SWALE HIGH POINT
	FEMA FLOOD ZONE LINES
	EXISTING WETLANDS
	SOILS FROM GIS
	EXISTING 404 BOUNDARY
	EXISTING GRADE CONTOUR
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	30' UNDISTURBED BUFFER (COUNTY)
	30'RIPARIAN BUFFER
	50' WETLANDS BUFFER (COUNTY)
	EXISTING CULVERT
	PROPOSED CULVERT
UTILITY LEGEND	
	EXISTING WATER LINE
	PROPOSED WATER LINE (SIZE AS NOTED)
	PROPOSED FIRE HYDRANT ASSEMBLY
	PROPOSED WATER SERVICE
	PROPOSED VALVE
	PROPOSED REDUCER



## Major Subdivision Application

### OFFICIAL USE ONLY:

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

### Contact Information

APPLICANT: The James Jarvis and Catherine Thrasher(Landing) Revocable Living Trust  
 Name: \_\_\_\_\_  
 Address: 241 Shingle Landing Road  
Moyock, NC 27958  
 Telephone: (757) 435-7105  
 E-Mail Address: ccthrash80@gmail.com

PROPERTY OWNER:  
 Name: Same  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: Same

### Request

Physical Street Address: Baxter Lane, Moyock, NC  
 Parcel Identification Number(s): 001400000040000  
 Subdivision Name: The Landing  
 Number of Lots or Units: 29

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.

*Catherine Thrasher*  
 Property Owner(s)/Applicant\*

12-10-19  
 Date

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

### Community Meeting, if applicable

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





## Use Permit Application

**OFFICIAL USE ONLY:**

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

**Contact Information**

<b>APPLICANT:</b>	The James Jarvis and Catherine Thrasher(Landing) Revocable Living Trust	<b>PROPERTY OWNER:</b>	
<b>Name:</b>		<b>Name:</b>	Same
<b>Address:</b>	241 Shingle Landing Road Moyock, NC 27958	<b>Address:</b>	
<b>Telephone:</b>	(757) 435-7105	<b>Telephone:</b>	
<b>E-Mail Address:</b>	ccthrash80@gmail.com	<b>E-Mail Address:</b>	

**LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER:** Same

**Property Information**

**Physical Street Address:** Baxter Lane, Moyock, NC 27958  
**Location:** Moyock, NC  
**Parcel Identification Number(s):** 0041000000400000  
**Total Parcel(s) Acreage:** 72.66Ac  
**Existing Land Use of Property:** \_\_\_\_\_

**Request**

**Project Name:** The Landing  
**Proposed Use of the Property:** Conservation Subdivision  
**Deed Book/Page Number and/or Plat Cabinet/Slide Number:** 1294/536  
**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:** \_\_\_\_\_ **Meeting Location:** \_\_\_\_\_

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

See Attachment

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.

See Attachment

- 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.

See Attachment

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

See Attachment

- 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.

See Attachment

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.

*Catherine Shashon*  
Property Owner(s)/Applicant\*

12-10-19  
Date

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

Use Permit Application  
Page 6 of 8

Attachment: 3-The Landing APPUP Application (PB 15-10 The Landing)



Purpose:

The Landing project proposes the division of approximately 73 acres into a conservation subdivision of 29 single-family lots, along with a large expanse of open space. Open space set-asides meet or exceed the UDO requirements; stormwater management and erosion control will be provided in accordance with the new Currituck stormwater manual and the new UDO. Natural features will be presented to the greatest degree practicable. A community water access is proposed.

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 and south has been developed into single family homes; the developable portion of this tract will be developed similarly; over 50% of the land will be preserved. Lot sizes are similar to those in adjacent subdivisions. Wetlands will be preserved. The use will not injure the value of adjoining or abutting lands, and will be in harmony with the surrounding area.
- 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 proposed development density is only 0.4 unit per acre.

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

POLICY ES2: NON-COASTAL WETLANDS, including FRESHWATER SWAMPS, AND INLAND, NON-TIDAL WETLANDS, shall be conserved for the important role they play in absorbing floodwaters, filtering pollutants from stormwater runoff, recharging the ground water table, and providing critical habitat for many plant and animal species.

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 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:** Development that preserves the NATURAL FEATURES OF THE SITE, including existing topography and significant existing vegetation, shall be encouraged. If COASTAL AND NON-COASTAL WETLANDS are considered part of a lot's acreage for the purpose of determining minimum lot size or development density, Low Impact Development techniques or appropriate buffers shall be integrated into the development.

The following policies from the Moyock Small Area Plan are also supported:

**Policy IS 4** Ensure that stormwater runoff, soil erosion, and sedimentation is properly managed to reduce nuisance flooding and pollution of sensitive environmental areas

**Policy CC 1** Encourage and foster development that is compatible with rural atmosphere

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





## 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:** James Jarvis, Jr. and Catherine Thrasher  
 Bissell Professional Group

**From:** Planning Staff

**Date:** January 8, 2020

**Re:** PB 15-10 The Landing, Amended Preliminary Plat TRC Comments (amended)

The following comments were received for the January 8, 2020 TRC meeting. In order to be placed on the February 17, 2020 Board of Commissioners agenda the following deficiencies and corrections must be resubmitted by 12 noon on January 21, 2020, reviewed and approved by TRC. TRC comments are valid for six months from the date of the TRC meeting.

The comments below are for the calculation correction on the coversheet of the amended preliminary plat. The construction drawings were submitted and are under review by the TRC and additional comments are anticipated for the construction of the development.

#### **Planning, Donna Voliva**

Reviewed

1. There are slight differences in the calculations of the conservation area and lot area shown on the C&DP. Please review.
2. Correct the flood zone boundary lines and BFE. (The flood zone changed since the last approval)
3. Record the exempt plat creating the lot that matches the intended lot (development) area proposed on the subdivision. (Use permit condition)
4. Does the site contain CAMA wetlands?
5. Will any portion of the development be phased?

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

Reviewed

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

Reviewed

1. Coordinate the pedestrian connection to the proposed county park.

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

Reviewed

The below comments are related to the construction of the development:

1. As proposed, work landward of Normal Water Level (NWL) can be approved under a CAMA Minor Permit from Currituck County.
2. If the launch is essentially a dock parallel to shore it will fall under 15A NCAC 07H.1200 for a docking facility.
3. All walkways are limited to 6 feet wide and must be elevated 3 feet above any wetlands. If any part of the construction takes place over water (which the plat does not indicate), it will need to be issued under a CAMA General Permit.

Attachment: 4-The Landing APP rev TRC Comments 1820 (PB 15-10 The Landing)

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

Reviewed

1. DEVELOPER/BUILDER NEEDS TO CONSULT WITH KEVIN CARVER RS(252-232-6603) CONCERNING SEPTIC SYSTEM APPROVAL FOR EACH LOT THAT MAKES UP THIS PROPOSED SUB-DIVISION.

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

Reviewed

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

Reviewed

**Currituck County Public Utilities, (Will Rumsey, 252-232-2769)**

Reviewed

**Currituck Soil and Stormwater (Dylan Lloyd 252-232-3360)**

Reviewed

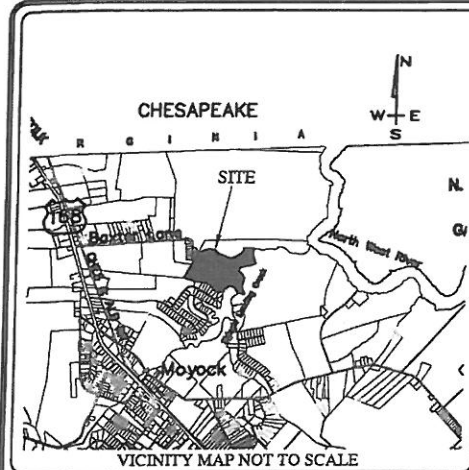
**The following items are necessary for resubmittal:**

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

Attachment: 4-The Landing APP rev TRC Comments 1820 (PB 15-10 The Landing)



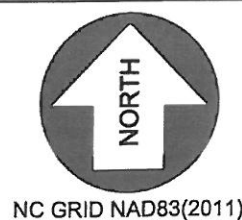
Z:\4562 Jamie & CeCe Jarvis - Baxter South\dwg\SURVEY\456200WLP1.dwg, 11x17, 2/2/2015 1:59:12 PM, KONICA MINOLTA Universal PCL, pc3, 1:1



SURVEY LEGEND	
ECMB	EXISTING CONCRETE MONUMENT
SIR	SET IRON ROD
EIR	EXISTING IRON ROD
EIP	EXISTING IRON PIPE
CP	CALCULATED POINT
M.B.L.	MAXIMUM BUILDING LIMIT
N.T.S.	NOT TO SCALE
P.C.	PLAT CABINET
D.B.	DEED BOOK
SL	SLIDE
SF	SQUARE FEET
AC	ACRES

#### NOTES:

1. AREA DETERMINED BY COORDINATE METHOD.
2. IRON PINS AT ALL PROPERTY CORNERS UNLESS OTHERWISE NOTED HEREON.
3. FLAGGED WETLAND LOCATIONS WERE FIELD LOCATED IN NOVEMBER 2014.



NC GRID NAD83(2011)

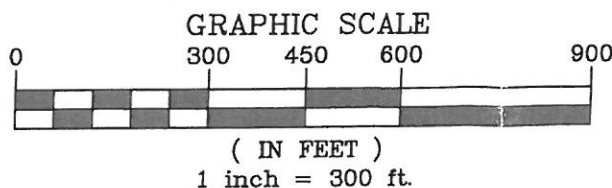
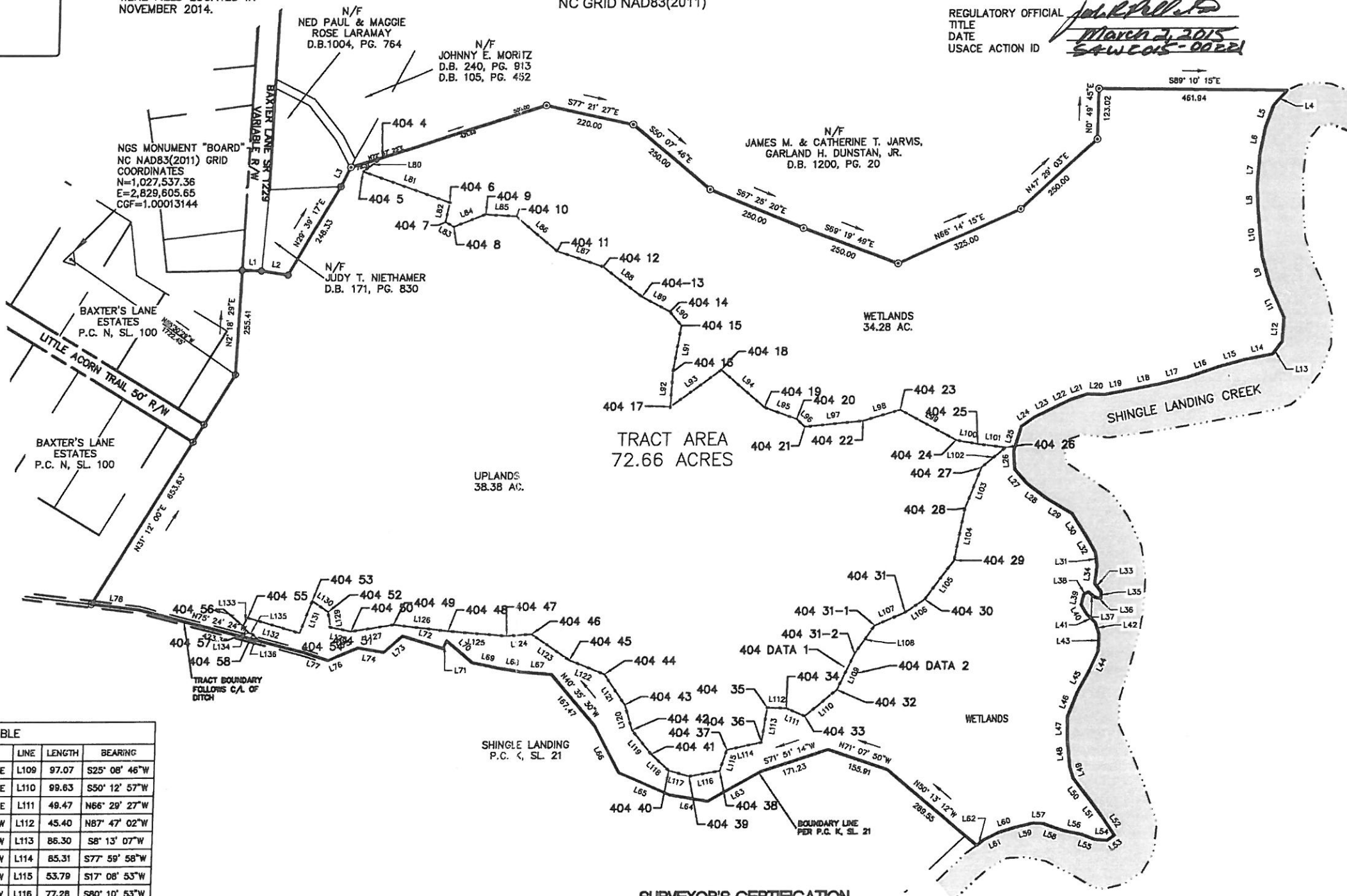
THIS CERTIFIES THAT THIS COPY OF THIS PLAT ACCURATELY DEPICTS THE BOUNDARY OF THE JURISDICTION OF SECTION 404 OF THE CLEAN WATER ACT IN THE AREAS IMPACTED BY THE PRESENT PROPOSED ACTIVITY, AS DETERMINED BY THE UNDERSIGNED ON THIS DATE. OTHER AREAS OF JURISDICTION MAY BE PRESENT ON THE SITE BUT HAVE NOT BEEN DELINEATED. UNLESS THERE IS CHANGE IN THE LAW OR OUR PUBLISHED REGULATIONS, THIS DETERMINATION OF SECTION 404 JURISDICTION MAY BE RELIED UPON FOR A PERIOD NOT TO EXCEED FIVE YEARS FROM THIS DATE. THIS DETERMINATION WAS MADE UTILIZING THE APPROPRIATE REGIONAL SUPPLEMENT TO THE 1987 CORPS OF ENGINEERS WETLAND DELINEATION MANUAL.

REGULATORY OFFICIAL  
TITLE  
DATE  
USACE ACTION ID

*March 2, 2015*  
*SAWCOIS-0022*

LINE TABLE			LINE TABLE			LINE TABLE		
LINE	LENGTH	BEARING	LINE	LENGTH	BEARING	LINE	LENGTH	BEARING
L1	47.72	S88° 10' 01"E	L27	46.27	S40° 59' 11"E	L53	21.39	S54° 52' 27"W
L2	66.93	S81° 24' 20"E	L28	61.79	S53° 28' 53"E	L54	28.62	N84° 48' 15"W
L3	52.06	N25° 57' 09"E	L29	74.02	S59° 10' 36"E	L55	35.49	N68° 35' 41"W
L4	48.65	S42° 09' 58"W	L30	60.71	S32° 00' 50"E	L56	45.75	N77° 44' 27"W
L5	57.11	S19° 59' 35"W	L31	33.41	S7° 54' 33"E	L57	25.30	N87° 03' 49"W
L6	66.99	S10° 29' 42"W	L32	51.09	S30° 16' 07"E	L58	52.25	N70° 26' 50"W
L7	78.22	S3° 34' 28"W	L33	26.37	S37° 48' 43"E	L59	47.15	S77° 18' 08"W
L8	63.40	S3° 13' 21"E	L34	42.94	S6° 19' 44"W	L60	40.78	S72° 26' 26"W
L9	74.74	S16° 13' 42"E	L35	15.10	S2° 42' 38"W	L61	40.66	S63° 28' 20"W
L10	104.90	S5° 42' 43"E	L36	12.66	N83° 29' 52"W	L62	20.30	S52° 11' 34"W
L11	88.77	S24° 18' 43"E	L37	22.50	N51° 29' 36"W	L63	145.17	S60° 31' 09"W
L12	58.85	S3° 49' 03"W	L38	11.73	S82° 38' 53"W	L64	94.84	N80° 17' 11"W
L13	37.32	S36° 28' 29"W	L39	26.57	S13° 17' 19"W	L65	136.44	N66° 18' 04"W
L14	67.83	S78° 54' 43"W	L40	27.05	S30° 19' 44"E	L66	130.72	N28° 35' 17"W
L15	67.77	S74° 21' 49"W	L41	28.45	S46° 25' 53"E	L67	73.26	N84° 52' 00"W
L16	81.18	S71° 39' 30"W	L42	30.11	S18° 49' 58"E	L68	54.77	N80° 52' 33"W
L17	67.83	S77° 28' 32"W	L43	42.77	S1° 44' 27"W	L69	69.62	N77° 49' 51"W
L18	76.82	S78° 57' 43"W	L44	51.04	S23° 16' 59"W	L70	83.45	N49° 44' 55"W
L19	61.69	S79° 41' 56"W	L45	59.40	S27° 58' 15"W	L71	20.79	S24° 28' 53"W
L20	41.42	N87° 27' 29"W	L46	64.14	S20° 05' 25"W	L72	105.38	N72° 59' 06"W
L21	42.75	S71° 10' 57"W	L47	54.62	S0° 39' 49"E	L73	59.29	S48° 47' 29"W
L22	38.67	S64° 39' 51"W	L48	67.16	S6° 38' 50"E	L74	62.91	N80° 11' 09"W
L23	57.40	S64° 07' 57"W	L49	29.10	S16° 49' 19"E	L75	55.18	S68° 59' 27"W
L24	39.02	S55° 34' 17"W	L50	62.96	S37° 25' 18"E	L76	21.52	S68° 00' 49"W
L25	63.40	S18° 51' 48"W	L51	55.06	S36° 52' 44"E	L77	60.33	N71° 49' 59"W
L26	44.28	S4° 46' 00"E	L52	56.95	S33° 52' 57"E	L78	118.55	N83° 02' 10"W

WETLAND FLAG LINE TABLE							
LINE	LENGTH	BEARING	LINE	LENGTH	BEARING	LINE	LENGTH
L80	56.85	S53° 37' 30"W	L99	156.76	S81° 41' 56"E	L109	97.07
L81	228.20	S70° 26' 46"E	L100	53.14	S79° 28' 19"E	L110	99.63
L82	48.23	S10° 56' 52"W	L101	69.84	S82° 38' 45"E	L111	49.47
L83	23.31	S59° 52' 04"E	L102	76.13	S50° 14' 22"W	L112	45.40
L84	83.24	N68° 51' 28"E	L103	106.06	S21° 05' 48"W	L113	85.30
L85	75.41	S85° 49' 09"E	L104	129.81	S10° 28' 04"W	L114	65.31
L86	132.63	S50° 10' 17"E	L105	118.13	S36° 06' 39"W	L115	53.79
L87	121.03	S71° 20' 20"E	L106	57.40	S56° 54' 02"W	L116	77.28
L88	121.80	S52° 18' 08"E	L107	80.48	S87° 03' 24"W	L117	51.36
L89	78.57	S61° 40' 56"E	L108	83.65	S35° 08' 49"W	L118	59.60
L90	45.10	S40° 50' 30"E	L122	93.84	N68° 03' 42"W	L119	76.84
L91	113.85	S9° 17' 54"W	L123	114.15	N55° 40' 56"W	L120	65.03
L92	86.41	S3° 16' 01"W	L124	61.82	S88° 07' 49"W	L121	90.93
L93	153.31	N54° 16' 21"E	L125	142.89	N84° 54' 24"W	L131	83.92
L94	141.93	S49° 25' 31"E	L126	136.40	N83° 09' 19"W	L132	133.67
L95	83.79	S69° 39' 13"E	L127	102.71	S81° 06' 10"W	L133	22.27
L96	27.72	S46° 27' 06"E	L128	50.53	N77° 41' 57"W	L134	22.59
L97	142.49	N84° 45' 33"E	L129	38.08	N10° 20' 37"W	L135	10.60
L98	95.26	N74° 06' 22"E	L130	46.49	N54° 44' 04"W	L136	23.00



#### 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 or positional accuracy is 1:10,000; and that this map meets the requirements of The Standards of Practice for Land Surveying in North Carolina (21 NCAC 56.1600)."

Witness my original signature, registration number and seal this 2 day of FEBRUARY, A.D. 2014.

*Michael D. Barr*  
Professional Land Surveyor L-1756



**BISSELL**  
Professional Group  
Firm License # C-856  
3512 North Carolina Highway  
Box 1088  
Kitty Hawk, North Carolina 28543  
(252) 261-2705  
FAX (252) 261-1760

**7.B.e**

PROJECT:  
**JAMES M. JARVIS JR. & CATHERINE T. JARVIS**  
**72.66 ACRE TRACT**  
**MOYOCK MAINLAND CURRITUCK COUNTY NORTH CAROLINA**  
**404 WETLAND DELINEATION**

REVISIONS  
NO. DATE DESCRIPTION BY MDB  
1 02-02-15 WETLAND TEXT MDB

DATE: 10-22-14  
DESIGNED: MDB  
CHECKED: MSB  
DRAWN: MDB  
APPROVED: BPG  
SHEET: 1 of 1  
CAD FILE: 456200WLP1  
PROJECT NO: 4562



COUNTY OF Currituck  
Maple, NORTH CAROLINA 27956



PATRICK IRWIN  
Public Utilities Director

444 Maple Road  
Phone: (252) 232-6061  
Fax: (252) 453-3721  
E-mail: pat.irwin@currituckcountync.gov

May 28, 2015

Mr. Mark Bissell, P.E.  
Bissell Professional Group  
3512 N. Croatan Highway  
Kitty Hawk, NC 27949

RE: Commitment to Serve Water for Baxter South (The Landing) Phase 1  
Development in Moyock, NC

Mr. Bissell:

The Currituck County Mainland Water System will commit to serve the water for the Baxter South (The Landing) Phase 1 Development when the constructed water lines have been tested and project final approval is given by North Carolina Department of Environment and Natural Resources Water Supply Section.

Sincerely,

Patrick Irwin  
Public Utilities Director  
Currituck County

Attachment: 6- Water Commitment (PB 15-10 The Landing)



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

***Project:***

***"The Landing" Conservation Subdivision***

Currituck County, North Carolina

***Prepared By:***

***Bissell Professional Group***

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

May 28, 2015  
Updated May 26, 2016  
Updated July 25, 2016



**STORMWATER MANAGEMENT NARRATIVE:****PROPOSED DEVELOPMENTAL ACTIVITIES**

The intent of the stormwater management design, to the maximum extent possible, is to employ best management practices through the use of vegetative conveyances, vegetative buffers and a wet-detention BMP to serve the proposed development. As a whole, the development will consist of 29 residential single family home lots served by three proposed cul-de-sac roads located on a 73 acre tract of land. The proposed Landing subdivision is located off of Baxter Lane Extension and Little Acorn Trail, just east of Baxter Lane Estates subdivision in Moyock Township, Currituck County, North Carolina.

The proposed developmental activities for this development include the following:

- a) Construction of 29 single family residential home parcels, each approximately 40,000 square feet
- b) Construction of about 2,354 linear feet of typical asphalt subdivision road
- c) Waterline Improvements
- d) Drainage and Stormwater BMP Improvements

**Site Soils**

The following is a summary of the soils typically found within the Phase 1 project boundary limits.

**Soil Description**

The majority of the site is composed of:

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

and:

Wa: Wahee Fine Sandy Loam: Nearly level, somewhat poorly drained soils on low ridges along streams and rivers that flow into the Currituck and Albemarle Sounds. Permeability is slow at 0.06-0.2 in/hr and a seasonal high water table that fluctuates between depths of 0.5 to 1.5 feet.

With some areas of:

At: Augusta Fine Sandy Loam: Somewhat poorly drained soils on smooth, slightly convex ridges near or adjacent to small streams and rivers. Permeability is moderate at 0.6-2.0 in/hr and a seasonal high water table that fluctuates between depths of 1.0 and 2.0 feet.

Soils to the north and south of the developable areas are Cb: Conaby Muck, most of which are classified as wetlands subject to the jurisdiction of the US Army Corps of Engineers.

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

## Existing Site Topography and Drainage Features

The site's topography is generally in the 5 to 5.5' elevation range in the roadway and lot areas, gently sloping toward the north, south and east, with the last 50 to 100 feet sloping rapidly toward the wetlands, typically from about 5' msl down to an elevation of about 2' and then to sea level in the delineated wooded wetland areas.

The land drains into an existing wetland slough on both the north and south sides of the developable area, which connect directly to Shingle Landing Creek. Because of the property's existing drainage patterns and its proximity to the creek, the alternative design criteria are proposed to be utilized in the stormwater management design for The Landing. No adjacent or downstream property should be impacted by stormwater runoff from this project. Existing drainage patterns are shown on Attachment 1.

Land use in the surrounding area is predominately residential development. An existing property line ditch conveys runoff from a portion of the adjacent Baxter Lane Estates subdivision. It appears that a portion of this runoff flows north while part of it flows to the south. The development will not utilize the existing property line ditches to convey runoff.

## Methodology of Managing Stormwater Runoff

In consideration of the development's proximity to adjoining wetlands that are tributary to the adjacent free-flowing creek, the stormwater management for this development is designed around the Alternate Stormwater Plan criteria as provided in the UDO. Furthermore, in accordance with the recently approved Currituck County Stormwater Manual, the following must be applied to the Alternate Stormwater design:

- The maximum downstream rise in water surface elevation shall not exceed 0.01 feet over pre-development conditions.

### Downstream

With regard to the downstream water elevation requirement, in consideration of the characteristics of the receiving wetlands and their direct outlet to the creek, it seems reasonable to conclude that the change in water surface will be negligible.

## Stormwater Runoff Collection and Management

Based upon the topography of the proposed development, drainage there are three drainage basins (see attached overview sheet).

In General, rainfall runoff from the residential lots will primarily sheet flow overland into vegetative side property line swales. Runoff from the roadways will be collected by typical roadway swales. For the two cul-de-sacs, there will be vegetative outlet swales and level spreaders to convey overland



flow into the wetlands at a velocity of less than 2 feet per second in accordance with DEQ standards, and then to the adjacent Shingle Landing Creek. On the north side of the development, even though the alternate design criteria can be used, it is proposed that the property line and roadway swales will convey runoff to a wet-detention BMP as illustrated on the preliminary construction drawings. Drawdown from the BMP will be handled via a typical drawdown device with a 2" orifice, and overflow will be managed through a typical spillway. Discharge from the drawdown devices, and the overflow spillway, will be directed to the adjacent wetland slough for additional filtering before it reaches Shingle Landing Creek. Property line swales will act as broad, shallow, vegetative filters, constructed with side slopes of 3:1 or flatter and vegetated with grass. Longitudinal slopes are being kept relatively flat, to provide for low velocity flows, thereby aiding infiltration and sediment removal. This practice is also described as passive in accordance with best management practices.

An existing ditch that conveys runoff from off-site across proposed lots 1, 2 and 3 will be relocated to the rear property line of these lots. A portion of the ditch that runs along the common property line with Baxter Lane Estates will be rerouted around the new section of Baxter Lane Extension as shown. The new roadway will be sloped to drain away from the existing ditch to a new roadway swale that will convey runoff to the proposed BMP. Existing property line ditches will not be used to convey runoff from the new development. Proposed drainage areas are shown on Attachment 2.

## Stormwater Management Overview

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

- 1) Proposed impervious coverage of less than 30% for each residential lot.
- 2) Provision of vegetative conveyance swales along proposed property lines and roadway swales to collect and transport stormwater runoff from all impervious surfaces to the two proposed BMPs.
- 3) Provision of a wet-detention BMP with a drawdown device and overflow spillway that outlets to adjoining wetlands. The BMP is designed with about 2 feet of storage depth to manage the design storm plus 6" of freeboard.
- 4) Provision of vegetative buffers along wetlands.
- 5) Minimum Building Pad Elevations are being prescribed by lot based on exceeding the FEMA base flood elevation for the development area (AE (5.4)).
- 6) Minimum First Floor Elevations will also be prescribed by lot based on exceeding the FEMA base flood elevation for the development area.

## Operation & maintenance

### Schedule of Compliance

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

- A. The BMP, swales and other vegetated conveyances shall be constructed, vegetated, and maintained to be operational.
- B. During construction, erosion shall be kept to a minimum and any eroded areas of the swales or other vegetated conveyances will be repaired immediately.



C. The following operation & maintenance measures must be performed on all stormwater management measures for optimum efficiency of the stormwater management system;

1. Inspections- at least (1) every 6 months or after any significant rainfall event.
2. Sediment Removal - at least (1) every 6 months or after any significant rainfall.
3. Mowing, and revegetating of the side slope once a month.
4. Immediate repair of eroded slopes.
5. General maintenance of side slopes in accordance with approved plans & specs.

#### PRELIMINARY STORMWATER MANAGEMENT CALCULATIONS

ROADWAY SURFACES:	67,570 SQ. FT.
LOT COVERAGE: 29 X 12,000 =	<u>348,000 SQ. FT.</u> (MAXIMUM)
TOTAL:	415,570 SQ. FT.

RUNOFF VOLUME FROM IMPERVIOUS AREAS FROM 5.7" STORM:  $415,570 \times 5.7 / 12 = 197,396$  CU. FT.

BASIN VOLUME FROM 2' TO 4' MSL: APPROX. 200,000 CU. FT., SO THE PROPOSED BASIN STORAGE COULD ACTUALLY APPROXIMATE THE DIFFERENCE BETWEEN THE 10-YEAR PRE- AND POST-DEVELOPMENT RUNOFF FROM THE ENTIRE DEVELOPMENT, EVEN THOUGH THE ALTERNATIVE DESIGN CRITERIA DO NOT REQUIRE THIS.









# STAFF REPORT

## PB 19-11 COMPLETE AUTO CREDIT USE PERMIT REVOCATION

### BOARD OF COMMISSIONERS

FEBRUARY 17, 2020

#### DEVELOPMENT SUMMARY

<b>Property Owner:</b> Tiffany Richardson	<b>Applicant:</b> Marc Sisino
<b>Case Number:</b> PB 19-11	<b>Application Type:</b> Use Permit
<b>Parcel Identification Number:</b> 0023-000-0010-0000	<b>Existing Use:</b> Automobile sales
<b>Land Use Plan Classification:</b> Rural	<b>Parcel Size (Acres):</b> 1.58
<b>Request:</b> Revocation of Use Permit for Auto Sales in GB	<b>Zoning:</b> General Business

#### SURROUNDING PARCELS

	Land Use	Zoning
North	Office Strip	General Business
South	Vacant	Heavy Industrial
East	Vacant	Heavy Industrial
West	Solar Array	Heavy Industrial

#### STAFF ANALYSIS

In June 2019, the Board of Commissioners approved a Use Permit to allow automobile sales at 1383 Caratoke Highway. Below are the Conditions of Approval that were incorporated into the Use Permit:

1. The applicant shall have ninety (90) days to complete having the building to commercial standards as required by the UDO and receive a Certificate of Occupancy.
2. Improvements will be made to the parking and display areas in accordance with the approved site plan.
3. Landscaping will be upgraded in accordance to the Unified Development Ordinance.
4. Trees can be moved to keep a twenty-five (25) foot area of visibility for the line of sight; the twenty-five foot sight line shall be measured from the existing curb.
5. Display Areas I be screened with a Type A buffer yard, also keeping the twenty-five foot area of visibility.
6. Outdoor storage of vehicles shall occur only within the approved display areas.

On October 15, 2019, staff inspected 1383 Caratoke Highway for compliance with the Conditions of Approval and found those conditions had not been met by the applicant. Below is a timeline of the enforcement process:

- October 15, 2019 –Notice of Violation was issued for non-compliance with the Use Permit Conditions of Approval.



- November 14, 2019 – deadline for appeal of Notice of Violation to the Board of Adjustment; applicant did not submit an appeal; Civil Citations issued
- January 30, 2020 –inspection of the property; Conditions of Approval had not been met; revocation hearing scheduled.

The applicant did not meet all the requirements of Use Permit. Below is the status of the Conditions of Approval.

1. The applicant submitted an Appendix B and made the required improvements for conversion back to a commercial building with the exception of the sign height for the ADA parking space.
2. New paving has been installed but applicant did not apply for or receive a zoning permit for the minor site plan.
3. Landscaping along the northern property line, fence line or southern property line has not been installed.
4. Landscaping has not been installed.
5. Type A buffer yard has not been installed to screen the display areas.
6. Outdoor storage of vehicles is occurring in areas that are not designated on the site plan as display areas.

## RECOMMENDATIONS

### PLANNING AND COMMUNITY DEVELOPMENT

The Unified Development Ordinance Section 9.5.4 provides the enforcement procedure when an investigation finds a violation. The procedure was followed, with the correct notification of the violations. The property owner did not appeal the notice of violation nor did the property come into compliance with all of the Use Permit Conditions of Approval.

The UDO Section 9.6 provides Use Permit revocation as a remedy for violations:

#### **F. Revocation of Permit or Approval**

No person may continue to make use of land or buildings in the manner authorized by a zoning permit, special use permit, conditional use permit, floodplain development permit, or sign permit approved prior to January 1, 2013, after such permit has been revoked in accordance with this section, or a use permit, zoning compliance permit, floodplain development permit, or sign permit approved after January 1, 2013. The Planning Director may revoke any such permit or approval in accordance with the following.

