

CURRITUCK COUNTY
NORTH CAROLINA
DECEMBER 3, 2007

The Board of Commissioners met prior to the regular Board meeting at 5:00 p.m. to discuss Public Private Waste Systems, Racy Newbern Special Use Permit, Water Supply Text Amendment and the UDO regarding Conditional Zoning.

The Board of Commissioners met on December 3, 2007, 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 Nelms, Commissioners Bowden, Gregory, Taylor and Etheridge.

Chairman Nelms called the meeting to order.

Invocation and Pledge of Allegiance

Chairman Nelms called for a moment of silence in memory of Greg Shuck and the Faison family.

The Reverend Glenn McCranie was present to give the invocation and pledge of allegiance.

Approval of Agenda

Commissioner Gregory moved to amend the agenda by adding a closed session to discuss land acquisition. Commissioner Bowden 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 **Selection of Chairman**
- Item 4 **Selection of Vice-Chairman**
- Item 5 **Public Hearing and Action** PB 07-73 Currituck County UDO Reformat Text Amendment: Request to reformat and readopt the Unified Development Ordinance
- Item 6 **Public Hearing and Action** PB 07-74 Currituck County Digital Zoning Map Text Amendment: Request to adopt the digital "Zoning" layer maintained as part of the Currituck County geographic information system as the official zoning map
- Item 7 **Public Hearing and Action on PB 95-36 Cypress Landing Phase 3**
Request to extend the expiration one year of the Amended Sketch Plan/ Special Use Permit for a 40 lot residential. The property is located on the north side of Tulls Creek Rd. approximately 500' east of Mack Jones Rd. Tax Map 14, Lots 13D, Moyock Township.
- Item 8 **Public Hearing and Action on PB 07-10 South Ridge Planned Unit Development** Amended Sketch Plan for 146 lots and 5.67 acres of commercial, and a 4 acre county library site. The property is located at 120 Survey Road, adjacent to the Eagle Creek subdivision and ½ mile southeast of the Quail Run subdivision, Map 15, Parcel 83, Moyock Township.

- Item 9 **Public Hearing and Action on PB 87-56 Monterey Shores Section III, PUD (Corolla Shores)** Amended Sketch Plan/ Special Use Permit to designate the use of a commercial parcel for a grocery store and increase the commercial allocation for the site on property located in Corolla adjacent to the Currituck Sound, west of the Whalehead Subdivision, and south of the Corolla Light PUD, Map 115, Parcel 3S, Poplar Branch Township.
- Item 10 **Consideration of Amendment to Code of Ordinances, Chapter 2, Article III, Division 3. Economic Development Board - Second Reading**
- Item 11 **Appointments to Senior Center Advisory Board**
- Item 12 **Consent Agenda:**
1. Budget Amendments
 2. Approval of November 19, 2007, Minutes
 3. Approval of Change Order No. 1 for Airport Bituminous Apron Expansion Project
 4. Approval of 2007 File Destruction Log - Personnel Department
 5. Approval of Transportation Improvement Program-Division of Aviation
- Item 13 Commissioner's Report
- Item 14 County Manager's Report

Public Comment

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

Chairman Nelms opened the public comment period.

Dan Scanlon, County Manager, presented a 3 minute video that will be played on air prior to each meeting.

Commissioner Etheridge commended the Extension staff on the Christmas parade. He requested a letter to the Governor opposing illegal aliens from attending community colleges.

Chairman Nelms apologized for his comments made earlier this week.

Selection of Chairman

Dan Scanlon, County Manager, presided over the nominations for Chairman.

Commissioner Gregory moved to re-appoint Commissioner Nelms. Commissioner Bowden seconded the motion. Motion carried.

Selection of Vice-Chairman

Chairman Nelms opened the floor for nominations for Vice-Chair.

Chairman Nelms moved to appoint Commissioner Gregory.
Commissioner Bowden seconded the motion. Motion carried.

**Public Hearing and Action PB 07-73 Currituck County UDO
Reformat Text Amendment: Request to reformat and readopt the
Unified Development Ordinance**

Ben Woody, Planning Director, reviewed the amendment.

Following is a text amendment establishing a reformatted and reorganized version of the Currituck County Unified Development Ordinance (UDO). This amendment is the result of nearly two years of preparation among County staff, Planning Board members, and the Benchmark CMR Consulting Firm.

The process began with a series of community meetings held in March 2006 that were intended to obtain a better understanding of prevalent issues within the current UDO. Through this public input process, the following issues were identified:

- An overall lack of organization.
- Redundant and conflicting regulations.
- Subdivision and site plan review processes need clarification (flow charts).
- PUD and PRD regulations need clarification.
- Dimensional (setback) tables needed.

Following a series of meetings between Benchmark and County officials, a format for the revised UDO was established. Subsequently, a series of draft documents were submitted by Benchmark for staff review. After revising the document several times over the course of a year, a final draft was submitted for review in July 2007. Since that time County Staff and members of the Planning Board have completed final revisions to the draft UDO, which is now ready for adoption.

During the course of the review, many revisions were made to the draft document in an effort to address concerns raised during the public input process. Some of the modifications included may result in policy changes, which will be highlighted at the December 3 Board of Commissioners meeting.

After discussing the document during two work sessions, the Planning Board recommended unanimous approval at their November 13 meeting

**Currituck County UDO Reformat
PB 07-73
UDO AMENDMENT REQUEST**

An amendment to adopt a reformatted and reorganized version of the official Currituck County Unified Development Ordinance.

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 the Currituck County Unified Development Ordinance is amended by replacing the existing text in its entirety with the reformatted Unified Development Ordinance dated December 7, 2007 and incorporated herein.

Item 2: The provisions of this Ordinance are severable and if any of its provisions or any sentence, clause, or paragraph or the application thereof to any person or circumstance shall be held unconstitutional or violative of the Laws of the State of North Carolina by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions which can be given effect without the invalid provision or application.

Chairman Nelms opened the public hearing, there being no comments closed the public hearing.

