

CURRITUCK COUNTY  
NORTH CAROLINA  
APRIL 3, 2006

The Board of Commissioners met at 6:00 p.m. in a work session with Robin Currin, Poyner & Spruill, to discuss development phasing.

The Board of Commissioners met on Monday, April 3, 2006, at 7:00 p.m. for its regularly scheduled meeting at the Historic Courthouse in the Commissioners Meeting Room with the following members present: Chairman O'Neal, Vice Chair Martin, Commissioners Bowden, and Etheridge. Commissioner Miller was absent due to illness.

### **Invocation and Pledge of Allegiance**

Bob Henley was present to give the invocation. Mr. Bob Kohler was present to lead the Pledge of Allegiance.

### **Approval of Agenda**

Commissioner Martin moved to amend the agenda by deleting Item 4 and 7 and adding to Consent Agenda, Change Order for Southern Park, and a closed session to discuss legal issues. Commissioner Etheridge seconded the motion. Motion carried.

- Item 2            Public Comment  
**Please limit comments to items not appearing on the regular agenda, please limit comments to 3 minutes.**
- Item 3            **Public Hearing and Action** on the proposed Rural Operating Assistance program.
- Item 4            **Public Hearing and Action PB 05-41 THOMAS CHRISTOPHER POPE AND DAVID JACKSON:** Rezone approximately 3.5 acres from Agriculture (A) to General Business (GB) on property located on the north side of Shortcut Rd. (US 158) approximately 1,480; west of the intersection with Gregory Rd. Tax Map 27, Lots 19A and 20A, Crawford Township
- Item 5            **Public Hearing and Action PB 06-01 SADDLEWOOD ESTATES:** Sketch Plan/Special Use Permit for a 35 lot open space subdivision on property located on the North side of Guinea Road 0.7 miles from Caratoke Highway and opposite to the intersection with Guinea Mill Road. Tax Map 22, Lots 64B, 64C, and 71B, Moyock Township.
- Item 6            **Public Hearing and Action PB 06-10 JARVIS LANDING:** Sketch Plan/Special Use Permit for 14 Residential Lots on property located at 7400 Caratoke Highway, approximately 750 feet North of Case Landing Rd. Tax Map 110 Lot 74, Poplar Branch Township.
- Item 7            **Public Hearing and Action on PB 64-03** Amendment to allow family and church cemeteries in all zoning districts.
- Item 8            Consideration of funding for Peach Festival
- Item 9            Consideration of increasing Board to 7 members
- Item 10           Appointment to ABC Board
- Item 11           Appointment to Whalehead Board of Trustees
- Item 12           Consent Agenda:  
Budget Amendments  
Approval of February 6, March 6 and 20 minutes  
Approval of surplus resolution Board of Elections and IT Department.  
Crawford Volunteer Fire request purchase of a new brush truck.  
Carova Fire & Rescue request approval of purchase of a new pumper

Item 13            tanker  
                  Commissioner's Report

Item 14            County Manager's Report  
                  Adjourn  
                  **Ocean Sands Water & Sewer District meeting**  
                  Call to Order

                  Approval of budget amendment

                  Adjourn

**Public Comment**

***Please limit comments to items not appearing on the regular agenda, please limit comments to 3 minutes.***

Chairman O'Neal opened the public comment period.

Phil Hopkins, Moyock, questioned why the CSA softball team was told to leave the field because it conflicted with County teams.

Edith & Earl Brickhouse, Tar Heel Legislative Representatives, reviewed the priorities for Senior legislation in 2006.

Chairman O'Neal requested a resolution be drafted to support the priorities. Commissioner Martin seconded the motion. Motion carried.

Marion Dannert, Currituck Arts Council, presented the Board with donated art work for the meeting room.

Harold Laugginger, Moyock, expressed his concerns with the roads in the Moyock area and what could be done.

Chairman O'Neal reviewed the meeting held with Stan White and other DOT representatives with regards to please maintain the roads and bridges in the area.

There being no further comments, Chairman O'Neal closed the public comment period.

**Public Hearing and Action on the proposed Rural Operating Assistance program.**

Dan Scanlon, County Manager, reviewed the 2006-07 program.