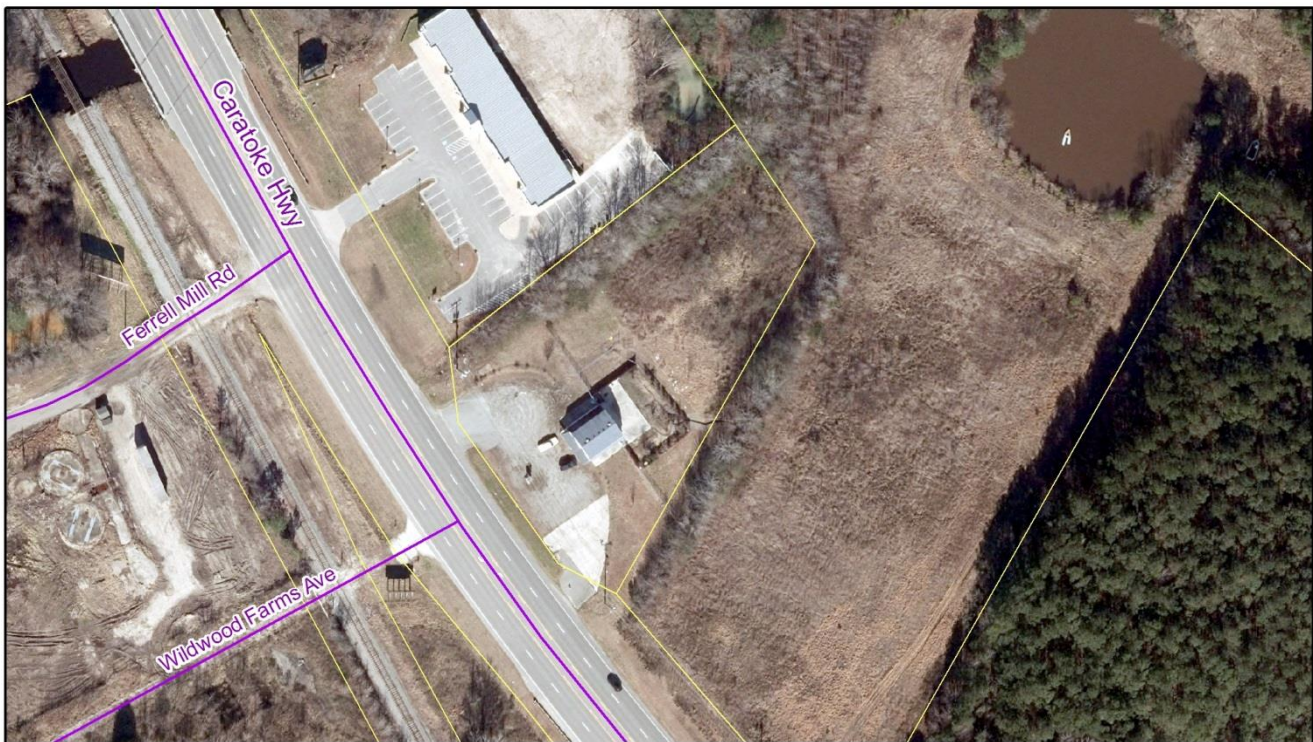
##### **(1) Use Permit, Conditional Use Permit, and Special Use Permit**

- (a) Notice must be provided by the Planning Director to a permit recipient prior to revocation of a use permit, conditional use permit, or special use permit.
- (b) The notice shall inform the permit recipient of the alleged grounds for the revocation.
- (c) The burden of presenting evidence sufficient to authorize the permit-issuing authority to revoke the permit shall be upon the party advocating that position.

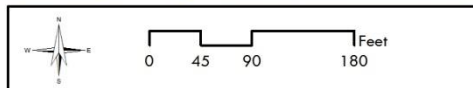
- (d) A motion to revoke a permit by the decision-making body shall include, insofar as practicable, a statement of the specific reasons or findings of fact that support the motion.


The Planning and Community Development **staff recommends revocation** of the Use Permit PB 19-11 due to the property non-compliance with the Conditions of Approval based on the evidence produced during the investigation.

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



PB 19-11 Complete Auto Credit  
Automobile Sales - Use Permit  
Aerial



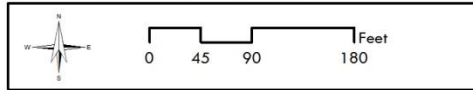
 Currituck County  
Planning and  
Community Development

Attachment: 1 Staff Report (PB 19-11 Complete Auto Credit)

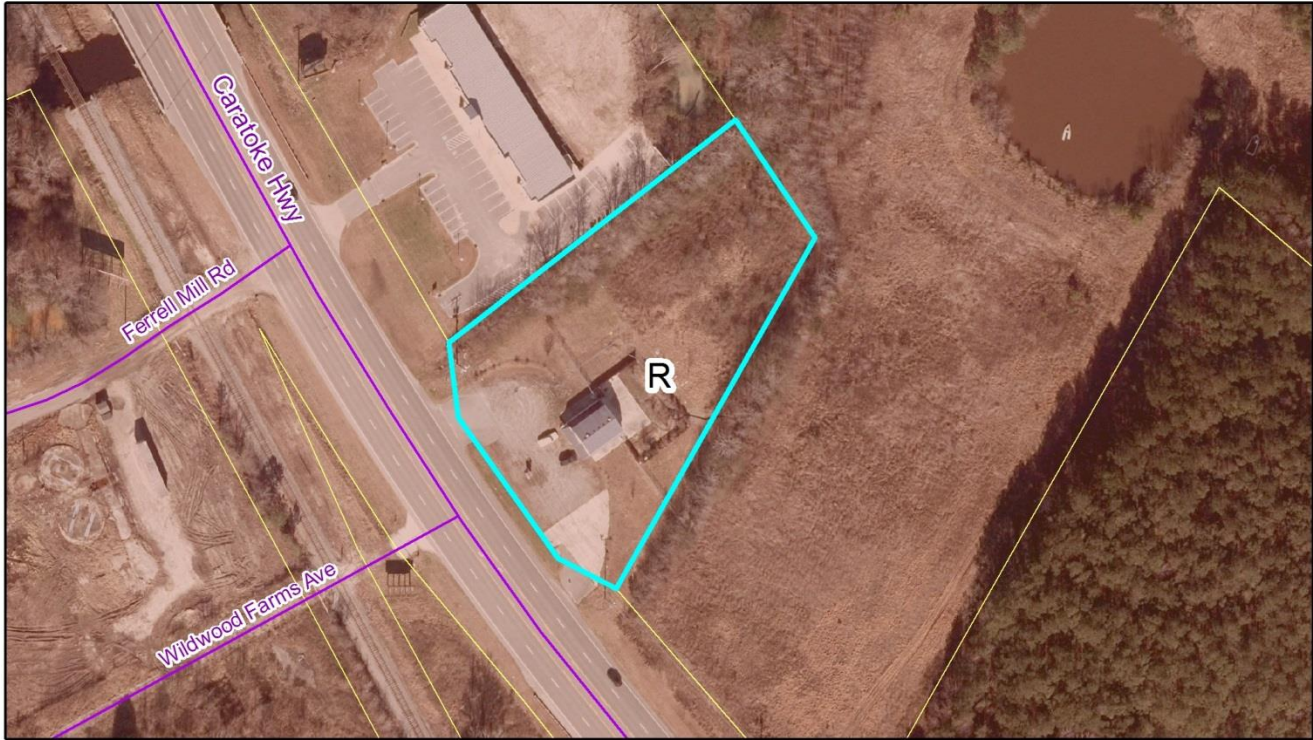




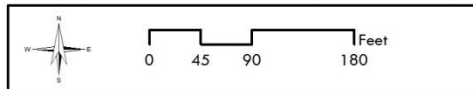
PB 14-15 Saddlebrook Estates  
Preliminary Plat - Use Permit  
Land Use Classification



Currituck County  
Planning and  
Community Development



PB 19-11 Complete Auto Credit  
Automobile Sales - Use Permit  
Land Use Classification



Currituck County  
Planning and  
Community Development



**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

July 9, 2019

Tiffany Richardson  
Marc Sisino  
1383 Caratoke Highway  
Moyock, NC 27958

**RE: PB 19-11 Complete Auto Credit - Use Permit**

Dear Owner/Applicant:

Your request for a use permit to operate an automobile sales business at 1383 Caratoke Highway, Tax Map 23, Parcel 10, Moyock Township, was approved at the Board of Commissioners Meeting on June 17, 2019. Enclosed is the approved use permit.

Sincerely,

A handwritten signature in dark ink that reads "Laurie B. LoCicero".

Laurie B. LoCicero, AICP  
Planning and Community Development Director

LBL/ce

Encl: Use Permit Granted

cc: Jason Litteral, Currituck County  
Harry Lee, Currituck County  
Stacey Smith, Currituck County

Attachment: 2 PB 19-11 Complete Auto Credit - Use Permit Approved with letter (BOC 6-17-19) (PB 19-11 Complete Auto Credit)



## **COUNTY OF CURRITUCK**

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

### **USE PERMIT GRANTED**

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

Owner: Tiffany Richardson  
 1383 Caratoke Highway  
 Moyock, NC 27958

Applicant: Marc Sisino  
 1383 Caratoke Highway  
 Moyock, NC 27958

Property Location: 1383 Caratoke Highway

Project: PB 19-11 Complete Auto Credit

Proposed Use: Automobile Sales or Rentals

Meeting Dates: May 20, 2019 and June 17, 2019 – Board of Commissioners' Public Hearing/Action

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

- (A) The applicant shall complete the development strictly in accordance with the plans submitted to and approved by this Board, a copy of which is filed in the office of the Planning and Community Development Department.
- (B) If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then this permit shall be void and of no effect.
- (C) This permit shall remain valid so long as the conditions under which it was granted are met.

### Use Permit Approval Standards

- (D) The use will not endanger the public health or safety.
  - 1. As this property has had very limited use in recent years, cleaning up and using the property as a retail location will be a health and safety improvement by keeping the property clean.
  - 2. It will eliminate an area that could lend itself to trespassing and vandalism.
- (E) 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.
  - 1. The proposed use will improve the local area and increase property values. Instead of a rundown property, it will be attractive and bustling with business
- (F) The use will be in conformity with the following policies of the 2006 Land Use Plan:
  - 1. The 2006 Land Use Plan classifies this site as Full Service within the Barco subarea. The proposed use is in keeping with the policies of the plan, some of which are:
    - a. Policy ED1: new and expanding industries and businesses should be especially encouraged that: 1) diversify the local economy, 2) train and utilize a more highly skilled labor force, and 3) are compatible with the environmental quality and natural amenity-based economy of Currituck County.
    - b. Policy ED4: In addition to the recruitment and expansion of major new industries, the considerable value of SMALL BUSINESS START-UPS, EXPANSIONS AND SPIN-OFFS shall also be recognized.
- (G) The use will not exceed the county's ability to provide adequate public facilities.
  - 1. The proposed use will have no impact on schools and the county has the ability to provide adequate public facilities.

### Conditions of Approval

- (H) The application complies with all applicable review standards of the UDO provided the following outstanding items are addressed:
  - 1. The applicant shall have ninety (90) days to complete having the building to commercial standards as required by the UDO and receive a Certificate of Occupancy.
  - 2. Improvements will be made to the parking and display areas in accordance with the approved site plan.
  - 3. Landscaping will be upgraded in accordance to the Unified Development Ordinance.
  - 4. Trees can be moved to keep a twenty-five (25) foot area of visibility for the line of sight; the twenty-five foot sight line shall be measured from the existing curb.
  - 5. Display Areas I be screened with a Type A buffer yard, also keeping the twenty-five foot area of visibility.
  - 6. Outdoor storage of vehicles shall occur only within the approved display areas.



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

ATTEST:

  
Clerk to the Board

7.2.19  
Date

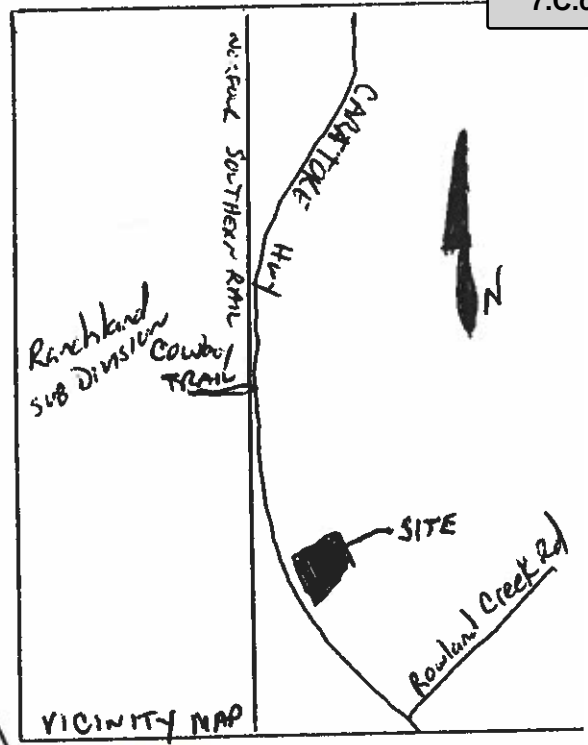
(NOT VALID UNTIL FULLY EXECUTED)

  
Chairman  
Board of Commissioners

(Seal)

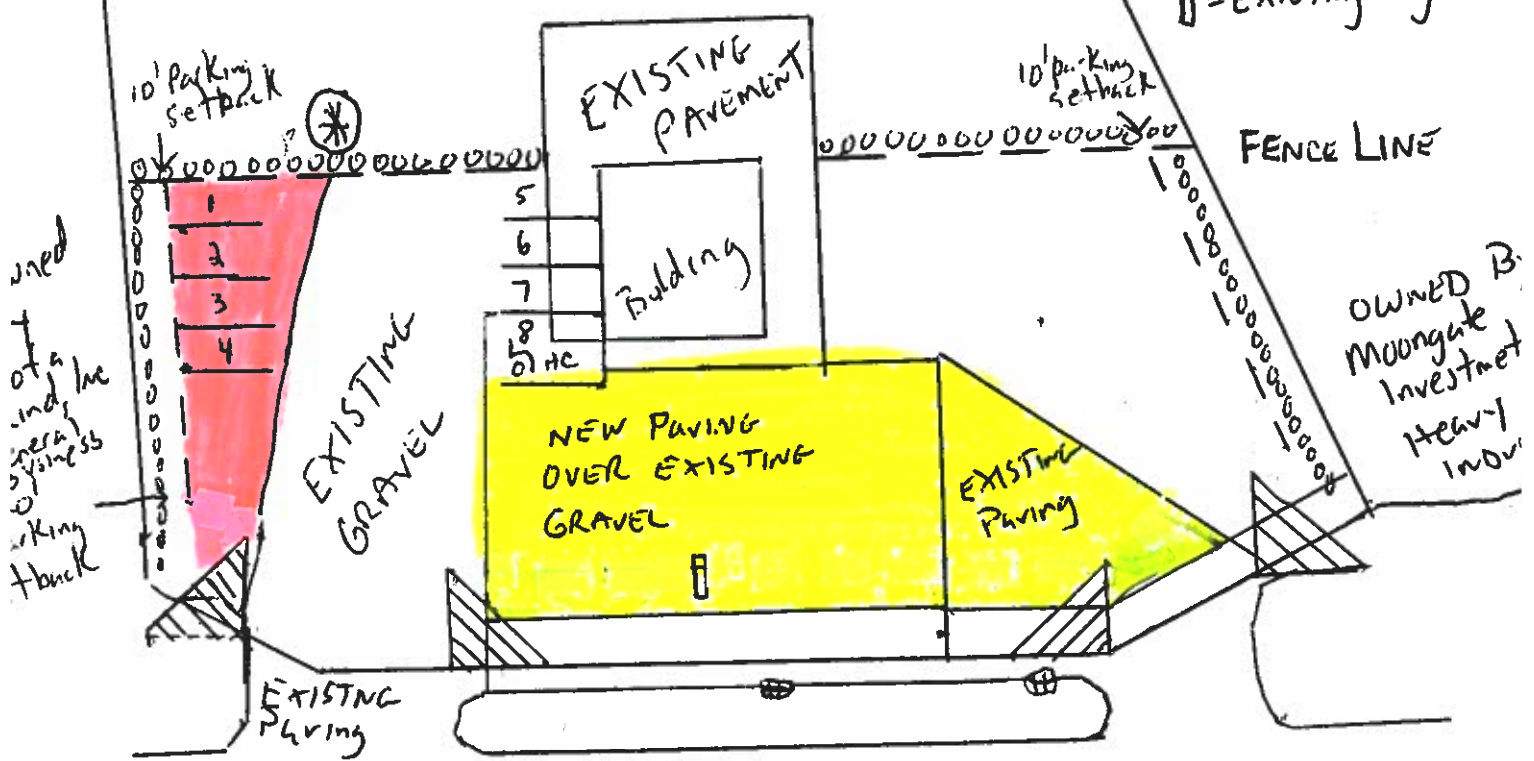


Parcel ID 0023-000-0010-0000  
 1.58 ACRES  
 16670  $\Phi$  EXISTING COVERAGE  
 1750  $\Phi$  proposed new COVERAGE  
 18420  $\Phi$  TOTAL COVERAGE  
 ZONING GENERAL BUSINESS



= DISPLAY AREA  
 = 1750  $\Phi$  NEW GRAVEL

o = bushes  
 (\*\*) = 30' shade tree  
 || = EXISTING SIGN



1383 CARATUKE Hwy owned By TIFFANY RICHARDSON  
 918 327 4526

**From:** [Ronald Schaecher](#)  
**To:** [Laurie LoCicero](#)  
**Subject:** FW: Building ADA requirements  
**Date:** Tuesday, February 11, 2020 11:17:02 AM

---

fyi

**From:** Complete Auto Credit [mailto:completeautocredit@gmail.com]  
**Sent:** Friday, January 10, 2020 8:01 AM  
**To:** Ronald Schaecher  
**Subject:** Re: Building ADA requirements

Perfect. I'll be in 10-6 today.

Thanks,

Marc

On Fri, Jan 10, 2020, 7:59 AM Ronald Schaecher  
 <[Ronald.Schaecher@currituckcountync.gov](mailto:Ronald.Schaecher@currituckcountync.gov)> wrote:

Hi Mark,  
 I'll stop by later this afternoon if ok.  
 Thanks, Ron

**From:** Complete Auto Credit [mailto:[completeautocredit@gmail.com](mailto:completeautocredit@gmail.com)]  
**Sent:** Thursday, January 09, 2020 12:10 PM  
**To:** Ronald Schaecher  
**Subject:** Re: Building ADA requirements

Hi Ron,

I believe I am all set for your re-inspection. Please let me know when you can stop by.

Best regards,

Marc Sisino  
 Complete Auto Credit  
 252-242-1900  
[completeautocredit@gmail.com](mailto:completeautocredit@gmail.com)  
[www.completeautocredit.com](http://www.completeautocredit.com)

On Wed, Nov 20, 2019 at 4:28 PM Ronald Schaecher  
 <[Ronald.Schaecher@currituckcountync.gov](mailto:Ronald.Schaecher@currituckcountync.gov)> wrote:

Marc,  
 Moving that door to the end of the hall will be fine.  
 Thanks, Ron

**From:** Complete Auto Credit [mailto:[completeautocredit@gmail.com](mailto:completeautocredit@gmail.com)]  
**Sent:** Tuesday, November 19, 2019 4:34 PM

Attachment: 4 Building Inspector emails (PB 19-11 Complete Auto Credit)



**To:** Ronald Schaecher  
**Subject:** Re: Building ADA requirements

Great! I get in at 11 and will be there until 6pm.

On Tue, Nov 19, 2019, 4:32 PM Ronald Schaecher  
 <[Ronald.Schaecher@currituckcountync.gov](mailto:Ronald.Schaecher@currituckcountync.gov)> wrote:

Hi Marc,  
 I'll stop by tomorrow.  
 Ron

**From:** Complete Auto Credit [mailto:[completeautocredit@gmail.com](mailto:completeautocredit@gmail.com)]  
**Sent:** Tuesday, November 19, 2019 11:45 AM  
**To:** Ronald Schaecher  
**Subject:** Re: Building ADA requirements

Hi Ron,

Any update on the upstairs or the Appendix B modification?

We are considering bringing the door to the end of the hallway. Do you have anytime to stop by and take a look at my idea? If it doesn't work, we will remove the shower and go with the original plan.

Best regards,

Marc Sisino  
 Complete Auto Credit  
 252-242-1900  
[completeautocredit@gmail.com](mailto:completeautocredit@gmail.com)  
[www.completeautocredit.com](http://www.completeautocredit.com)

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

**From:** **Ronald Schaecher** <[Ronald.Schaecher@currituckcountync.gov](mailto:Ronald.Schaecher@currituckcountync.gov)>  
**Date:** Fri, Nov 8, 2019 at 2:47 PM  
**Subject:** Building ADA requirements  
**To:** [completeautocredit@gmail.com](mailto:completeautocredit@gmail.com) <[completeautocredit@gmail.com](mailto:completeautocredit@gmail.com)>

Marc,

I'm sending a collection of pages detailing what I need in the bathroom.

The door should conform to detail A, Front Approach, Pull Side on the first page. The toilet should be 17-19" high with an open front seat and no lid. It will need to be located 17-19" from the sidewall to the centerline of the toilet and have the flush lever on the left side. Grab bars should conform to the requirements of page three. Figure 604.7 outlines dispenser location.

The vanity should be open underneath and have a height to the sink rim of 34". A pedestal sink will be acceptable but ensure that it is 34" high at the rim.

Attachment: 4 Building Inspector emails (PB 19-11 Complete Auto Credit)

Install a unisex sign with braille letters outside the door at a height between 48 and 60 inches.

You will need to provide emergency lighting in the hall between the bathroom and the front door. This will be battery operated and activate when the power is off.

I haven't spoken with Bill yet about what he may require to consider the second floor storage but I expect removal of the bathroom will suffice. I'll let you know as soon as I can talk to him. Also, a monitored fire alarm is not required but I'll need a revised Appendix B in order to skip it. Bill has some more detail about this that I'll pass along as soon as I can.

Please don't hesitate to call with any questions.

Ron

**Ronald Schaecher**

Building Inspector  
County of Currituck  
Planning & Community Development  
(252)232-6024  
[www.currituckgovernment.com](http://www.currituckgovernment.com)



**COUNTY OF CURRITUCK**  
 Code Enforcement Program  
 153 Courthouse Road, Suite 108  
 Currituck, NC 27929  
 (252) 232-6056

# **NOTICE OF VIOLATION #**

1224

Tiffany Sisino Richardson  
 C/O Joseph Kenneth Sisino  
 1383 Caratoke Hwy  
 Moyock, NC 27958

<b>Violation Date:</b> October 15, 2019	<b>Inspection Date:</b> October 15, 2019
<b>Property Address:</b> 1383 Caratoke Hwy	<b>PIN #:</b> 0023-000-0010-0000
<b>Violation Description:</b> It has been brought to our attention that you have not meet the following conditions of your use permit "1. The applicant shall have ninety (90) days to complete having the building to commercial standards as required by the UDO and receive a Certificate of Occupancy." "(A)(ii) Adoption of the use permit subject to conditions of approval,"	
<b>Compliance Request:</b> Comply with the Conditions of Approval (H) 1 of the Use Permit PB 19-11 Complete Auto Credit.  For more information contact Rachael Anderson.	<b>UDO Code Reference:</b> Chapter 2, Section 2.4.6.8 (a)(ii) - Decision-Making Body Review and Decision & Use Permit PB 19-11 Complete Auto Credit-Conditions of Approval (H) 1. <input checked="" type="checkbox"/> <b>Required Compliance Date:</b> October 25, 2019



Please be advised that failure to comply with the above may result in civil penalties assessed by the County of up to \$500.00 per day for each day that the violation exists.

If you wish to appeal this decision, you have thirty (30) days from receipt of this notice in which to submit an appeal application to the Board of Adjustment or this decision shall be considered final. Applications can be obtained and submitted in the Planning & Community Development Department.





## Currituck County

Planning & Community Development  
Code Enforcement Program  
153 Courthouse Road  
Currituck, North Carolina 27929  
252-232-6056

### **CIVIL CITATION**

**Case #: V1224**

November 14, 2019

Property Owners: Tiffany Sisino Richardson  
C/O Joseph Kenneth Sisino  
1383 Caratoke Hwy  
Moyock, NC 27958

RE: UDO Violation located at 1383 Caratoke Hwy, Parcel # 0023-000-0010-0000

A civil penalty in the indicated amount is assessed against you for the indicated violation of the Currituck County Unified Development Ordinance (UDO). The violation must be corrected immediately. Pursuant to Section 9.5.4.F "Repeat Violations" of the UDO, each day the violation is not corrected, the violator will be guilty of an additional and separate offense and subject to additional penalties.

**PENALTY:** \$100.00 per day and each day thereafter until the violation is corrected. The penalty for each day is added to the next until the Code Enforcement Officer stops the penalty in which the procedures are listed below.

**VIOLATION:** The use permit conditions of approval:

- "The applicant shall have ninety (90) days to complete having the building to commercial standards as required by the UDO and receive a Certificate of Occupancy."
- UDO Chapter 2, Section 2.4.6.8.(a)(ii)- Decision-Making Body Review and Decision & Use Permit PB 19-11 Complete Auto Credit- Conditions of Approval (H) 1.

The civil penalty is issued as a result of no apparent action taken on your part as the property owner/occupant to remedy the violation by:

1. Appealing to the Board of Adjustment,
2. Making further contact with this office, or;
3. Bringing the property into compliance with the UDO as prescribed in the Notice of Violation issued to you on October 15, 2019.

**IN ORDER TO STOP THE CIVIL PENALTIES, YOU MUST:**

1. Bring your property into compliance with the above listed violations;
2. Make contact with the Code Enforcement Officer so that an **appointment** can be made to inspect the property for compliance, and;
3. Make payment of all civil penalties that have accrued from the date of receipt of this letter to the date of compliance.

Payment must be made within 10 days of receipt of this citation. Contact the Code Enforcement Officer for payment procedures.

*Michael Anderson*

Code Enforcement Officer

NON PAYMENT OF THIS CITATION MAY RESULT IN CRIMINAL OR CIVIL ACTION AGAINST YOU.

Attachment: 6 PB 19-11 Complete Auto Credit - Civil Citation #V1224 - 11-14-19 (PB 19-11 Complete Auto Credit)

























## **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

### **NOTICE OF REVOCATION**

January 31, 2020

Ms Tiffany Sisino Richardson  
 c/o Joseph Kenneth Sisino  
 1383 Caratoke Highway  
 Moyock, NC 27958

RE: 1383 Caratoke Highway, Moyock, North Carolina,  
 Parcel Identification Number 0023-000-0010-0000

Dear Ms. Richardson and Mr. Sisino:

This letter provides formal notice that the Currituck County Planning and Community Development Department is scheduling a use permit revocation hearing for the above referenced property. The Board of Commissioners will hear this request at 6:00 p.m. on February 17, 2020 in the Historic Currituck County Courthouse.

The grounds for revocation of the use permit for automobile sales or rentals at the above referenced property include the following:

- Section 9.3.2 of the Unified Development Ordinance (the "UDO") provides that it shall be a violation to develop, occupy or use land or a structure without first obtaining all appropriate permits or development approvals, and complying with their terms and conditions. Section 2.4.6 of the UDO provides that the Board of Commissioners may adopt a use permit subject to conditions of approval. Conditions of approval shall meet or exceed the minimum requirements of the Unified Development Ordinance.
- On June 17, 2019, the Board of Commissioners adopted PB 19-11 Use Permit for 1383 Caratoke Highway for Automobile Sales or Rentals with the following Conditions of approval:
  - The applicant shall have ninety (90) days to complete having the building to commercial standards as required by the UDO and receive a Certificate of Occupancy.
  - Improvements will be made to the parking and display areas in accordance with the approved site plan.
  - Landscaping will be upgraded in accordance with the Unified Development Ordinance.



Ms. Tiffany Richardson  
 Page 2 of 2  
 January 31, 2020

- Tree can be moved to keep a twenty-five (25) foot area of visibility for the line of sight; the twenty-five foot line of sight shall be measured from the existing curb.
- Display areas be screened with a Type A buffer yard, also keeping the twenty-five foot area of visibility.
- Outdoor storage of vehicles shall occur only within the approved display areas.
- The property was inspected on October 15, 2019 and the conditions of approval had not been met.
- Notice of Violation #1224 was issued to the property and was not appealed to the Board of Adjustment within the thirty (30) day appeal period.
- The property was inspected January 30, 2020 and the conditions of approval had not been met.
  - The landscaping on the northern and southern property lines has not been installed as per UDO requirements
  - The landscaping along the fence connecting the northern and southern property line has not been installed
  - The customer parking area along the southern property line appears to partially be used as a display area.
  - Buses and other vehicles are NOT stored on the property in approved display areas.
  - The Notice of Violation #1224 has not been remedied.

Should you have any questions or concerns, please feel free to contact me at your earliest convenience.

Sincerely yours,



Laurie B. LoCicero, AICP  
 Planning and Community Development Director

cc: Mr. Ike McRee, County Attorney  
 Ms. Rachael Anderson, Code Enforcement Officer  
 Planning File

Attachment: 12 Use Permit Revocation applicant notification (PB 19-11 Complete Auto Credit)

RESOLUTION OF THE BOARD OF COMMISSIONERS FOR CURRITUCK  
COUNTY, NORTH CAROLINA AUTHORIZING SALE OF PROPERTY HELD FOR  
ECONOMIC DEVELOPMENT PURPOSES PURSUANT TO SECTION 158-7.1 OF  
THE GENERAL STATUTES OF NORTH CAROLINA

WHEREAS, N.C. Gen. Stat. §158-7. 1 authorizes a county to undertake an economic development project by conveying the property to a company in order to cause the company to locate or expand its operations within the county; and

WHEREAS, Currituck County is the owner and developer of Maple Commerce Park, Lot 5, which is a 4.44 acre tract, more or less; and

WHEREAS, Currituck County and JDLove, LLC have engaged in negotiation for the conveyance of Maple Commerce Park Lot 5, to the end that JDLove, LLC may construct a laundry facility on the tract and have reached tentative agreement on the terms of the conveyance; and

WHEREAS, the Currituck County Board of Commissioners has held a public hearing to consider whether to approve conveyance of the Maple Commerce Park Lot 5 to JDLove, LLC.

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

Section 1. The Chairman of the Board of Commissioners and the County Manager are authorized to execute the necessary documents to convey to JDLove, LLC the real property more particularly described as follows:

All of that parcel of land described as "Lot 5" on a map or plat entitled "Maple Commerce Park, Maple, North Carolina, Crawford Township, Currituck County" prepared by Hyman & Robey, PC, July 25, 2013 and recorded in Plat Cabinet N, Page 2 of the Currituck County Registry which map or plat is incorporated herein by reference as if fully set out.

Section 2. The conveyance of Maple Commerce Park Lot 5 is expected to enhance the local economy, promote business and result in the creation of jobs in Currituck County. The probable average hourly wage at the facility to be constructed by JDLove, LLC is \$14.00. This determination of the probable average hourly wage at the facility is based upon information provided to the county by JDLove, LLC.

Section 3. As consideration for the conveyance of Maple Commerce Park Lot 5, JDLove, LLC will pay \$163,200.00 which is the amount of the lot's appraised tax value.

Section 4. This resolution is effective upon its adoption.

ADOPTED the 17th day of February, 2020.

---

Bob White, Chairman  
Board of Commissioners

ATTEST:

---

Leeann Walton, Clerk to the Board

[COUNTY SEAL]





1805 West City Drive  
Unit E  
Elizabeth City, NC 27909

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

February 7, 2020

Mr. Ben Stikeleather, County Manager  
Currituck County  
153 Courthouse Road, Suite 204  
Currituck, North Carolina 27929

Subject: Bid Opening and Recommendation of Award  
Corolla ABC Store  
Timmons Project Number: 42485

Dear Mr. Stikeleather:

On Thursday, January 30<sup>th</sup>, at 2:00 pm, a bid opening was held and bids were opened for the Corolla ABC Store project. Four bids were received from the following contractors: AR Chesson Construction Company, Inc., DanCo Builders Inc., Godfrey Construction LLC, and Sussex Development Corporation. The apparent low bidder was Godfrey Construction LLC with a total bid of \$1,761,430.00.

After final review of the bid documents, we recommend the contract be awarded to Godfrey Construction LLC in the amount of the total bid price of \$1,761,430.00.

Copies of the actual bid documents have also been enclosed with this package. If you have any questions or require any additional information, please do not hesitate to contact me at (252) 621-5029.

Sincerely,  
Timmons Group

Kimberly D. Hamby, PE  
Sr. Project Manager

Attachment(s): Bid Tab Sheet  
Copies of Bid Documents

Attachment: ABC Store-42485 Recommendation of award (Recommendation of Bid Award-ABC Store)



**Bid Tab Sheet**  
**Corolla ABC Store - Currituck County**  
**January 30, 2020**  
**2:00 PM**

	Bidder Name	BASE BID	TOTAL BID
<b>1</b>	AR Chesson Construction Company, Inc.	\$ 1,785,000.00	\$ 1,874,262.00
<b>2</b>	DanCo Builders Inc.	\$ 1,720,740.00	\$ 1,922,990.00
<b>3</b>	Godfrey Construction LLC	\$ 1,648,000.00	\$ 1,761,430.00
<b>4</b>	Sussex Development Corporation	\$ 1,801,911.23	\$ 1,887,542.03

Shading denotes adjusted total based on Unit Pricing in accordance with Section 00 2113, Article 14.

Attachment: ABC Store 42485-Bid Open Tab FINAL-2 7 2020 (Recommendation of Bid Award-ABC Store)

# Quible

Quible & Associates, P.C.