Commissioner Bowden moved to approve. Commissioner Gregory seconded the motion. Motion carried.

Public Hearing and Action PB 07-74 Currituck County Digital Zoning Map Text Amendment: Request to adopt the digital "Zoning" layer maintained as part of the Currituck County geographic information system as the official zoning map

Ben Woody, Planning Director, reviewed the amendment.

Following is a text amendment to the UDO establishing a "digital" zoning map. More specifically, this amendment allows the County to officially represent zoning districts electronically using a geographic information system (GIS).

Traditionally, the official zoning map has been maintained on paper sheets kept in the offices of the Currituck County Planning Department. Copies of the zoning map are made available to the public and may be viewed at various County facilities.

In recent years, however, advances in technology have allowed the County to maintain a digital version of the zoning map that is available to anyone with access to a computer. This capability to maintain the map electronically is significantly less time consuming and results in a more efficient use of County resources.

In order to ensure all County residents have equal access to a digital zoning map, the amendment requires the Planning Department to produce printed copies upon request. Additionally, digital or printed copies of superseded versions of the official map must be maintained for historical reference.

This request is being presented as an amendment to the reorganized UDO. The Planning Board recommended unanimous approval at their November 13 meeting.

**Currituck County Digital Zoning Map
PB 07-74
UDO AMENDMENT REQUEST**

An amendment to Chapter 1: General Provisions, Section 1.6 Official Zoning Map, to adopt the digital "zoning" layer maintained as part of the Currituck County geographic information system as the official zoning map.

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 Section 1.6 Official Zoning Map is amended by adding the following underlined language:

1.6.1 Establishment

The location and boundaries of zoning districts established by this Ordinance are shown on a geographic coverage layer entitled "Zoning" that is maintained as part of the County's geographic information system (GIS) under the direction of the Planning Director. This "Zoning" geographic coverage layer constitutes Currituck County's official zoning map, and is as much a part of the Ordinance as if actually depicted within the pages of this Ordinance. The Planning Director must direct revisions to the official zoning map to reflect its amendment as soon as possible after the effective date of zoning map amendments. No unauthorized person may alter or modify the official zoning map. The Planning Director may authorize printed copies of the official zoning map to be produced, and must maintain digital or printed copies of superseded versions of the official zoning map for historical reference.

Item 2: The provisions of this Ordinance are severable and if any of its provisions or any sentence, clause, or paragraph or the application thereof to any person or circumstance shall be held unconstitutional or violative of the Laws of the State of North Carolina by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions which can be given effect without the invalid provision or application.

Chairman Nelms opened the public hearing. There being no comments, Chairman Nelms closed the public hearing.

Commissioner Bowden moved to approve. Commissioner Gregory seconded the motion. Motion carried.

Public Hearing and Action on PB 95-36 Cypress Landing Phase 3 Request to extend the expiration one year of the Amended Sketch Plan/ Special Use Permit for a 40 lot residential. The property is located on the north side of Tulls Creek Rd. approximately 500' east of Mack Jones Rd. Tax Map 14, Lots 13D, Moyock Township.

Commissioner Bowden moved to table since the applicant was not present. Commissioner Gregory seconded the motion. Motion carried.

Public Hearing and Action on PB 07-10 South Ridge Planned Unit Development Amended Sketch Plan for 146 lots and 5.67 acres of commercial, and a 4 acre county library site. The property is located at 120 Survey Road, adjacent to the Eagle Creek subdivision and ½ mile southeast of the Quail Run subdivision, Map 15, Parcel 83, Moyock Township.

Sworn testimony was given prior to making comments.

Ben Woody, Planning Director, reviewed the request.

CASE ANALYSIS FOR THE BOARD OF COMMISSIONERS
DATE: December 3, 2007
PB 07-10 SOUTH RIDGE
PLANNED UNIT DEVELOPMENT

ITEM: PB 07-10 South Ridge Planned Unit Development: Amended Sketch Plan for 146 lots and 5.67 acres of commercial, and a 4 acre county dedicated site.

LOCATION: The property is located at 120 Survey Road, adjacent to the Eagle Creek subdivision and ½ mile southeast of the Quail Run subdivision, Tax Map 15, Parcel 83, Moyock Township.

TAX ID: Map 15, Parcel 83 (0015-000-0083-0000)

ZONING DISTRICT: PUD overlay
Proposed 68.56 acres PUD/R and 5.67 acres PUD/LBH

PRESENT USE: Agricultural/ vacant

OWNERS: William Pitt and Linda Yendall
5621 N. 9th Road
Arlington, VA 22205

APPLICANT: Charles Friedman
3500 Virginia Beach Blvd.
Virginia Beach, VA 23452

ENGINEER/: Bissell Professional Group
PO Box 1068
Kitty Hawk, NC 27949

I. NARRATIVE OF REQUEST:

Charles (Chip) Friedman is seeking approval of an Amended PUD Sketch Plan for a community that will contain 146 single-family lots and a neighborhood commercial center. A 4 acre county site is being offered for public dedication. The project received Sketch Plan Approval on May 7, 2007 for 121 lots.

The purpose of this request is to add 25 residential units and redesign the county site. The water tower site was deleted because Currituck County did not accept the site.

- A. The development will be built in 3 phases over a 3 year period, beginning in 2008,
 - 1. Phase I, 56 lots- 2008
 - 2. Phase II, 64 lots-2009

3. Phase III, 26 Patio Home lots-2010
4. The commercial space will be built according to market demand.

SCHOOL DISTRICT: Moyock

FIRE DISTRICT: Moyock V.F.D.

SIZE OF SITE: 74.23 acres

NUMBER OF UNITS: 146 total
120 standard lots (10,000 SF)

DENSITY: 1.9 units per acre

MINIMUM LOT SIZE: 10,000 SF standard lots
3,000 SF Patio Home Lots

STREETS: The streets will be built to NCDOT Design and Construction standards. The developer intends to offer the streets for public dedication. The site will be accessed off of Survey Road.

WATER: The development will be served by the Currituck County Water System. The development is expected to use 70,000 gallons per day.