Chairman O'Neal opened the public hearing. There being no comments, he closed the public hearing.

Commissioner Bowden moved to adopt the following resolution. Commissioner Martin seconded the motion. Motion carried.

State of North Carolina

County of Currituck

**CERTIFIED STATEMENT  
FY 2006 - 2007**

**RURAL OPERATING ASSISTANCE PROGRAM**

Whereas Article 2B of Chapter 136 of the North Carolina General Statutes and the Governor of North Carolina have designated the North Carolina Department of Transportation as the agency responsible for administering all federal and/or state programs related to public transportation, and grants the department authority to do all things required in applicable federal and/or state legislation to properly administer the public transportation programs within the State of North Carolina;

WHEREAS, G.S. 136-44.27 established the Elderly and Disabled Transportation Assistance Program;

WHEREAS, funds will be used for transportation related expenditures as specified in the FY 2006 - 2007 Rural Operating Assistance Program (ROAP) application;

WHEREAS, information regarding use of the funds will be provided at such time and in such a manner as the department may require;

WHEREAS, ROAP funds will be used to provide eligible services during the period July 1, 2006 through June 30, 2007;

WHEREAS, any interest earned on ROAP funds will be expended for eligible program uses as specified in the ROAP application; and

WHEREAS, the County will include ROAP funds received and expended in its annual independent audit on the schedule of federal and state financial assistance. Funds passed through to other agencies will be identified as such.

This is to certify that the undersigned is duly elected, qualified and acting chairperson of the Board of County Commissioners of the County of Currituck, North Carolina, and that the following statements are true and accurate:

**Elderly and Disabled Transportation Assistance Program**

1. The funds received from G.S. 136-44.27 will be used to provide additional transportation services for the elderly and disabled, exceeding the quantity of trips provided prior to receipt of the funds.
2. The funds will not be used to supplant or replace existing federal, state or local funds designated to provide elderly and disabled transportation services in the county.
3. The funds received will be used in a manner consistent with the local Transportation Development Plan (TDP) or Community Transportation Services Plan (CTSP) and application approved by the North Carolina Department of Transportation and the Board of Commissioners.

**Work First Transitional/Employment Transportation Assistance Program**

1. The purpose of these transportation funds is to support transitional transportation needs of Work First participants after eligibility for cash assistance has concluded and/other specified general public employment transportation needs. The funds may be transferred to the Elderly and Disabled Transportation Assistance Program or the Rural General Public Program if not needed for Work First transportation.
2. The funds are limited to use by the designated local entity(s) specified in the ROAP application, or any revisions or amendments thereto.

**Rural General Public Program**

1. The funds will be used in a manner consistent with the Rural General Public Transportation Project Description.
2. The funds will not be used to provide human service agency's trips.

**Public Hearing and Action PB 05-41 THOMAS CHRISTOPHER POPE AND DAVID JACKSON:** Rezone approximately 3.5 acres from Agriculture (A) to General Business (GB) on property located on the north side of Shortcut Rd. (US 158) approximately 1,480; west of the intersection with Gregory Rd. Tax Map 27, Lots 19A and 20A, Crawford Township

Deleted

**Public Hearing and Action PB 06-01 SADDLEWOOD ESTATES:** Sketch Plan/Special Use Permit for a 35 lot open space subdivision on property located on the North side of Guinea Road 0.7 miles from Caratoke Highway and opposite to the intersection with Guinea Mill Road. Tax Map 22, Lots 64B, 64C, and 71B, Moyock Township.

Sworn testimony was given prior to making statements.

Sarah Keifer, Planning Director, reviewed the request.

**LOCATION:** On the North side of Guinea Road 0.7 miles from Caratoke Highway and opposite to the intersection with Guinea Mill Road, Moyock Township.