ENGINEERING • ENVIRONMENTAL SCIENCES • PLANNING • SURVEYING  
SINCE 1959

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

February 3, 2020

Mr. Ben Stikeleather  
County Manager  
County of Currituck  
153 Courthouse Rd.  
Currituck, NC 27929

Re: **Shingle Landing Park**  
Moyock, Currituck County, North Carolina  
Quible Project No. 17013

Dear Mr. Stikeleather,

Bids for the above referenced project were received and opened at 2:00pm on January 29, 2020 at the Currituck County boardroom. The low bidder for Shingle Landing Park was AR Chesson Construction Co. with a Total Base Bid of \$2,354,032.00 (including central sewer connection) and a Total Alternative Base Bid of \$2,359,775.00 (including onsite wastewater option). Total optional Additive Bid costs are \$153,245.00 and the Contractor has confirmed the provided base bid amounts. The Bid documents and Contractor's qualifications have been reviewed and are found to be satisfactory.

Based upon our evaluations, we recommend acceptance of the Total Base Bid with alternates for onsite wastewater including Base Bid Items #1, #4, #5, #6, #7 and Alternate Base Bid Items #1 and #2 as prescribed in Article 6 – Basis of Bid and recommend award of the project to AR Chesson Construction Co. in the amount of \$2,359,775.00 (onsite wastewater option) with an Additive Bid Total of \$153,245.00. The following Bid Documentation is enclosed for your reference:

- Bid Tabulation Form
- Advertisement for Bid
- Contractor Bid Form
- Contractor Bid Bond and Power of Attorney
- General Contracting License
- Bid Confirmation Email from Contractor

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

Sincerely,  
**Quible & Associates, P.C.**



Cathleen M. Saunders, P.E.  
Project Manager  
encl.: as stated  
cc: File

Attachment: Shingle Landing Park-P17013 - Transmittal\_AwardRecommendation (Recommendation of Bid Award-Shingle Landing Park)



Currituck County  
Shingle Landing Park  
BID OPENING DATE : 01/29/2020, 2:00 P.M.  
Quible Project Number : P17013



BID SUMMARY

		AR Chesson	Barnhill Contracting Company	Civil Works	Conrad Brothers, Inc	Godfrey Construction	RPC	Sussex Development
BASE BID ITEM NO. 1	All Site Work Except WW	\$ 1,373,333.00	\$ 1,231,954.00	\$ 2,014,284.00	\$ 2,065,185.00	\$ 1,230,136.00	\$ 1,455,920.00	\$ 1,857,279.66
BASE BID ITEM NO. 2	Central WW	\$ 178,873.00	\$ 182,193.00	\$ 214,750.00	\$ 230,730.00	\$ 170,000.00	\$ 200,410.00	\$ 236,062.71
BASE BID ITEM NO. 3	Restroom with central WW	\$ 271,984.00	\$ 519,700.00	\$ 380,000.00	\$ 395,100.00	\$ 429,100.00	\$ 367,030.00	\$ 382,629.17
BASE BID ITEM NO. 4	Natural Play Gazebo	\$ 86,867.00	\$ 80,598.00	\$ 84,175.00	\$ 110,400.00	\$ 85,000.00	\$ 88,590.00	\$ 121,476.10
BASE BID ITEM NO. 5	Elevated Gazebo & Walks	\$ 87,268.00	\$ 190,792.00	\$ 161,025.00	\$ 456,000.00	\$ 86,000.00	\$ 82,400.00	\$ 190,077.90
BASE BID ITEM NO. 6	Landscaping & Natural Play Area	\$ 188,598.00	\$ 203,112.00	\$ 323,795.00	\$ 142,000.00	\$ 366,000.00	\$ 187,450.00	\$ 165,375.00
BASE BID ITEM NO. 7	Traditional Play Area Facilities	\$ 167,109.00	\$ 223,122.00	\$ 180,000.00	\$ 166,428.00	\$ 180,500.00	\$ 338,380.00	\$ 181,933.22
TOTAL BASE BID (SUM OF 1 THROUGH 7)		\$ 2,354,032.00	\$ 2,631,471.00	\$ 3,358,029.00	\$ 3,565,843.00	\$ 2,546,736.00	\$ 2,720,180.00	\$ 3,134,833.76
ALTERNATE BID ITEM NO. 1	Onsite Wastewater	\$ 172,600.00	\$ 157,000.00	\$ 592,643.00	\$ 198,000.00	\$ 168,000.00	\$ 279,760.00	\$ 545,482.89
ALTERNATE BID ITEM NO. 2	Onsite Wastewater Restroom	\$ 284,000.00	\$ 519,700.00	\$ 410,400.00	\$ 410,700.00	\$ 430,000.00	\$ 640,240.00	\$ 903,902.71
TOTAL BASE BID WITH ALTERNATES 1 & 2, DEDUCT BASE BID ITEMS 2 &3		\$ 2,359,775.00	\$ 2,606,278.00	\$ 3,766,322.00	\$ 3,548,713.00	\$ 2,545,636.00	\$ 3,072,740.00	\$ 3,965,527.48
ADDITIVE BID ITEM NO. 1	Pickleball Area	\$ 149,800.00	\$ 180,500.00	\$ 294,000.00	\$ 220,500.00	\$ 160,000.00	\$ 184,400.00	\$ 232,455.19
ADDITIVE BID ITEM NO. 2	Sidewalk Connection	\$ 3,445.00	\$ 4,355.00	\$ 12,000.00	\$ 4,000.00	\$ 4,200.00	\$ 4,230.00	\$ 4,414.59
TOTAL BID (WITH ADDITIVES)		\$ 2,513,020.00	\$ 2,791,133.00	\$ 4,072,322.00	\$ 3,773,213.00	\$ 2,709,836.00	\$ 3,261,370.00	\$ 4,202,397.26

Attachment: Shingle Landing Park-P17013 - Transmittal\_AwardRecommendation (Recommendation of Bid Award-Shingle Landing Park)

### ADVERTISEMENT FOR BIDS

Sealed proposals will be received until 2:00pm on January 21<sup>st</sup>, 2020, on the 2<sup>nd</sup> floor of the Historic Currituck County Courthouse (Commissioners' Meeting Room) located at 153 Courthouse Road, Currituck, NC for the construction of Shingle Landing Park at which time and place bids will be opened and read.

Complete plans and specifications for this project can be obtained from Quible & Associates, P.C. at 8466 Caratoke Highway, Bldg. 400 Powells Point, North Carolina 27966 during normal office hours until 5:00pm January 20, 2020.

Plan Deposit \$100.00

The County reserves the unqualified right to reject any and all proposals.

Currituck County, NC  
Shingle Landing Park

SECTION 00400  
BID FORM  
01/20/2020

Project Identification: Moyock, Currituck County, NC  
Shingle Landing Park

Contract Identification and Number: P17013

**ARTICLE 1 - BID RECIPIENT**

- 1.01 This Bid Is Submitted To:  
Currituck County  
Attn: Mr. Ben Stikeleather, County Manager  
153 Courthouse Road  
Currituck County, NC 27929
- 1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in the Bid and in accordance with the other terms and conditions of the Bidding Documents.

**ARTICLE 2 - BIDDER'S ACKNOWLEDGMENTS**

- 2.01 Bidder accepts all of the terms and conditions of the Advertisement and Instructions to Bidders, including without limitations those dealing with the dispositions of Bid security. The Bid will remain subject to acceptance for one-hundred twenty (120) days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

**ARTICLE 3 - BIDDER'S REPRESENTATIONS**

- 3.01 In submitting this Bid, Bidder represents, as set forth in the Agreement, that:

A. Bidder has examined and carefully studied the Bidding Documents, the other related data identified in the Bidding Documents, and the following Addenda, receipt of which is hereby acknowledged.

**BID DOCUMENTS:**

Civil Engineering Plans- Dated 12/12/19  
Architectural Plans- Dated 11/21/19  
Structural Engineering Plans- Dated 11/21/19  
MEP Plans- Dated 11/21/19  
Landscape Architect Plans- Dated 12/08/19  
Traditional Play Area Plans - Dated 11/01/19  
Geotechnical Report- Dated 05/22/17 w/  
addendum dated 01/17/20  
Approved Permits: Public Water Supply,  
ARHS Onsite Wastewater, 401 Water Quality  
Certification for Stream Relocation, SESC  
and LD Stormwater

**INITIALS**

CRC

CRC

CRC

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CRC

**ADDENDUM DATE/NUMBER**

#1 - 1/8/2020

#2 - 1/13/2020

**INITIALS**

CRC

CRC

Quible & Associates Project No. 17013

00400/1  
Bid Form

Attachment: Shingle Landing Park-P17013 - Transmittal\_AwardRecommendation (Recommendation of Bid Award-Shingle Landing Park)



**Currituck County, NC  
Shingle Landing Park**

#3 - 1/20/2020

CRC

B. Bidder has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

C. Bidder is familiar with and is satisfied as to all Federal, State, and local Laws and Regulations that may affect cost, progress, and performance of the Work.

D. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or contiguous to the Site and all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the Site (except Underground Facilities) which have been identified in the Supplementary Conditions as provided in paragraph 4.02 of the General Conditions, and (2) reports and drawings of a Hazard Environmental Condition, if any, which has been identified in the Supplementary Conditions as provided in paragraph 4.06 of the General Conditions.

E. Bidder has obtained and carefully studied (or accepts the consequences for not doing so) all additional or supplementary examinations, investigations, explorations, tests, studies, and data concerning conditions (surface, subsurface and Underground Facilities) at or contiguous to the Site which may affect cost, progress, or performance of the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by the Bidder, including applying the specific means, methods, techniques, sequences, and procedures of construction expressly required by the Bidding Documents to be employed by Bidder, and safety precautions and programs incident thereto.

F. Bidder does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price(s) bid and within the times and in accordance with the other terms and conditions of the Bidding Documents.

G. Bidder is aware of the general nature of the Work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.

H. Bidder has correlated the information known to Bidder, information and observations obtained from visits to the Site, reports and drawings identified in the Bidding Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Bidding Documents.

I. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and the written resolution thereof by Engineer is acceptable to Bidder.

J. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.

**ARTICLE 4 - FURTHER REPRESENTATIONS**

4.01 Bidder further represents that:

A. This Bid is genuine and not made in the interest of or on the behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation;

*Quible & Associates Project No. 17013*

00400/2  
Bid Form

Attachment: Shingle Landing Park-P17013 - Transmittal\_AwardRecommendation (Recommendation of Bid Award-Shingle Landing Park)

**Currituck County, NC  
Shingle Landing Park**

- B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;
- C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
- D. Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over Owner.

**ARTICLE 5 - BASIS OF BID**

- 5.01 Bidder will complete the work in strict accordance with the Contract Documents prepared by Quible & Associates, P.C., dated 12/12/19, together with addenda numbered 3, issued during bidding period and hereby acknowledged, subject to the terms and conditions of the Agreement for the price(s) given below.

**ARTICLE 6 - BASIS OF BID**

- 6.01 Owner reserves the right to reject any or all Bids, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional Bids. Owner further reserves the right to reject the Bid of any Bidder whom it finds, after reasonable inquiry and evaluation, to not be responsible. Owner may also reject the Bid of any Bidder if Owner believes that it would not be in the best interest of the Project to make an award to that Bidder. Owner also reserves the right to waive all informalities not involving price, time, or changes in the Work and to negotiate contract terms with the Successful Bidder.
- 6.02 More than one Bid for the same Work from an individual or entity under the same or different names will not be considered. Reasonable grounds for believing that any Bidder has an interest in more than one Bid for the Work may be cause for disqualification of that Bidder and the rejection of all Bids in which that Bidder has an interest.
- 6.03 In evaluating Bids, Owner will consider whether or not the Bids comply with the prescribed requirements, and such alternates, unit prices and other data, as may be requested in the Bid Form or prior to the Notice of Award.
- 6.04 If the Contract is to be awarded, Owner will award the Contract to the Bidder whose Bid is in the best interests of the Project.
- If the Contract is to be awarded, the owner reserves the right to award the contract based upon any combination of Base Bid, Additive Bid, or Alternate Bid Items.
- 6.05 The bid amount shall be shown in both words and figures. In case of discrepancy, the amount in words shall govern.

**BID SCHEDULE**

**NOTE: Bids shall include sales tax and all other applicable taxes and fees.** The provided prices shall include labor, materials, overhead, profit, insurance, bonds, taxes, site repair, clean-up, etc., to cover the finished work of the several kinds called for.

The Bidder agrees to perform all of the work as shown on the Contract Documents, and to furnish all labor, tools, equipment, transportation, and all other incidental items necessary for the completion of:

**SHINGLE LANDING PARK**

This contract will be Lump Sum. **The Lump Sum of each Base Bid Item shall be based upon the Plans.**

*Quible & Associates Project No. 17013*

00400/3  
Bid Form

Attachment: Shingle Landing Park-P17013 - Transmittal\_AwardRecommendation (Recommendation of Bid Award-Shingle Landing Park)

Currituck County, NC  
Shingle Landing Park

In compliance with the Notice to Bidders, Instructions to Bidders, the Contract Documents which include the EJCDC Agreement, contract drawings, and project specifications titled "Shingle Landing Park" dated 12/12/19 and all addenda issued to date, all of which are part of this proposal, the undersigned hereby proposes to furnish and install all materials, labor, equipment called for by, and in strict accordance with, said Contract Documents, for the complete Scope of Work indicated:

**COMPLETE SCOPE OF WORK:**

**BASE BID ITEM NO. 1 (ALL SITE WORK EXCEPT WASTEWATER AND ADDITIVE BID ITEMS)**

**DESCRIPTION:** All work associated with mobilization, the installation of erosion and sediment control measures, clearing, grubbing, grading, and demolition procedures, including but not limited to, removing all surficial organic laden soils, root mat, and any other unsuitable materials to an assumed depth of 12" within building and pavement areas, removal of existing stormwater pipes, sidewalk demolition, stream excavation, stream bank stabilization, pond excavation, and pavement repairs.

This bid item also includes installation of roadway, pavement markings, approximately 105 LF of elevated wooden walkways (per plans by Michael D. O'Steen), parking areas, curb and gutter, sidewalk, fencing, gravel, waterline, including but not limited to, waterline services, fire hydrants, gate valves, bends, a sampling station, a yard hydrant, and all associated appurtenances and stormwater improvements, including but not limited to, all storm structures (including two (2) drop inlets within the pickleball area), piping, backfill, bedding, endwalls, headwalls, testing, dewatering operations, shoring, trench protection, surveying stakeout\*\*, proof rolling, geotechnical testing\*\*\*, and other site work not already listed for this project for a sum of:

a) one million, three hundred thirty five dollars (\$ 1,335,418.00)

Base Bid Item No. 1 total shall include all work listed above and the following items:

- b) Approximately 630 CY of additional undercutting (below 12" as listed above in a)), subsequent backfill utilizing on-site select fill, and on-site disposal, in the event of subgrade improvements beyond description above, as directed by Geotechnical Engineer, at a unit cost of \$ 9.00 /CY for a total of five thousand six hundred thirty nine dollars (\$ 5,670.00).
- c) Approximately 10 CY of offsite disposal of undercut material described in b) above, at a unit cost of \$ 6.00 /CY, for a total of sixty dollars (\$ 60.00).
- d) Approximately 10 CY of off-site select borrow/fill, in the event that subgrade improvements described in b) above cannot originate from on-site, at a unit cost of \$ 12 /CY, for a total of one hundred twenty dollars (\$ 120.00).
- e) Approximately 1,551 LF of heavy cleaning\* within the northern property line ditch at a unit cost of \$ 15.00 /LF, for a total of twenty three thousand, two hundred sixty five dollars (\$ 23,265.00).
- f) Approximately 880 LF of light cleaning (including but not limited to, clearing, mowing, and removing woody vegetation) at a unit cost of \$ 10.00 /LF, for a total of eight thousand, eight hundred dollars (\$ 8,800.00).

The Lump Sum of the Base Bid Item shall be based upon the Plans (Lump Sum Fee)

Base Bid Item No. 1 (sum of a) + b) + c) + d) + e) + f) \$ 1,373,333.00  
one million, three hundred seventy three thousand, three hundred thirty three dollars.



**Currituck County, NC  
Shingle Landing Park**

**\*Note Heavy cleaning includes:**

- Removal of all fallen trees, limbs and roots inside the ditch and outside the ditch on the subject property;
- Removal of all dead standing trees inside the ditch;
- Removal of live trees inside the ditch (only trees greater than 24" are shown on the plans); all trees to be removed from inside the ditch are painted (orange "X")
- Removal of live trees from on the banks of the ditch and immediately adjacent to the ditch; all trees to be removed from the banks of the ditch and immediately adjacent to the ditch are painted (orange "X"); Please note, some heritage trees are not to be removed; these trees are not painted (no orange "X")
- One-time mowing of all vegetation (vines, shrubs, saplings, etc.) less than 2" diameter on the subject property in the ditch maintenance area
- Removal of land dams, sediment deposits and other impediments to flow in the ditch;
- Non-heritage hardwoods within 10 ft or further from the edge of the ditch can be removed if needed by the selected contractor for equipment access to the ditch;
- Regarding tree removal in general, the trees to be removed outside the ditch will be cut to ground level. Root masses will be removed from trees inside the ditch
- Contractor is responsible for removal of all trees that are painted (orange "X")
- See plan for extent of ditch maintenance and heavy cleaning (approximately 1,551 LF)

**\*\*Note Surveying Allowance of \$17,000 includes up to 15 trips to stake out the following:**

- Benchmarks
- Silt fence
- Buildings (rough & final)
- Stormwater basins & ditches
- Storm Structures & pipes
- Water lines
- Sanitary sewer/septic tanks & fields
- Back of curb/edge of pavement
- Concrete & wood walks

**\*\*\*Note Geotechnical Allowance of \$12,976 generally includes the following reporting, testing, and inspection services:**

- Earthwork/Soils - Observe the contractor proofroll of the site, conduct laboratory tests on engineered fill soils, perform in-place density testing of fill materials.
- Shallow Foundations – Periodic inspections and testing by Dynamic Cone Penetrometer of soils at footing bearing level to verify soils are satisfactory and periodic observation of reinforcing steel.
- Timber Piles – Observe the installation of production piles for the proposed gazebo and walk-way. Record the location, size, depth, blow counts, plumbness, and cut-off lengths for production and test piles.
- Concrete – Observe reinforcing steel prior to concrete placement, document general curing procedures, visually check the concrete in each truck on site, sample and test plastic concrete to include slump tests, air content, unit weight of lightweight concrete, and temperature. Cast and cure concrete cylinder test specimens for compressive strength testing, laboratory curing and report of concrete cylinder test specimens. Perform levelness & flatness testing of interior slab on grade to ensure conformance with specifications.
- Structural Masonry – Provide continuous observations of general masonry construction, observe anchorages and reinforcing steel, document the size and type of masonry units, observe and document the control joints are installed per the approved plans.
- Aggregate Base Course – observe proofrolling of ABC stone elevations. Analyze the Aggregate Base Course stone for optimum moisture content and maximum dry density and conduct in-place density tests on aggregate base course to verify compaction.
- Asphalt Pavement Observations – Observe the installation of asphalt and check compaction during paving using the Nuclear Test Method.

Currituck County, NC  
Shingle Landing Park

**BASE BID ITEM NO. 2 (CENTRAL WASTEWATER)**

**DESCRIPTION:** All work associated with the installation of the proposed central sewer improvements for the restroom facility and drinking fountain. Base Bid Item No. 2 shall include installation of one (1) sanitary sewer lateral, two (2) sanitary manholes, approximately 524 lf of 8" gravity sewer, fencing, gate, heavy duty gravel drive, approximately 443 lf of sanitary sewer forcemain, removal and replacement of curb and gutter, sidewalk, pavement repair, traffic control, one (1) onsite pump station and all associated controls and appurtenances for a complete central sanitary sewer connection. (Lump Sum Fee)

Base Bid Item No. 2

\$ 178,873.<sup>00</sup>  
one hundred seventy eight, eight seventy three - <sup>00</sup>/<sub>100</sub> dollars.

**BASE BID ITEM NO. 3 (RESTROOM FACILITY)**

**DESCRIPTION:** All work associated with the proposed restroom facility as shown on plans prepared by Beacon Architecture and Design, PLLC, Michael D. O'Steen, P.E., and PACE Collaborative. Includes wastewater as shown on Plumbing plan P1.0. (turn-key Lump Sum Fee)

Base Bid Item No. 3

\$ 271,984.<sup>00</sup>  
two hundred seventy one, nine eighty four - <sup>00</sup>/<sub>100</sub> dollars.

**BASE BID ITEM NO. 4 (NATURAL PLAY GAZEBO FACILITY)**

**DESCRIPTION:** All work associated with the proposed Natural Play gazebo facility as shown on plans prepared by Beacon Architecture and Design, PLLC, Michael D. O'Steen, P.E., and PACE Collaborative (turn-key Lump Sum Fee)

Base Bid Item No. 4

\$ 86,867.<sup>00</sup>  
eighty six thousand eight hundred sixty seven - <sup>00</sup>/<sub>100</sub> dollars.

**BASE BID ITEM NO. 5 (ELEVATED GAZEBO AND WOODEN CROSSINGS)**

**DESCRIPTION:** All work associated with the proposed elevated pier and gazebo adjacent to the proposed wet detention basin. Includes gazebo and the associated pier crossing as shown on plans by Quible & Associates, P.C. and Michael D. O'Steen, P.E. (turn-key Lump Sum Fee)

Base Bid Item No. 5

\$ 87,268.<sup>00</sup>  
eighty seven thousand, two hundred sixty eight - <sup>00</sup>/<sub>100</sub> dollars.

**BASE BID ITEM NO. 6 (LANDSCAPING AND NATURAL PLAY RECREATIONAL FACILITIES)**

**DESCRIPTION:** All work associated with the proposed landscaping and recreational facilities as shown on the plans by Laughing Gull Design Studios. Recreational equipment and site furnishings as listed on the plans may be substituted for approved equipment and furnishings of equal materials of construction, quality, durability, appearance, strength, and design characteristics. Includes turn-key entrance sign, natural playground (including recreational equipment, rubber mulch), poured in place playground surface, reforestation plantings, landscaping and site furnishings outside of the pickleball area designation (turn-key Lump Sum Fee)

Base Bid Item No. 6

\$ 188,598.<sup>00</sup>  
one hundred eighty eight, five ninety eight - <sup>00</sup>/<sub>100</sub> dollars.



Currituck County, NC  
Shingle Landing Park

**BASE BID ITEM NO. 7 (TRADITIONAL PLAY AREA FACILITIES)**

**DESCRIPTION:** All work associated with the proposed landscaping and recreational facilities as shown on the plans by Site Concepts, LLC. Recreational equipment as listed on the plans may be substituted for approved equipment of equal materials of construction, quality, durability, appearance, strength, and design characteristics. Includes recreational equipment, rubber, mulch and poured in place playground surface. (turn-key Lump Sum Fee)

Base Bid Item No. 7

*one hundred sixty seven one zero nine* \$ 167,109.<sup>00</sup>  
dollars.

Total Base Bid (Items 1-7)

*two million three hundred fifty four zero three two* \$ 2,354,032.<sup>00</sup>  
dollars.

**ALTERNATE BID ITEM NO. 1 (ONSITE WASTEWATER)**

**DESCRIPTION:** All work associated with the installation of proposed onsite sewer improvements for the restroom facilities as shown on plans prepared by Quible & Associates, P.C. Alternative Bid Item No. 1 includes gravity sewer, two (2) septic tanks, two (2) septic drain fields, two (2) pump tanks, pumps, controls, groundwater lowering system, outlet protection, sanitary sewer forcemain and all associated appurtenances for a complete onsite sanitary sewer system. (Lump Sum Fee)

Total Alternate Bid Item No. 1 – Onsite Sanitary Sewer

*one hundred seventy two, six hundred* \$ 172,600.<sup>00</sup>  
dollars.

**ALTERNATE BID ITEM NO. 2 (RESTROOM FACILITY W/ ONSITE WASTEWATER)**

**DESCRIPTION:** All work associated with the proposed restroom facility as shown on plans prepared by Beacon Architecture and Design, PLLC, Sinclair Pratt Cameron, PC, and PACE Collaborative. Includes wastewater as shown on Plumbing plan P1.1. (turn-key Lump Sum Fee)

Total Alternate Bid Item No. 2- Restroom

*three hundred eighty four thousand* \$ 284,000.-  
dollars.

**ADDITIVE BID ITEM NO. 1 (WORK ASSOCIATED WITH THE PICKLEBALL COURTS)**

**DESCRIPTION:** All work associated with the installation of the proposed pickleball courts (as detailed on Sheet LS-8), grading, roadway, parking, pavement markings, curb and gutter, concrete sidewalk, clearing, grubbing, a drinking fountain, water service, sanitary sewer service, landscaping and site furnishings within the pickleball boundary, two (2) curb inlet tops, includes but not limited to, the difference of changing structures from drop inlets under Base Bid Item 1 to curb inlets, soil erosion and sediment control improvements throughout the pickleball area as shown on plans prepared by Quible & Associates, P.C. and Laughing Gull Design Studios. (Lump Sum Fee)

Additive Bid Item No. 1

*one hundred fifty nine eight hundred* \$ 149,800.<sup>00</sup>  
dollars.

**ADDITIVE BID ITEM NO. 2 (ADDITIONAL SIDEWALK CONNECTION)**

**DESCRIPTION:** All work associated with the installation of approximately 116 LF of 7' wide concrete as shown on plans prepared by Quible & Associates, P.C. Including a credit for reduced reforestation (Lump Sum Fee)



Currituck County, NC  
Shingle Landing Park

Additive Bid Item No. 2

three thousand four hundred forty five <sup>\$ 3,445.00</sup>  
00/100 dollars.

#### ARTICLE 7 - TIME OF COMPLETION

- 7.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with paragraph 14.07.B of the General Conditions on or before the date(s) specified in the Notice to Proceed, or within the number of calendar days indicated in the Agreement.
- 7.02 Bidder accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the work within the times specified above, which shall be stated in the Agreement.

#### ARTICLE 8 - ATTACHMENTS TO THIS BID

- 8.01 The following documents are attached to and made a condition of the Bid:
- A. Required Bid Security in the form of a Bid Bond or Certified Check (circle type of security provided).

#### ARTICLE 9 - DEFINED TERMS

- 9.01 The terms used in this Bid with the initial capital letters have the meanings indicated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

#### ARTICLE 10 - BID SUBMITTAL

- 10.01 This Bid submitted by:

If Bidder is:

##### An Individual

Name (typed or printed): N/A

By: \_\_\_\_\_  
(Individual's signature)

Doing business as: \_\_\_\_\_

SEAL,  
if required  
by State

##### A Partnership

Partnership Name: N/A

By: \_\_\_\_\_  
(Signature of general partner -- attach evidence of authority to sign)

Name (typed or printed): \_\_\_\_\_

SEAL,  
if required  
by State

##### A Corporation

Corporation Name: AR Chesson Construction Company, Inc.

State of Incorporation: North Carolina

Type (General Business, Profession, Service, Limited Liability): General Business

Quible & Associates Project No. 17013

00400/8  
Bid Form

Attachment: Shingle Landing Park-P17013 - Transmittal\_AwardRecommendation (Recommendation of Bid Award-Shingle Landing Park)

Currituck County, NC  
Shingle Landing Park

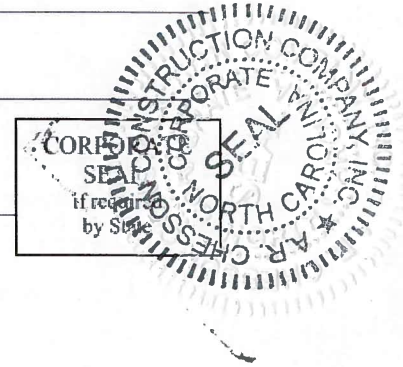
By: Carrie R. Colson  
(Signature -- attach evidence of authority to sign)

Name (typed or printed): Carrie R Colson

Title: VP Of Business Operations

Attest: Kathy D. Mynes  
(Signature of Corporate Secretary)

Date of Qualification to do business in North Carolina is 5 / 26 / 1981



**A Joint Venture**

Name of Joint Venture: N/A

First Joint Venture Name: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature of joint venture partner -- attach evidence of authority to sign)

SEAL,  
if required  
by State

Name (typed or printed): \_\_\_\_\_

Title: \_\_\_\_\_

Second Joint Venture Name: N/A

By: \_\_\_\_\_  
(Signature of joint venture partner -- attach evidence of authority to sign)

SEAL,  
if required  
by State

Name (typed or printed): \_\_\_\_\_

Title: \_\_\_\_\_

(Each joint venturer must sign. The manner of signing for each individual, partnership, and corporation that is party to the venture should be in the manner indicated above.)

Bidder's Business address:

138 Rich Blvd

Elizabeth City, NC 27909

Business Phone No. ( 252 ) 338-9171

Business FAX No. ( 252 ) 338-9172

Business E-Mail Address carrie@archesson.com

State Contractor License No. 13540 (If applicable)

Employer's Tax ID No. 56-1302029

**Currituck County, NC  
Shingle Landing Park**

Phone and FAX Numbers, and Address for receipt of official communications, if different from  
Business contact information:

N/A

10.02 Bid submitted on January 29, 20 20.





# A.R. CHESSON CONSTRUCTION CO., INC.

[www.archesson.com](http://www.archesson.com)  
Toll Free: 800-849-4486

Williamston Office:  
PO Box 1147  
315 W. Main St.  
Williamston, NC 27892  
252-792-4486 Fax 252-792-9090

## Certified Resolution

I, Al R. Chesson, President of A.R. Chesson Construction Company, Inc., a corporation organized and existing under the laws of the State of North Carolina and licensed in the State of North Carolina and the Commonwealth of Virginia ("the Company"), do hereby certify that the following is a true and correct copy of a resolution duly adopted at a meeting of the Board of Directors of the Company duly held and convened on September 26, 2016, at which meeting a duly constituted quorum of the Board of Directors was present and acting throughout and that such resolution has not been modified, rescinded or revoked and is at present in full force and effect.

**RESOLVED:** That Carrie Colson, the Vice President of Business Operations of A.R. Chesson Construction Company, Inc., is empowered and authorized to execute and deliver contracts in the name and on behalf of this Company and to affix the corporate seal [if applicable]. Carrie Colson currently holds the office of Vice President and has held that office since September 26, 2016.

**IN WITNESS WHEREOF**, the undersigned has affixed his/her signature and the corporate seal of the Company this 27th day of January, 2020.



President

Currituck County, NC  
Shingle Landing Park

## LIST OF SUBCONTRACTORS FORM

### SHINGLE LANDING PARK

The local government accepts bids from general contractors for the *entire* project and awards to the lowest responsive, responsible bidder, and the general contractor contracts with subcontractors for branches or divisions of work on the project. The bidders must identify on their bids the subcontractors for HVAC, electrical, plumbing and general work. Once the contract is awarded, the general contractor is directly responsible to the local government, and subcontractors are directly responsible to the general contractor. The winning contractor cannot substitute subcontractors unless (i) the contractor determines that a subcontractor's bid is non-responsive or non-responsible; (ii) a subcontractor refuses to enter into the contract; or (iii) with approval by the local government if the contractor shows good cause for the substitution. [G.S. 143-128(d)]

#### COMPANY NAME AND ADDRESS

HVAC Subcontractor

C.B. Plumbing And Mechanical

Electrical Subcontractor

Seabreeze Electric

Plumbing Subcontractor

C.B. Plumbing And Mechanical

General Work Subcontractor

(as applicable)

Gennarelli Construction





Currituck County, NC  
Shingle Landing Park

# State of North Carolina AFFIDAVIT A – Listing of Good Faith Efforts

County of Pasquotank

(Name of Bidder)

Affidavit of AR Chesson Company, Inc.

I have made a good faith effort to comply under the following areas checked:

**Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive.** (1 NC Administrative Code 30 I.0101)

- ☒ **1 – (10 pts)** Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- ☒ **2 – (10 pts)** Made the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bids are due.
- ☒ **3 – (15 pts)** Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- ☐ **4 – (10 pts)** Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- ☒ **5 – (10 pts)** Attended prebid meetings scheduled by the public owner.
- ☐ **6 – (20 pts)** Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- ☐ **7 – (15 pts)** Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- ☐ **8 – (25 pts)** Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- ☐ **9 – (20 pts)** Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- ☒ **10 – (20 pts)** Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d) Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: 1-13-2020 Name of Authorized Officer: Carrie R Colson

Signature: Carrie R. Colson

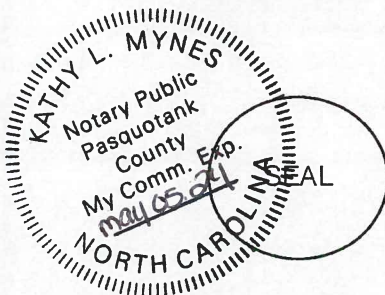
Title: VP of Business Operations

State of NC, County of Pasquotank

Subscribed and sworn to before me this 13 day of January 2020

Notary Public Kathy L. Mynes

My commission expires 5-5-24



MBForms 2002-Revised July 2010  
Quible Associates Project No. 17013

01600/2  
Minority Business Participation Forms

## PENAL SUM FORM

**BID BOND**

Any singular reference to Bidder, Surety, Owner, or other party shall be considered plural where applicable.

**BIDDER (Name and Address):**

A.R. Chesson Construction Co., Inc.  
315 W. Main Street  
Williamston, NC 27892

**SURETY (Name and Address of Principal Place of Business):**

Fidelity and Deposit Company of Maryland  
1299 Zurich Way, 5th Floor  
Schaumburg, IL 60196-1056

**OWNER (Name and Address):**

Currituck County Public Works Department  
153 Courthouse Road, Suite 204  
Currituck, NC 27929

**BID**

Bid Due Date: January 21, 2020

Project (Brief Description Including Location):

Shingle Landing Park

**BOND**

Bond Number: Bid Bond

Date (Not later than Bid due date): January 21, 2020

Penal sum Five Percent of Amount Bid

(Words)

5%

(Figures)

Surety and Bidder, intending to be legally bound hereby, subject to the terms printed on the reverse side hereof, do each cause this Bid Bond to be duly executed on its behalf by its authorized officer, agent, or representative.