WASTEWATER: Wastewater will be collected, treated and disposed of by a central wastewater facility constructed for the development. The sewer system is expected to serve the commercial area and the proposed county site.

OPEN SPACE: Planned Unit Developments are required to have 35% Open Space. The required open space for South Ridge is 25.98 acres. The submitted plan proposes 35.00% (25.98 acres) Open Space.

DRAINAGE: The development will have a series of engineered drainage systems along the streets with a central lake to accommodate stormwater.

FLOOD ZONES: The property is in flood zone X, outside of the 100 year flood plain.

SPECIAL USE PERMITS CRITERIA:

In order to approve a Special Use Permit, certain criteria must be satisfied. The criteria are outlined as follows:

- A. *Is the application complete?*

The application meets the submission requirements for Sketch Plan review.

- B. *Does the proposal comply with the provisions in the UDO for Sketch Plan approval?*

The application complies with the requirements for Sketch Plan approval.

- C. *Does the proposal comply with the general standards found in Section 1402(2) for a Special Use Permit/Sketch Plan?*

1. *Will not endanger the public health or safety.*

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

2. *Will not injure the value of adjoining or abutting property.*

The proposed mixed use subdivision should have no negative impact on adjoining property. The adjoining uses are low density single family dwellings.

3. *Will be in harmony with the area in which it is located.*

The density of the proposed subdivision is slightly higher than the adjacent residential subdivision and contains a commercial component not present in the adjacent subdivision. In general, however, the proposed project is in keeping with the suburbanizing character of the surrounding area.

4. *Will be in conformity with the Land Use Plan, Thoroughfare Plan or other plans officially adopted by the Board.*

LAND USE PLAN CLASSIFICATION:

The 2006 Land Use Plan classifies the subject property **Rural** and within the **Moyock** sub-area. In the Rural Classification, population densities are generally very low and development density is anticipated at no more than 1 unit per 3 acres. While the overall Rural Classification does not necessarily support an overlay for a Planned Unit Development, the Moyock sub area is described as the fastest growing part of the county, experiencing development pressure from the Tidewater Area of Virginia.

For the Moyock area, residential development densities should be medium to high depending upon available services. In areas where central sewer is proposed or existing, additional services are available and the character of the surrounding areas supports it, higher density ranging from 3-4 units per acre could be considered through the use of overlay zones.

POLICY HN3 states: 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.

2. COMPACT, MIXED USE DEVELOPMENTS or DEVELOPMENTS NEAR A MIXTURE OF USES that promote a return to balanced, self-supporting community centers generally served by centralized water and sewer. The types of development are contemplated for the Full Service Areas identified on the Future Land Use Map.

POLICY CD2 states: Commercial and office development of greater than a neighborhood scale shall be encouraged to cluster in COMMERCIAL OR MIXED-USE CENTERS to curtail the proliferation of strip development, and minimize traffic generation.

POLICY CD8: MIXED-USE DEVELOPMENTS, properly planned from the outset, which allow for a compatible mixture of residential and non-residential uses with a pedestrian scale and design, are encouraged. Similarly, businesses may be located adjoining (and therefore convenient to) an existing residential area, when such businesses can be shown to satisfy design considerations similar to a newly planned, pedestrian-scaled, mixed use development.

Because this is a mixed use development supported by policies HN3, CD2 and CD8; and the proposed density does appear to fit with the description of the Moyock sub-area, this project **complies** with the 2006 Land Use Plan.

5. *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 increase in lots was analyzed to determine adequate public facilities.

The revised capacity formula and generation rates taken from the 2004 Tischler & Associates, Inc. study were used to calculate the capacity under the existing ordinance. The proposed development will yield the following calculations:

kl	Available Capacity	Demand (25 additional lots)	Remaining Capacity
South Ridge Amended	(Capacity for 121 lots already accounted)		
Elementary School	87	6	81
Middle School	81	2	79
High School	112	4	108

Staff has determined that adequate public facilities exist to support the additional lots.

II. STAFF RECOMMENDATION:

Because it appears the application has satisfied the criteria for granting an Amended Sketch Plan/ Special Use Permit and a PUD overlay staff recommends **conditional approval** of the application subject to the following conditions:

A. PLANNING DEPARTMENT:

- a. Correct the list of changes above the "List of Drawings"
- b. Correct the size of the county site to 4 acres.
- c. Reduce the lot sizes of the Patio Home lots to correspond to the increased size of the county site.
- d. All of the conditions of the Sketch Plan approved May 7, 2007 shall apply to this approval:

The following were the conditions of approval of the Sketch in May, 2007:

1. Provide an adequate stormwater analysis of onsite and offsite (downstream) drainage during planning stages. Follow requirements of UDO Section 922, which indicates the post development stormwater, run off shall not exceed the pre-development runoff prior to preliminary plan submission.
2. Indicate the breakdown of the open space used for active recreation and visual relief. This shall show that the active recreation meets or exceeds 50% of the open space.(Section 938)
3. The required improvements shall be installed and accepted prior to submission for Final Plat approval for each phase.
4. The applicant shall complete the development strictly in accordance with the plans submitted to and approved by the Board of Commissioners.
5. As a continuing condition to this approval, the applicant will meet and continue to meet all requirements of the County's Unified Development Ordinance.
6. Give a total for the residential units that will be developed or platted in each phase prior to preliminary plat approval. (Appendix 9-A).
7. In keeping with Section 607 and Section 917, Items 2, 3, and 8 the applicant shall create a sewer district for the proposed development prior to final plat submission. In addition, the applicant shall provide the following information regarding the waste water treatment system at preliminary plan submission:
 - a. A detailed explanation of who shall be responsible for the perpetual maintenance and upkeep of the facility;
 - b. State approval of the proposed system; and
 - c. The expected life of the facility and the establishment of a reserve fund to support the continued maintenance, upkeep and replacement of the facility.
8. All of the areas intended for dedication to the County shall be identified on the plan as "Areas Dedicated to Currituck County for Public Use" rather than as the specific uses currently contemplated.
9. The Development Impact Statement references the pedestrian related active recreation element. In the interest of providing a complete and safe active recreation system, the applicant shall provide sidewalks along the Survey Road frontage, and between the proposed residential and nonresidential uses.
10. The materials submitted to date provide only three (3) house styles that share similar characteristics and do not indicate the construction materials planned. The applicant shall submit a home and building design template that will be incorporated with the approval. The template shall be provided prior to preliminary plat approval and incorporate architectural elements for both the residential and nonresidential

structures. At a minimum the applicant shall indicate the following with respect to the residential structures:

- a. Variation in exterior architectural materials (siding, roofing);
- b. Vertical and horizontal relief in buildings (roof lines, eaves, bump outs)
- c. Variation in house styles/types; and
- d. Inclusion of front porches, projecting bays, vestibules.
- e. The units shall have proportional attributes including overall height-to-width ratios of existing building facades, doors, windows, projecting canopies, and other architectural features within the vernacular of the area;

The following shall apply to Non-residential structures:

- f. Facades of new buildings shall incorporate, but not mimic, the sense of lightness or weight exhibited in the architecture of existing buildings on neighboring properties or the vernacular of the general area and shall incorporate similar proportions of solids (i.e. siding, blank walls, etc.) to voids (i.e. windows, door openings, etc.);
- g. The principal building façade of proposed buildings shall be oriented toward the primary street frontage and in the same direction as the majority of existing buildings on the frontage street. Proposed buildings on corner or dual frontage properties shall reflect a public façade on both streets.
- h. Facades shall be designed to reduce the massive scale and the one dimensional appearance of large retail buildings and to provide visual interest.
- i. The street facing elevations shall incorporate functioning windows into the overall design concept. Functioning windows are defined as those windows which let light into the interior of the structure and are integrated and related to the interior layout of the space.
- j. In addition to functioning windows, the corridor elevations shall contain at least two of the following elements:
 - i. A primary entrance door or doors (except for loading doors).
 - ii. A primary entrance feature, such as a porch, portico, awning, entrance walk, or other similar feature.
 - iii. Landscaping integrated into the building design concept.
 - iv. Architectural or urban design elements, which link adjacent structures together, such as plazas, walkways, colonnades, or similar features.
 - v. Architectural relief, such as vertical and horizontal off-sets in exterior wall elevations, band courses, lintels and sill courses, cornices and the like to create shadow lines.
- k. Large expanses of blank walls shall be avoided. The public facade shall incorporate windows and primary doorway entrances along the street frontage as well as projecting elements such as eaves, cornices, canopies, projecting bays, shadow lines, and overhangs.
- l. The plan shall incorporate durable exterior surface materials complementary with the color, texture, size, and scale of exterior materials reflected on a historical Currituck County vernacular that shall be developed as part of a pattern book.
- m. The general roof shape, ridge and eave heights, and material characteristics proposed shall be visually compatible with these same attributes expressed in existing buildings in the immediate vicinity or in keeping with the historical vernacular of Currituck County.
- n. Building materials include brick, wood, fiber-cement siding, stone textured split face block, tinted and textured concrete masonry, or synthetic stucco. Metal building materials shall only be permitted on elevations not visible from the public right-of-way or used as accent materials.

- o. A landscape plan shall be submitted in conjunction with the preliminary plan showing the location, spacing, caliper dimension, and species of proposed landscaping materials.

11. Parking.

- a. No parking lot shall be designed to be within the front building setback and shall instead be located behind the front building line.
- b. Parking lots shall be arranged in such a manner so that not more than twenty (20) parking spaces in a row shall be permitted without a landscaped island. Parking lot landscape islands shall be a minimum of ten (10) feet wide.
- c. Parking lot screening is required adjacent to public rights-of-way - Low profile screening shall be installed when parking spaces would result in vehicles facing onto the roadway in addition to the requirements of Article 5, Bufferyard and Shading Requirements. Screening may consist of a low wall, evergreen hedge with minimum height of two (2) feet at time of planting planted three (3) feet apart on center and a maximum height of three (3) feet at maturity, or earth berm. Should a low wall be used, such wall shall be accompanied by evergreen shrub plantings on the roadway side of the wall and spaced ten (10) feet apart on center.
- d. Five (5) percent of the interior area of a parking lot shall be reserved for landscape purposes. This provision shall include the landscaping of all required parking islands and medians. Shade trees shall be incorporated within the landscaped islands whenever and wherever practicable.

12. Outdoor Display Areas.

- a. All outdoor display areas, including garden centers and any seasonal sales, shall be enclosed on all sides with high-quality fencing such as fencing resembling wrought iron, (chain link fencing is prohibited).
- b. All outdoor display areas shall be designated on the site plan and must not extend into parking areas.
- c. Mechanical or HVAC equipment shall not be installed at ground level along any portion of a building facing a state maintained street or road or internal street or way unless such location is necessitated by the nature and design of the building it serves. Roof top installation may be allowed provided that such equipment is concealed behind a parapet wall.
- d. A solid fence or wall and native plants shall screen any ground level equipment. Block or brick enclosures, if used, may include decorative openings within the block or brick pattern.
- e. Shrubs shall be at least ten (10) gallons in size, and trees must be at least two (2) inches in caliper at planting.

13. A complete loop trail system shall be installed around the lake prior to the recordation of the first phase in order to ensure active recreation amenities are completed in tandem with the residential construction. Additions to the trail and sidewalk system shall be installed prior to the recordation of additional phases. Sidewalks are required along both sides of the street. (UDO section 914, amended August 2007)

14. The applicant shall perform a traffic impact study for approval by DOT prior to preliminary plan submission. Planning staff shall be included in the scoping of the study.

15. In keeping with Policy WS7 of the 2006 Land Use Plan, the waste water system shall be designed so as to facilitate assimilation into a centralized system at a future date. Compliance shall be demonstrated at preliminary plan submission.

16. All of the open space areas surrounding the lake shall be stabilized with grass, vegetation and the proposed landscaping prior to recordation of the first phase.