**TAX ID:** Tax Map 22, Parcels 64B, 64C and 71B  
0022-000-064B-0000 0022-000-064C-0000  
0022-000-071B-0000

**ZONING DISTRICT:** Agricultural

**OWNER:**  
Brooks and Tina Clements  
145 Spruill Lane  
Moyock, NC 27958

**APPLICANT/AGENT**  
Albemarle & Associates  
PO Box 3989  
Kill Devil Hills, NC 27948

**LAND USE/ZONING OF SURROUNDING PROPERTY:**

**NORTH:** Agricultural- Zoned A  
**SOUTH:** Agricultural and Residential- Zoned A  
**EAST:** Agricultural- Zoned A  
**WEST:** Agricultural and Residential- Zoned A

**NARRATIVE OF REQUEST:**

Brooks and Tina Clements are seeking Sketch Plan approval for a 35 lot Open Space Subdivision on 86.8 acres. The applicants propose this will be a residential, equestrian community. The property is composed of 3 existing parcels that are located on the north side of Guinea Road, adjacent to the intersection with Guinea Mill Road. The proposed development is also adjacent to the Clover Bend subdivision. The proposed entrance to the subdivision is approximately 0.7 miles East of Caratoke Highway.

The proposed area for lots is 54 acres. The lot sizes range from 0.9 Acres to 1.8 acres, with two lots over 3 acres. The minimum lot sizes are 40,000 SF. This property is zoned Agricultural. The UDO requires that subdivisions that contain between 31 and 40 lots provide 30% of the total tract area as open space. For this development, 26.04 acres of open space is required. The developer has proposed to provide 27.5 acres of open space (31.6%) in order to fulfill this requirement. Open space will be used for equestrian uses such as pasture land and bridle trails.

**OTHER IMPORTANT ELEMENTS TO THIS PLAN:**

**STREETS:** All streets will be built to NCDOT Design and Construction Standards. The developer expects these streets will be dedicated for maintenance to the NCDOT.

**WATER:** This development will be served by county water. The applicant will install or bond for 1,500 linear feet of off-site upgrades from a 4" to a 6" water line.

**FIRE:** This development will be located within the jurisdiction of the Moyock Volunteer Fire Department which currently has a State ISO rating of 9. A proposed 6" water line extension will be used to serve fire hydrants

**WASTEWATER:** On-site septic systems are proposed. The applicant indicates these soil types are suitable for on-site septic systems. No information from Albemarle Regional Health Services has been provided for this development. The Currituck Soil Suitability map

indicates approximately 18 of the 35 lots are suitable for on-site septic systems.

**SCHOOL CAPACITIES:** Using national averages for school age student generation, one can expect .4243 elementary students, .084 Middle School students and .1568 High school students per dwelling unit. Based on these pupil generation figures, from this development, Currituck can expect:  
13 elementary students,  
3 middle students, and  
5 high school students

After the new 700 seat school on Shawboro Road is built, the Moyock/ Crawford elementary schools will have a 2,004 student capacity for 2007/08. Previously approved subdivisions indicate the elementary schools in this area will be 352 under capacity when the new school opens.

Projected School Capacities

School Level	Projected Capacity for 2007/08	Total Projected Students- Previous Sketch Plans	Remaining Capacity after Saddlewood
K- 5	2,004 (Moyock/ Crawford)	1,652	339
Middle	1,142	1,075	64
High	1,456	1,437	14

**OPEN SPACE:** Twenty seven (27.5) acres of open space is provided which equates to 31.6%. This exceeds the required 30% of open space.

**DRAINAGE:** Lot line swales will be installed and the building pads will be elevated above the 10-year storm design, as required by Article 16 of the UDO. Stormwater will be retained in accordance with the NC Division of Water Quality and the Currituck County Soil and Water Conservation office.

**FLOOD ZONES:** Twenty-two (22) of the thirty-five (35) lots are within the 100 year flood plain.

**CAMA CLASS:** The 1990 Land Use Plan classifies this site as Rural. The purpose of the Rural class is “to provide for agriculture, forestry, mineral extraction and other allied uses traditionally associated with an agrarian region. Low density dispersed, single family residential uses at a gross density of approximately one unit per acre are also appropriate within rural areas where lot sizes are large and where densities do not require the provision of urban type services.

This development is consistent with the land use plan because the proposed density is one unit every 2.45 acres.