**BIDDER**

A.R. Chesson Construction Co., Inc. (Seal)

Bidder's Name and Corporate Seal

By: Carrie R. Colson

Signature and Title

VP of Business Operations

Attest: Kathy L. Myers

Signature and Title

**SURETY**

Fidelity and Deposit Company of Maryland (Seal)

Surety's Name and Corporate Seal

By: Scott D. Mathers

Signature and Title

(Attach Power of Attorney) Attorney-in-Fact

Attest: Michelle A. Adams

Signature and Title Michelle A. Adams Bond Account Manager

Note: Above addresses are to be used for giving required notice.

## PENAL SUM FORM

1. Bidder and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to pay to Owner upon default of Bidder the penal sum set forth on the face of this Bond. Payment of the penal sum is the extent of Surety's liability.

2. Default of Bidder shall occur upon the failure of Bidder to deliver within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents.

3. This obligation shall be null and void if:

3.1. Owner accepts Bidder's Bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents, or

3.2. All Bids are rejected by Owner, or

3.3. Owner fails to issue a Notice of Award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by Paragraph 5 hereof).

4. Payment under this Bond will be due and payable upon default by Bidder and within 30 calendar days after receipt by Bidder and Surety of written notice of default from Owner, which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.

5. Surety waives notice of any and all defenses based on or arising out of any time extension to issue Notice of Award agreed to in writing by Owner and Bidder, provided that the total time for issuing Notice of Award including extensions shall not in the aggregate exceed 120 days from Bid due date without Surety's written consent.

6. No suit or action shall be commenced under this Bond prior to 30 calendar days after the notice of default required in Paragraph 4 above is received by Bidder and Surety and in no case later than one year after Bid due date.

7. Any suit or action under this Bond shall be commenced only in a court of competent jurisdiction located in the state in which the Project is located.

8. Notices required hereunder shall be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier, or by United States Registered or Certified Mail, return receipt requested, postage pre-paid, and shall be deemed to be effective upon receipt by the party concerned.

9. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent, or representative who executed this Bond on behalf of Surety to execute, seal, and deliver such Bond and bind the Surety thereby.

10. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of this Bond conflicts with any applicable statute, then the provision of said statute shall govern and the remainder of this Bond that is not in conflict therewith shall continue in full force and effect.

11. The term "Bid" as used herein includes a Bid, offer, or proposal as applicable.



Bond Number Bid BondObligee Currituck County Public Works Department


**ZURICH AMERICAN INSURANCE COMPANY  
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY  
FIDELITY AND DEPOSIT COMPANY OF MARYLAND  
POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS: That the ZURICH AMERICAN INSURANCE COMPANY, a corporation of the State of New York, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, a corporation of the State of Illinois, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND a corporation of the State of Illinois (herein collectively called the "Companies"), by **Robert D. Murray, Vice President**, in pursuance of authority granted by Article V, Section 8, of the By-Laws of said Companies, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, do hereby nominate, constitute, and appoint Scott D. Mathers, its true and lawful agent and Attorney-in-Fact, to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed: **any and all bonds and undertakings**, and the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Companies, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the ZURICH AMERICAN INSURANCE COMPANY at its office in New York, New York., the regularly elected officers of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at its office in Owings Mills, Maryland., and the regularly elected officers of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at its office in Owings Mills, Maryland., in their own proper persons.

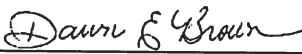
The said Vice President does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article V, Section 8, of the By-Laws of said Companies, and is now in force.

IN WITNESS WHEREOF, the said Vice-President has hereunto subscribed his/her names and affixed the Corporate Seals of the said ZURICH AMERICAN INSURANCE COMPANY, COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and FIDELITY AND DEPOSIT COMPANY OF MARYLAND, this 19th day of June, A.D. 2019.

ATTEST:  
ZURICH AMERICAN INSURANCE COMPANY  
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY  
FIDELITY AND DEPOSIT COMPANY OF MARYLAND

  
By: Robert D. Murray  
Vice President




  
By: Dawn E. Brown  
Secretary

State of Maryland  
County of Baltimore

On this 19th day of June, A.D. 2019, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, **Robert D. Murray, Vice President and Dawn E. Brown, Secretary** of the Companies, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and acknowledged the execution of same, and being by me duly sworn, depose and saith, that he/she is the said officer of the Company aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and that the said Corporate Seals and the signature as such officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporations.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.



  
Constance A. Dunn, Notary Public  
My Commission Expires: July 9, 2023

## EXTRACT FROM BY-LAWS OF THE COMPANIES

"Article V, Section 8, Attorneys-in-Fact. The Chief Executive Officer, the President, or any Executive Vice President or Vice President may, by written instrument under the attested corporate seal, appoint attorneys-in-fact with authority to execute bonds, policies, recognizances, stipulations, undertakings, or other like instruments on behalf of the Company, and may authorize any officer or any such attorney-in-fact to affix the corporate seal thereto; and may with or without cause modify or revoke any such appointment or authority at any time."

## CERTIFICATE

I, the undersigned, Vice President of the ZURICH AMERICAN INSURANCE COMPANY, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate; and I do further certify that Article V, Section 8, of the By-Laws of the Companies is still in force.

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the ZURICH AMERICAN INSURANCE COMPANY at a meeting duly called and held on the 15th day of December 1998.

RESOLVED: "That the signature of the President or a Vice President and the attesting signature of a Secretary or an Assistant Secretary and the Seal of the Company may be affixed by facsimile on any Power of Attorney...Any such Power or any certificate thereof bearing such facsimile signature and seal shall be valid and binding on the Company."

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at a meeting duly called and held on the 5th day of May, 1994, and the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990.

RESOLVED: "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seals of the said Companies, this 21st day of January, 2020.



*Brian M. Hodges*

Brian M. Hodges, Vice President

**TO REPORT A CLAIM WITH REGARD TO A SURETY BOND, PLEASE SUBMIT A COMPLETE DESCRIPTION OF THE CLAIM INCLUDING THE PRINCIPAL ON THE BOND, THE BOND NUMBER, AND YOUR CONTACT INFORMATION TO:**

Zurich Surety Claims  
1299 Zurich Way  
Schaumburg, IL 60196-1056  
[www.reportsfclaims@zurichna.com](http://www.reportsfclaims@zurichna.com)  
800-626-4577





## NORTH CAROLINA LICENSING BOARD FOR GENERAL CONTRACTORS

Name: A.R. Chesson Construction Company, Inc.  
Number: 13540  
Status: Valid  
Last Renewal Date: 2020-01-01  
Address: P. O. Box 1147  
City: Williamston  
State: NC  
Zip: 27892-1147  
County: MARTIN  
Telephone: (252) 792-4486  
limitation: Unlimited  
Classifications : Building  
Qualifiers : Al R. Chesson, Jr.



## Cathleen Saunders

---

**From:** Michael Roberts <michael@archesson.com>  
**Sent:** Monday, February 03, 2020 9:47 AM  
**To:** Cathleen Saunders  
**Cc:** Daniel Plyler; Carrie Colson  
**Subject:** RE: Shingle Landing Park - Moyock, NC

Cathleen,

Good Morning, The amount below for the base bid items #1-7 is correct (\$2,354,032). Please let us know what we can do to help during this process.

Thank You

--

Michael Roberts  
 Chief Estimator | A. R. Chesson Construction  
 Mobile: 252-217-5917  
 Office: ext. 5016  
 Direct: 252-621-5016  
 Email: [michael@archesson.com](mailto:michael@archesson.com) | Web: <http://www.archesson.com>

---

**From:** Cathleen Saunders [mailto:[csaunders@quible.com](mailto:csaunders@quible.com)]  
**Sent:** Friday, January 31, 2020 1:07 PM  
**To:** Michael Roberts <michael@archesson.com>  
**Subject:** Shingle Landing Park - Moyock, NC

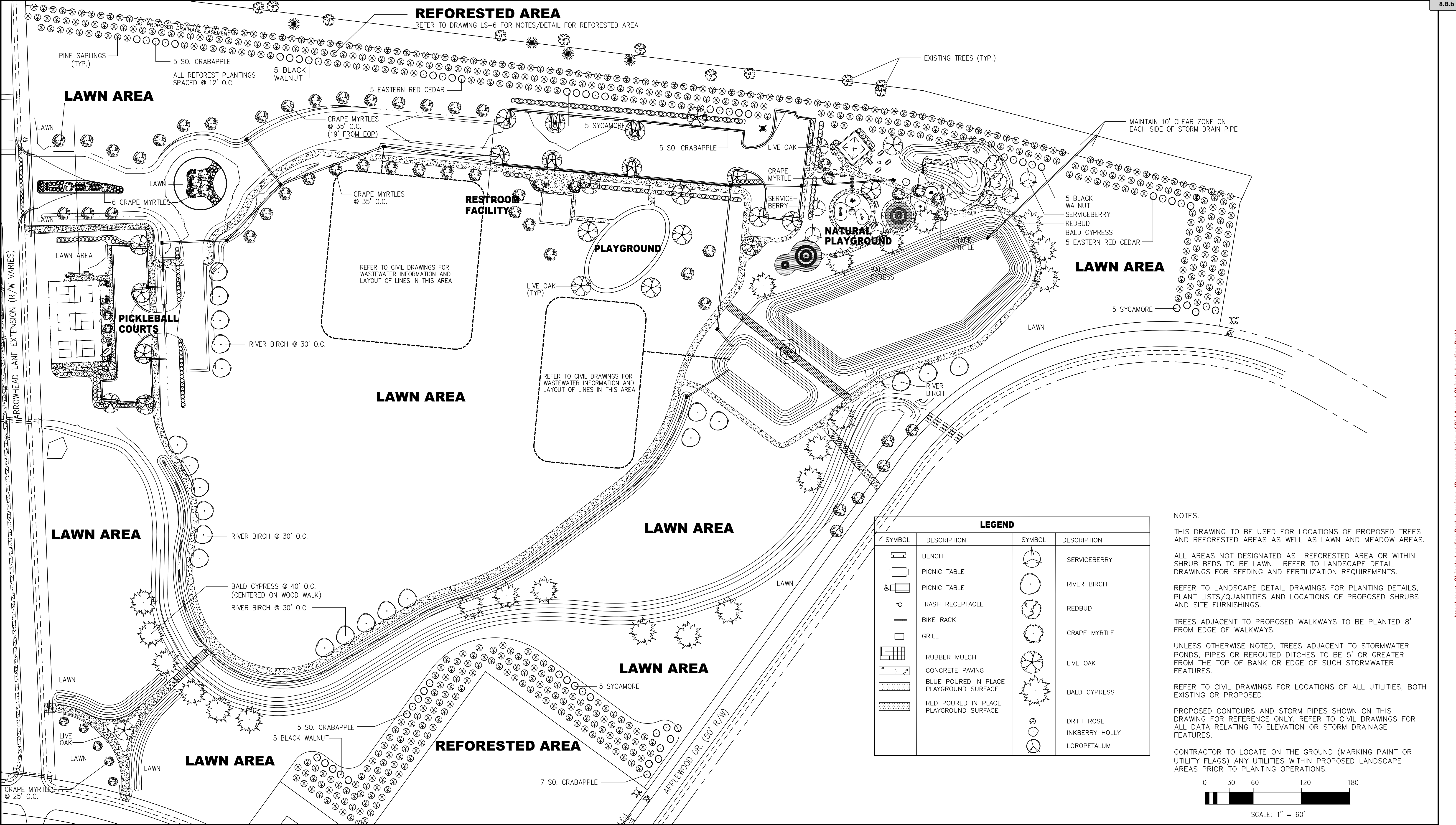
Michael –

Bids for Shingle Landing Park were opened on 1/29/20. AR Chesson is the apparent low bidder at \$2,354,032 for base bid items #1-7. Can you please confirm AR Chesson's base bid amount for this project. An email will suffice so that we can move forward with our recommendation of award.

Thank you,  
 Cathleen M. Saunders, P.E.  
 Project Manager  
**Quible & Associates, P.C.**  
 8466 Caratoke Highway, Bldg 400  
 Powells Point, NC 27966  
 P.O. Drawer 870  
 Kitty Hawk, NC 27949  
 t 252.491.8147  
 f 252.491.8146  
 m 252.202.7112  
[www.quible.com](http://www.quible.com)

Attachment: Shingle Landing Park-P17013 - Transmittal\_AwardRecommendation (Recommendation of Bid Award-Shingle Landing Park)





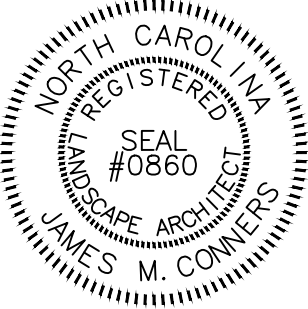


**Know what's below.  
Call before you dig.**



**LAUGHING GULL DESIGN STUDIO**  
LANDSCAPE ARCHITECTURE • LANDPLANNING • ENVIRONMENTAL CONSULTING  
P. O. BOX 2609 KITTY HAWK, NORTH CAROLINA 27949  
PHONE (252) 202-1508

Designed by:



DATE	REV
1/2/20	COUNTY COMMENTS

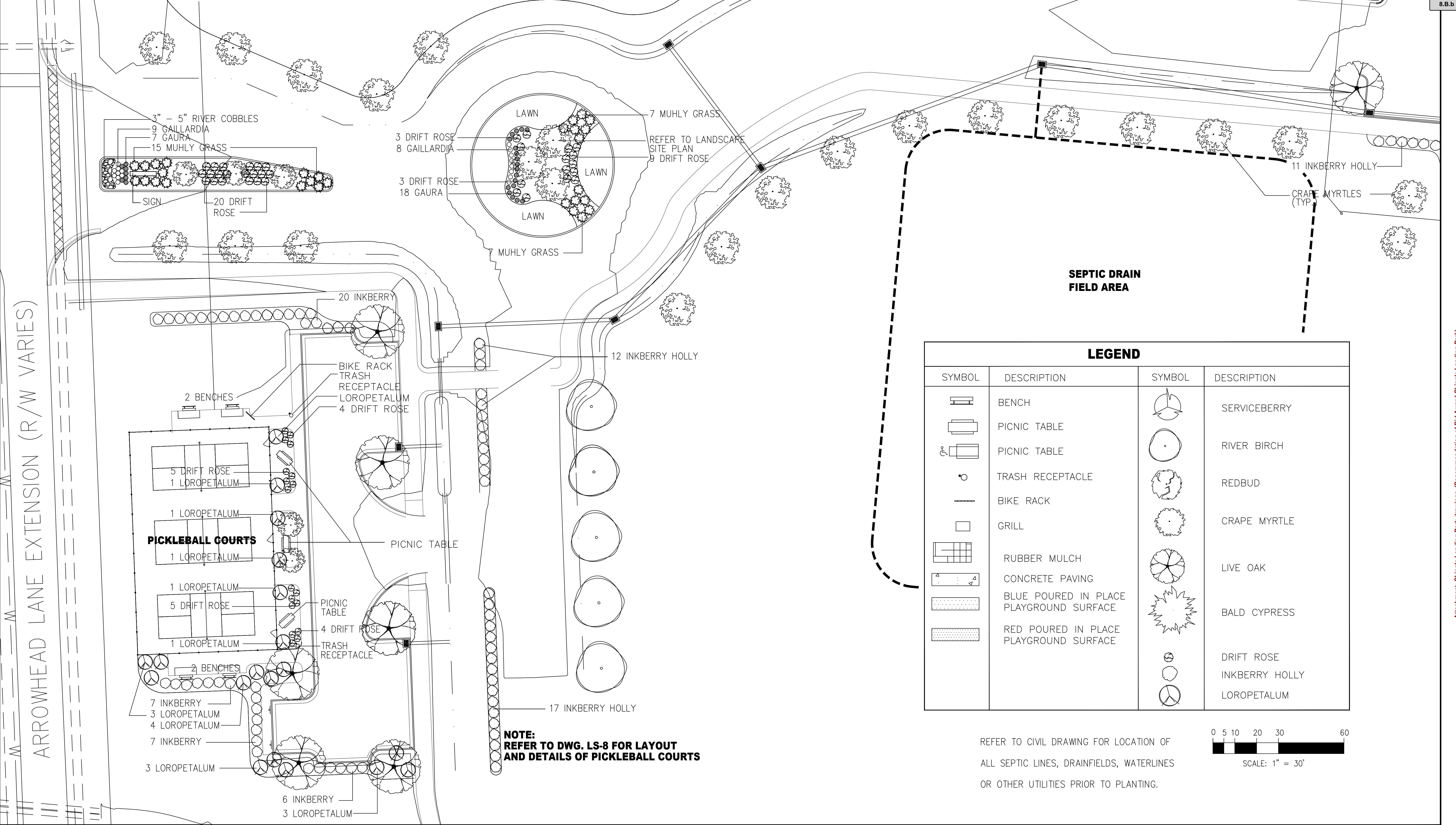
DATE	DWG NO.
DECEMBER 8, 2019	<b>LS - 1</b>

SCALE AS SHOWN

**LANDSCAPE SITE PLAN  
SHINGLE LANDING PARK  
MOYOCK LANDING DRIVE  
CURRITUCK COUNTY, NORTH CAROLINA**

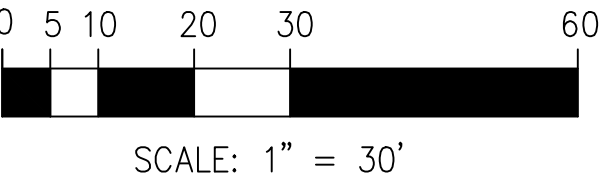
Packet Pg. 178





LEGEND			
SYMBOL	DESCRIPTION	SYMBOL	DESCRIPTION
	BENCH		SERVICEBERRY
	PICNIC TABLE		RIVER BIRCH
	PICNIC TABLE		REDBUD
	TRASH RECEPTACLE		CAPE MYRTLE
	BIKE RACK		LIVE OAK
	GRILL		BALD CYPRESS
	RUBBER MULCH		DRIFT ROSE
	CONCRETE PAVING		INKBERRY HOLLY
	BLUE POURED IN PLACE PLAYGROUND SURFACE		LOROPETALUM
	RED POURED IN PLACE PLAYGROUND SURFACE		

REFER TO CIVIL DRAWING FOR LOCATION OF  
ALL SEPTIC LINES, DRAINFIELDS, WATERLINES  
OR OTHER UTILITIES PRIOR TO PLANTING.



Know what's below.  
Call before you dig.

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

Designed by:  
**LAUGHING GULL DESIGN STUDIO**  
LANDSCAPE ARCHITECTURE • LAND PLANNING • ENVIRONMENTAL CONSULTING  
P. O. BOX 2609 KITTY HAWK, NORTH CAROLINA 27949  
PHONE (252) 202-1508

DATE	REV
1/2/20	COUNTY COMMENTS

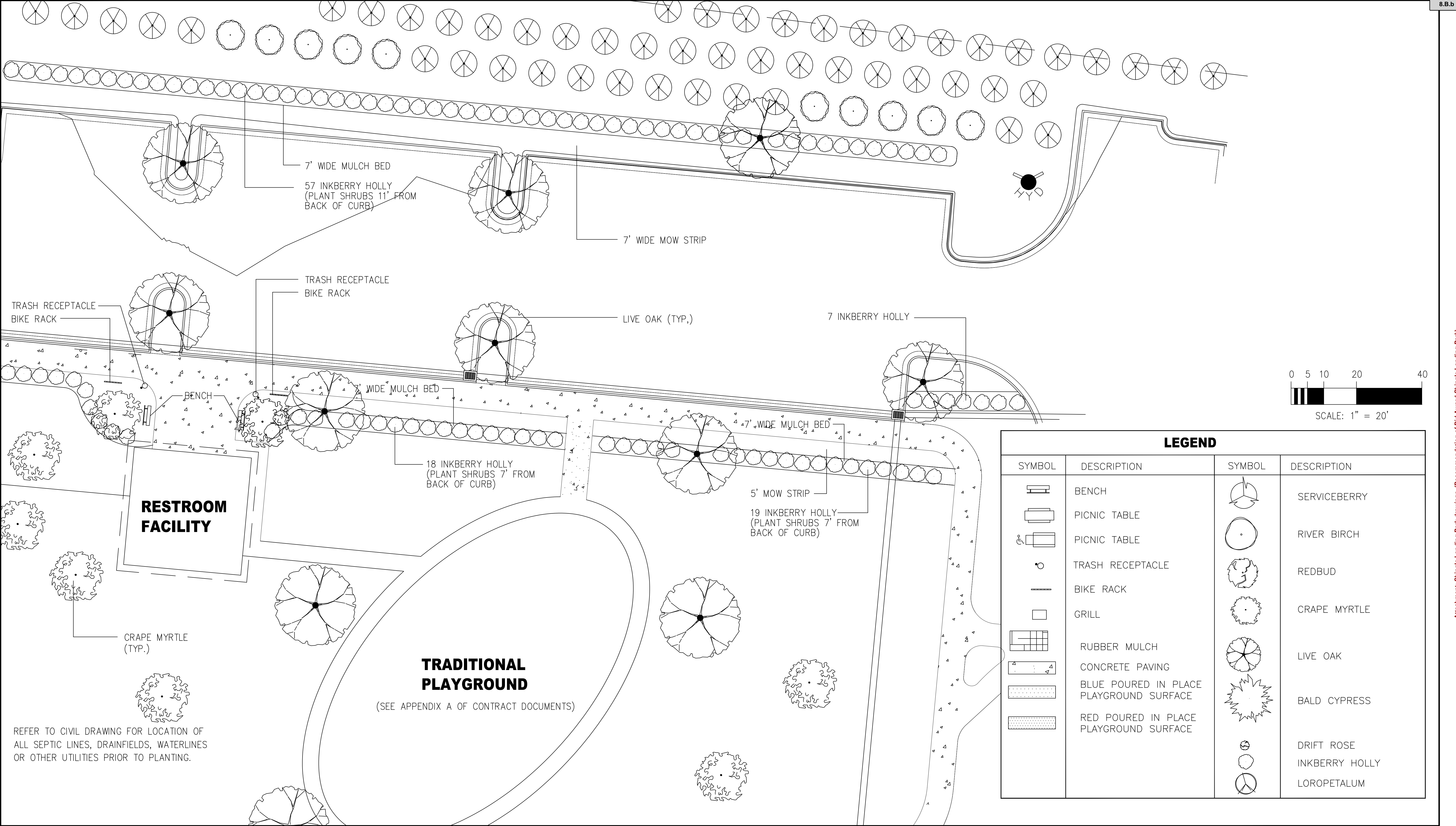
**PICKLEBALL COURTS  
SHINGLE LANDING PARK  
MOYOCK LANDING DRIVE  
CURRITUCK COUNTY, NORTH CAROLINA**

DATE DECEMBER 8, 2019	DWG NO. <b>LS - 2</b>
--------------------------	--------------------------

SCALE AS SHOWN

Packet Pg. 179





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

NORTH

**Designed by:**  
**LAUGHING GULL DESIGN STUDIO**  
LANDSCAPE ARCHITECTURE • LANDPLANNING • ENVIRONMENTAL CONSULTING  
P. O. BOX 2609 KITTY HAWK, NORTH CAROLINA 27949  
PHONE (252) 202-1508

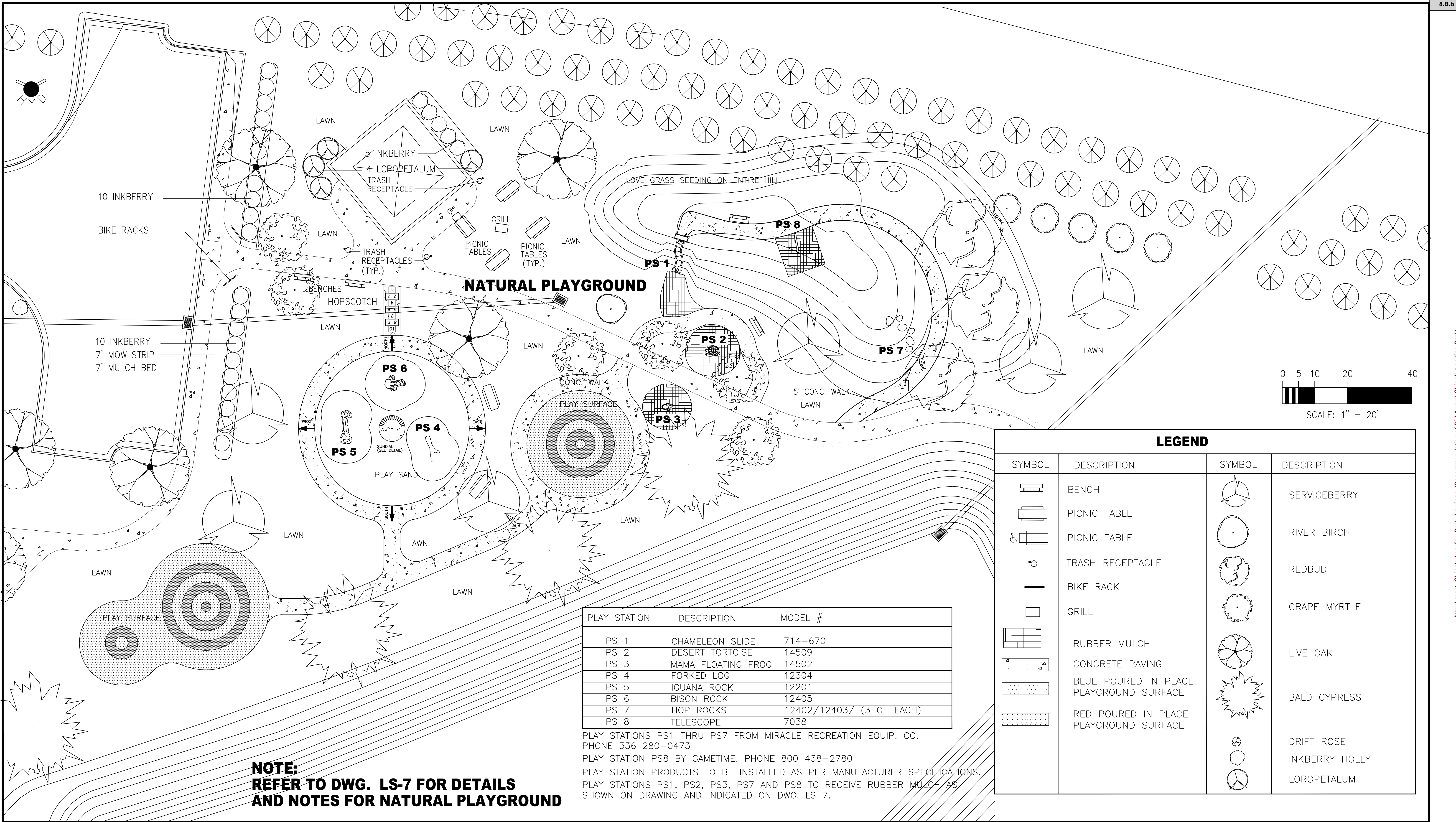
DATE	REV
1/2/20	COUNTY COMMENTS

MAIN PARKING AREA SHINGLE LANDING PARK MOYOCK LANDING DRIVE CURRITUCK COUNTY, NORTH CAROLINA	
DATE DECEMBER 8, 2019	DWG. NO. <b>LS - 3</b>

SCALE AS SHOWN

Packet Pg. 180





**NOTE:**  
**REFER TO DWG. LS-7 FOR DETAILS**  
**AND NOTES FOR NATURAL PLAYGROUND**

PLAY STATION	DESCRIPTION	MODEL #
PS 1	CHAMELEON SLIDE	714-670
PS 2	DESERT TORTOISE	14509
PS 3	MAMA FLOATING FROG	14502
PS 4	FORKED LOG	12304
PS 5	IGUANA ROCK	12201
PS 6	BISON ROCK	12405
PS 7	HOP ROCKS	12402/12403/ (3 OF EACH)
PS 8	TELESCOPE	7038

PLAY STATIONS PS1 THRU PS7 FROM MIRACLE RECREATION EQUIP. CO.  
PHONE 336 280-0473  
PLAY STATION PS8 BY GAMETIME. PHONE 800 438-2780  
PLAY STATION PRODUCTS TO BE INSTALLED AS PER MANUFACTURER SPECIFICATIONS.  
PLAY STATIONS PS1, PS2, PS3, PS7 AND PS8 TO RECEIVE RUBBER MULCH AS  
SHOWN ON DRAWING AND INDICATED ON DWG. LS 7.

LEGEND			
SYMBOL	DESCRIPTION	SYMBOL	DESCRIPTION
	BENCH		SERVICEBERRY
	PICNIC TABLE		RIVER BIRCH
	PICNIC TABLE		REDBUD
	TRASH RECEPTACLE		CRAPE MYRTLE
	BIKE RACK		LIVE OAK
	GRILL		BALD CYPRESS
	RUBBER MULCH		DRIFT ROSE
	CONCRETE PAVING		INKBERRY HOLLY
	BLUE POURED IN PLACE PLAYGROUND SURFACE		LOROPETALUM
	RED POURED IN PLACE PLAYGROUND SURFACE		

Know what's below.  
Call before you dig.

NORTH

**LAUGHING GULL DESIGN STUDIO**  
LANDSCAPE ARCHITECTURE • LANDPLANNING • ENVIRONMENTAL CONSULTING  
P. O. BOX 2609 KITTY HAWK, NORTH CAROLINA 27949  
PHONE (252) 202-1508

Designed by:

DATE	REV
1/2/20	COUNTY COMMENTS

**NATURAL PLAYGROUND**  
**SHINGLE LANDING PARK**  
**MOYOCK LANDING DRIVE**  
**CURRITUCK COUNTY, NORTH CAROLINA**

DATE DECEMBER 8, 2019	DWG. NO. <b>LS - 4</b>
--------------------------	---------------------------

SCALE AS SHOWN

Packet Pg. 181



NORTH CAROLINA

CURRITUCK COUNTY

### GRANT AGREEMENT

This Grant Agreement made, entered into and effective as of the \_\_\_\_ day of February, 2020, by and between COUNTY OF CURRITUCK, NORTH CAROLINA, a body corporate and politic existing pursuant to the laws of the State of North Carolina, (the “County”), and The Corolla Wild Horse Fund, Inc., (“Grantee”).

### WITNESSETH:

WHEREAS, pursuant to N.C. Gen. Stat. §153A-449 a county may contract with and appropriate money to any person in order to carry out any public purpose that the county is authorized by law to engage in; and

WHEREAS, pursuant to N.C. Gen. Stat. §153A-149(c)(6) a county may appropriate money to provide animal protection and control programs; and

WHEREAS, the aging and dilapidated fence located on the ocean front at the north end of the North Beach Access Road (SR1437) built over 20 years ago to keep the Corolla Wild Horses north of the developed areas of Corolla and thereby reduce sometimes dangerous interactions between the wild horses and people, has become severely damaged due to recent storms and is no longer effective in keeping the Corolla Wild Horses north of the developed communities of Corolla; and

WHEREAS, the maintenance and repair of the fence are responsibilities shared between the County and Grantee. The County is responsible for the cost of major repairs and replacements and the Grantee is responsible for the day to day maintenance and repair of the fence and the costs associated with carrying out those duties; and

WHEREAS, the parties have agreed the fence is past the point of repairing and in need of being replaced. The horses are continually wandering into the southern communities which poses a risk for them and the public; and

WHEREAS, County has received approval from the Division of Coastal Management to replace the fence so long as the repairs are consistent with the request and no expansion to the existing fence length occur; and

WHEREAS, Grantee has secured a contractor to replace the fence that extends from the vehicle drive through gate into the ocean and the County has agreed to be responsible for replacing the fence from the vehicle drive through gate on the oceanfront to the cattle grate on the west side of the 4X4 beach driving entrance to the northern beach communities.



NOW, THEREFORE, for valuable consideration and the mutual covenants exchanged between the parties hereto, it is agreed as follows:

1. County agrees to award a grant to the Grantee in the amount not to exceed FIFTY THOUSAND AND NO/100 DOLLARS (\$50,000.00) toward the cost of replacement of the section of fence starting at the vehicle drive through gate and extending eastwardly into the ocean.
2. Grantee agrees that Grantee will use grant funds only for the replacement of the existing fence.
3. Grantee agrees to assume all liability and responsibility for the work performed by their contractors and agrees to ensure the work is performed to the specifications set forth by the Division of Coastal Management as described in Exhibit A attached hereto and incorporated herein by reference.
4. Grantee shall submit a reimbursement request together with invoices for materials and labor to Currituck County Manager's Office, 153 Courthouse Road, Suite 204, Currituck, NC 27929. Reimbursements shall be made in accordance with the County's accounts payable schedule.
5. Grantee shall notify County of completion of the fence installation and make a full and accurate accounting to the County of all expenditures of the grant funds.
6. Grantee shall not discriminate against any person on the grounds of race, color, national origin, sex, age, or disability in the administration of this Grant Agreement.
7. The laws of the State of North Carolina shall control and govern this Grant Agreement. Any controversy or claim arising out of this Grant Agreement shall be settled by an action initiated in the appropriate division of the General Court of Justice in Currituck County, North Carolina.
8. Grantee and County respectively bind themselves, their successors, and assigns in respect to the covenants, agreements and obligations contained in this Grant Agreement.
9. This Grant Agreement sets forth the entire agreement between Grantee and the County and supersedes any and all other agreements on this subject between the parties.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement effective as of the date first above written.

COUNTY OF CURRITUCK

By: \_\_\_\_\_  
Ben Stikeleather, County Manager

ATTEST:

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

(COUNTY SEAL)

COROLLA WILD HORSE FUND, INC.