17. All visual relief open space within each phase shall be stabilized and vegetated with grass and the proposed landscape buffer.
18. Given the relatively small size of the proposed lots, an R/V boat parking area shall be installed to the rear of the development.
19. Two additional playgrounds shall be installed within phases 2 and 3 of the project. The playground adjacent to the county shall be installed with phase 1. Planning and Inspections staff the Technical Review Committee shall approve the location of the additional playgrounds prior to preliminary plat approval.
20. A landscape plan shall be submitted in conjunction with the preliminary plan showing the location, spacing, caliper dimension, and species of proposed landscaping materials.

B. **TECHNICAL REVIEW STAFF:** On September 20, 2007, Technical Review staff reviewed this application and provided the following comments:

1. **Currituck County Public Works** – Provide information on the proposed wastewater treatment plant.
2. **Soil & Water Conservation** - Approved with the following conditions: Provide an adequate stormwater analysis of onsite and offsite (downstream) drainage during planning stages. Follow requirements of UDO Section 922.
3. **Currituck County Fire Services**– Approved with the following comments: In regards to the commercial structures a fire hydrant must be located within 400' of all portions of the structure. The turning radius and street fire access width appears to meet the minimum unless a structure is built greater than 35' in height. Will any structure be sprinklered?
4. **Currituck County Water Department:** No comments received
5. **Albemarle Regional Health Services** – Approved with the following comments: A central wastewater system will be under the jurisdiction of the Division of Water Quality.
6. **NC Department of Transportation:** Approved with the following conditions: A TIA shall be performed, redesign/realign South Ridge; eliminate driveways on Survey Road (commercial & county).

PLANNING BOARD DISCUSSION November 13, 2007

Mark Bissell appeared before the board.

Mr. Webb presented the case analysis to the board.

Mr. Kovacs asked if sidewalks were going to be on both sides of the street.

Mr. Webb stated “yes”.

Mr. Kovacs asked what is a 5 day pond wastewater treatment as compared to an infastration pond.

Mark Bissell stated that a 5 day pond is basely a dry pond.

Mr. Kovacs asked if the houses around the pond will be made aware of this.

Mark Bissell stated it could be a water feature of the project.

PLANNING BOARD ACTION

Mr. Kovacs motioned to recommend approval with staff recommendations for an Amended Sketch Plan for 146 lots and 5.67 acres of commercial, and a 4 acre county dedicated site in South Ridge according to the 2006 Land Use Plan. Mr. Etheridge seconded the motion. Motion passed unanimously.

Chairman Nelms opened the public hearing.

George Winslow, adjacent property owner, questioned the drainage.

David Ryan, Bissell, was present to answer questions.

Commissioner Taylor moved to approve with findings of fact. Commissioner Gregory seconded the motion. Motion carried.

Public Hearing and Action on PB 87-56 Monterey Shores Section III, PUD (Corolla Shores) Amended Sketch Plan/ Special Use Permit to designate the use of a commercial parcel for a grocery store and increase the commercial allocation for the site on property located in Corolla adjacent to the Currituck Sound, west of the Whalehead Subdivision, and south of the Corolla Light PUD, Map 115, Parcel 3S, Poplar Branch Township.

Sworn Testimony was given prior to making comments.

Ben Woody, Planning Director, reviewed the request.

**CASE ANALYSIS FOR THE BOARD OF COMMISSIONERS
MEETING DATE: December 3, 2007
PB 87-56 MONTERAY SHORES, PUD**

- ITEM:** PB 87-56 MONTERAY SHORES SECTION III, PUD (COROLLA SHORES) Amended Sketch Plan/ Special Use Permit to designate the use of a commercial parcel for a grocery store and increase the commercial allocation for the site.
- LOCATION:** Located in Corolla adjacent to the Currituck Sound, west of the Whalehead Subdivision, and south of the Corolla Light PUD, Poplar Branch Township.
- PROPOSED ZONING DISTRICT:** GB/ PUD (6.1 acre commercial area proposed) and RO1/ PUD (7.51 acre open space proposed)

The site currently has 5.72 acres GB/PUD and 7.89 acres open space.

TAX MAP: Tax Map 115, Parcel 3S

OWNER:
Food Lion, LLC
PO Box 1330
Salisbury, NC 28145

APPLICANT/AGENT
Quible and Associates
PO Drawer 870
Kitty Hawk, NC 27949

LAND USE/ZONING OF SURROUNDING PROPERTY:

NORTH:	Corolla Light PUD- 3 residential lots and utility areas	RO1/ PUD
SOUTH:	Monteray Shores/ Corolla Bay and Currituck County Beach Property	RO1/ PUD
EAST:	Corolla Bay proposed commercial areas	RO1/ PUD
WEST:	Currituck Sound	

Narrative:

The purpose of this request is to designate the use of this property for a Food Lion/ Bloom grocery store and indicate the parcel will have 6.1 acres of commercial zoning.

PREVIOUS AMENDMENTS TO THE MONTERAY SHORES SKETCH PLAN

Original Sketch Plan approval was granted October 13, 1987 for 608 residential lots, 20 acres of commercial areas (5.6%) which were never entirely delineated on original plans, associated recreational amenities and common areas. At the time of approval, applicant was allowed up to 10% (35.5 ac) of total land area (355.6 ac.) for commercial development. Density for the development was 1.94 units/acre.

Since that time, the Board has made the following Sketch Plan Amendments:

CHANGES APPROVED BY BOC ON DECEMBER 6, 1999

1. Decrease density from 658 units to 598 units (loss of 60 units). Overall density will be reduced from 2.36 units/acre to 2.14 units/acre which is below the 3 units/acre allowed within PUD's.
2. Increase of open space from 38.6% (137.22 ac.) to 39.3% (139.75 ac.) which exceeds the minimum 35% required within PUD's.
3. Increase commercial area from 20.05 ac. to 34.1 ac. which equals 9.59% (up to 10.0% allowed). Applicant also requested a LBH designation.
4. Addition of 2 amenities areas (1 at south end; 1 at north end) plus dedication of a sound access easement to Currituck County at the south end.
5. Proposed roadway connections with Whalehead Subdivision at both Herring and Perch Streets.