**STAFF COMMENTS:**

1. This plan was reviewed at the December 8, 2005 TRC meeting with the following comments received:
  - (a) County Engineer: Sketch Plan is not approved until the following revisions are made. Existing topographical information needs to be provided. The plan needs to show existing contours, grade elevations and existing ditches.
  - (b) Water Department: Approved with the following conditions: upgrade the existing line to the subdivision the required distance from a 4” line to a 6” line.
  - (c) Chief Building Inspector- Approved as is.

2. Connectivity is not provided. The streets could extend to the north or west property lines if the Commissioners determine that a street connection is needed.
3. There is an existing access easement from Guinea Road to the existing residence.
4. The wetland delineation shown in the open space has not yet been accepted by the Army Corps of Engineers.
5. The applicant is allowed to have 5 lots at 40,000 SF on each parcel as it existed on April 2, 1989.

**QUESTION(S) BEFORE THE BOARD:**

1. *Is the application complete?* Based on staff review all required information has been submitted for review.
2. *Does the proposal comply with the provisions in the UDO for Sketch Plan approval?* Corrections are needed on the plan before consideration by the Board of Commissioners. The proposal does not currently comply with the provisions for Sketch Plan Approval for the following reasons:
  - (a) This Sketch plan complies with the UDO.
  - (b) If the Commissioners determine that the continuation of the proposed streets to another property is appropriate for this subdivision, there is no street connectivity provided to the north and west.
3. *Does the proposal comply with the general standards found in Section 1402(2) for a Special Use Permit/Sketch Plan?*
  - (a) *Will not endanger the public health or safety.*

Public health and safety issues including fire protection, stormwater management, wastewater disposal and access for emergency services have been adequately addressed within this proposal;
  - (b) *Will not injure the value of adjoining or abutting property.*

The proposed residential subdivision should have no negative impact on adjoining property;
  - (c) *Will be in harmony with the area in which it is located.*

Guinea Road is becoming a mixed use area of low density residential uses adjacent to continued agricultural use. This development will be in harmony with the area.
  - (d) *Will be in conformity with the Land Use Plan, Thoroughfare Plan or other plans officially adopted by the Board.*

The proposal will be consistent with the CAMA Land Use Plan Rural classification and with the Thoroughfare Plan;

- (e) *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. Such facilities must be in place or programmed to be in place within 2 years after the initial approval of the sketch plan. In the case of subdivision and multifamily development at the sketch plan/special use, preliminary plat or final plat stage, the Board of Commissioners may establish time limits on the number of lots/units available for development to assure adequate public facilities are available in accordance with Section 2015.*

The Commissioners will need to determine if adequate school facilities exist or will exist to meet the demands generated by this subdivision.

**STAFF RECOMMENDATION:**

Staff recommends **approval** subject to the conditions below, with corrections being submitted by the Monday after the Planning Board approval. The Board of Commissioners shall make a determination that adequate school facilities exist or will exist to meet the demands generated by this subdivision.

1. The applicant shall be required to meet all requirements of the UDO including but not limited to, providing the required open space, planting trees along any newly paved streets, install fire protection, install adequate drainage facilities and roads as shown on the plan, etc.
2. The applicant will be required to upgrade or bond for off-site waterline improvements to the existing water line up to the subdivision. The applicant will be responsible for 1,500 linear feet of off-site waterline upgrade, from a 4" line to a 6" line. The applicant will be responsible for waterline improvements within the subdivision.
3. Update the legal references for adjacent properties prior to submission of the Preliminary Plat.
4. A Preliminary Plat shall be submitted for review within 24 months from the date the Sketch Plan is approved by the Board of Commissioners.
5. If the Commissioners determine that the continuation of the proposed streets to another property is appropriate for this subdivision; street connectivity shall be provided at the west by extending the right of way to the exterior property line.

**PLANNING BOARD DISCUSSION**

Mr. Mizelle pointed out that the cul de sac on the west side of the property has an alley for the street to be extended. He also spoke about tweaking the lot lines to meet the open space requirement.

Mr. Kovacs asked about the total lots and the parcels in this proposal.