By: \_\_\_\_\_(SEAL)

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

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

FIRE AND EMS ADVISORY BOARD  
2 Year Term

Incumbent	District Served	New Appointee	Nominated by	Date of Appointment	End of Term
<b>Fire/EMS Chief</b> Ralph "Chip" Melton	Consensus			12/2/2019	EMS Repres. 5/31/2021
<b>Fire Services Representative</b> Ryland Poyner	Consensus			1/6/2020	Unexpired 5/31/2021
<b>Fire Services Representative</b> <b>Brooks Hart</b>	Consensus			5/18/2015 6/19/2017	2nd Term 5/31/2019
<b>Citizen Representative</b> William Bailey	Consensus			6/4/2018	1st-2 Year Term 5/31/2020
<b>Commissioner*</b> Paul Beaumont	Consensus			12/5/2016	BOC Member
<b>Corolla Fire District Rep</b> <b>VACANT</b>	Consensus	<i>Tim Bostaph</i>			
<b>KI Fire District Rep</b> <b>VACANT</b>	Consensus	<i>John Wunder</i>			

\*Commissioner term expiration extended to December to correlate with election cycles.

Fire/EMS Chief serves as required by ordinance

Commissioner Beaumont serves on this Board



**HISTORIC PRESERVATION COMMISSION**  
**4 Year Terms**

Incumbent	Nominated by	New Appointee	Nominated by	Date of Appointment	End of Term
Josh Bass	Consensus		Consensus	2/18/2019	1st Term 1/17/2023
	Consensus	Horace Bell - Resigned*	Consensus	1/17/2017	Init. 1/17/2020
Virginia Agreste	Consensus		Consensus	1/17/2017	1st Term 1/17/2024
	Consensus	Mary Simmons	Consensus	1/17/2017	Init. 1/17/2021
	Consensus	Barbara Snowden	Consensus	1/17/2017	Init. 1/17/2021
*Must Be replaced					

*Initial Terms: 1-Two Year 2-Three Year 2-Four Year*  
*Term Expirations listed as recommended by BOC*

MOYOCK WATERSHED ADVISORY BOARD  
2-YEAR TERMS

Incumbent	Nominated by	New Appointee	Nominated by	Date of Appointment	End of Term
W. Charles Eley	Consensus			April 16, 2018	1st October 19, 2018
Jared Bobzien	Consensus			February 3, 2020	Unexpired October 19, 2020
Mark Dunn	Consensus			February 3, 2020	Unexpired October 19, 2021
Wende Shannon	Consensus			April 16, 2018	1st October 19, 2019
Ryan Hudgins	Consensus			April 16, 2018	1st October 19, 2019
Peggy Lusk	Consensus			April 16, 2018	1st October 19, 2018
Kathy Ehler	Consensus			February 3, 2020	Unexpired October 19, 2021

*All members eligible for two, two-year terms at initial expiration.*

**Can Be Reappointed**



**CURRITUCK COUNTY  
NORTH CAROLINA**

February 3, 2020

Minutes – Regular Meeting of the Board of Commissioners

**6:00 PM CALL TO ORDER**

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

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

Chairman White called the meeting to order.

**A) Invocation & Pledge of Allegiance**

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

**B) Approval of Agenda**

Commissioner McCord moved to approve the agenda. The motion was seconded by Commissioner Payment. The motion carried.

Approved agenda:

**6:00 PM Call to Order**

A) Invocation & Pledge of Allegiance

B) Approval of Agenda

**Public Comment**

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

**Commissioner's Report**

Communication: Minutes for February 3, 2020 (Approval Of Minutes-February 3, 2020)



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

- A) PB 19-28 Curtis Bay Medical Waste** A text amendment to the Unified Development Ordinance, Chapter 4: Use Standards and Chapter 10: Definitions and Measurement to allow warehousing and distribution of medical waste with a use permit in the Heavy Industrial (HI) zoning district.
- B) PB 19-27 QHOC of Windswept Pines - Driveway Width & Setbacks Text Amendment:** Request to amend Chapter 5 of the Unified Development Ordinance to allow driveway widths of up to 40 feet when located on a street with curb and gutter section, and where the allowable lot coverage is not exceeded. The amendment also proposes to revise Chapter 3 to reduce the driveway setback from side property lines to 5 feet as opposed to the current requirement of 10 feet.
- C) PB 19-25 Currituck County - Currituck Station:** A request to amend the Unified Development Ordinance, Chapter 1. General Provisions, Chapter 2. Administration, Chapter 3. Zoning Districts, Chapter 4. Use Standards, Chapter 5. Development Standards, Chapter 6. Subdivision Infrastructure Standards, and Chapter 10. Definitions and Measurements for the purpose of implementing the Moyock Mega Site master plan (Currituck Station) and establishing the Planned Development - Currituck Station district and regulations.

**New Business**

**A) Consideration of Purchase and Sale Agreement With Panther Landing, LLC for County Acquisition of 11.5 Acres for Use as Convenience Center**

**B) Board Appointments**

1. Historic Preservation Commission
2. Moyock Stormwater Service District
3. Ocean Sands Water & Sewer District

**C) Consent Agenda**

1. Approval Of Minutes-January 21, 2020
2. Budget Amendments
3. Master Fee Schedule
4. Change Order-Maritime Museum
5. Job Description Revisions-Public Utilities, Plant Operator and Line Maintenance Mechanic

## 6. Petition for Road Addition-Pan Ridge

**Recess Regular Meeting****Special Meeting of the Tourism Development Authority**

Budget Amendments-TDA

**Adjourn Special Meeting of the TDA****Closed Session**

Closed Session Pursuant to G.S. 143-318.11(a)(6) to discuss personnel matters and G.S. 143-318.11(a)(3) in order to preserve the attorney-client privilege in the matter entitled 85 and Sunny, LLC v. Currituck County.

**Adjourn**

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

**PUBLIC COMMENT**

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

Chairman White opened the Public Comment period. There were no speakers and the Public Comment period was closed.

**COMMISSIONER'S REPORT**

Commissioner McCord said he visited a first-grade classroom at WT Griggs Elementary earlier in the day and noted he was pleased to see the students participating in reciting the Pledge of Allegiance.

Commissioner J. Owen Etheridge wished Dare County a Happy 150th Birthday.

Commissioner Jarvis discussed the federal Morrill Act that provided funds to universities for Agricultural and Mechanical arts education, citing North Carolina State University and North Carolina Agricultural & Technical University. She said these efforts resulted in the creation of Cooperative Extension, and she thanked Currituck Extension staff for holding a fruit tree pruning class she had recently attended. She encouraged citizens to review classes offered by Cooperative Extension. Commissioner Jarvis announced she will be away and would not be attending the next meeting.

Commissioner Payment asked citizens to continue to support their local firefighters and Volunteer Fire Departments. He announced the upcoming Commissioner Board Retreat, noted many topics will be discussed, and encouraged the public to attend.

Commissioner Mary Etheridge was proud to see the start of construction for the county's new Public Safety Building. She said the recent groundbreaking ceremony was also attended by the new College of the Albemarle (COA) President, Dr. Jack Bagwell, and members of the COA Board of Trustees. She discussed program opportunities that will be available and looks forward to the county's partnership with COA. She announced various dates for voting in the upcoming election, with the Primary being held Tuesday, March 3.

Commissioner Beaumont also reported on the Public Safety Building groundbreaking event and said he believes the facility will be a center of excellence in Public Safety Training. Reporting on the school Superintendent's presentation at the last Commissioners meeting, he described how Currituck County narrowly missed meeting a requirement that would have provided an additional \$564,000 in school funding. He said he has discussed the issue with state legislators and encouraged the public to do the same.

## COUNTY MANAGER'S REPORT

Ben Stikeleather, County Manager, reported dates and times for the Board's upcoming retreat and invited the public to attend. He said construction bids received for two projects, the Corolla ABC Store and Shingle Landing Park, came in under budget. Bids would be presented for award at the next Board of Commissioners meeting, and he anticipates construction to begin as early as March or April.

## PUBLIC HEARINGS

### A. PB 19-28 Curtis Bay Medical Waste

To: Planning Board  
Board of Commissioners

From: Planning Staff

Date: January 14, 2020

Subject: PB 19-28 Curtis Bay Medical Waste

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The purpose of the proposed text amendment is to allow warehousing and distribution of medical waste in the Heavy Industrial (HI) zoning district with a Use Permit, and to allow these activities to occur on the same parcel as a state permitted mining operation.

### Background

Curtis Bay provides medical waste collection services to Currituck County and surrounding areas. The collection process involves gathering of medical waste in containers which are stored inside tractor trailers until they can be hauled to an off-site location for processing and disposal. Curtis Bay is currently operating in the county but has not yet obtained the necessary approvals. They are operating on the same parcel of land as the state permitted Spruill Mine located at 913 Caratoke Hwy. The county has sent Curtis Bay a Notice of Violation which has been temporarily stayed while the text amendment application is processed.



In 2009 the Board of Adjustment granted a conditional use permit to *Stericycle* for operation of a similar business in the HI zoning district located at 181 Windchaser Way in Moyock. Below are the relevant conditions placed on the Conditional Use Permit for Stericycle.

- The type C bufferyard is required along the entire lot frontage, excluding the powerline easement.
- Please clarify and provide details for vehicle maintenance including interior trailer wash down.
- Please clarify any odors that could be generated from this storage.

The applicant offers the following standards:

- A use permit is required.
- The processing or disposal of medical waste shall not occur on site.
- Warehousing and distribution of medical waste shall be allowed on the same parcel of land as a state permitted mine so long as the medical waste does not remain on site for more than five days.

A definition of *medical waste* is proposed as follows:

*Any isolation wastes, infectious agents, human blood and blood products, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, and dialysis wastes, as such terms may be further defined and used in the Currituck County Code of Ordinances.*

#### **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 consistent with the following 2006 Land Use Plan Policies:*

POLICY ID1: To diversify the local economy and broaden the local tax base, the County shall encourage a public service and regulatory environment conducive to COMPATIBLE INDUSTRIAL DEVELOPMENT. "Compatible" shall be defined as, among other things, industries that do not adversely impact the environmental quality of the area, or overburden the local infrastructure.

POLICY ID5: WAREHOUSING, STORAGE AND DISTRIBUTION facilities shall have access to thoroughfares of adequate traffic carrying capacity, and shall be appropriately designed and/or visually buffered according to the visibility of their location.

POLICY ED1: NEW AND EXPANDING INDUSTRIES AND BUSINESSES should be especially encouraged that: 1) diversify the local economy, 2) train and utilize a more highly skilled labor force, and (3) are compatible with the environmental quality and natural amenity based economy of Currituck County.

2. Is not in conflict with any provision of this Ordinance or the County Code of Ordinances;
  - a. *The text amendment request is consistent with the provisions of the UDO and the*

*County Code of Ordinances.*

3. Is required by changed conditions;
4. Addresses a demonstrated community need;
  - a. *Collection and disposal of medical waste is a necessary service.*
5. Is consistent with the purpose and intent of the zoning districts in this Ordinance, or would improve compatibility among uses and ensure efficient development within the county;
  - a. *The text amendment request is consistent with the purpose and intent of the zoning districts. The HI zoning district is the appropriate location for this type of business.*
6. Would result in a logical and orderly development pattern; and
7. Would not result in significantly adverse impacts on the natural environment, including but not limited to water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment.
  - a. *The collected medical waste will be transported in regulated and approved containers and will then be stored in a trailer until it is hauled off site. The applicant has proposed a specific standard requiring the material to be removed from the site within 5 days.*

**Staff Recommendation**

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

Staff recommends the following changes to the amendment request:

1. That Ordinance section 4.2 (Use Specific Standards) is amended to include Warehousing and Distribution of Medical Waste and the following standards:
  - a. Medical waste shall not be held on site for more than 5 days.
  - b. When medical waste warehousing and distribution occurs on the same parcel as a state permitted mining operation, the warehousing and distribution activities shall not take place within the area permitted for use as a mine.
  - c. There shall be no outdoor storage of medical waste. All waste shall be kept inside approved containers, trailers, or structures.
  - d. All required federal, state, and local permits are maintained.
  - e. A type C buffer Yard is required when necessary to screen the use from off-site views.
  - f. Processing or disposal of medical waste shall not occur on site.

Please note that neither the current nor the previous unified development ordinance allow storage of hazardous waste on the property where an extractive industry use is being conducted. Approval of this text amendment will be a change in policy regarding mines. Staff suggested standard (b.) above is intended to address this issue.

If the text amendment is approved, Curtis Bay will then need to obtain a Use Permit.

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

Mr. Bass motioned to approve PB 19-28 Curtis Bay Medical Waste text amendment to the Unified Development Ordinance, Chapter 4. Use Standards and Chapter 10. Definitions and Measurement to allow warehousing and distribution of medical waste with a use permit in the Heavy Industrial zoning district with the following staff recommendations:

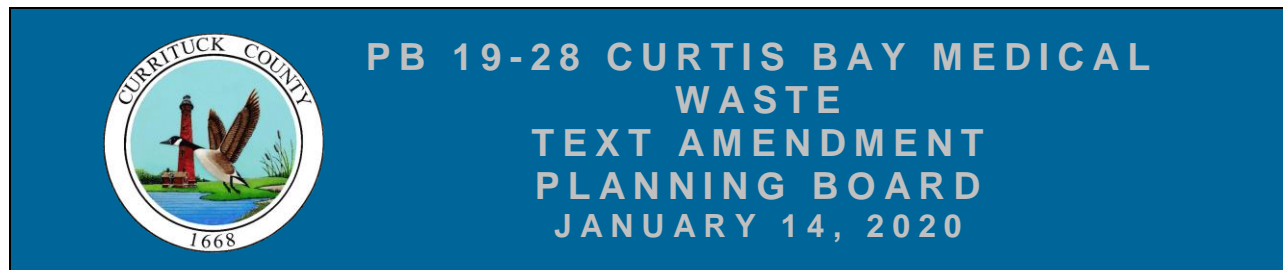
1. That Ordinance section 4.2 (Use Specific Standards) is amended to include Warehousing and Distribution of Medical Waste and the following standards:
  - a. Medical waste shall not be held on site for more than 5 days.
  - b. When medical waste warehousing and distribution occurs on the same parcel as a state permitted mining operation, the warehousing and distribution activities shall not take place within the area permitted for use as a mine.
  - c. There shall be no outdoor storage of medical waste. All waste shall be kept inside approved containers, trailers, or structures.
  - d. All required federal, state, and local permits are maintained.
  - e. A type C buffer Yard is required when necessary to screen the use from off-site views.
  - f. Processing or disposal of medical waste shall not occur on site.

Ms. Krause seconded the motion and the motion carried unanimously.

RESULT: RECOMMENDED APPROVAL [UNANIMOUS] Next: 2/3/2020 6:00 PM

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

ABSENT: Anamarie Hilgendorf, Board Member



Curtis Bay Medical Waste Services of North Carolina, LLC request an amendment to the Unified Development Ordinance, Chapter 4 Use Standards and Chapter 10 Definitions and Measurement, to allow warehousing and distribution of medical waste with a Use Permit in the Heavy Industrial Zoning District.

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 is amended by deleting the following bold and strikethrough language and adding the bold and underlined language in Section 4.1.2 Use Table:

**TABLE 4.1.1: SUMMARY USE TABLE**

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

Use Category	Use Type	Zoning District (Current District in Parenthesis) [Note: Overlay or Sub-District Requirements may further limit uses]															Additional Req. (4.2.____)
		RC	AG	SFM	SFO	SFR	SFI	MXR	GB	LB	CC	VC	LI	HI	PD-R	PD-M	
Industrial Use Classification																	



Wareho use and Freight Movem ent	Warehouse <i>(distribution)</i>																Z	Z			MP			5.D.3
	<u>Warehouse (distribution)</u> <del>Medical Waste</del>																	<b>U</b>						<b>5.D.3</b>
	Warehouse (storage)																Z	Z		MP	MP	MP		5.D.3

**Item 2:** That Chapter 4 is amended by deleting the following bold and strikethrough language and adding the bold and underlined language in Section 4.1.5 Industrial Uses:

#### A. Extractive Industry

##### (8) Refuse

No bulk waste, hazardous waste, commercial waste, garbage, construction or demolition waste shall be placed on site. **Notwithstanding the forgoing, warehousing and distribution of medical waste for processing or disposal off site may be authorized by Use Permits so long as any medical waste brought on site does not remain on site for more the five (5) days.**

**Item 3:** That Chapter 10 is amended by deleting the following bold and strikethrough language and adding the bold and underlined language in Section 10.5 Definitions.

##### Medical Waste

**Any isolation wastes, infectious agents, human blood and blood products, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, and dialysis wastes, as such terms may be further defined and used in the Currituck County Code of Ordinances.**

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

#### Land Use Plan Consistency

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

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

**POLICY ID1:** To diversify the local economy and broaden the local tax base, the County shall encourage a public service and regulatory environment conducive to COMPATIBLE INDUSTRIAL DEVELOPMENT. "Compatible" shall be defined as, among other things, industries that do not adversely impact the environmental quality of the area, or overburden the local infrastructure.

**POLICY ID5:** WAREHOUSING, STORAGE AND DISTRIBUTION facilities shall have access to thoroughfares of adequate traffic carrying capacity, and shall be appropriately designed and/or visually buffered according to the visibility of their location.

**POLICY ED1:** NEW AND EXPANDING INDUSTRIES AND BUSINESSES should be especially encouraged that: 1) diversify the local economy, 2) train and utilize a more highly skilled labor force, and (3) are compatible with the environmental quality and natural amenity based economy of Currituck County.

The request is reasonable and in the public interest because:

1. It is an existing and necessary support service for the medical services industry.

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

**Item 4:** This ordinance amendment shall be in effect from and after the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Laurie LoCicero, Planning and Community Development Director, presented the text amendment item to the Board. She said the application was being made because the Spruill Mine was allowing medical waste to be stored at their site in violation of their use permit. The activity resulted in issuance of a notice of violation. Ms. LoCicero reviewed the provisions and language in the text amendment for Board consideration, which would apply county-wide if approved. Staff and Planning Board recommend approval with conditions that were reviewed with the Board.

Ms. LoCicero responded to questions posed by Commissioners. She discussed earlier violations at Spruill Mine and an open violation for over-excavation that has not yet been remediated.

Ed McCollum, District Manager for Curtis Bay, spoke in support of approval of the text amendment. He described the waste collection and transfer processes, the timeline recommended for transfers, and the area serviced by the company. He said it is a safe operation and the majority of waste consists of gowns and gloves.

Chairman White opened the Public Hearing. There were no speakers and the Public Hearing was closed.

Commissioner J. Owen Etheridge moved to approve PB 19-28, Curtis Bay Medical Waste, because the request is consistent with the goals, objectives and policies of the 2006 Land Use Plan (LUP) including:

Policy ID1-To diversify the local economy and broaden the local tax base, the County shall encourage a public service and regulatory environment conducive to compatible industrial development. "Compatible" shall be defined as, among other things, industries that do not adversely impact the environmental quality of the area, or overburden the local infrastructure.

Policy ID5-Warehousing, storage and distribution facilities shall have access to thoroughfares of adequate traffic carrying capacity, and shall be appropriately designed and/or visually buffered according to the visibility of their location.

Policy ED1-New and expanding industries and businesses shall be especially encouraged that diversify the local economy, train and utilize a more highly skilled labor

force, and are compatible with the environmental quality and natural amenity based economy of Currituck County.

Include all staff recommendations and in addition require a Type C buffer when the site adjoins a residential development or lesser intense zoning.

The request is reasonable and in the public interest because it is an existing and necessary support service for the medical services industry.

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

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

#### **B. PB 19-27 QHOC of Windswept Pines - Driveway Width & Setbacks Text Amendment:**

To: Board of Commissioners

From: Planning Staff

Date: January 28, 2020

Subject: PB 19-27 QHOC of Windswept Pines

The enclosed text amendment submitted by QHOC of Windswept Pines revises Chapter 5 of the Unified Development Ordinance (UDO) to allow driveway widths of up to 40 feet when located on a street with curb and gutter section, and where the allowable lot coverage is not exceeded. The amendment also proposes to revise Chapter 3 to reduce the driveway setback from side property lines to 5 feet as opposed to the current requirement of 10 feet.

#### **Background**

Prior to the 1989 Unified Development Ordinance, driveway widths and setbacks on private roads in Currituck County were largely unregulated. Driveways on state maintained streets were regulated by NCDOT. This resulted in wide driveways which could be located near side lot lines. Over time this created stormwater issues, particularly on the Outer Banks where parking was in high demand and space was limited. On the mainland, it also became an issue where development was occurring on smaller lots in areas with poor natural drainage.

In 2005, the UDO was amended to regulate driveways to alleviate stormwater issues. Driveway setbacks were instituted in an attempt to minimize stormwater runoff between adjoining properties. Additionally, driveway width regulations were adopted that reflected NCDOT standards. Those standards are the basis for current ordinance regulations which require a maximum residential driveway width of 24 feet. NCDOT does allow deviation from the 24' standard but this is done on a case by case basis. New subdivision roads are required to be designed and constructed to meet current NCDOT standards with the assumption that they will be accepted into the NCDOT maintenance program.



Part of this text amendment addresses driveway widths in residential developments that use curb and gutter as stormwater conveyance. On the mainland, there is an increase in the use of curb and gutter over the last 6 years. This text amendment would impact existing subdivisions along with any future subdivisions proposing the use of curb and gutter.

### Text Amendment Review Standards

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

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

- a. *The proposed text amendment is not consistent with the following 2006 Land Use Plan Policies:*

*POLICY TR12: New residential developments shall provide for the installation of PAVED PUBLIC ROADWAY AND DRAINAGE INFRASTRUCTURE at the time of development. This policy is intended to prevent the creation of substandard developments that must later correct for infrastructure problems that could have been avoided, had they been installed properly from the beginning. Family subdivisions and non-asphalt roads serving the northern beaches are the only exceptions to this policy.*

- b. *The Land Use Plan Vision Statement:*

*We will strive to maintain and enhance the quality of life within our communities for present and future generations by providing:*

- *economic opportunities and affordable housing for all citizens*
- *quality schools and educational, health and safety services*
- *additional and enhanced recreational facilities*
- *sound transportation planning and water, waste, and stormwater services for a growing population*
- *an aesthetically pleasing environment*

- c. *The proposed text amendment is not consistent with the following purpose statement from the Currituck County Stormwater Manual:*

*In order to manage the growth pressure while addressing the need to protect the sensitive natural systems on which it depends, Currituck County seeks to improve the stormwater management portions of their Unified Development Ordinance (UDO) to raise the level of water quality protection and reduce nuisance flooding problems.*

- (2) Is not in conflict with any provision of this Ordinance or the County Code of Ordinances;

- a. *The text amendment request may conflict with the following UDO General Purpose and Intent Statements:*

- *Protect development and residents from flooding and other natural hazards;*
- *Maintain and protect high quality aesthetic standards for development*
- *Maintain and enhance the character of various districts within the county through an emphasis on design quality;*

- b. *The text amendment request is not in conflict with the County Code of Ordinances.*

- (3) Is required by changed conditions;

*Staff is not aware of any changed conditions that would require the text amendment.*

- (4) Addresses a demonstrated community need;  
*The text amendment does not appear to address a community need.*
- (5) Is consistent with the purpose and intent of the zoning districts in this Ordinance, or would improve compatibility among uses and ensure efficient development within the county;
- a. *The amendment is not consistent with some of the general purpose statements of the Residential Zoning section of the UDO.*
- (1) *The residential base zoning districts established in this section are intended to provide a comfortable, healthy, safe, and pleasant environment in which to live and recreate. More specifically, they are intended to:*
- *Ensure adequate light, air, privacy, and recreational and open space areas for each dwelling, and protect residents from the negative effects of noise, excessive population density, traffic congestion, **flooding**, and other significant adverse environmental impacts;*
  - *Provide for safe and efficient vehicular access and circulation and promote bicycle-, and pedestrian-friendly neighborhoods;*
- (6) Would result in a logical and orderly development pattern; and
- (7) Would not result in significantly adverse impacts on the natural environment, including but not limited to water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment.
- a. *The request could result in significantly adverse impacts on the natural environment, specifically stormwater management.*

**Staff Recommendation:**

Staff recommends denial of this text amendment request due to the following concerns expressed by the County Engineer and the Planning Department, and the suggested Statement of Consistency and Reasonableness provided in the attached staff report.

***Planning and Engineering comments:***

**Greater than 24' driveway width concerns:**

Increased driveway width applies only to residential developments with curb and gutter infrastructure

- With curb and gutter, the section of the driveway within the right-of-way (connection of the driveway to the street), will typically drain to the street.
- Depending on the slope, layout, impervious area and design of the lot, more lot area could drain into the street via the driveway.
- Larger driveways will mean more direct runoff to the curb and gutter section which drains to catch basins and outlet pipes.
- If UDO is changed to allow for wider driveways at the ROW, will the current infrastructure in **existing developments** (gutters, catch basins, outlets) handle the increased flow of SW from wider driveways?
- In existing developments, County staff will need to review revised SW calculations to verify the 40' driveway drainage can be handled by current infrastructure.
- In existing developments, any infrastructure (catch basins, gutters, outlets, etc) will need to be improved to meet additional flow if indicated by revised calculations.
- In existing development, County staff will need verification from NCDOT that increased flow and any altered infrastructure will still meet NCDOT standards and carrying capacity.

- Slope of driveways will need to be minimal to limit velocity of runoff.
- Sheet flow from driveways that slope toward the street will have greater potential to impact properties on the opposite side of the street
- The NCDOT standard for driveway width is 24'. Deviations from this standard are evaluated on a case by case basis.
  - At this time, staff is unsure of the criteria used for determining greater driveway width approval
  - If driveways on a street exceed the 24' standard, will that impact NCDOT acceptance of the street into the DOT system?
- The above factors will need to be taken into account during the design of SW plan and infrastructure for curb and gutter residential developments.
- Consideration of Aesthetics – at 40' wide, up to 5 vehicles can be parked at the right-of-way, how will this impact the appearance of lots, and the neighborhood in general?
- What are the potential safety concerns for pedestrian and vehicular traffic movements from the sidewalk and roadway respectively?

### **Setbacks**

One overarching goal of the driveway setback is to minimize runoff onto your neighbor's property.

- Current UDO standard is a 10' side setback for driveways and parking areas.
- This provides more pervious area, which prevents more direct runoff onto neighboring lots.
- Provides a larger area for infiltration without sheet flowing into swales and ditches
- Lot line swales are required in all subdivisions
- Lot line swales could be impacted with decreased setback of driveways and parking areas
- Driveways that require fill to even out slope could violate ordinance requirement of no fill within the 10' setback

### **Benchmarking other communities' standards**

Staff would like to check with other neighboring communities and professional standards to see how others' address the issue.

### **Planning Board Recommendation – January 14, 2014:**

Chairman Ballance motioned to recommend denial of the text amendment and advising to the Board of Commissioners to stay all fines and all enforcement action is stayed on the eight homeowners who have driveway width issues. For the resolution to be on a case by case basis as Mr. Ott stated in his email and for the Board of Commissioners to consider accepting a letter from an engineer for the other people, such as Mr. Blain and Mr. Brooke who have issues with driveways around the side of the houses to remedy the situation by providing an Engineer letter stating that the property owners will not flood anybody.

Ms. Krause seconded the motion and the motion carried unanimously.

RESULT: RECOMMENDED DENIAL [UNANIMOUS] Next: 2/3/2020 6:00 PM

AYES: C. Shay Ballance, Chairman, Garry Owens, Vice Chairman, K. Bryan Bass, Board Member, David Doll, Board Member, Juanita S Krause, Board Member, J. Timothy Thomas, Board Member  
ABSENT: Anamarie Hilgendorf, Board Member





**PB 19-27 QHOC OF WINDSWEPT PINES  
DRIVEWAY WIDTH AND SETBACKS  
TEXT AMENDMENT  
PLANNING BOARD  
NOVEMBER 12, 2019**

QHOC of Windswept Pines has submitted a text amendment to allow driveway widths of up to 40 feet when located on a street with curb and gutter section, and where the allowable lot coverage is not exceeded. The amendment also proposes to revise Chapter 3 to reduce the driveway setback from side property lines to 5 feet as opposed to the current requirement of 10 feet.

BE IT ORDAINED by the Board of Commissioners of the County of Currituck, North Carolina that the Unified Development Ordinance of the County of Currituck be amended as follows:

**Item 1:** That Chapter 5. Use Standards is amended by adding the following underlined language and removing the following strike-through language:

**C. Driveway Widths**

Driveway widths shall be in accordance with Table 5.6.7.C, Driveway Width:

USE TYPE	RESIDENTIAL USES		NONRESIDENTIAL USES	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM WIDTH (FT) [1] [3]
Single-Family Detached & Two-	10	24[5]	N/A	N/A
All Other Uses: One Way Driveway	10	24	10	36
All Other Uses: Two Way Driveway	20		20 [4]	

**NOTES:**

[1] Maximum driveway width shall be measured at the lot line abutting the street right-of-way

[2] Nonresidential driveways shall meet emergency vehicle access requirements as determined by the Fire Marshal. [3] Not applied to fire stations.

[4] Minimum width may be reduced to 10 feet if the driveway is shorter than 75 feet in length, it provides access to less than six spaces, and is configured to allow vehicles to turn around without backing onto the street. It may also be reduced to ten feet if the use generates less than five vehicle trips per day.

[5] Driveways located on streets having curb and gutter section, where the allowable lot coverage is not exceeded, shall have a maximum width of 40 feet.

That Chapter 3 Zoning Districts is amended to reflect a reduced side setback of 5 feet for driveways. Driveway setbacks are established by the dimensional standards table in each zoning district, **all** of which shall be **amended as shown** in the below example.

## Chapter 3: Zoning Districts

## SECTION 3.4: RESIDENTIAL BASE ZONING DISTRICTS

## Subsection 3.4.3: Single-Family Residential-Outer Banks (SFO) District

**F. DIMENSIONAL STANDARDS**

Max. Density (du/ac)	N/A	Min. Major Arterial Street Setback (ft)	50
Max. Nonresidential FAR (%)	0.40	Min. Side Setback (ft)	10
Min. Lot Area (sf ft)	20,000	Min. Rear Setback (ft)	25
Max. Lot Area (acres)	N/A	Min. Agricultural Setback (ft) [5]	50
Min. Lot Width, Interior Lot (ft)	100 [1]	Min. Accessory Use Setback (ft)	10
Min. Lot Width, Corner Lot (ft)	110	Min. Driveway/Parking Setback (ft)	<del>10</del> <u>5</u>
Max. Lot Depth	[2]	Min. Fill Setback from all Lot Lines (ft) [6]	10
Max. Lot Coverage (%)	30 [3]	Min. Wetland/Riparian Buffer (ft) [5]	30
Min. Front Setback (ft) [4]	20	Max. Building Height (ft)	35
Min. Corner Side Setback (ft)	20	Min. Spacing Between Principal Buildings (ft)	10
[1] All lots shall maintain a minimum street frontage of 35 feet [2] Lot depth shall not exceed four times the lot width [3] 35% for platted lots of 19,000 sf in area or less [4] Front setbacks shall be measured from ultimate ROW line		[5] Applied to major subdivisions platted after January 1, 2013 and site plans on lots 10 acres in area and greater [6] Except as needed for driveways	

**Item 3:** Staff's suggested Statement of Consistency and Reasonableness:

The requested text amendment is not consistent with the 2006 Land Use Plan and the following specific policies of the plan:

*The Land Use Plan Vision Statement:*

*We will strive to maintain and enhance the quality of life within our communities for present and future generations by providing:*

- *economic opportunities and affordable housing for all citizens*
- *quality schools and educational, health and safety services*
- *additional and enhanced recreational facilities*
- *sound transportation planning and water, waste, and stormwater services for a growing population*
- *an aesthetically pleasing environment*

*POLICY TR12: New residential developments shall provide for the installation of PAVED PUBLIC ROADWAY AND DRAINAGE INFRASTRUCTURE at the time of development. This policy is intended to prevent the creation of substandard developments that must later correct for infrastructure problems that could have been avoided, had they been installed properly from the beginning. Family subdivisions and non-asphalt roads serving the northern beaches are the only exceptions to this policy.*

The text amendment request is not reasonable nor in the public interest because

1. It is unclear if existing curb and gutter systems are capable of preventing floodwaters, generated by increased impervious area and potential increased velocity, from negatively affecting neighboring properties and streets.
2. Reduction of the side setback for driveways may cause issues with flooding of neighboring properties by:
  - Reducing space available for stormwater infiltration
  - Limiting the space available for property line swales
  - Encouraging fill in the 10 foot side setback when grade changes are necessary

**Item 4:** The provisions of this Ordinance are severable and if any of its provisions or any sentence, clause, or paragraph or the application thereof to any person or circumstance shall be held unconstitutional or violative of the Laws of the State of North Carolina by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions which can be given effect without the invalid provision or application.

**Item 5:** This ordinance amendment shall be in effect from and after the \_\_\_\_ day of \_\_\_\_\_, 2019.

Planning and Community Development Director, Laurie LoCicero, reviewed the application asking the Board to consider approval of two text amendments. One would allow expanded driveway widths up to 40 feet and the second would reduce side driveway setbacks from 10 feet to 5 feet. Ms. LoCicero explained the requests are being made to correct a violation issue in Windswept Pines where some driveway installations were wider than what was shown on the approved the site plan. She used the overhead to display the approved site plan and pictures demonstrating the driveway and side setback issues.

During presentation, Ms. LoCicero responded to questions posed by Commissioners. There was discussion as to the responsibility of the County's Building Inspectors, and Ms. LoCicero and Mr. Stikeleather explained their role in the inspection process. Ms. LoCicero said inspectors are now looking at driveways and side setbacks and can request as-built surveys if they are not comfortable that requirements are being met. Commissioner Payment said, as a contractor, boundaries and setbacks are checked to ensure equipment is properly located. Additional discussion revolved around the timeline as to issuance of violation notices relative to Certificates of Occupancy (CO) and effects to homeowners who currently sit with violations on their property.