CHANGES APPROVED BY BOC ON SEPTEMBER 11, 2000

1. To show a 33,000 square foot Food Store on northernmost commercial parcel;

2. To depict a minor variation in the overall commercial boundary ("404" wetland areas have been delineated and taken out of the original commercial area);
3. To convert 72 single-family lots to 24 multi-family and 48 hotel units;
4. To show parking lot within area to be dedicated to Currituck County for public sound access; and,
5. Increase minimum lot area within all single-family lots.

CHANGES APPROVED BY BOC ON JUNE 17, 2002

1. Further defined development intent within the "Phase IV" commercial portion of Corolla Shores. Phase IV portion of the amended sketch plan showed approximately 75,000 square feet of retail/restaurant commercial complex within ten (10) proposed buildings. It should be noted that this did not represent an increase in overall commercial acreage within Corolla Shores as it remains at 14.05 acres.
2. Increased the total number of single family home sites from 92 to 116.
3. Reduced the total number of multi-family/hotel/lodge density from 72 to 48.
4. Reduced open space from 28.92 acres to 23.67 acres which still exceeds the minimum 35% required with PUD's.

CHANGES APPROVED BY BOC ON DECEMBER 1, 2003

1. The 10.07 acre site that Currituck County has purchased is reflected on the new Sketch Plan and has been designated residential. This area was previously designated as commercial.
2. The total amount of commercial area in Phase 3 was reduced from 14.05 acres to 13.95 acres.
3. The total number of single family home sites was reduced from 134 to 115 units.
4. Open space in Phase 3 was reduced from 23.67 acres to 14.28 acres. Under this proposal, the total amount of open space for Monterey Shores was 124.46 acres which meets the 35% minimum required.

CHANGES APPROVED BY BOC ON NOVEMBER 15, 2004

1. Phasing (Section) lines within Corolla Bay, Monterey Shores Phase III.;
2. Approval for 36 single family home sites located in Section 1.
3. To show the location of the wastewater treatment system. The wastewater treatment facility will serve the 36 home sites in Section 1 in addition to the 7.32 acre Commercial Site #1 in Section 1, and the future Food Lion site in Section V. The water for the development will be provided by Currituck County from the new SOBWS plant.

CHANGES APPROVED BY BOC ON FEBRUARY 16, 2006

1. The allowed number of lots for Corolla Bay is 115.
 2. Change the alignment of the proposed streets from the 2004 plan.
 3. Increase the number of lots in Section II from 33 to 40.
 4. Decrease the number of lots in Section III from 44 to 39.
 5. Increase the size of the utility open space needed to serve as a disposal area from 4.116 acres to 8.574. This area will be the disposal area for the treated water for the 83,600 Gallons per Day (GPD) Corolla Bay Wastewater Treatment system.
 6. Place 32 lots in Section III into utility open space, for a total of **83** available lots that can receive Preliminary Plat approval without an Amended Sketch Plan.
- Notes:

1. Sections II and III are allowed to create 47 lots according to this Amended Sketch Plan.
2. Section I received Preliminary Plat approval for 36 lots on September 13, 2005.
3. The resulting density for Corolla Bay is 0.39 units per acre. The total density for Monterey Shores is 1.62 units per acre.

CHANGES APPROVED BY BOC ON NOVEMBER 5, 2007

1. The purpose of this request is to increase the permitted density of Corolla Bay from 115 units to 256 residential units with 13.76 acres reserved for a mixed commercial development.
2. The proposed changes will increase the overall density of Monterey Shores from 1.62 units/ acre to 2.15 units/ acre.
3. The total proposed commercial area for Monterey Shores will be 33.81 acres, less than the allowed 35.5 acres.
4. This plan indicates Corolla Bay will not build a separate wastewater treatment plant.
5. The wastewater will be treated by the Monterey Shores wastewater plant, which should be expanded by spring of 2008. Carolina Water has a contract to provide up to 200,000 GPD of treatment for Corolla Bay.
6. As noted on previous sketch plans, Herring Street is proposed to be improved and continue through the Whalehead Club subdivision for vehicular traffic.
7. The following summary is based on the maximum wastewater allocation available and not a site specific plan:

<u>Residential Unit Type</u>	<u>Number of Units</u>
Single Family Lots (Sections 1 and 2)	72
Detached Condominium units	57
Multi-Family (attached) units	102
Mixed Residential Units	<u>25</u>
 TOTAL RESIDENTIAL UNITS	 256

ELEMENTS OF THIS PLAN:

- STREETS:** The parcel has direct access to NC 12.
- WATER:** Water will be provided by the County's Southern Outer Banks Water System (SOBW).
- FIRE:** The development will be served by the Corolla Fire & Rescue Station and fire hydrants will be installed in accordance with Volume 5 of the NC Building Code.
- WASTEWATER:** Food Lion has been allocated 5,500 GPD from Carolina Water Service, Inc.

OPEN SPACE: Open space in Phase 3 of Monterey Shores - Corolla Bay has been increased from 14.96 acres to 28.95 acres. Under this proposal the total amount of open space for all of Monterey Shores will be 131.88 acres (36.88%) which meets the 35% minimum required.

DRAINAGE: The applicant is proposing to drain the site to a stormwater pond that will be installed on-site.

FLOOD ZONES: The development site contains flood zones AE (5) and Shaded X.

TECHNICAL REVIEW STAFF:

On October 17, 2007 Technical Review staff reviewed this application with the following comments and requirements:

NCDOT

Traffic Impact Analysis required, show any existing access across from site, vicinity map need additional information.

SOBWS (Pat Irwin)

Capacity is available and approved.

Soil and Water

Approved as is.