Mr. Mizelle described the soils and the three parcels that were combined in order to obtain 15 lots.

Mr. Kovacs wanted the audience to be clear as to why the parcels were combined and how the number of lots were determined.

**PLANNING BOARD ACTION**

Mr. Kovacs motioned to approve the request per staff recommendations including the condition of interconnectivity and Mane Street and Jacquelyn Court be extended to the property line. Ms. Turner seconded the motion. Motion passed unanimously.

Chairman O'Neal opened the public hearing.

Andy Scoffield, questioned the open space.

John DeLucia, Engineer, was present to answer questions.

There being no further comments, Chairman O'Neal closed the public hearing.

Commissioner Martin moved to approve with findings of facts. Commissioner Bowden seconded the motion. Motion carried.

**Public Hearing and Action PB 06-10 JARVIS LANDING: Sketch Plan/Special Use Permit for 14 Residential Lots on property located at 7400 Caratoke Highway, approximately 750 feet North of Case Landing Rd. Tax Map 110 Lot 74, Poplar Branch Township.**

Sworn testimony was taken before making comments.

Sarah Keifer, Planning Director, reviewed the request.

**LOCATION:** Located at 7400 Caratoke Highway, approximately 750 feet North of Case Landing Rd.

**TAX ID:** 0110-000-0074-0000

**ZONING DISTRICT:** Residential

**OWNER:** **APPLICANT/AGENT**

Daniel Ken and Debora Griggs  
PO Box 125  
Point Harbor, NC 27964

Bissell Professional Group  
PO Box 1068

**LAND USE/ZONING OF SURROUNDING PROPERTY:**

<b>NORTH:</b>	Residential and Sand Mine-	Zoned R and GB
<b>SOUTH:</b>	Residential and Vacant-	Zoned R
<b>EAST:</b>	Vacant Woodland and Fields	Zoned R
<b>WEST:</b>	Vacant and Residential	Zoned GB

**NARRATIVE OF REQUEST:**

Daniel Ken and Debora Griggs are proposing a 14 lot major subdivision. The property has access to Caratoke Highway and is just south of Albemarle Beach Estates in the Jarvisburg area. The site contains 15.3 acres, with 13 acres proposed to be in the lot areas.

The property is zoned Residential (R). The minimum lot size is 40,000 SF. The developer is proposing lots ranging from 40,000 SF to 47,865 SF. No open space is required or provided.

The development will have a road leading 300 feet between two existing 1 acre properties to access Caratoke Hwy (US 158). The sketch plan states the lots will be for residential purposes only.

This plan was reviewed at the February 9, 2006 TRC meeting and received conditional approval. The revised Sketch Plan submitted February 16, 2006 appears to address all of the UDO requirements.

**OTHER IMPORTANT ELEMENTS TO THIS PLAN:**

**STREETS:** All streets will be built to NCDOT Design and Construction Standards. The developer expects these streets will be dedicated for maintenance to the NCDOT.

**WATER:** This development will be served by county water.

**FIRE:** This development will be located within the Lower Currituck Volunteer Fire Department district. A fire hydrant will be required for the development.

**WASTEWATER:** On-site septic systems are proposed. The Currituck Soil Suitability Map indicates the soils are suitable for on-site septic systems.

**SCHOOL CAPACITIES:** Using national averages for school age student generation, one can expect .4243 elementary

students, .084 Middle school students and .1568 High school students per dwelling unit. Based on these pupil generation figures, from this development Currituck can expect:

- 5 elementary students (14 x .7764 x .4243)
- 1 middle student; and (14 x .8673 x .084)
- 2 high school student. (14 x .8673 x .1568)

**Projected School Capacities**

School Level	Projected Capacity for 2007/08	Total Projected Students- Previous Sketch Plans	Remaining Capacity with Jarvis Landing
K- 5	865 (Poplar Branch)	712	148
Middle	1,142	1,071	70
High	1,456	1,437	17

**OPEN SPACE:** None is required or provided.

**DRAINAGE:** Lot line swales will be installed and the building pads will be elevated above the 10-year storm design, as required by Article 16 of the UDO. Stormwater will be retained in accordance with the NC Division of Water Quality and the Currituck County Soil and Water Conservation office.