Ms. LoCicero reported concerns with both driveways widths greater than twenty-four feet and increased setbacks. Ms. LoCicero said staff recommends denial of the text amendment. Planning Board also recommends denial but additional caveats were included that would allow both 40' driveways and increased setbacks in certain circumstances.

David Otts, North Carolina Department of Transportation (NCDOT) District I Engineer addressed Commissioners. He said mobility and safety are the priority and noted no concerns or maintenance issues with the eight driveways located in the Windswept Pines Subdivision that exceed the recommended twenty-four foot width. He confirmed other driveways that exceed recommendations would be considered based on necessity. Mr. Otts responded to questions.

Mark Bissell, Engineer, spoke in favor of approval of the text amendment. He provided the history that resulted in the text amendment request and presented earlier discussion that took place at the Planning Board meeting. Mr. Bissell also reviewed the history



resulting in a request for a text amendment for reduced side setbacks and noted several exceptions in the Unified Development Ordinance to support approval of the request.

Justin Old, Quality Homes of Currituck, told Commissioners the first CO was received in November, 2018, and violations issued for driveway widths were noticed by County staff in March or April of 2019.

Driveway pours were discussed, as were concerns related to fire safety with a reduced side setback.

Chairman White called a recess at 7:44 PM. The meeting reconvened at 7:55 PM.

Mr. Otts returned to clarify NCDOT's position and said he sees no problem with the eight existing driveways. He said NCDOT prefers a 24' maximum width driveway for easier maintenance and minimal costs. Mr. Otts said if the text amendment was approved a letter would be required on every single driveway over the recommended maximum, which would result in additional work for both the county and NCDOT.

Chairman White opened the Public Hearing.

Keith Blain, a Moyock Crossing resident, described his issue after he had a two-car garage built in his back yard, followed by a driveway which encroached into the side setback. He said he doesn't see any stormwater impacts and asked the Board to approve a five foot setback. He said the concrete contractor he used told him the setback was five feet.

Al Brooke of Moyock Crossing was issued a notice of violation on September 11 for an easement encroachment. He said he moved house over to allow for a driveway to a garage in back. He said driveway encroaches about 16" into the setback and that he was aware of the 10' setback. He supports the five foot side setback and distributed pictures of his property for Board review and responded to questions related to his driveway.

Mr. Stikeleather described the variance process through the Board of Adjustment which can be used to address issues on a case by case basis.

Matt Raftery, a resident of Windswept Pines, said he has one of the wide-width driveways and has noted no issues with stormwater. He said he received the notice of violation six months after moving into the home.

County Attorney, Ike McRee, explained the ordinance calls to violate the owner of the property, and the county has little recourse against a contractor.

Mr. Bissell suggested the text amendment could be revised to include certain exceptions for driveways to be allowed in the setbacks. Ms. LoCicero explained a three-foot exemption is allowed for encroachment into the setback, but there are concerns with encroachment of hard structures.

No others wished to speak and Chairman White closed the Public Hearing.

Ms. LoCicero and Commissioners discussed concerns with allowing driveways to encroach within the side setbacks. Ms. LoCicero said she would want to confer with staff and the county engineer.

Following discussion, Commissioners chose to reopen the Public Hearing. Commissioner J. Owen Etheridge moved to table the item until the March 2, 2020 Commissioner meeting. He stated that if NCDOT submits an email stating they will accept the eight driveways the county would drop the violations for those eight. He requested staff return with effects of allowing driveways within the side setbacks as an exemption in Section 10 of the UDO.

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

<b>RESULT:</b>	<b>CONTINUED [UNANIMOUS]</b>	<b>Next: 3/2/2020 6:00 PM</b>
<b>MOVER:</b>	J. Owen Etheridge, Commissioner	
<b>SECONDER:</b>	Kevin E. McCord, Commissioner	
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner	

#### ) Recess

Chairman White called a recess at 8:37 PM. The Board reconvened at 8:47 PM.

#### C. PB 19-25 Currituck County - Currituck Station:

Planning and Community Development Director, Laurie LoCicero and Assistant Planning Director, Donna Voliva, reviewed with Commissioners the proposed text amendment language for the Unified Development Ordinance (UDO) to regulate zoning and development in the Moyock mega-site. The mega-site, now Currituck Station, is an employment center created for development in conjunction with the growth taking place in the Moyock area. Ms. LoCicero reviewed a timeline and action taken toward development of Currituck Station, which began in 2012 in conjunction with creation of the Moyock Small Area Plan. Ms. Voliva, who composed the text amendment for incorporation into the UDO, distributed documents to the Board that noted the mega-site master land use plan, and she walked the Board through the plan and text amendment language. A pattern book intended to be used to provide building and character guidelines was also developed and presented to the Board for review. Ms. Voliva discussed the process for rezonings and explained the various land uses, development standards, densities and other requirements for each of the eight sub-districts within Currituck Station.

In response to stakeholder comments and concerns that were shared with Commissioners, Ms. Voliva suggested resolving a property line conflict in the Newtown district by changing a portion of the Newtown district to the Charter subarea. She also recommended allowing a traditional style of building within Currituck Station. Staff

comments and recommended changes were reviewed and Ms. Voliva responded to questions posed by the Board. She said the proposed densities in Currituck Station are in keeping with other types of planned developments allowed in the county and she discussed effects the text amendment may have on properties located outside of Currituck Station.

Chairman White thanked staff for their presentation and made a motion to continue the item to the March 2, 2020, Commissioners meeting, to include a 3:00 PM work session prior to the regular meeting. Commissioner J. Owen Etheridge seconded the motion. The motion carried.

<b>RESULT:</b>	<b>CONTINUED [UNANIMOUS]</b>	<b>Next: 3/2/2020 6:00 PM</b>
<b>MOVER:</b>	Bob White, Chairman	
<b>SECONDER:</b>	J. Owen Etheridge, Commissioner	
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner	

## NEW BUSINESS

### A. Consideration of Purchase and Sale Agreement With Panther Landing, LLC for County Acquisition of 11.5 Acres for Use as Convenience Center

County Manager, Ben Stikeleather, reviewed the item for Board consideration and the overhead was used to display an aerial view of the Panther Landing convenience site. He reviewed the plan for expansion and the proposal for purchase of 11.5 acres of adjacent land for the expansion. Mr. Stikeleather responded to Board questions and Commissioner J. Owen Etheridge moved for approval of the contract. The motion was seconded by Commissioner Payment. The motion carried.

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

### B) Board Appointments

#### 1. Historic Preservation Commission

Commissioner Payment moved to approve Virginia Agreste for reappointment to the Historic Preservation Commission. Commissioner McCord seconded the motion and the motion carried.



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

## 2. Moyock Stormwater Service District

Commissioner Jarvis moved for approval of the following nominees to fill the vacancies on the Moyock Stormwater Service District Advisory Board:

Jared Bobzien to fill an unexpired Term ending 10-19-2020 (Replacing Cindy Arthur)  
 Mark Dunn to fill an Unexpired term ending 10-19-2021 (Replacing David Plageman)  
 Kathy Ehler to fill an unexpired term ending 10-19-2021 (Replacing Steven Vick)

Commissioner Mary Etheridge seconded the motion. The motion carried.

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

## 3. Ocean Sands Water & Sewer District

Chairman White moved to approve Robert Peters for appointment to the Ocean Sands Water and Sewer District Advisory. Commissioner Jarvis seconded the motion and the motion carried.

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

## C) Consent Agenda

Commissioner Mary Etheridge moved for approval of Consent Agenda with an amendment to the minutes of January 21, 2020, to provide a statement noting that she did not vote on PB 18-23, Fost Tract, and pursuant to the Board's Rules of Procedure, it was recorded as a

vote in the affirmative. The motion was seconded by Commissioner Jarvis. The motion carried.

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

## 1) Approval Of Minutes-January 21, 2020

### 1. Minutes for January 21, 2020

### 2. Budget Amendments

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
10415-532000	Supplies	\$ 800	
10415-514500	Training & Education	\$ 585	
10415-590000	Capital Outlay		\$ 1,385
		\$ 1,385	\$ 1,385
<b>Explanation:</b> Legal (10415) - Transfer residual funds from capital outlay for supplies and training for the purchasing agent.			
<b>Net Budget Effect:</b> Operating Fund (10) - No change.			

Communication: Minutes for February 3, 2020 (Approval Of Minutes-February 3, 2020)

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10650-526200	Promotional Efforts	\$ 250	
10650-531000	Fuel	200	
10650-553000	Dues and Subscriptions	3,500	
10650-557100	Software License	100	
10550-526100	Advertising & Public Relations		\$ 250
10650-514500	Training & Education		100
10650-532000	Supplies		200
10650-545000	Contracted Services		3,500
		<u>\$ 4,050</u>	<u>\$ 4,050</u>

**Explanation:** Economic Development (10650); Airport (10550) - Transfer Airport promotions to Economic Development promotions and additional transfers within the Economic Development budget for operations for the remainder of this fiscal year.

**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>		
10650-526200	Promotional Efforts	\$ 250	
10650-531000	Fuel	200	
10650-553000	Dues and Subscriptions	3,500	
10650-557100	Software License	100	
10550-526100	Advertising & Public Relations		\$ 250
10650-514500	Training & Education		100
10650-532000	Supplies		200
10650-545000	Contracted Services		3,500
		<u>\$ 4,050</u>	<u>\$ 4,050</u>

**Explanation:** Economic Development (10650); Airport (10550) - Transfer Airport promotions to Economic Development promotions and additional transfers within the Economic Development budget for operations for the remainder of this fiscal year.

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

Communication: Minutes for February 3, 2020 (Approval Of Minutes-February 3, 2020)



		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10460-506000	Insurance Expense		\$ 9,186
10460-561000	Professional Services	\$ 186	
10460-590000	Capital Outlay	9,000	
		<u>\$ 9,186</u>	<u>\$ 9,186</u>

**Explanation:** Public Works (10460) - Transfer funds for completion of Historic Courthouse boiler installation.

**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>		
10460-506000	Insurance Expense		\$ 9,186
10460-561000	Professional Services	\$ 186	
10460-590000	Capital Outlay	9,000	
		<u>\$ 9,186</u>	<u>\$ 9,186</u>

**Explanation:** Public Works (10460) - Transfer funds for completion of Historic Courthouse boiler installation.

**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>		
16609-561000	Professional Services	\$ 20,000	
16609-588000	Contingency		\$ 20,000
		<u>\$ 20,000</u>	<u>\$ 20,000</u>

**Explanation:** Ocean Sands North/Crown Point Watershed (16609) - Transfer funds from contingency to professional services to fund appraisal of open space in Ocean Sands.

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

Communication: Minutes for February 3, 2020 (Approval Of Minutes-February 3, 2020)

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
66868-511000	Telephone & Postage	\$ 8,000	
66868-545100	Credit Card Fees	\$ 4,000	
66360-470000	Utilities Charges		\$ 12,000
		<u>\$ 12,000</u>	<u>\$ 12,000</u>
<b>Explanation:</b>	Southern Outer Banks Water (66868) - Increase appropriations for postage and credit card processing fees for billing the remainder of this fiscal year.		
<b>Net Budget Effect:</b>	Southern Outer Banks Water (66) - Increased by \$12,000.		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
43848-590000	Capital Outlay	\$ 216,200	
43390-499900	Appropriated Fund Balance		\$ 216,200
		<u>\$ 216,200</u>	<u>\$ 216,200</u>
<b>Explanation:</b>	Land Banking (43848) - Increase appropriated to purchase 11.5 acres for a convenience center from Panther Landing LLC located in Moyock, NC.		
<b>Net Budget Effect:</b>	Land Banking Fund (43) - Increased by \$216,200.00		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10990-587015	T T - Occupancy Tax Fund	\$ 20,000	
10340-450420	Beach Parking Permits		\$ 20,000
		<u>\$ 20,000</u>	<u>\$ 20,000</u>
<b>Explanation:</b>	Transfers to other funds (10990) - Transfer funds to Occupancy Tax for the printing and signage for beach parking permits.		
<b>Net Budget Effect:</b>	Operating Fund (10) - Increased by \$20,000.		

### 3. Master Fee Schedule

Currituck County Master Fee Schedule									
Rate and Fee Schedule effective February 3, 2020									
Dept.	Description	Cost							
Airport	Concession Fees - Aviation Maintenance & Repair Services	\$75.00	annual						
Airport	Concession Fees - Based Charter Aircraft Travel Services	5% of booked fee	due on 10th following quarter end: Jan 10, Apr 10, Jul 10 & Sep 10						
Airport	Concession Fees - Banner Towing Operations	\$75.00	annual						
Airport	Concession Fees - Crop Dusting	\$300.00	annual						
Airport	Concession Fees - Flight Lessons two or more Currituck based aircraft	\$75.00	annual						
Airport	Concession Fees- Flight Lessons no Currituck based aircraft	\$300.00	annual						
Airport	Concession Fees- Flight Lessons one Currituck based aircraft	\$150.00	annual						
Airport	Concession Fees- Hang Gliding	\$7,000.00	annual						
Airport	Concession Fees - Rental Car Services	\$300.00	annual						
Airport	Hangar leases, non-commercial	\$2,760.00	annual, payable \$230 per month - Effective 8/1/2013						
Airport	Hangars, commercial A-5-T, A-11-T & Office space 2 combined	\$5,796.00	Effective 8/1/2013	Monthly	5% Disc	10% Disc	monthly		
Airport	Hangars, commercial C-2, C-3, C-4, C-5	\$6,555.00	Effective 8/1/2013	\$483.00	\$ 5,506	\$ 5,216	\$ 435		
Airport	Hangars, commercial A-1-T, A-6-T & office space 1 combined	\$5,520.00	Effective 8/1/2013	\$460.00	\$ 5,244	\$ 4,968	\$ 414		
Airport	Hangars, commercial B-1-C & B-2-C	\$5,520.00	Effective 8/1/2013	\$460.00	\$ 5,244	\$ 4,968	\$ 414		
Airport	Hangars, commercial C-1	\$7,590.00	Effective 8/1/2013	\$632.50	\$ 7,211	\$ 6,831	\$ 569		
Airport	Late Fee	\$15.00	Payments received after 10th of each month for each hangar and/or tie-down lease						
Airport	Tie-down leases	\$10.00	per month						
Animal Services & Control	Adoption Fee- Dog	\$125.00	Discounts up to 50% off at the discretion of the Director and/or Shelter						
Animal Services & Control	Adoption Fee- Cat	\$75.00							
Animal Services & Control	Reclaim Fee- 1st offense	\$25.00 + \$10.00 a day							
Animal Services & Control	Reclaim Fee- 2nd offense	\$50.00 + \$10.00 a day							
Animal Services & Control	Reclaim Fee- 3rd offense	\$75.00 + \$10.00 a day							
Animal Services & Control	Reclaim Fee- 4th offense	\$100.00 + \$10.00 a day							
Animal Services & Control	Rabies Shot at County Sponsored Rabies Clinics	\$10.00							
CCRC	Facility rental fees - CCRC rentals will also be charged NC sales tax in addition to the rental fee.								
CCRC	Complete facility rental fee/Exclusive right to grounds	\$500.00	per day.						
CCRC	Picnic Shelter- half day rental	\$25.00	per day/per room (up to 4 hours)						
CCRC	Picnic Shelter- full day rental	\$50.00	per day/per room (up to 8 hours)						
CCRC	Indoor Arena:								
CCRC	Hourly rental of indoor arena	\$175.00	per weekend day						
CCRC		\$125.00	per week day						
CCRC		\$25.00	per hour						
CCRC	Outdoor Arena:								
CCRC	Hourly rental of outdoor arena	\$125.00	per weekend day						
CCRC		\$100.00	per week day						
CCRC		\$25.00	per hour						
CCRC	Park Attendant	\$18.00	per hour - nights/weekends/holidays						
CCRC	Stall Rental:								
CCRC	Overtime, no event	\$35.00	per nights						
CCRC	With event	\$15.00	day stall						
CCRC		\$25.00	2 day show						
CCRC		\$30.00	3 day show						
CCRC	Shavings must be used with any stall rental. No one can stall a horse without shavings.								
CCRC	Shavings	\$7.50	per bag						
CCRC	RV/Camper Hook-up	\$25.00	per night						
CCRC	Vendor Hook-up	\$25.00	per day						
CCRC	Admission Fees - Non-County Event	10% of ticket sales	for all non-County events.						
CCRC	Technology fee	\$50.00	Includes wifi, phone, copier, fax access						
CCRC	Returned check/credit card/efit fee	\$25.00							



Communications	CD: 911 Data	\$25.00	
Communications	911 Incident Report/911 Transcripts	\$1.00	per page
Community Development	<b>Central Permitting Fees:</b>	<b>Residential</b>	<b>Commercial</b>
Community Development	New construction and additions	\$0.30 per sf	\$0.35 per sf
Community Development	Alterations	\$0.15 per sf	\$0.12 per sf
Community Development	Cell Tower Evaluation		\$1,000 minimum; actual cost for more complex evaluations
Community Development	Chimney/Woodstove	\$35.00	\$50
Community Development	Decks	\$0.30 per sf	\$0.35 per sf
Community Development	Dune decks and walkways	\$0.30 per sf	\$0.35 per sf
Community Development	Demolition	\$35.00	\$75
Community Development	Detached Buildings	\$0.15 per sf	\$0.15 per sf
Community Development	Farm Building	N/A	\$0.35 per sf
Community Development	Fuel Pumps	N/A	\$50 per pump
Community Development	Gas (Propane/Natural)	\$50.00	\$100
Community Development	HVAC changeout (includes all trade permits)	\$35.00	\$50
Community Development	Insulation (new)	\$50.00	\$100
Community Development	Insulation (alteration)	\$25.00	\$50
Community Development	Metal Carport, pre-manufactured	Greater than 400 sq ft \$50	\$100
Community Development	Mobile Homes	\$0.20 per sf	N/A
Community Development	Modulars	\$0.25 per sf	\$0.30 per sf
Community Development	P M E (New)	\$50 each	\$100 each/per suite
Community Development	P M E (Alterations)	\$25 each	\$50 each/ per suite
Community Development	Roofing (sheathing replacement)	\$50.00	\$50
Community Development	Roofing (shingles only)	Greater than 15,000 sq ft \$35	\$50
Community Development	Solar array	\$50 base + \$0.20 per panel	\$200 base + \$0.20 per panel
Community Development	County, State, Federal, Non-profit	No fee	No fee
Community Development	Miscellaneous:		
Community Development	Bulkhead, Pier, Dock, Boatlift	\$50.00	\$100
Community Development	CAMA Minor Permit	\$100.00	\$100
Community Development	Elevator (includes trade permits)	\$75.00	\$150
Community Development	Fire Alarm	N/A	\$50
Community Development	Fire Sprinklers	\$50.00	\$100
Community Development	Hot Tub (includes trade permits)	\$50.00	\$100
Community Development	Moving Permit	\$0.20 per sf	\$0.20 per sf
Community Development	Retaining wall	\$50 each	\$100 each
Community Development	Siding replacement > \$15,000 project cost	> \$15,000 project \$50	\$75
Community Development	Swimming Pool (flat fee includes trade permits)	\$75.00	\$200
Community Development	Signs (on premise)	N/A	\$50 per sign
Community Development	Signs (off premise)	N/A	\$50 per sign
Community Development	Temporary Office	N/A	\$60
Community Development	Tents and Membrane Structures	Greater than 800 sq ft \$50	\$50 per structure
Community Development	Towers		\$500 each
Community Development	Window, Door replacement > \$15,000 project cost	> \$15,000 project \$50	\$75
Community Development	Wind Turbine	\$200 each	\$500 each
Community Development	Amusement rides, water slides	N/A	\$500 each ride
Community Development	Minimum permit fee	\$25.00	\$50
Community Development	Projects that do not fall within the categories above shall be figured on a cost of construction basis as follows:		

Communications	CD: 911 Data	\$25.00	
Communications	911 Incident Report/911 Transcripts	\$1.00	per page
Community Development	<b>Central Permitting Fees:</b>	<b>Residential</b>	<b>Commercial</b>
Community Development	New construction and additions	\$0.30 per sf	\$0.35 per sf
Community Development	Alterations	\$0.15 per sf	\$0.12 per sf
Community Development	Cell Tower Evaluation		\$1,000 minimum; actual cost for more complex evaluations
Community Development	Chimney/Woodstove	\$35.00	\$50
Community Development	Decks	\$0.30 per sf	\$0.35 per sf
Community Development	Dune decks and walkways	\$0.30 per sf	\$0.35 per sf
Community Development	Demolition	\$35.00	\$75
Community Development	Detached Buildings	\$0.15 per sf	\$0.15 per sf
Community Development	Farm Building	N/A	\$0.35 per sf
Community Development	Fuel Pumps	N/A	\$50 per pump
Community Development	Gas (Propane/Natural)	\$50.00	\$100
Community Development	HVAC changeout (includes all trade permits)	\$35.00	\$50
Community Development	Insulation (new)	\$50.00	\$100
Community Development	Insulation (alteration)	\$25.00	\$50
Community Development	Metal Carport, pre-manufactured	Greater than 400 sq ft \$50	\$100
Community Development	Mobile Homes	\$0.20 per sf	N/A
Community Development	Modulars	\$0.25 per sf	\$0.30 per sf
Community Development	P M E (New)	\$50 each	\$100 each/per suite
Community Development	P M E (Alterations)	\$25 each	\$50 each/ per suite
Community Development	Roofing (sheathing replacement)	\$50.00	\$50
Community Development	Roofing (shingles only)	Greater than 15,000 sq ft \$35	\$50
Community Development	Solar array	\$50 base + \$0.20 per panel	\$200 base + \$0.20 per panel
Community Development	County, State, Federal, Non-profit	No fee	No fee
Community Development	Miscellaneous:		
Community Development	Bulkhead, Pier, Dock, Boatlift	\$50.00	\$100
Community Development	CAMA Minor Permit	\$100.00	\$100
Community Development	Elevator (includes trade permits)	\$75.00	\$150
Community Development	Fire Alarm	N/A	\$50
Community Development	Fire Sprinklers	\$50.00	\$100
Community Development	Hot Tub (includes trade permits)	\$50.00	\$100
Community Development	Moving Permit	\$0.20 per sf	\$0.20 per sf
Community Development	Retaining wall	\$50 each	\$100 each
Community Development	Siding replacement > \$15,000 project cost	> \$15,000 project \$50	\$75
Community Development	Swimming Pool (flat fee includes trade permits)	\$75.00	\$200
Community Development	Signs (on premise)	N/A	\$50 per sign
Community Development	Signs (off premise)	N/A	\$50 per sign
Community Development	Temporary Office	N/A	\$60
Community Development	Tents and Membrane Structures	Greater than 800 sq ft \$50	\$50 per structure
Community Development	Towers		\$500 each
Community Development	Window, Door replacement > \$15,000 project cost	> \$15,000 project \$50	\$75
Community Development	Wind Turbine	\$200 each	\$500 each
Community Development	Amusement rides, water slides	N/A	\$500 each ride
Community Development	Minimum permit fee	\$25.00	\$50
Community Development	Projects that do not fall within the categories above shall be figured on a cost of construction basis as follows:		

Cooperative Extension	Facility rental fees			
Cooperative Extension	Auditorium		\$500.00	per day
Cooperative Extension	Auditorium set up day		\$100.00	11-4 business day prior to event
Cooperative Extension	Conference Room		\$100.00	per 2 hours
Cooperative Extension	Classrooms		\$50.00	per 2 hours
Cooperative Extension	Custodian		\$20.00	per hour - nights/weekends/holidays (4 hour minimum)
Cooperative Extension	Public Copies - 1 sided		\$0.10	
Cooperative Extension	Public Copies - 2 sided		\$0.15	
Cooperative Extension	Public Copies color up the 8.5" X 14"		\$0.25	per side
Cooperative Extension	Notary Fees			
Cooperative Extension	Official County business		\$0.00	
Cooperative Extension	Other		\$5.00	per document
Cooperative Extension	Returned check/credit card/eft fee		\$25.00	
Elections	Copies, color double sided		\$0.45	
Elections	Copies, color single sided		\$0.25	
Elections	Copies, standard letter or legal, per copy		\$0.10	
Elections	Diskette		\$10.00	
Elections	Labels, per label		\$0.01	Minimum \$.30
Elections	Print-out, per page		\$0.05	Minimum \$.25
EMS	Public Copies - 1 sided		\$0.10	
EMS	Public Copies - 2 sided		\$0.15	
EMS	Public Copies color up the 8.5" X 14"		\$0.25	per side
EMS	Notary Fees			
EMS	Official County business		\$0.00	no charge
EMS	Other		\$5.00	per document
EMS	Returned check/credit card/eft fee		\$25.00	
EMS	Stand-by events		\$50.00	hour
ITS	CD1: GIS data CD		\$50.00	
ITS	CD2: 2003, 2008, 2010 or 2012 Color Aerial Photography		\$100.00	per year requested
ITS	Copies, GIS Data, Laser 11 x 17 black and white		\$1.00	
ITS	Copies, GIS Data, Laser 11 x 17 color		\$2.00	
ITS	Copies, GIS Data, Laser 8 1/2 x 11 black and white		\$0.50	
ITS	Copies, GIS Data, Laser 8 1/2 x 11 color		\$1.00	
ITS	Copies, GIS Data, Laser 8 1/2 x 14 black and white		\$0.75	
ITS	Copies, GIS Data, Laser 8 1/2 x 14 color		\$1.50	
ITS	Copies, GIS Data, Plotter 20 x 24 up to 28 x 36		\$5.00	
ITS	Copies, GIS Data, Plotter Greater than 28 x 36 to 36 x 42		\$8.00	
ITS	Copies, GIS Data, Plotter Greater than 36 x 42		\$10.00	
ITS	Copies, GIS Data, Plotter less than 20 x 24		\$3.00	
ITS	Official Zoning Map		\$10.00	
ITS	CD3: 1995 Aerial Photography (black & white only)		\$50.00	
ITS	Street Naming/Name Changing (payable to U.S. Sign Co.)		\$75.00	plus variable (Exception: Subdivisions created prior to 4/2/89 & sign never installed)
Library	Books, Fines for Overdues		\$0.10	per day
Library	Copies, standard letter or legal, per copy (black & white)		\$0.10	
Library	Copies, standard letter or legal, per copy (color)		\$0.25	per side
Library	Copies, 11 x 17 black & white		\$0.25	
Library	Copies, 11 x 17 color		\$0.50	per side
Library	Fax - Incoming		\$1.00	
Library	Fax - Outgoing		\$2.50	plus \$1.00 each additional page



Mainland Water	3" Riser		Actual cost + 20%	
Mainland Water	6" Riser		Actual cost + 20%	
Mainland Water	Backhoe per hour		\$125.00	
Mainland Water	Bacteriological tests		\$50.00	
Mainland Water	Check Valve		Actual cost + 20%	
Mainland Water	Chloride tests		\$20.00	
Mainland Water	Ditch Witch per hour		\$125.00	
Mainland Water	ERT for Radio Read meter		Actual cost + 20%	
Mainland Water	Excavator per hour		\$125.00	
Mainland Water	Fire hydrant meter - Deposit		\$2,500.00	
Mainland Water	Fire hydrant meter setup fee		\$50.00	
Mainland Water	High-risk deposit (owner or renter)		\$200.00	or three months' billing of previous usage, whichever is greater
Mainland Water	Meter - Single family residential - new service or aged/wom out	Included with connection fee		County staff installations
Mainland Water	Meter - Commercial/Multi-family - new service or aged/wom out	Paid by contractor		Contractor installations
Mainland Water	Water connection - contractor installs	No fee		
Mainland Water	Water connection fee, 3/4 inch	\$1,000.00		County staff installs connection
Mainland Water	Water connection fee, 3/4 inch irrigation	\$1,000.00		
Mainland Water	Water connection fee, 3/4 inch fire service	\$1,000.00		
Mainland Water	Water connection fee, >3/4 inch irrigation	Actual cost + 20%		
Mainland Water	Water connection fee > 3/4 inch	Actual cost + 20%		County staff installs connection
Mainland Water	Water developmental fee, 3/4 inch	\$4,279.00		Minimum fee
Mainland Water	Water developmental fee, > 3/4 inch	TBD		Refer to Developmental Fee Study
Mainland Water	Water developmental fee - Centers of Worship	\$3,000.00		
Mainland Water	Labor per man hour	\$60.00		
Mainland Water	Lid only	Actual cost + 20%		
Mainland Water	Lock	Actual cost + 20%		
Mainland Water	Meter - damaged/vandalized	Actual cost + 20%		
Mainland Water	Meter accessibility charge	\$35.00		
Mainland Water	Meter Box	Actual cost + 20%		
Mainland Water	Meter tampering fee	\$75.00		
Mainland Water	Meter testing fee	\$50.00		If meter accurate
Mainland Water	Meter testing fee	No Charge		If more than 2.5% inaccurate
Mainland Water	Open/reopen/transfer account	\$25.00		
Mainland Water	Pipe pressure/leakage retest	\$150.00		
Mainland Water	Pipe pressure/leakage test	\$150.00		
Mainland Water	Reconnection fee (after cutoff for nonpayment)	\$50.00		8AM - 5PM
Mainland Water	Renter deposit	\$150.00		
Mainland Water	Reread meter - our reading correct	\$25.00		
Mainland Water	Reread meter - our reading incorrect	No Charge		
Mainland Water	Retrofit Meter	Actual cost + 20%		
Mainland Water	Returned check fee	\$25.00		
Mainland Water	Road Bore	Actual cost + 20%		
Mainland Water	Special request meter reading	\$25.00		
Mainland Water	Turn on/off fee, per occurrence	\$25.00		Normal working hours
Mainland Water	Turn on/off fee, per occurrence	\$50.00		After normal working hours
Mainland Water	Union half with nut	Actual cost + 20%		
Mainland Water	Water Charge Fire Service (sprinkler systems)	Same as all other water consumption charges		
Mainland Water	Water Charge Local Government/Board of Education	Same as all other water consumption charges		
Mainland Water	Water Charge base 0-2000 gallons	\$20.00		month
Mainland Water	Water Charge up to 5000 gallons	\$4.50		per 1000 gal./effective 7/1/2016
Mainland Water	Water Charge up to 10,000 gallons	\$5.50		per 1000 gal./effective 7/1/2016
Mainland Water	Water Charge up to 15,000 gallons	\$6.50		per 1000 gal./effective 7/1/2016
Mainland Water	Water Charge up to 20,000 gallons	\$7.50		per 1000 gal./effective 7/1/2016
Mainland Water	Water Charge all over 20,000 gallons	\$8.50		per 1000 gal./effective 7/1/2016
Mainland Water	Yoke	Actual cost + 20%		
Mainland Water	Yoke valve with meter nut	Actual cost + 20%		
Mainland Sewer	Sewer developmental fee, 3/4 inch	\$5,806.00		Per residential unit
Mainland Sewer	Sewer developmental fee, > 3/4 inch	\$5,806.00		Per Equivalent Residential Unit of 360 gallons per day
Mainland Sewer	Sewer Utility Charge	3x Water Usage Charge		\$40 minimum base rate
Mainland Sewer	Residential renter deposit	\$150.00		
Mainland Sewer	Residential renter deposit (High Risk)	\$200.00		3 months past usage with \$200 min
Mainland Sewer	Open/reopen/transfer account	\$25.00		
Mainland Sewer	Reconnection fee	\$50.00		
Mainland Sewer	Sewer Service Tampering Fee	\$75.00		Min \$75 plus cost of damages