Public Works/ County Engineer

1. CWS made a presentation to the Monterey Shores citizens in August on the Monterey Shores WWTP expansion to 520,000 gpd which is scheduled to be complete April 2009.
2. Where will the Food Lion wastewater allocation come from?
3. How is this project affected by the moratorium on wastewater hook-ups in Monterey Shores?
4. Will Food Lion tie in prior to the WWTP expansion, and if so, will DENR approve?

(Note: Eddie Valdivieso, Quible, stated that wastewater permits are required at Preliminary Plat and no development can begin without the permits in place.)

Currituck Fire Services (James Mims)

1. Need to see fire hydrant locations.
2. Fire hydrants must be within 600' of all portions of sprinklered structures.
3. A fire hydrant must be placed in close proximity to the fire department connection so as hose lines will not block the full width of the fire apparatus access when connected to both.
4. Fire lanes must be identified.
5. Turning radius must be so the ladder truck has access to the structure.

Division of Coastal Management

1. Indicate the Coastal Wetland line so that DCM can determine jurisdiction.
2. A stormwater basin and a parking area are located within 5 feet of the existing pond. Are connections to the existing pond proposed? If not, how will separation be maintained?

Albemarle Regional Health Services

The building prototype will have to be approved in the Raleigh office and cannot be approved by ARHS.

Inspections Department

Staff recommends moving the building east on the plan so that none of it will be in a flood zone.

Currituck County GIS

No Comments.

County Parks & Recreation Department

No comments received.

Currituck County Emergency Management

No comments received.

STAFF RECOMMENDATION: Staff recommends **approval** subject to the following conditions:

Code and TRC Requirements:

1. An updated wetlands survey shall be submitted with the preliminary plat. (Section 922)
2. All TRC comments and requirements shall be incorporated with this permit.
3. Wastewater treatment shall be provided from the Monterey Shores Wastewater Treatment Plant.
4. A Preliminary Plat shall be approved prior to any ground disturbing activities, including tree removal, clearing or grading.

Staff Recommendations:

An on-site evaluation of the existing vegetation and site screening was performed on November 1, 2007. Staff recommends some specific requirements for this site for the following reasons:

- (a) To aid in stabilizing the environment's ecological balance by contributing to the processes of air purification, sand erosion control, groundwater recharge, and stormwater runoff retardation;
- (b) To encourage the preservation of existing trees and desirable vegetation;
- (c) To provide visual buffering and enhance the beautification of the Corolla;
- (d) To safeguard and enhance property values and to protect adjacent public and private investment;

Site design recommendations:

1. The site design shall be reviewed and approved by planning staff prior to submission of the plan for TRC review.
2. The goals during the design development will be to provide adequate buffers for the 404 wetlands, retain existing trees, and screen the site from adjacent residential properties.
3. Identify all existing trees in the potential buffer areas and design the site to preserve this existing buffer to the maximum extent possible.
4. If additional trees are needed, they should have a minimum caliper of 2 inches, shall be 8-10 feet in height at installation. Shrubs shall be evergreen and 3 feet in height when installed and are expected to reach a minimum height of 6 feet at maturity.

5. Install interior landscaped islands in the parking lot. The number of islands shall be determined at the site plan review stage.
6. The number of parking spaces required shall be reduced if needed to meet these additional buffer and landscaping requirements, not to exceed a 20% reduction in required parking spaces.
7. The parapet on top of the building shall extend to the sides and the rear to screen any mechanical equipment.
8. The loading dock and any waste storage areas shall be fully screened with a masonry or wooden fence.
9. Elevations for the building shall be submitted along with the Preliminary Plat/ Site Plan for TRC and Planning Board review.

PLANNING BOARD DISCUSSION

Eddie Valdivieso appeared before the board.

Mr. Webb presented the case analysis to the board.

Ms. Robbins stated that there seems to be a sign advertising commercial property for sale.

Mr. Webb stated this is the property where the sign is located and it is zoned General Business (GB) for a grocery store.

Mr. Valdivieso provided a brief history on the lot and he was asking the Planning Board to approve the Amended Sketch Plan/Special Use Permit for the food store.

Mr. Kovacs asked what will happen to the old Food Lion and would not want to see an empty shell at this site.

Dan Williamson stated that there are no plans to close this Food Lion in Corolla.

ACTION

Mr. Kovacs motioned to recommend approval with staff recommendations of an Amended Sketch Plan/Special Use Permit to designate the use of a commercial parcel for a grocery store and increase the commercial allocation for the site according to the 2006 Land Use Plan. Ms. Turner seconded the motion. Motion passed unanimously.

Chairman Nelms opened the public hearing.

Mr. Valdivieso, Engineer, was present to represent the owner, Food Lion.

There being no further comments, Chairman Nelms closed the public hearing.

Commissioner Bowden moved to approve with findings of fact. Chairman Nelms seconded the motion. Motion carried.

Consideration of Amendment to Code of Ordinances, Chapter 2, Article III, Division 3. Economic Development Board - Second Reading

Commissioner Gregory moved to approve. Commissioner Taylor seconded the motion. Motion carried.

DIVISION 3. ECONOMIC DEVELOPMENT BOARD

Sec. 2-136. Created.

The county economic development board is created pursuant to G.S. 153A-76. (Ord. of 4-15-91, pt. 1, § 1)

Sec. 2-137. Composition.

Members of the economic development board shall be residents of the county who are interested in the promotion and encouragement of the county's economic development. Members shall be as follows:

- (1) Seven who shall at the time of appointment be actively connected with and have experience in economic development, or agriculture, business, or industry;
- (2) One member of the board of commissioners, ex officio;
- (3) The president of the chamber of commerce, ex officio;
- (4) The county's economic development officer, ex officio.

(Ord. of 4-15-91, pt. 1, § 2; Amd. of 1-3-00, pt. 1, § 2)

Sec. 2-138. Appointment and terms of members.