**FLOOD ZONES:** This site has been designated an X Flood Zone by FEMA and is therefore out of the 100 year floodplain.

**CAMA CLASS:** The 1990 Land Use Plan classifies this site as Limited Transition. This class is intended for residential development with densities of three units per acre or less. This development will have a density of approximately one unit per acre. This development is consistent with the Land Use Plan.

**QUESTION(S) BEFORE THE BOARD:**

1. ***Is the application complete?*** Based on staff review all required information has been submitted for review.
2. ***Does the proposal comply with the provisions in the UDO for Sketch Plan approval?*** The proposal appears to comply with UDO requirements for Sketch Plan approval.
3. ***Does the proposal comply with the general standards found in Section 1402(2) for a Special Use Permit/Sketch Plan?***

- (a) ***Will not endanger the public health or safety.***

Public health and safety issues including fire protection, stormwater management, wastewater disposal and access for emergency services have been adequately addressed within this proposal;

- (c) ***Will not injure the value of adjoining or abutting property.***  
The proposed residential subdivision should have no negative impact on adjoining property;
- (d) ***Will be in harmony with the area in which it is located.***  
This development will be in harmony with the surrounding area. The majority of the surrounding area is used for residential purposes or is vacant. To the north is Albemarle Beach Estates, a dense development that is platted with lots as small as 3,500 square feet.
- (e) ***Will be in conformity with the Land Use Plan, Thoroughfare Plan or other plans officially adopted by the Board.***  
The proposal will be consistent with the CAMA Land Use Plan Limited Transition classification and with the Thoroughfare Plan;
- (f) ***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. Such facilities must be in place or programmed to be in place within 2 years after the initial approval of the sketch plan. In the case of subdivision and multifamily development at the sketch plan/special use, preliminary plat or final plat stage, the Board of Commissioners may establish time limits on the number of lots/units available for development to assure adequate public facilities are available in accordance with Section 2015.***

From this development Currituck can expect:

- 5 elementary students
- 1 middle student; and
- 2 high school student.

Based upon the 2005 Currituck County Schools 10-year facilities plan, the needed school capacity will exist by the 2007/ 2008 school year. This development does not appear to exceed the county's ability to provide services within 2 years.

#### **STAFF RECOMMENDATION:**

Staff recommends **approval** subject to the conditions below and the Board of Commissioners determination that adequate school facilities exist or will exist to meet the demands generated by this subdivision.

UDO Requirements

1. That applicant shall be required to meet all requirements of the UDO including but not limited to installing fire hydrants and roads as shown on the plan.
2. That a Preliminary Plat shall be submitted for review within 24 months from the date the Sketch Plan is approved by the Board of Commissioners.

#### Design Recommendations

3. According to Section 914 of the UDO if the Commissioners determine that the continuation of Jarvis Landing Drive to the Hornbrook property is appropriate for this subdivision, connectivity shall be provided by extending a right of way to the property line. Connection to this property would be more logical.
4. The cul-de-sacs should be reconfigured to eliminate unusable portions of lots 8 and 14 on the Preliminary Plat.

### **PLANNING BOARD DISCUSSION**

Mr. Kovacs asked about extending of the cul de sac.

Mr. Webb indicated where the cul de sac would be extended.

Mr. Bissell said that the request was to take it to the north property line and that was not feasible. He said that extending to the west could potentially cost the development a lot and would like to have approval with connectivity to the south instead.

Mr. Midgette indicated that Case Landing Rd. is not a state road.

Mr. Etheridge indicated that this is not a state road.

Ms. Keifer said that the point of providing interconnectivity is so that if the adjoining property ever does develop in the future the connectivity will be there.

Mr. West asked if the cul de sac was left where it is, is there a house that would keep the connection to Case Landing Rd.

Mr. Webb pointed out on the aerial photograph where the cul de sac would be to the south and the west.

Mr. Ken Griggs, owner of the property, said that if he loses a lot, he'll have to increase the cost of the lots. He's trying to keep the cost down in order to make the prices more affordable.