Ocean Sands	Water rates - See Southern Outer Banks Water			Same as SOBWS rates
Ocean Sands	Sewer Utility Charge		\$7.95 base + 1.5x Water	Rate increase effective with billings on or after January 1, 2014
Ocean Sands	Water rate		Refer to SOBWS rates	
Ocean Sands	Water connection - contractor installs		No fee	
Ocean Sands	Water connection fee, 3/4 inch		\$1,000.00	County staff installs connection
Ocean Sands	Water connection fee, > 3/4 inch		Actual cost + 20%	County staff installs connection
Ocean Sands	Water developmental fee		\$5,933.00	Minimum fee
Ocean Sands	Sewer developmental fee		\$5,924.00	Minimum fee
Parks & Rec	Knotts Island		\$200.00	per day
Parks & Rec	Maple Athletic Complex - Baseball/Softball Fields		\$200.00	per field/per day
Parks & Rec	Maple Athletic Complex - Soccer Fields		\$200.00	per field/per day
Parks & Rec	Maple Park		\$300.00	per day
Parks & Rec	Maple Skate Park		\$200.00	per day
Parks & Rec	Sound Park		\$500.00	per day
Parks & Rec	Veteran's Memorial Park		\$200.00	per day
Parks & Rec	Walnut Island Park		\$200.00	per day
Parks & Rec	Adult Softball (men and women)		\$200.00	per team
Parks & Rec	Youth Cheerleading		\$20.00	per child - Maximum of \$40.00 per family
Parks & Rec	Youth Flag Football		\$20.00	per child - Maximum of \$40.00 per family
Parks & Rec	Youth Soccer (Fall and Spring)		\$20.00	per child - Maximum of \$40.00 per family
Parks & Rec	Youth Tackle Football		\$25.00	per child - No Maximum Fee
Parks & Rec	Youth T-Ball/Baseball/Softball		\$25.00	per child - \$35.00 (2 children) Maximum of \$50.00 for a family of 3 or more
Parks & Rec	Youth/Junior Basketball		\$20.00	per child - Maximum of \$40.00 per family
Parks & Rec	Tournament Admission Fees- Under 5		No Charge	
Parks & Rec	Tournament Admission Fees- Ages 6-12		\$3.00	
Parks & Rec	Tournament Admission Fees-13 and up		\$5.00	
Parks & Rec	Concessions		Cost + 100% to 300%	
Parks & Rec	Field Fees - Soccer, Baseball/Softball, Tennis Courts		\$25.00	1/2 day - does not include staff, security or clean-up charges
Parks & Rec	Field Fees - Soccer, Baseball/Softball, Tennis Courts		\$50.00	daily - does not include staff, security or clean-up charges
Parks & Rec	Field Set-up Fees - Baseball/Softball		\$20.00	per field - does not include staff, security or clean-up charges
Parks & Rec	Field Set-up Fees - Soccer		\$25.00	per field - does not include staff, security or clean-up charges
Parks & Rec	Park Picnic Shelter		\$25.00	per 1/2 day/\$50 daily
Parks & Rec	Parks			
Parks & Rec	Staff for Events (if required) - Park Attendant		\$18.00	per hour/per attendant
Parks & Rec	Staff for Events (if required) - Park Superintendent		\$18.00	per hour
Parks & Rec	Staff for Events (if required) - Recreation Director		\$28.00	per hour
Parks & Rec	Staff for Events (if required) - Recreation Specialist		\$18.00	per hour
Solid Waste	Tipping Fees per ton for all solid waste that originates outside the County		\$83.00	per ton
Solid Waste	Tipping Fees per ton for mixed solid waste MSW		\$73.00	per ton
Register of Deeds	Birth or Death Amendments (preparation)		\$10.00	
Register of Deeds	Birth or Death Amendments, NC Vital Records		\$15.00	payable to N.C. Vital Records Section
Register of Deeds	Birth or Death Legitimations County		\$10.00	
Register of Deeds	Birth or Death Legitimations State (via check)		\$10.00	
Register of Deeds	Birth or Death Record, Certified Copy		\$10.00	
Register of Deeds	Birth, Delayed Birth Applications		\$20.00	
Register of Deeds	Copies, Certified 1st page		\$5.00	plus \$2.00 each page of document
Register of Deeds	Copies, Uncertified		\$0.25	
Register of Deeds	Copies, Uncertified Plats (11"x17")-per page		\$0.50	
Register of Deeds	Copies, Uncertified Plats (11"x17")-per page VIA Mail or Fax		\$1.00	
Register of Deeds	Copies, Uncertified Plats (18"x24")-per page		\$2.00	
Register of Deeds	Copies, Uncertified Plats (18"x24")-per page VIA Mail		\$3.00	
Register of Deeds	Copies, Uncertified VIA Mail		\$1.00	
Register of Deeds	Deeds of Trust and Mortgages		\$64.00	Minimum fee for pages 1-35
Register of Deeds	Deeds of Trust and Mortgages per page for pages over 35		\$4.00	
Register of Deeds	Deeds of Trust and Mortgages Additional (multi-instrument)		\$10.00	
Register of Deeds	Deeds of Trust and Mortgages Satisfaction/Cancellation		No charge	
Register of Deeds	Highway Maps 1st page		\$21.00	
Register of Deeds	Highway Maps Additional Page(s)		\$5.00	
Register of Deeds	Highway Maps Certified Copy (per 1st page)		\$5.00	
Register of Deeds	Instrument, General		\$26.00	Minimum fee for pages 1-15
Register of Deeds	Instrument, General per page for pages over 15		\$4.00	
Register of Deeds	Instrument, General Additional ( multi-instrument)		\$10.00	
Register of Deeds	Marriage License		\$60.00	
Register of Deeds	Marriage License Certified Copy		\$10.00	
Register of Deeds	Marriage License Corrections		\$10.00	
Register of Deeds	Notary Oath		\$10.00	
Register of Deeds	Plats 1st page (GS 161-10)		\$21.00	
Register of Deeds	Plats Additional Page(s)		\$21.00	
Register of Deeds	Plats Certified Copy (per 1st page)		\$5.00	
Register of Deeds	Plats Certified Copy - each additional page after first page		\$2.00	
Register of Deeds	Uniform Commercial Code Fixture Filing Only 1-2 pages		\$38.00	
Register of Deeds	Uniform Commercial Code Fixture Filing Only 3-10 pages		\$45.00	
Register of Deeds	Uniform Commercial Code Fixture Filing Only over 10 pages		\$45.00	plus \$2.00 each additional page over 10
Register of Deeds	Excessive Recording Data - more than 20 distinct parties		\$2.00	each name over 20 - G.S. 161-10(a)(1)
Register of Deeds	Non-standard Fee		\$25.00	G.S. 161-14(b)

Soil Conservation	Soil surveys/publications		No charge	
Sheriff	Peddler License initial fee		\$35.00	
Sheriff	Peddler License renewal fee		\$20.00	
Sheriff	Noise permits		\$25.00	
Sheriff	Adult Entertainment Business Permit - New		\$100.00	
Sheriff	Adult Entertainment Business Permit - Renew		\$50.00	
Sheriff	Copies; uncertified black & white	\$0.10 single side/\$0.15 duplex		
Sheriff	Copies; uncertified color	\$0.25 per page		
Sheriff	Copies; Certified	\$1.00		
Sheriff	Copies; Certified - for official County business	No charge		
Sheriff	CD - Detention Interviews	\$10.00		
Sheriff	Entertainer's License - New	\$50.00		
Sheriff	Entertainer's License - Renew	\$25.00		
Sheriff	Fingerprint fee - Official County business	No charge		
Sheriff	Fingerprint fee - other	\$5.00		
Sheriff	Handgun Purchase Permit	\$5.00		
Sheriff	Concealed Weapon Permit - New	\$90.00		
Sheriff	Concealed Weapon Permit - Renew	\$80.00		
Sheriff	Security Fee	\$60.00	Per Hour Per Deputy	
S Outer Banks Water	3" Riser		Actual cost + 20%	
S Outer Banks Water	6" Riser		Actual cost + 20%	
S Outer Banks Water	Backhoe per hour		\$125.00	
S Outer Banks Water	Excavator per hour		\$125.00	
S Outer Banks Water	Bacteriological tests		\$50.00	
S Outer Banks Water	Check Valve		Actual cost + 20%	
S Outer Banks Water	Chloride tests		\$20.00	
S Outer Banks Water	Ditch Witch per hour		\$125.00	
S Outer Banks Water	ERT for Radio Read meter		Actual cost + 20%	
S Outer Banks Water	Fire hydrant meter - Deposit		\$2,500.00	
S Outer Banks Water	Fire hydrant meter setup fee		\$50.00	
S Outer Banks Water	High risk deposit (owner or renter)		\$200.00	or three months' billing of previous usage, whichever is greater
S Outer Banks Water	Water connection - contractor installs		No fee	
S Outer Banks Water	Water connection fee, 3/4 inch residential meter		\$1,000.00	County staff installs connection
S Outer Banks Water	Water connection fee > 3/4 inch		Actual cost + 20%	County staff installs connection
S Outer Banks Water	Water connection fee, 3/4 inch fire service meter		\$1,000.00	County staff installs connection
S Outer Banks Water	Water connection fee, 3/4 inch irrigation meter		\$1,000.00	County staff installs connection
S Outer Banks Water	Water connection fee > 3/4 inch irrigation meter		Actual cost + 20%	County staff installs connection
S Outer Banks Water	Water developmental fee, 3/4 inch		\$7,281.00	Minimum fee
S Outer Banks Water	Water developmental fee, > 3/4 inch		TBD	Refer to Developmental Fee Study
S Outer Banks Water	Water developmental fee, Centers of Worship		\$3,000.00	
S Outer Banks Water	Impact Fee standard 3/4" meter, commercial	VOH	\$1,000.00	
S Outer Banks Water	Impact Fee standard 3/4" meter, hotels/motels per two rooms	VOH	\$1,000.00	
S Outer Banks Water	Impact Fee standard 3/4" meter, laundry	VOH	\$1,000.00	per 3 machines
S Outer Banks Water	Impact Fee standard 3/4" meter, multifamily	VOH	\$1,000.00	(condos, cottage courts, apartments)
S Outer Banks Water	Impact Fee standard 3/4" meter, restaurants	VOH	\$1,000.00	Each habitable unit
S Outer Banks Water	Impact Fee standard 3/4" meter, sewer	VOH	\$700.00	per 16 seats or fraction thereof
S Outer Banks Water	Impact Fee standard 3/4" meter, single family residential	VOH	\$1,000.00	
S Outer Banks Water	Labor per man hour		\$60.00	
S Outer Banks Water	Lid only		Actual cost + 20%	
S Outer Banks Water	Lock		Actual cost + 20%	
S Outer Banks Water	Meter		Actual cost + 20%	
S Outer Banks Water	Meter accessibility charge		\$35.00	
S Outer Banks Water	Meter Box		Actual cost + 20%	
S Outer Banks Water	Meter tampering fee		\$75.00	
S Outer Banks Water	Meter testing fee		\$50.00	If meter accurate
S Outer Banks Water	Meter testing fee		No Charge	If more than 2.5% inaccurate
S Outer Banks Water	Open/reopen/transfer account		\$25.00	
S Outer Banks Water	Pipe pressure/leakage retest		\$150.00	
S Outer Banks Water	Pipe pressure/leakage test		\$150.00	
S Outer Banks Water	Reconnection fee (after cutoff for nonpayment)		\$50.00	8AM - 5PM
S Outer Banks Water	Renter deposit		\$150.00	
S Outer Banks Water	Reread meter - our reading correct		\$25.00	
S Outer Banks Water	Reread meter - our reading incorrect		No Charge	
S Outer Banks Water	Retrofit Meter		Actual cost + 20%	
S Outer Banks Water	Returned check fee		\$25.00	
S Outer Banks Water	Road Bore		Actual cost + 20%	
S Outer Banks Water	Special request meter reading		\$25.00	
S Outer Banks Water	Turn on/off fee, per occurrence		\$25.00	Normal working hours
S Outer Banks Water	Turn on/off fee, per occurrence		\$50.00	After normal working hours
S Outer Banks Water	Union half with nut		Actual cost + 20%	
S Outer Banks Water	Water Charge - Pine Island Base Rate		\$30.00	month
S Outer Banks Water	Water Charge - Pine Island per 1,000 gallons		\$4.50	per 1000 gal
S Outer Banks Water	Water Charge Base Rate		\$20.00	month
S Outer Banks Water	Water charge up to 2,500 gallons		\$3.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge up to 5,000 gallons		\$4.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge up to 10,000 gallons		\$5.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge up to 15,000 gallons		\$6.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge up to 20,000 gallons		\$7.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge over 20,000 gallons		\$8.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Yoke		Actual cost + 20%	
S Outer Banks Water	Yoke valve with meter nut		Actual cost + 20%	
S Outer Banks Water	Pipe pressure/leakage retest		\$150.00	



Sr. Center	Deposit, Rental of Senior Center Space (Refundable)		\$100.00	
Sr. Center	Powells Point Bldg- Deposit		\$100.00	per event
Sr. Center	Powells Point Bldg- Rent		\$100.00	per event
Sr. Center	Fax - outgoing		\$2.50	first page \$1.00 each additional page
Sr. Center	Fax - Incoming		\$1.00	
Sr. Center	Public Copies - 1 sided		\$0.10	
Sr. Center	Public Copies - 2 sided		\$0.15	
Sr. Center	Notary Fees			
Sr. Center	Official County business		\$0.00	
Sr. Center	Other		\$5.00	per document
Sr. Center	Returned check/credit card/efit fee		\$25.00	
Tax	Public Copies - 1 sided		\$0.10	
Tax	Public Copies - 2 sided		\$0.15	
Tax	Public Copies - Color (Up to 8.5" X 14")		\$0.25	per side
Tax	Public Copies - Color (11" x 17")		\$0.50	per side
Tax	Labels, per label		\$0.03	Minimum \$10.00
Tax	Aerial Tax Maps		\$8.00	
Tax	Subdivision Tax Maps		\$3.00	per sheet
Tax	Street Atlas		\$8.00	
Tax	Returned check/credit card/debit card/EFT/ACH fee		\$0.10	Payment for Taxes; Minimum \$25.00
Tax	Returned check/credit card/debit card/EFT/ACH fee		\$25.00	G.S. 105-357(b)(2)
Tax	Property Record Card		\$0.50	All other than taxes
Tourism	Kansas City BBQ Contest Registration		\$300.00	each
Tourism	Event sponsorships		TBD	per team - includes RV hookup fee
Tourism	Currituck Bulls & BBQ - Rodeo admission - Ages 13+		\$15 Adv/\$20 Day of Event	
Tourism	Currituck Bulls & BBQ - Rodeo admission - Ages 6-12		\$10 Adv/\$15 Day of Event	
Tourism	Currituck Bulls & BBQ - Rodeo admission - Ages 0-5		No Charge	
Tourism	Currituck Bulls & BBQ - Rodeo admission - Family (2 Adult/2 Under 12)		\$45.00	Advance sales only
Tourism	Currituck Bulls & BBQ - Rodeo admission - BBQ Participants		No Charge	
Tourism				
Tourism	Legacy Tours Whalehead Ages 0-5		No charge	
Tourism	Legacy Tours Whalehead Ages 6-12		\$5.00	
Tourism	Legacy Tours Whalehead Ages 13-54		\$7.00	
Tourism	Legacy Tours Whalehead Ages 55+		\$5.00	
Tourism	Legacy Tours Whalehead Active Military		\$5.00	
Tourism	Legacy Tours Wounded Warrior		No charge	
Tourism	Legacy Tours Whalehead Group Student		\$3.00	Coordinator/Bus Driver No charge
Tourism	Legacy Tours Whalehead Group Adult		\$5.00	Coordinator/Bus Driver No charge
Tourism				Based on type of Tour and Resources involved
Tourism	Specialty Tours		TBD	
Tourism	Corolla Cork & Craft		\$20.00	Event entry and tour of Whalehead Club
Tourism	Legacy Tour with purchase of Corolla Cork & Craft admission		No Charge	Included with event
	Events requiring tent rentals or other structures on grounds must be rented for the day before, day of and day after event.			
Tourism	Grounds Rental - Primary Site (N Lawn/S Lawn/Point)		\$750.00	
Tourism	Grounds Rental - Secondary Site		\$400.00	
Tourism	Grounds Rental - Picnic Shelter		\$50.00	
Tourism	Grounds Rental - Gazebo		\$150.00	
Tourism	Grounds Rental - Side Porch		\$50.00	
Tourism	Grounds Refundable Security Deposit		\$750.00	
Tourism	Picnic Shelter Refundable Security Deposit		\$25.00	
Tourism	Golf Cart Rental per 8 hours		\$300.00	each per day
Tourism	Tourism and Whalehead \$0.00 - \$6.99 our cost retail merchandise			Cost + 100%
Tourism	Tourism and Whalehead \$7.00 - \$10.99 our cost retail merchandise			Cost + 50%
Tourism	Tourism and Whalehead \$11.00 - \$19.99 our cost retail merchandise			Cost + 35%
Tourism	Tourism and Whalehead \$20.00 & up our cost retail merchandise			Cost + 25%
Tourism				
Tourism	Under the Oaks Jury Fee for artists		\$40.00	
Tourism	Under the Oaks Booth Fee		\$150.00	
Tourism	Vendor Booth Fee		No Charge - Currituck County Property Owner	
Tourism	Vendor Booth Fee		\$25 - Out of County Resident/Business	
Tourism	Historic Corolla Park Usage- unlimited usage with the exception of stated hours		\$400.00	per month for June, July & August
Tourism	Historic Corolla Park Usage- unlimited usage with the exception of stated hours		\$250.00	per month January - May and September - December
Tourism	Historic Corolla Park Usage- for businesses needing the Park 1 day a week or less		\$50.00	per day for all months
Other	Notary Fees		No charge	Official County Business
Other	Notary Fees		\$5.00	Other than County Business
Other	Returned Check Fee		\$25.00	

NOTES:				
Occupancy Tax and Sales Taxes will be charged if applicable.				
All Water Systems	3/4" irrigation meter \$1,000 and 1" irrigation meter \$1,300 are available to any customer with an existing paid tap.			
Mainland Water	Water Charge: Commercial master meter accts charged at above rates per unit served. Hotels and motels: Four rooms equal one commercial master meter billing unit.			
Inspections	Movable agricultural buildings occupied for farm purposes shall be exempt from fees prescribed above.			
Inspections	*Alterations include work within existing structures and upgrading existing service do not include additions, new construction, providing power to structures not previously having power, or new service to existing buildings.			
Planning	Preliminary, amended preliminary, final, and amended final plats will be assessed a \$33.00 per lot fee if the sketch plan was approved prior to March 3, 2003.			
Revised this 3rd day of February 2020.				
Bob White, Chairman				
Attest:				
Leeann Walton, Clerk to the Board				

#### 4. Change Order-Maritime Museum

#### 5. Job Description Revisions-Public Utilities, Plant Operator and Line Maintenance Mechanic

#### 6. Petition for Road Addition-Pan Ridge

### RECESS REGULAR MEETING

Chairman White recessed the regular meeting to hold a special meeting of the Tourism Development Authority.

### SPECIAL MEETING OF THE TOURISM DEVELOPMENT AUTHORITY

The Currituck County Board of Commissioners held a Special Meeting sitting as the Tourism Development Authority during a recess of the 6:00 PM regular meeting of the Board of Commissioners. The meeting was held in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, for the purpose of considering budget amendments.

#### Budget Amendments-TDA

County Manager, Ben Stikeleather, reviewed the budget amendment. Commissioner Mary Etheridge moved for approval. The motion was seconded by Commissioner Jarvis. The motion carried.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
15448-516000	Repairs & Maintenance		\$ 7,500
15448-554000	Insurance	\$ 7,500	
		\$ 7,500	\$ 7,500
<b>Explanation:</b> Tourism Related - Whalehead (15448) - Transfer funds for increased in insurance premiums.			
<b>Net Budget Effect:</b> Occupancy Tax Fund (15) - No change.			

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

### ADJOURN SPECIAL MEETING OF THE TDA

There was no further business. Commissioner Mary Etheridge moved to adjourn. The motion was seconded by Commissioner Jarvis. The motion carried and the Special Meeting of the Tourism Development Authority concluded at 9:50 PM.

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

### CLOSED SESSION

1. Closed Session Pursuant to G.S. 143-318.11(a)(6) to discuss personnel matters and G.S. 143-318.11(a)(3) in order to preserve the attorney-client privilege in the matter entitled 85 and Sunny, LLC v. Currituck County.

The Board returned to regular session and Chairman White moved to enter Closed Session pursuant to G.S. 143-318.11(a)(6) to discuss personnel matters, and G.S. 143-318.11(a)(3)

in order to preserve the attorney-client privilege in the matter entitled 85 and Sunny, LLC v. Currituck County. Commissioner Mary Etheridge seconded, the motion carried, and Commissioners entered closed session.

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

## ADJOURN

### Motion to Adjourn Meeting

Commissioners returned from Closed Session and had no further business. Commissioner Payment made a motion to adjourn and Commissioner Jarvis seconded. The motion carried and the regular meeting of the Board of Commissioners concluded at 10:24 PM.

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



Number

20200086

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 17th day of February 2020, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2020.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10530-516200	Vehicle Maintenance	\$ 1,500	
10530-514800	Fees Paid to Officials		\$ 500
10530-516000	Repairs & Maintenance		\$ 1,000
		<u>\$ 1,500</u>	<u>\$ 1,500</u>

**Explanation:** Emergency Medical Services (10530) - Transfer funds to cover unanticipated vehicle maintenance.

**Net Budget Effect:**

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

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

Attachment: BudAmends\_Feb 17\_General Meeting (Budget Amendments)

Number 20200087

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 17th day of February 2020, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2020.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
210541-531000	Fuel	\$ 12,000	
210541-561000	Professional Services		\$ 10,000
210541-553000	Dues & Subscriptions		\$ 2,000
		<u>\$ 12,000</u>	<u>\$ 12,000</u>

**Explanation:** Corolla Fire Services (210541) - Transfer funds budgeted for employee physicals and dues to cover fuel costs for the County Corolla Fire Services.

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

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

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

Attachment: BudAmends\_Feb 17\_General Meeting (Budget Amendments)

Number 20200088

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 17th day of February 2020, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2020.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
66868-553000	Dues & Subscriptions	\$ 500	
66868-590000	Capital Outlay		\$ 500
		<u>\$ 500</u>	<u>\$ 500</u>

**Explanation:** Southern Outer Banks Water System (66868) - Transfer budgeted funds to cover increase in the annual NC Rural Water Treatment Plan membership.

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

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

Attachment: BudAmends\_Feb 17\_General Meeting (Budget Amendments)

Number

20200089

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 17th day of February 2020, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2020.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10535-532000	Supplies	\$ 4,468	
10535-545000	Contract Services		\$ 4,468
26535-532000	Supplies	\$ 5,200	
26535-545000	Contract Services		\$ 5,200
		<u>\$ 9,668</u>	<u>\$ 9,668</u>

**Explanation:** Communications (10535); Emergency Telephone System (26535) - Transfer funds from contract services to supplies to upgrade computers in communications. The Emergency Telephone System funds will pay for the portion allowable under that program.

**Net Budget Effect:** Operating Fund (10) - No change.  
Emergency Telephone System Fund (26) - No change.

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

Attachment: BudAmends\_Feb 17\_General Meeting (Budget Amendments)



Number 20200090

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 17th day of February 2020, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2020.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10750-514000	Travel	\$ 6,650	
10750-511010	Data Transmission		\$ 5,650
10750-526000	Advertising		\$ 1,000
		<u>\$ 6,650</u>	<u>\$ 6,650</u>

**Explanation:** Social Services Administration (10750) - Transfer budgeted funds for required training for social services staff.

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

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

Attachment: BudAmends\_Feb 17\_General Meeting (Budget Amendments)

Number 20200091

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 17th day of February 2020, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2020.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10440-502000	Salaries		\$ 8,650
10440-503500	Temporary Salaries	\$ 6,650	
10440-506000	Insurance Expense		\$ 2,500
10440-526000	Advertising	\$ 2,000	
10440-532000	Supplies	\$ 2,500	
		<u>\$ 11,150</u>	<u>\$ 11,150</u>

**Explanation:** Finance (10440) - Transfer funds to increase finance supplies to purchase asset tags. This purchase will last for several years but is necessary this year due to the unanticipated computer replacement. Increase temporary services to assist with the GovDeals auctions and fill in for position vacancies and increase advertising for position vacancy.

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

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

Attachment: BudAmends\_Feb 17\_General Meeting (Budget Amendments)

Number 20200092

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 17th day of February 2020, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2020.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10535 502000	Salaries	\$ 34,500	
10535 502100	Salaries - Overtime		\$ 34,500
		<u>\$ 34,500</u>	<u>\$ 34,500</u>

**Explanation:** Communications (10535) - Transfer budgeted funds for overtime used during position vacancies and to accommodate the communications schedule.

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

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

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

Attachment: BudAmends\_Feb 17\_General Meeting (Budget Amendments)

Number 20200093

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 17th day of February 2020, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2020.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
50795-590007	Moyock Shingle Landing Park	\$ 1,692,600	
50390-495042	T F - Transfer Tax		\$ 1,692,600
		<u>\$ 1,692,600</u>	<u>\$ 1,692,600</u>

**Explanation:** County Governmental Construction (50795) - To appropriate funds for construction of the Shingle Landing Park in Moyock.

**Net Budget Effect:** County Governmental Construction Fund (50) - Increased by \$1,692,600.

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

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

Attachment: BudAmends\_Feb 17\_General Meeting (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 construction of the ABC store in Corolla that will be constructed on the 10 acres owned by County of Currituck. This project ordinance is a revision to the design that was approved on March 4, 2019.

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

ABC Store - Corolla	\$ 2,300,000
	<u>\$ 2,300,000</u>

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

Capital Reserve Fund (40)	\$ 2,300,000
	<u>\$ 2,300,000</u>

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

### SECTION 5. SPECIAL APPROPRIATIONS AND RESTRICTIONS

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

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

### SECTION 6. CONTRACTUAL OBLIGATIONS

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

- a. He may execute contracts for construction or repair projects which do not require formal competitive bid procedures.

- b. He may execute contracts for (1) purchases of apparatus, supplies, and materials, or equipment which are within the budgeted departmental appropriations; (2) leases of personal property for a duration of one year or less and within budgeted departmental appropriations; and (3) services which are within budgeted departmental appropriations.
- c. He may execute contracts, as the lessor or lessee of real property, which are of a duration of one year or less which are within the budgeted departmental appropriations.

## SECTION 7. USE OF BUDGET ORDINANCE

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

ADOPTED this 17th day of February 2020.

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Bob White, Chairman  
Board of Commissioners

ATTEST:

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Leeann Walton  
Clerk to the Board



# COUNTY OF CURRITUCK

Tax Department  
P.O. Box 9  
Currituck, North Carolina 27929

Tracy Sample, Tax Administrator  
(252) 232-3005  
(252) 232-3568 (FAX)

## Report of Unpaid 2019 Real Estate Taxes

and

## Order of Advertisement of Tax Liens

To: Board of County Commissioners

From: Tracy Sample, Tax Administrator

Date: February 5, 2020

### Report of Unpaid 2019 Real Estate Taxes:

As of February 5, 2020, there is \$1,568,758.52 in unpaid taxes that are a lien on real estate for fiscal year 2019-2020.

North Carolina General Statute 105-369 requires that unpaid real estate tax liens be advertised in one or more newspapers having a general circulation in the county and by posting a notice of the tax liens at the county courthouse. This statute requires that the Board of Commissioners order the tax collector to advertise the tax liens.

Attachment: Report of Unpaid 2019 taxes-Order to Advertise (Tax Dept-Report of Unpaid Taxes 2019-Advertise)

## Order to Tax Collector to Advertise Tax Liens

WHEREAS, N.C.G.S. 105-369 requires the County Tax Collector report to the Board of County Commissioner, the total amount of unpaid taxes for the current fiscal year that are a lien on real property; and

WHEREAS, N.C.G.S. 105-369 also requires that upon receipt of the report, the Board of Commissioners must order the Tax Collector to advertise the tax liens by posting a notice of the liens at the county courthouse and by publishing each lien at least one time in one or more newspapers having general circulation in the taxing unit; and

WHEREAS, the time and content the tax lien advertisement are dictated by N.C.G.S 105-369(c); and

WHEREAS, the report of unpaid taxes for unpaid taxes for the current fiscal year that are a lien on real property has been received;

**NOW, THEREFORE BE IT RESOLVED** by the Currituck County Board of County Commissioners that the Currituck County Tax Collector is hereby ordered to advertise the tax liens for unpaid taxes for the current fiscal year that are a lien on real property, in accordance with N.C.G.S. 105-369(c).

THIS, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

THE CURRITUCK COUNTY BOARD OF COMMISSIONERS

BY: \_\_\_\_\_ (SEAL)  
Chairman

Attest:

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



# North Carolina Department of Health and Human Services



## Community Services Block Grant Program

**Fiscal Year 2020-21 Application for Funding**  
**Project Period July 1, 2020 – June 30, 2021**  
**Application Due Date: February 14, 2020**

Agency Information			
Agency:	Economic Improvement Council, Inc.		
Agency:	Economic Improvement Council, Inc.		
Federal I.D.	560857026		
DUNS Number:	081423030		
Administrative Office Address:	712 Virginia Road Edenton, North Carolina, 27932		
Mailing Address (include the 4-digit zip code extension):	Post Office Box 549 Edenton, North Carolina, 27932-0549		
Telephone Number:	252-482-4458		
Fax Number:	252-482-8227		
<b>Proposed Funding:</b>	<b>CSBG:</b> \$285,027	<b>Additional Resources:</b>	<b>Agency Total Budget:</b>
<b>Application Period:</b>	<b>Beginning:</b> July 1, 2020	<b>Ending:</b> June 30, 2021	
Board Chairperson:	Mr. Robert Williams		
Board Chairperson's Address: (where communications should be sent)	119 US Highway 158 Business West Gatesville, NC 27938		
Board Chairperson's Term of Office (enter beginning and end dates):	08/2019-09/2024		
Executive Director:	Dr. Landon B. Mason		
Executive Director Email Address:	<a href="mailto:Dr.Landon.Mason@eicca.org">Dr.Landon.Mason@eicca.org</a>		
Agency Fiscal Officer:	Robin Hunter		
Fiscal Officer Email Address:	<a href="mailto:robin.hunter@eicca.org">robin.hunter@eicca.org</a>		
CSBG Program Director:			
CSBG Program Director Email Address:			
Counties Served with CSBG funds:	Camden,Chowan,Currituck,Dare,Gates,Hyde,Pasquotank,Perquimans,Tyrrell, Washington		
Agency Operational Fiscal Year:	July through June		

North Carolina Department of Health and Human Services  
Office of Economic Opportunity –

2420 Mail Service Center / Raleigh, North Carolina 27699-2420

**Proposed Funding**

**CSBG:** Enter the proposed amount of CSBG funds allocated for FY 2021. \$285,027

**Additional Resources:** Enter the amount of other resources the agency expects to receive during the 2021 program year. If an exact figure is not known at this time, the best possible estimate. \$

**Agency Total Budget:** Enter the sum of CSBG and Additional Resources for the period of July 1, 2020 - June 30, 2021.

### Checklist to Submit a Complete Community Services Block Grant (CSBG) Application

Please put a check mark in the appropriate box to show that you have included the completed document with your application. All documents are required with the exception of those that say "if applicable."

Item	Included (✓)
Signed Application Certification (blue ink only)	
Signed Board Membership Roster (blue ink only)	
Board of Directors Officers and Committees	
Board of Directors Community Needs Assurance	
Planning Process Narrative	
Form 210 – Agency Strategy for Eliminating Poverty	
Form 212 – One-Year Work Program	
Monitoring, Assessment and Evaluation Plan	
Form 212A – CSBG Administrative Support Worksheet (if applicable)	
Form 6844S – Agency Budget Information	
Form 6844N-Budget Narrative	
<u>Appendices (to be attached by the Applicant):</u>	
• Organizational Chart (do not include names)	
• Job Description and Resume for the Agency's Executive Director	
• Job Description and Resume for the Agency's Chief Financial Officer	
• Job Descriptions for all CSBG employees (do not include names)	
• Affirmative Action Plan	
• Documentation of Public Hearings for Initial Planning Process:	
Copy of Public Notice(s) from Newspaper(s)	
Agenda of Public Meeting(s)	
Copy of Attendance Sheet(s)	
Minutes of Public Meeting(s)	
• Documentation for Notice of Intent to Apply:	
Copy of advertisement(s)	
• Documentation of Submission to County Commissioners:	
Notarized document from county clerk	
Commissioners' comments or minutes (if applicable)	
• Cognizant-Approved Indirect Cost Agreement	
• Copy of the Proposal Application submitted to the cognizant agency for approval of the Indirect Cost Rate	
• Cost Allocation Plan (if applicable)	
• Vehicle Registrations ( <i>must be up-to-date</i> )	
• State Certification-No Overdue Tax Debts	
• State Certification-Contractor Certification required by N.C. Law	
• Federal Certifications	
• Cost Allocation Plan Certification	
• Federal Funding Accountability and Transparency Act (FFATA)	
• Central Contractor Registration (CCR) ( <i>must be up-to-date</i> )	

**Checklist to Submit a Complete Community Services Block Grant (CSBG) Application  
(continued)**

Item	Included (√)
• IRS Tax Exemption Verification- verifies the agency's 501 (c) (3) status <i>(must be dated after July 1, 2014)</i>	
• Conflict of Interest Policy <i>(must have been approved within the past 5 years and must be notarized)</i>	
• Contractual Agreements/leases <i>(must be current within contract period)</i>	



**Community Services Block Grant Program  
Fiscal Year 2020-21 Application for Funding  
Certification and Assurances**

**Public Hearing on the Initial Plan**

We herein certify that a public hearing as required by 10A NCAC 97B .0402 Citizen Participation in the Application Process occurred on \_\_\_\_\_ for the initial planning process for the agency's current project plan and the agency has maintained documentation to confirm the process of the public hearing.

For multi-county providers, indicate the date and the county the hearing was held.

Date	County	Date	County
November 13, 2019	Gates County	November 13, 2019	Perquimans County
November 12, 2019	Tyrrell County	November 12, 2019	Washington County
November 14, 2019	Currituck County	November 14, 2019	Camden County
November 12, 2019	Chowan County	November 14, 2019	Hyde County
November 13, 2019	Dare County	November 12, 2019	Pasquotank County

**County Commissioners' Review**

We herein certify that the application for this project period was submitted to the Board of County Commissioners for review and comment on \_\_\_\_\_ January 6, 2020 \_\_\_\_\_ as required by 10A NCAC 97C .0111(b)(1)(A).

For multi-county providers, indicate the county and date the application for funding was presented to the Board of County Commissioners as required by 10A NCAC 97C .0111(B).

Date	County	Date	County
January 6, 2020	Chowan County	January 6, 2020	Dare County
January 6, 2020	Gates County	January 6, 2020	Hyde County
January 13, 2020	Pasquotank County	January 6, 2020	Perquimans County
January 6, 2020	Washington County	January 6, 2020	Camden County
January 14, 2020	Tyrrell County		

**Board of Directors Approval of the Application**

I hereby certify that the information contained in the attached application is true and the Board of Directors has reviewed and approved this application for the Community Services Block Grant Program.