Mr. Kovacs asked Mr. Griggs what type of housing he is proposing.

Mr. Griggs said he is the contractor and will be building the houses in the development and will not be putting in trailers.

Jim Lammers, adjoining property owner, said that he has no problem with this development and his only concern is that the lots stay the size they are shown to be in the design.

### **PLANNING BOARD ACTION**

Mr. West motioned to approve the request as presented per the staff recommendations with the exception of the extension of the cul de sac. Mr. Etheridge seconded the motion. Motion passed unanimously.

Chairman O'Neal opened the public hearing.

Ronald Gregory, questioned the right of way on property.

Ken Griggs, owner, was present to answer questions.

There being no further comments, Chairman O'Neal closed the public hearing.

Commissioner Bowden moved to approve with findings of facts. Commissioner Martin seconded the motion. Motion carried.

**Public Hearing and Action on PB 64-03 Amendment to allow family and church cemeteries in all zoning districts.**  
**Deleted**

### **Consideration of funding for Peach Festival**

The president of the Knotts Island Ruritan requested funding for the Peach Festival for this summer.

Commissioner Bowden moved to approve \$10,000. Commissioner Martin seconded the motion. Motion carried.

### **Consideration of increasing Board to 7 members**

Kate McKenzie, Attorney, reviewed the process and stated that this does not require local legislation.

Commissioner Bowden stated he did not support this.

Commissioner Martin moved to proceed with referendum in November for 7 Commissioners. Commissioner O'Neal seconded the motion. Motion carried with Commission Bowden voting no.

Commissioner Etheridge moved to have a citizens group or send out for RFP's from a professional group that is familiar with re-districting to help with the best way the county should go. Commissioner Martin seconded the motion. Motion carried with Commissioner Bowden voting no

### **Appointment to ABC Board**



<u>Account Number</u>	<u>Account Description</u>	Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10445-532000	Supplies	\$ 910	
10445-516000	Repairs & Maintenance		\$ 250
10445-553000	Dues & Subscriptions		\$ 460
10445-561000	Professional Services		\$ 200
		\$ 910	\$ 910

**Explanation:** Human Resources (445) - Transfer budgeted funds to increase supplies associated with increases in number of employees and start-up fees for printer.

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

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
66868-531000	Gas, Oil, etc	\$ 2,500	
66868-516000	Repairs & Maintenance		\$ 2,500
		\$ 2,500	\$ 2,500

**Explanation:** Southern Outer Banks Water System (66868) - Transfer budgeted funds needed for fuel due to unanticipated cost increases.

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

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10660-514500	Training and Education	\$ 1,000	
10660-514000	Travel	\$ 1,500	
10660-592000	Planning Projects		\$ 2,500
		\$ 2,500	\$ 2,500

**Explanation:** Planning (660) - Transfer budgeted funds for planning staff to attend additional training.

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

**Debit** **Credit**

<u>Account Number</u>	<u>Account Description</u>	Decrease Revenue or <u>Increase Expense</u>	Increase Revenue or <u>Decrease Expense</u>
24690-545000	Contract Services	\$ 33,386	
	Fund Balance		
24390-499900	Appropriated		\$ 33,386
		<u>\$ 33,386</u>	<u>\$ 33,386</u>

**Explanation:** Crawford Fire District (24) - Increase budgeted funds to purchase a truck for the Crawford Volunteer Fire Department.

**Net Budget Effect:** Crawford Fire District (24) - Increased by \$33,386.

<u>Account Number</u>	<u>Account Description</u>	Debit Decrease Revenue or <u>Increase Expense</u>	Credit Increase Revenue or <u>Decrease Expense</u>
10795-590000	Capital Outlay	\$ 2,000	
10380-482000	Miscellaneous Revenue		\$ 2,000
		<u>\$ 2,000</u>	<u>\$ 2,000</u>

**Explanation:** Recreation (795) - Increase budgeted line items to purchase storage shed for storage of recreation items. This was requested for the FY 2007 budget; however, the department would like to purchase this shed now and remove from next year's request.

**Net Budget Effect:** Operating Fund (10) - Increased by \$2,000.

<u>Account Number</u>	<u>Account Description</u>	Debit Decrease Revenue or <u>Increase Expense</u>	Credit Increase Revenue or <u>Decrease Expense</u>
12541-511000	Telephone & Postage	1,200	
12541-514000	Travel	\$ 1,814	
12541-531000	Gas, Oil, etc	\$ 1,000	
12541-526000	Advertising		\$ 1,000
12541-514500	Training & Education		\$ 1,814
12380-481000	Investment Earnings		\$ 1,200
		<u>\$ 4,014</u>	<u>\$ 4,014</u>

**Explanation:** Fire Services (12541) - Transfer training & education funds to travel to send four EMS/Fire employees for fire training; transfer funds from advertising and increase appropriation for increased telephone/postage and fuel costs incurred this fiscal year.

**Net Budget**

**Effect:** Fire Services Funds (12) - Increased by \$1,200.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
15446-590000	Capital Outlay	8,750	
15350-465002	Co-op Advertising		\$ 8,750
		<u>\$ 8,750</u>	<u>\$ 8,750</u>

**Explanation:** Tourism (15446) - Increase budgeted line items to purchase Freeance web mapping software to map local business for visitors.

**Net Budget**

**Effect:** Occupancy Tax (15) - Increased by \$8,750.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10950-585001	Agency Appropriations	3,000	
10320-408000	Franchise Taxes		\$ 3,000
		<u>\$ 3,000</u>	<u>\$ 3,000</u>

**Explanation:** Agency Appropriations (10950) - To increase appropriation for Project Graduation.

**Net Budget**

**Effect:** Operating Fund (10) - Increased by \$3,000.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
15446-526200	Promotional Efforts	\$ 10,000	
15320-415000	Occupancy Tax		\$ 10,000
		<u>\$ 10,000</u>	<u>\$ 10,000</u>

**Explanation:** Occupancy Tax (15446) - Increase budget for County contribution to the Peach Festival.

**Net Budget**

**Effect:** Occupancy Tax (15) - Increased by \$10,000.

**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 for site development and work and architect fees for the Northern Elementary School and the Jarvisburg Elementary School financed by currently available financial resources.

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

Contract Services	\$	1,797,000
		<hr/>
	\$	<u>1,797,000</u>

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

Public School Capital Fund	\$	234,316
Transfer Tax Capital Fund		1,562,684
		<hr/>
	\$	<u>1,797,000</u>

**SECTION 4.** The Finance Director is hereby directed to report, on a monthly 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.

**Commissioner's Report**

Commissioner Etheridge stated that on Thursday, the Chamber would have a forum on Unified Government. He also requested an update on legal.

Chairman O'Neal recognized the Tourism Department for the new brochure.

**County Manager's Report**

Dan Scanlon, County Manager, commended the production of Godspell by the high school.

**Closed Session**

Chairman O'Neal moved to go into closed session to discuss legal issues.

**Adjourn**

After reconvening from closed session, no action was taken.

**Ocean Sands Water & Sewer District meeting**

**Call to Order**

Chairman O'Neal called the Ocean Sands Water & Sewer District meeting to order.

**Approval of budget amendment**

Commissioner Etheridge moved to approve. Commissioner Martin seconded the motion. Motion carried.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or	Increase Revenue or
		<u>Increase Expense</u>	<u>Decrease Expense</u>

60808-516001	Repairs & Maintenance	\$	35,000		
60808-532000	Supplies	\$	3,000		
60808-533801	Chemicals	\$	3,000		
60808-553001	Dues & Subscriptions	\$	675		
60360-470000	Utilities Charges - Water			\$	38,975
60808-526001	Advertising			\$	500
60808-533600	System Supplies			\$	2,200
			<u>\$</u>	<u>41,675</u>	<u>\$</u>
					<u>41,675</u>

**Explanation:** Ocean Sands Water & Sewer District (60808) - Transfer and increase budget line items for operating expenses for the remainder of this fiscal year.

**Net Budget Effect:** Ocean Sands Water and Sewer District Fund (60) - Increased by \$38,975.

**Adjourn**

There being no further business, the meeting adjourned.