Date of Board Approval: \_\_\_\_\_

Board Chairperson: \_\_\_\_\_  
(Signature) (Date)

Finance Committee Chairperson: \_\_\_\_\_  
(Signature) (Date)

## Board of Directors' Membership Roster

Total Seats Per Agency Bylaws	15		Total Current Vacant Seats		0	
Total Number of Seats Reserved for Each Sector	Poor	6	Public	5	Private	4
Total Number of Vacant Seats Per Each Sector	Poor	0	Public	0	Private	0

Name	County of Residence	Community Group / Area Represented	Date Initially Seated [month/year]	Number of Terms Served [completed]	Current Term Expiration [month/year]
<b>Representatives of the Poor</b>					
1. Jakeema Spencer	Hyde	Hyde County Community	05-2019	0	02/2024
2. Preciosa Diaz	Pitt	Head Start Policy Council	11-2018	0	10/2023
3. Shella Gregory	Curtiuck	Curtiuck County Community	06-2012	1	06/2022
4. Jessica Davenport	Dare	Dare County Community	07-2012	1	07/2022
5. Fred Yates	Perquimans	Perquimans County Community	09-2015	0	11/2020
6. Wanda Harvey	Beaufort	Beaufort County Community	08-2017	0	01/2022
<b>Public Elected Officials</b>					
1. Robert Williams	Gates	County Commissioners	09-2014	2	08/2024
2. Nina Griswell	Tyrell	County Commissioners	11-2015	0	11/2020
3. Glorius Elliott	Chowan	County Commissioners	05-2019	0	05/2024
4. William Sawyer	Camden	County Commissioners	07-2015	0	07/2022
5. Jerry McCrary	Martin	County Commissioners	09-2018	0	09/2023
<b>Representatives of Private Organizations</b>					
1. Pearl Sutton	Pasquotank	Pasquotank County Community	07-2019	0	07/2024
2. Melvin Norman	Washington	Washington County Community	07-2013	1	07/2023
3. Thomas Wood	Chowan	Chowan County Community	11-2015	0	11/2020
4. Linda Layden White	Perquimans	Perquimans County Community	01-2017	0	01/2022

The signature of the Board of Directors Chairperson certifies that the persons representing the poor were selected by a democratic process and that there is documentation on file that confirms the selection of all board members. In addition, by signing below, the Board of Directors Chairperson confirms that the selection of all board members coincides with the directives outlined in the agency's bylaws and that a current Board of Directors Member Profile is on file for each member.

\_\_\_\_\_  
Board of Directors Chairperson

## Board of Directors' Membership Contact Listing

Board Member	Physical Address	Email Address
Linda White	125 Howell's Lane Hertford, North Carolina 27944	<a href="mailto:lwhite@ecps.k12.nc.us">lwhite@ecps.k12.nc.us</a>
Preciosa Diaz	2884 Little Gem Circle Winterville, NC 28590	<a href="mailto:Diamonddiaz63@gmail.com">Diamonddiaz63@gmail.com</a>
Melvin Norman	743 Marriner Road Roper, NC 27970	<a href="mailto:normanm23@mchsi.com">normanm23@mchsi.com</a>
Sheila Gregory	108 South Gregory Road Shawboro, NC 27973	<a href="mailto:sheila_gregory@ncsu.edu">sheila_gregory@ncsu.edu</a>
William Sawyer	533 N. Trotman Road Camden, NC 27921	<a href="mailto:5sawyer@wildblue.net">5sawyer@wildblue.net</a>
Robert Williams	119 US Highway 158 Business W. Gatesville, NC 27938	<a href="mailto:robertewilliams46@hotmail.com">robertewilliams46@hotmail.com</a>
Jessica Davenport	P.O. Box 669 Manteo, NC 27954	<a href="mailto:davenport@dcdss.org">davenport@dcdss.org</a>
Fred Yates	147 Winfall Blvd. Winfall, NC 27985	<a href="mailto:fred@intilport.com">fred@intilport.com</a>
Nina Griswell	175 Travis School Road Columbia, NC 27925	<a href="mailto:ngriswell@tyrrellcounty.net">ngriswell@tyrrellcounty.net</a>
Thomas Wood	105 West King St. Edenton, NC 27932	<a href="mailto:thomas@godwinandgodwin.net">thomas@godwinandgodwin.net</a>
Jerry McCrary	P.O. Box 98 Parmele, NC 27861	<a href="mailto:mayorjerrym@gmail.com">mayorjerrym@gmail.com</a>
Wanda Harvey	1303 Nicholson Street Washington, NC 27889	<a href="mailto:cnellrae@gmail.com">cnellrae@gmail.com</a>
Pearl Sutton	1222 Soundneck Road Elizabeth City, NC 27909	<a href="mailto:pearljos71@gmail.com">pearljos71@gmail.com</a>
Glorius Elliott	342 Sandy Ridge Road Edenton, NC 27932	<a href="mailto:joy@hughes.net">joy@hughes.net</a>
Jakeema Spencer	P.O. Box 25 Engelhard, NC 27824	<a href="mailto:sjakeema@yahoo.com">sjakeema@yahoo.com</a>

<b>Attorney Janice Cole</b>	<b>217 Halsey Bay Road Hertford, NC 27944</b>	
<b>Danuta Allen</b>	<b>701 West Green St., Apt. 2A Robersonville, NC 27871</b>	



### Board of Directors' Officers and Committees

**Note:** All committees of the board should fairly reflect the composition of the board (10A NCAC 97C .0109). Be sure to identify the chairperson and other committee positions.

Name	Office	Sector Represented	County Represented*
<b>Officers of the Board</b>			
Robert Williams	Chairperson	Public	Gates
William Sawyer	Vice-Chairperson	Public	Camden
Nina Griswell	Secretary	Public	Tyrrell
Nina Griswell	Treasurer	Public	Tyrrell
<b>Committee Name : Executive Committee</b>			
Robert Williams	Chairperson	Public	Gates
Melvin Norman		Private	Washington
Nina Griswell		Public	Tyrrell
William Sawyer		Public	Camden
<b>Committee Name: Personnel Committee</b>			
Fred Yates	Chairperson	Poor	Perquimans
Sheila Gregory		Poor	Currituck
Thomas Wood		Private	Chowan
<b>Committee Name: Planning/Evaluation Committee</b>			
Jessica Davenport	Chairperson	Poor	Dare
Jerry McCrary		Public	Martin
Pearl Sutton		Private	Pasquotank
<b>Committee Name: Audit Committee</b>			
Dr. Linda White	Chairperson	Private	Perquimans
Preciosa Diaz		Policy	Chowan
Wanda Harvey		Poor	Beaufort
<b>Committee Name: Finance</b>			
Nina Griswell	Chairperson	Public	Tyrrell
Jakeema Spencer		Poor	Hyde
Glorius Elliott		Public	Chowan
<b>Committee Name:</b>			
	Chairperson		
Attorney Janice Cole	Legal Consultant		
Danuta Allen	Policy Council		

\*To be completed by agencies serving multiple counties.

## Community Service Block Grant

### Board of Directors Contractual Certifications

I, \_\_\_\_\_ (board chairperson name and name of applicant) certify the information in the following categories by initialing each certification and signing below:

- ☒ **A. Conflict of Interest:** I certify that a Conflict of Interest Policy is in place and that a copy of the policy can be found in the Employee Policy Manual and in the Board Member Handbook. I also certify that all members of the Board of Directors and all staff annually sign "Conflict of Interest" forms and that copies of Board member signatures are kept in the Board Minutes Book while copies of employee signatures are retained in the personnel files.
- ☒ **B. Board of Director Orientation/Training:** I certify that a Board Member Orientation Policy is in place and that it is utilized as new Board members are assigned to the Board. I also certify that all Board members attend an annual Board Training each year and record of such is reflected in the Board minutes. The most recent Board Training occurred on January 23-24, 2020
- ☒ **C. Agency-wide Audit:** I certify that Rives & Associates, LLP performs an audit annually. The audit is completed each year and submitted for review by the Board. The most recent audit for program year July 1, 2017-June 30, 2018 was submitted and accepted by the Board at the May 23, 2019 meeting and is on record in said minutes.

Certification (Original Signature)

\_\_\_\_\_  
Signature of Chairperson/President

\_\_\_\_\_  
Date

## Community Service Block Grant Certification of Community Assessment

The \_\_\_\_\_ Economic Improvement Council, Inc. \_\_\_\_\_ (applicant) has conducted a Community Assessment of its service area within the past three (3) years utilizing the following method(s):

(Check one or more of the following methods)

- ☒ Surveys of the community(s) - door to door, telephone, etc.
- ☐ Review of Records - agency intake forms, program participant records, etc. (may be used with at least one other type of needs assessment; will not meet compliance on its own)
- ☐ Review of demographical information - U.S. Census, welfare statistics, unemployment statistics, etc.
- ☐ Discussions/information/testimony provided by individuals and community members - social service professionals, agency staff, program participants, etc.
- ☐ Public meetings to solicit input on community needs
- ☐ Other (Describe) \_\_\_\_\_

The most recent Community Assessment was completed on: November 25, 2019 \_\_\_\_\_  
(date)

The Community Assessment was completed by: Economic Improvement Council, Inc. \_\_\_\_\_  
(agency or contractor)

It is expressly understood that this Community Assessment should include community and consumer input. It is to be used as a basis for prioritizing the needs of the low-income population in the service area and for planning the applicant's projects to meet those needs.

It is further understood that documentation validating that a Community Assessment was completed and is to be retained by the applicant and is subject to review by the Office of Economic Opportunity.

Please provide a 4-5 sentence summary of your most recent Community Needs Assessment:

Recently the Economic Improvement Council, Inc conducted a community Needs Assessment among the 10 counties in which the CSBG Program serves. This was done, door to door, via email, text and their families were very cooperative in letting their voice be heard by way of questionnaire. As we move forward to address the issues and concerns of the community, we know that the community approves of our efforts as we fight against those barriers that keep individuals and families from living a better quality of life.

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(continue to next page)

The following is a list of needs as prioritized, with community input, through the needs assessment process.

1. Employment	4. Finances
2. Housing	5. Secondary Education
3. Affordable Child Care	6. Safety

Certification (Original Signature)

\_\_\_\_\_  
Signature of Chairperson/President

\_\_\_\_\_  
Date



**Community Services Block Grant Program  
Fiscal Year 2020-21 Application for Funding  
Planning Process Narrative**

**PLANNING PROCESS NARRATIVE**

**Fiscal Year 2020 - 2021**

1. Explain in detail how each of the following was involved in the planning and development of this strategic plan:

- a. **Low-income Community:** The low-income participated in communities and their local County Commissioners meetings to determine the priorities, needs and resources that were available to assist them. The result of the meeting indicated that the Self-Sufficiency Project would be the number one priority for the Community Services Block Grant Program.
- b. **Agency Staff:** The Community Services Block Grant staff acted as resource providers and facilitators during the planning process. The staff did not influence the low-income families of their decisions. They offered suggestions and provided technical assistance as requested by the target communities and residents.
- c. **Agency's Board Members:** The Economic Improvement Council Board approved the Anti-Poverty planning process as presented by the Community Services Block Grant Director.

2. Describe how and what information was gathered from the following key sectors of the community in assessing needs and resources during the community assessment process and other times. These should ideally be from each county within your agency's service area:

- a. **Community-based organizations:**
- b. **Faith-Based Organizations:**
- c. **Private Sector:**
- d. **Public Sector:**
- e. **Educational Sector:**

Our Community Needs Assessment was done through our Community Collaboration Partners. Also through our Agency Customers and our Faith Based Partners received surveys as well. Survey Conversations were held with our Educational Partners and Leaders. The needs assessment provided an increased understanding of the needs in the community and why they existed. Community members had the opportunity to share how the need impacted their quality of life. The needs assessment further allows for strategic Planning, Priority, Setting, Program

Outcomes and Improvements. The Six most important needs in our Communities based on our Assessment are as follows;

1. Employment
2. Housing
3. Affordable Child Care
4. Finances
5. Secondary Education
6. Safety

3. Describe your agency's method and criteria for identifying poverty causes and list the identified causes. Also describe the methods and criteria used to determine priority and selection of strategies to be implemented that will address the poverty cause.

a. The agency's method of identifying poverty causes was through the Census Statistics, County Assessments and the Poor Sectors Representation on the Economic Improvement Council Board. The HHS Poverty Guidelines are also used to determine the enrollment of families into the Family Self-Sufficiency Program.

Identifying poverty vary among different groups and family conditions. The following is a list of poverty causes in our Northeastern area:

- Lack of Education
- Lack of Industrial Development
- High incidence of single family households
- Lack of job training and adequate skill development
- Lack of adequate public and private transportation
- High incidence of job lay off
- Health and Mental condition
- Lack of cost of living increases

b. The methods and criteria used to determined priorities and strategies is through an application process which will include; income, employment skills, education, health and resource availability.

4. Describe activities that your agency has undertaken to advocate for and empower low-income individuals and families to achieve economic independence and security.

The activities that EIC has undertaken to advocate and empower low-income individuals to achieve a greater sense of authority over their lives is through the implementation of the Limited Opportunities To Family Self-Sufficiency Project. Family enrollment along with

positive guidance will give individuals and families the opportunity to make lifelong decisions in determining their own lives and future. To achieve economic independence and security, families will identify their own strengths and weakness. Case Managers will provide supportive services when needed and suggest ways to handle their future challenges.

5. Describe how your agency plans to make more effective use of, coordinate and form partnerships with other organizations and programs including: State welfare reform efforts; public and private resources, religious organizations, charitable groups, and community organizations.

The Economic Improvement Council plans to maintain a relationship with organizations serving low-income families/individuals. The agency's Board of Directors solicits representation from the community organizations including religious and charitable groups to comprise the private sectors of the Board.

The CSBG Case Mangers will work with local churches, schools, teachers, health care, public housing organizations, community based organizations and job training for welfare recipients to help move towards self -sufficiency.

- State Welfare Form - Continue to have a rapport with Social Services
- Public and Private Resources -Attend meeting, send/receive referrals and follow-ups
- Religious Organizations - Send notifications to churches and organizations on our agency activities, etc.
- Charitable Groups - Volunteer our services when needed.
- Community Organizations - Attend meetings and build a rapport and maintain seats on various community boards.

6. Describe how your agency will establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals, to avoid the duplication of such services and to fill identified gaps in services, through the provision of information, referrals, case management and follow-up consultations.

EIC has a satellite office in each of the ten counties. These offices are primarily "One Stop" Centers that provide information and services on all of EIC programs and all other programs in the surrounding area. These satellite offices are shared by other agencies and programs to help fill in the service gaps.

EIC will continue to make referrals to other agencies that will meet the need of our customers. Services that are provided through the satellite offices would include eligibility determination, referrals and follow-ups consultations. The mutual relationships between agencies would help to prevent duplication of services. It will provide an incentive for other public and private agencies to use our offices for their information and referral activities.

7. Provide a description of how your agency will support innovative community and neighborhood based initiatives related to the purposes of the Community Services block Grant (fatherhood initiatives and other initiatives with goal of strengthening families and encouraging effective parenting).

The mission and philosophy of the Economic Improvement Council is hinged upon assisting families to become self-sufficient. The Self-Sufficiency Program as proposed is designed to support innovative community and neighborhood initiatives geared to remove barriers to self-sufficiency.

The Community Services Block Grant staff will support innovative community and neighborhood based initiatives by providing transportation, promotional advertisement, being in attendance, serving as a volunteer and encouraging community support.

8. Describe activities that your agency has undertaken or plans to undertake, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.

In promoting community Food Drives, agency's collaboration with Food Banks, Churches and other organizations such as, the Department of Social Services, local Head Start Programs, Food and Nutrition Programs and the Cooperative Extension Programs help with the conditions of starvation and malnutrition among low-income individuals. EIC Staff and Board Members currently occupy seats on other agency boards that provide nutritional assistance to low-income individuals.

9. Describe how your agency will coordinate the provision of employment and training activities with entities providing activities through statewide and local workforce investment systems under the Workforce Innovation and Opportunity Act. Provide the dollar amount of your allocation that will go towards employment training.

EIC will coordinate provision of employment and training activities through the job screening process. The agency will collaborate with other state/local employment agencies such as: Temp Agencies, Regional Job Fairs, Colleges, Universities, and other businesses to provide referrals for employment and training activities.

All agencies will promote the development and implementation to a more unified system of measuring accountability and performances.

10. Describe how your agency will ensure coordination with the emergency energy crisis intervention program under title XXVI (relating to low-income home energy assistance).

The Economic Improvement Council has developed a rapport with the county Department of Social Services. EIC will make referrals to families/individuals that are in need of emergency to the energy crisis intervention program. Through consistent coordination with the county Department of Social Services information will be disseminated to other departments.

11. Describe the needs of low-income youth and your agency's efforts to promote increased community coordination and collaboration in meeting the needs of low-income youth.

The involvement of youth age is an integral part of the fabric of EIC and the CSBG Programs. EIC plans and coordinates activities regularly with other programs and agencies such as the National Youth Sports Program, local schools, Colleges and Universities. The needs of our youth are varies



and generally reflects the needs of the greater community. Several needs have been identified and are listed below:

- Transient Families
- Family Isolation
- Lack of Recreational Facilities
- School Dropout Rate
- Child Abuse and Neglect
- High Delinquency Rate

The Economic Improvement Council involves a multitude of public and private resources to combat the needs for youth.

- Public Schools
- Department of Social Services
- Albemarle Rehabilitation Center
- Albemarle Speech and Hearing
- Private Physicians
- Partnership for Children Centers
- Partnership for Children (Smart Start)

To improve coordination in meeting the above needs, the Council provides expertise and guidance in the development of youth programs and setting of priorities for youth involvement.

12. Describe your agency's method for informing custodial parents in single-parent families that participate in CSBG programming about the availability of child support services. In addition, describe your method for referring eligible parents to the child support office(s).

The method used to inform custodial parents in single-parent families of availability of child support is done during the initial contact assessment. During that process, the Case Managers are made aware of whether they receive child support services or not. If a custodial parent participating in the CSBG Program is not receiving child support the question is asked if they are interested in applying for the support benefits.

13.

1. Describe activities that your agency has undertaken or plans to undertake, to address the Department's priorities which includes:
  - Combat the **Opioid Crisis** by focusing on policies and practices that prevent opioid misuse, addiction and overdose;
    - EIC, Inc has representation serving on various boards or committees who address these challenges. Boards such as: Child Protection Teams, Housing Committees, Social Services Boards. Staff also attend training to become a Resource in our communities along with Law Enforcement and EMT Staff.

- Develop better outcomes for **Early Childhood** learners to ensure that they are healthy, safe and nurtured, learning and ready to succeed;
  - EIC, Inc. Head Start and Early Head Start has a Child Nutrition Program, Continual Training on Safety and Certified Staff to insure all aspects of health, safety and a excellent learning environment.
- Expand **NCCARE360**, a statewide database that provides resource information for medical providers and human services professionals in response to social determinants of health like housing stability, food security, transportation access and interpersonal safety; and
  - EIC, Inc. will be participating in the webinar training set by the State Office Of Economic Opportunity.
- Implement **Healthy Opportunities** that improve the health, safety and well-being of North Carolinians by addressing conditions in which people live that directly impacts health.
  - EIC, Inc. has the Section 8 Housing Program and the Weatherization Program as two of its agency components. In partnership with these particular programs, instances of mold and other hazardous conditions may be addressed to aid families to live a better quality of life.

**Community Services Block Grant Program  
Fiscal Year 2020-21 Application for Funding  
OEO Form 210**

**Agency Strategy for Eliminating Poverty**

**Planning Period:** 2020-2021

**Section I: Identification of the Problem (use additional sheets if necessary)**

1. Give the Poverty Cause name(s), rank the poverty cause(s) and identify which one(s) the agency will address.

The Poverty Cause Name: Limited Opportunities to Family Self-Sufficiency

The Economic Improvement Council ranks Employment as the #1 Priority and Housing as #2.

Employment Priority I:

In Northeastern North Carolina, more than 20% of the population is living in poverty. A major problem of poverty within this area is that two thirds of all poor people in the area have at least one family member working full-time. Most recent surveys in the region support the fact that poverty remains high due to the high incidence of unemployment, low wage rate, and female heads of households. The following chart gives a breakdown of the labor force of 10 counties in Northeastern North Carolina:

2019 September Labor Force Estimates

County	Labor Force	Unemployment	Unemployment Rate	
Camden	4,654	262	3.2	
Chowan	5,487	230	4.2%	
Currituck	13,848	446	3.2%	
Dare	21,393	689	3.2%	
Gates	5,370	201	3.7%	
Hyde	2022	114	5.6%	
Pasquotank	17,101	679	4.0%	
Perquimans	5,058	223	4.4%	
Tyrrell		1531	73	
Washington	4503	232	5.2%	

The lack of job opportunities in this region is one of the major causes of the high unemployment rate. Commuting to the Hampton Roads area of Virginia for employment continues to be a high priority for area workers. The Northeastern part of the state has also experienced economic exclusion and underinvestment.

## Housing Priority II:

## Substandard Housing:

County	Occupied Units	Overcrowded Units	incomplete Plumbing
Camden	3,565	60	29
Chowan	5,867	103	87
Currituck	9,171	114	0
Dare	15,076	172	24
Gates	4,454	72	68
Hyde	1,982	14	14
Pasquotank	14,508	579	38
Perquimans	5,403	19	0
Tyrrell	1,666	12	2
Washington	5,096	47	55

2. Describe the poverty cause(s) in detail in the community with appropriate statistical data (include data sources).

- A. Lack of Economic Resources: the northeastern region is the poorest region in the State of North Carolina . Over eighty percent of the economy is based upon agriculture or farm related resources. The economy is driven by large mechanized farms that employ very few workers. Workers that are able to be employed are usually under-employed and seasonal workers
- B. Limited Economic Development: The region is slow to develop factories or other employment opportunities to support over 8,700 low-income families with over 25,000 low-income individuals. A large majority of this population are considered the working poor, underemployed or not working in the work force.
- C. Limited Job Opportunity: Considering the two above statements, adequate job opportunities continue to plague the region. The Northeast region consists of only ten percent urban population. Much of this population is consists of Pasquotank and Dare counties. Approximately forty percent of this population travels out of the region to Hampton Roads (VA) for work in the tourist industry.

Identify the segment of the population and give the number of people experiencing the problem.

The northeast region is composed of approximately 172,112 citizens within the ten rural counties. The vast region and sparse population coupled with limited economic development causes the poor and near poor to be impacted by the problem.

County	2019 Data Population	Poor By County
Camden		848
Chowan		2,434
Currituck		2,785
Dare		3,364
Gates		1,802
Hyde		1,016



Pasquotank	7,579
Perquimans	2,406
Tyrrell	870
Washington	2,947

Explain how the persons are adversely affected.

Persons residing in poverty conditions reside without a decent wage, which causes them to have to live in conditions such as substandard housing, lack of education, health insurance, childcare and other necessities afforded to the non- poor.

## Section II: Resource Analysis (use additional sheets if necessary)

### (A) Resources Available:

- a. Agency Resources: The Economic Improvement Council, Inc. - Section 8 Housing project currently operating in the ten county regions with slots at a funding level annually is \$714,963.00
- b. Community Resources: Four local housing authorities serve the municipalities of Elizabeth City, Hertford, Plymouth and Edenton. These authorities have subsidized housing available for low-income

### (B) Resources Needed:

- c. Agency Resources: Economic Improvement Council, Inc – More funding for HUD Housing to be able to pull more customer from the waiting list.
- d. Community Resources: Affordable Fair Market Rent for those who are just right at the threshold of low and medium income.

## Section III: Objective and Strategy

- (C) Objective Statement: To enroll 50 low-income families in the Family Self-Sufficiency Program with 5 rising above the poverty guidelines by June 30, 2020.

Strategies for Objective: To qualify and employ comprehensive case management that would include community services providers such as; NC Works, DSS and Base Entities.

## OEO Form 210 (continued)

**Section IV: Results Oriented Management and Accountability Cycle (use additional sheets if necessary)**

Organizational Standard 4.3 requires that an agency's strategic plan and Community Action Plan document the continuous use of the ROMA cycle and use the services of a ROMA trainer.

- (H) **Community Needs Assessment:** Please summarize the primary needs of your community as determined through the Community Needs Assessment, and explain which of those are Family, Agency, or Community Needs, and why.

The following is a list of needs as prioritized:

Family – Employment and Housing, Secondary Education

Community – Safety

Agency – Affordable Childcare

- (I) **Achievement of Results and Evaluation:**

Please discuss your agency's achievement of results from last year:

The Economic Improvement Council, Inc. went over in all of their achievement with the exception of 2 goals which were not met.

What were the successes and why were those areas successful?

Previous Year Successes:

**Better Employment** – Customers received a promotion or raises

**Medical Benefits** – Customers became full-time which resulted in full-time benefits. This included medical.

**Completed Education** – Customers either obtained a degree, certification or training.

**Obtained Housing** – Customer moved into affordable housing or a safer neighborhood.

What areas did not meet targets or expectations and why were those areas not as successful?

**Targets Not Met in Previous Year::**

**Over the Poverty Guidelines:** Customer had better employment at 100% Poverty but did not come over the Poverty guidelines at 125% Poverty.

**Gain Employment:** Customer were still seeking employment that would help bring them over the poverty guidelines.

What Improvements or changes will be made for this year's work plan to achieve desired results and better meet the needs of the community?

**Improvements or Changes:** Customers will be referred to more Job Fairs, Continued Education and referrals Community Colleges and University, NC Works Networking and more outreach in the communities with Employers.

- (J) Please name the ROMA trainer who provided services used in developing this community Action Plan and describe what specific services were provided. Trainer: Dr. Landon Mason  
The ROMA trainer provided training and insight on the various areas of services dealing with the Family, Community and Agency. The trainer also highlighted the 6 National ROMA goals. Programmatic lead on Housing, Employment, Child Care, Safety and Education in a combined effort to bring each service area together.

**SEE ATTACHMENT**

1. Describe the role and responsibilities of the following in the assessment and evaluation of agency programs.
  - a. Board of Directors:
  - b. Low-Income Community:
  - c. Program Participants:
  - d. Others:
2. Describe the systematic approach for collecting, analyzing and reporting customer satisfaction data to the Board of Directors.
3. Describe how administrative policies and procedures are monitored by the Board of Directors.
4. Describe how the Board acts on monitoring, assessment and evaluation reports.
5. Describe the Board's procedure for conducting the agency self-evaluation.
6. Summarize the results of the Board's most recent self-evaluation. Describe how the information has been or will be used to develop the agency's next Strategy for Eliminating Poverty. Indicate the timeframe and planned activities for the next evaluation.



**Economic Improvement Council, Inc.**

**Monitoring, Assessment and Evaluation Plan – 2020-2021**

**Attachment**

1. Describe the role and responsibilities of the following in the assessment and evaluation of agency programs.
  - a. Board of Directors: The Board of Directors participates in the development, planning, implementation, and evaluation of the Community Services Block Grant program which serves the low-income community. The Board delegates the responsibility of the day-to-day operation of the agency to Executive Director who then assigns authority to the CSBG Director operate and make sure the program is managed effectively. The Board of Directors receives reports periodically to ensure that the goals established are being properly implemented. They also make the necessary adjustments to redirect or modify the program when necessary.
  - b. Low-Income Community: The low-income community receives reports on a regular basis via local community organizations and the CSBG staff. The low-income community will have the opportunity to make suggestions regarding the implementation of the program. They are also given the opportunity to appear before the Board of Directors and express their concerns regarding the administering of the program and its evaluation.
  - c. Program Participants: Through a chain of command, program participants may express their concerns regarding the CSBG Program. Participants may request to meet with the Executive Director or the Board of Directors. The agency will conduct surveys to assess the quality of the program as a means of involving participants and obtaining their opinion regarding CSBG standards and the quality of service being offered.
  - d. Others: Other citizens of community groups may express concerns regarding the implementation of the CSBG Program by contacting the Executive Director. Any citizen not satisfied with the implementation of the program may appeal to the agency's Board of Directors. These individuals can also express their concerns or ask for clarification regarding any and all program implementation standards.
  
2. Describe the systematic approach for collecting, analyzing and reporting customer satisfaction data to the Board of Directors.

The Case Managers provided customers with a Satisfaction Survey Form that was completed for quality services.

3. Describe how administrative policies and procedures are monitored by the Board of Directors.

The Board of Directors is responsible for approving all modifications and or final amendments to the administrative policies and procedures. Any recommendations for changes to the policies must be submitted to the Executive Director for approval. If approved, the Executive Director has the responsibility of presenting the changes to the Board for approval. Amendments to the policies will go into effect following the Board's approval or at a time specified by the Board. The Board consists of five committees (Executive, Personnel, Planning and Evaluation, Finance and Special) that are responsible for carrying out activities such as evaluating and monitoring the agency's policies and procedures, programs and projects offered by the agency, and the fiscal operations of the agency.

4. Describe how the Board acts on monitoring, assessment and evaluation reports.

The Board of Directors will receive monitoring, assessment, and evaluation reports during each regular meeting. The purpose of these reports will be to advise the Board if the project is meeting the targeted goals or if the project is encountering problems. The Board will suggest and recommend program adjustments to correct and necessary problems.

5. Describe the Board's procedure for conducting the agency self-evaluation.

The Board conducts self-evaluation utilizing three basic evaluation tools. These tools consist of Formative Evaluation, Quality Assurance, and Outcome Evaluation.

**Formative Evaluation:** This is done on a regular basis during official Board meetings. The operation and development of programs are measured based upon the progress of meeting and/or exceeding targeted goals, short and long term program achievements and expected outcomes. Financial information and participant data are compared to determine the level of achievement for each program. Programs that are not meeting the minimum achievement levels based upon time schedules are cited and recommendations for improvement are made.

**Quality Assurance:** This form of evaluation is used to determine if the process of involvement with low-income families is appropriate, timely and well documented. To accomplish this, the Board relies upon staff documentation, surveys and outside monitoring reports. Low-income families and individuals may also be allowed to appear before the Board to voice their concerns, problems or expectations.

**Outcome Evaluation:** This is achieved by employing the Result Oriented Management and Accountability cycle (ROMA). During this evaluation stage, data will be analyzed and compared to benchmarks that have been set in place. The outcomes will be used to determine the effectiveness of the program, update annual and long-range planning, support agency advocacy, funding, and community partnership activities.

6. Summarize the results of the Board's most recent self-evaluation. Describe how the information has been or will be used to develop the agency's next Strategy for Eliminating Poverty. Indicate the timeframe and planned activities for the next evaluation.

The Board's most recent self-evaluation involved the Board reviewing a CSBG quarterly report and 2019 Year End Report. The following outcomes were presented:

- The number of participants served
- The number of low-income families rising above the poverty level
- The average change in annual income per participant
- The number of participants obtaining employment and/or better employment
- The number of participants obtaining jobs with medical benefits.
- The participant average wage rate
- The number of participants completing education/training programs
- The number of participants securing standard housing
- The number of participants provided emergency assistance

In an effort of eliminating poverty, after the Board has completed self-evaluation, the agency will draw from the strengths of those areas that proved to be effective and eliminate areas that proved to be weak and less effective.

The next time frame evaluation will begin July 1, 2020.

Number

TDA2020011

## BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 17th day of February 2020 , passed the following amendment to the budget resolution for the fiscal year ending June 30, 2020.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
15447-590000	Capital Outlay	\$ 9,000	
15320-415000	Occupancy Tax		\$ 9,000
		<u>\$ 9,000</u>	<u>\$ 9,000</u>

**Explanation:**

Tourism Related (15447) - Transfer funds for change order for camping platforms. Additional costs were incurred due to inability to moor boat at one site and could not leave equipment overnight. Also, additional trips were necessary due to low tide several days.

**Net Budget Effect:**

Occupancy Tax Fund (15) - Increased by \$9,000.

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Number

TDA2020012

## BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 17th day of February 2020 , passed the following amendment to the budget resolution for the fiscal year ending June 30, 2020.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
15442-526200	Promotional Efforts		\$ 7,300
15442-590000	Capital Outlay	\$ 7,300	
		<u>\$ 7,300</u>	<u>\$ 7,300</u>

**Explanation:**

Tourism Promotions (15442) - Transfer promotion funds to capital outlay to purchase tents for tourism sponsored events.

**Net Budget Effect:**

Occupancy Tax Fund (15) - No change.

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TDA2020013

## BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 17th day of February 2020 , passed the following amendment to the budget resolution for the fiscal year ending June 30, 2020.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
15442-511010	Data Transmission	\$ 1,500	
15442-506000	Insurance Expense		\$ 1,500
		<u>\$ 1,500</u>	<u>\$ 1,500</u>

**Explanation:**

Tourism Promotions (15442) - Transfer promotion funds to data transmission for increases in internet costs at the visitor's centers.

**Net Budget Effect:**

Occupancy Tax Fund (15) - No change.

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TDA2020014

## BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 17th day of February 2020 , passed the following amendment to the budget resolution for the fiscal year ending June 30, 2020.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
15447-532160	Maintenance Supplies	\$ 20,000	
15390-495010	T F - Operating Fund		\$ 20,000
		<u>\$ 20,000</u>	<u>\$ 20,000</u>

**Explanation:** Tourism Related (15447) - Increase appropriations for costs associated with beach parking permits.

**Net Budget Effect:** Occupancy Tax Fund (15) - Increased by \$20,000.

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TDA2020015

## BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 17th day of February 2020 , passed the following amendment to the budget resolution for the fiscal year ending June 30, 2020.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
15448-532160	Maintenance Supplies	\$ 3,500	
15320-415000	Occupancy Tax		\$ 3,500
		<u>\$ 3,500</u>	<u>\$ 3,500</u>

**Explanation:** Whalehead(15448) - Increase appropriations maintenance supplies at the Whalehead Club and Historic Corolla Park.

**Net Budget Effect:** Occupancy Tax Fund (15) - Increased by \$3,500.

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TDA2020016

## BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 17th day of February 2020 , passed the following amendment to the budget resolution for the fiscal year ending June 30, 2020.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
15447-545004	Corolla Wild Horse Fund	\$ 50,000	
15320-415000	Occupancy Tax Fund		\$ 50,000
		<u>\$ 50,000</u>	<u>\$ 50,000</u>

**Explanation:** Occupancy Tax - Tourism Related (15447) - Increase appropriations to provide a grant up to \$50,000 to replace the horse fence in Corolla.

**Net Budget Effect:** Occupancy Tax Fund (15) - Increased by \$50,000.

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