The citizen members of the economic development board shall be appointed by and serve at the pleasure of the board of commissioners as follows:

- (1) Initial appointments shall be arranged such that one appointment will expire at the end of the first year, three appointments expire at the end of the second year, and three appointments expire at the end of the third year. All subsequent appointments will be for a term of three years with such term commencing on the first day of January. Furthermore, each initial appointment shall be assigned to a unique commissioner seat with that respective commissioner being responsible for all subsequent appointments.
- (2) The commissioner serving as an ex officio member shall be appointed by the board of commissioners on the first Monday in December to serve for a two-year term.
- (3) In the event of a vacancy of a citizen member's seat, the board of commissioners shall appoint a citizen to fill the unexpired term of office.

(Ord. of 4-15-91, pt. 1, § 3; Amd. of 1-3-00, pt. 1, § 3; Ord. of 2-5-07)

Sec. 2-139. Compensation of members.

The citizen members of the economic development board shall be paid the sum of \$50.00 per meeting or as otherwise provided by the board of commissioners. **and shall be subject to the travel reimbursement policy for Currituck County employees as adopted from time to time by the Board of Commissioners.**" (Ord. of 4-15-91, pt. 1, § 5; Amd. of 1-3-00, pt. 1, § 5)

Sec. 2-140. Removal of members.

The board of commissioners shall have the right to remove any member appointed to the economic development board at will and appoint a replacement member.

(Ord. of 4-15-91, pt. 1, § 4)

Sec. 2-141. Duties.

The economic development board is charged with working closely with the county's economic development director in formulating and recommending to the board of commissioners projects for carrying out an economic development program through attraction of new industries, encouragement of agricultural development and encouragement of new business and industrial ventures by local and nonlocal capital; promoting and encouraging tourism, and to that end shall seek advice and recommendations from the tourist industry; the study of tourist related services

and recommendation to the board of commissioners for enhancement of tourist related services; and other activities of a similar nature.
(Ord. of 4-15-91, pt. I, § 8; Amd. of 1-3-00, pt. I, § 8)

Sec. 2-142. Function as advisory body.

The economic development board shall have no legislative powers of its own but shall be an advisory body to the board of commissioners concerning the matters with which it is charged, and the board of commissioners will receive and consider the board's recommendations in the promotion, encouragement, and enhancement of economic development within the county.
(Ord. of 4-15-91, pt. I, § 9)

Sec. 2-143. Officers.

The economic development board shall appoint from its membership a chairman and any other officers as it may deem necessary for the orderly conduct of its business.
(Ord. of 4-15-91, pt. I, § 6)

Sec. 2-144. Meetings.

The economic development board shall hold meetings regularly at least once quarterly and at hours as may be fixed by the board. Special meetings may be held on call of the chairman upon 48 hours' notice to the members of the board. A copy of the minutes of all meetings shall be sent to the county manager. All meetings or other business of the board shall be conducted in accordance with the open meetings law.
(Ord. of 4-15-91, pt. I, § 7; Amd. of 1-3-00, pt. I, § 7)
Secs. 2-145--2-160. Reserved.

Appointments to Senior Center Advisory Board

Commissioner Bowden moved to appoint Sue Austin and Rosalie Rose. Commissioner Gregory seconded the motion. Motion carried

Consent Agenda:

1. Budget Amendments
2. Approval of November 19, 2007, Minutes
3. Approval of Change Order No. 1 for Airport Bituminous Apron Expansion Project
4. Approval of 2007 File Destruction Log - Personnel Department
5. Approval of Transportation Improvement Program- Division of Aviation

Commissioner Gregory moved to approve. Commissioner Bowden seconded the motion. Motion carried.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
66868-590000	Capital Outlay	\$ 30,000	
66390-495015	T F - Occupancy Tax		\$ 30,000

15447-587066	T T - SOBWS	\$	30,000		
15320-415000	Occupancy Tax			\$	30,000
			<u>\$</u>	<u>60,000</u>	<u>\$</u>
				<u>60,000</u>	

Explanation: Occupancy Tax - Tourism related (15447); Southern Outer Banks Water System (66868) - To increase budgeted line items for the 100 HP pump for the Southern Outer Banks Water System. This increase is to upsize the pump for 3 MGD rather than the 2 MGD pump that was budgeted and for cost increases since the estimate. This will be funded through occupancy tax.

Net Budget

Effect: Occupancy Tax Fund (15) - Increased by \$30,000.
Southern Outer Banks Water Fund (66) - Increased by \$30,000.

<u>Account Number</u>	<u>Account Description</u>	Debit		Credit	
			Decrease Revenue or Increase Expense		Increase Revenue or Decrease Expense
10531-545000	Contract Services	\$	10,866		
10330-445000	Emergency Management			\$	10,866
			<u>\$</u>	<u>10,866</u>	<u>\$</u>
				<u>10,866</u>	

Explanation: Emergency Management (10531) - Increase budgeted line items to begin updates on the Emergency Operations Plan. The 2007 Emergency Management Planning Grant exceeded the budgeted revenues by \$10,866.

Net Budget

Effect: Operating Fund (10) - Increased by \$10,866.

<u>Account Number</u>	<u>Account Description</u>	Debit		Credit	
			Decrease Revenue or Increase Expense		Increase Revenue or Decrease Expense
10410 502000	SALARIES		600		
10410 505000	FICA		46		
10410 507000	RETIREMENT		60		
10415 502000	SALARIES		200		
10415 505000	FICA		15		
10415 507000	RETIREMENT		20		
10430 502000	SALARIES		400		
10430 403000	SALARIES		100		
10430 505000	FICA		38		
10430 507000	RETIREMENT		40		
10440 502000	SALARIES		800		
10440 505000	FICA		62		
10440 507000	RETIREMENT		78		
10441 502000	SALARIES		800		

10441 505000	FICA	62
10441 507000	RETIREMENT	78
10445 502000	SALARIES	400
10445 505000	FICA	31
10445 507000	RETIREMENT	39
10446 502000	SALARIES	600
10446 505000	FICA	46
10446 507000	RETIREMENT	60
10450 502000	SALARIES	1,600
10450 505000	FICA	122
10450 507000	RETIREMENT	157
10460 502000	SALARIES	2,200
10460 505000	FICA	168
10460 507000	RETIREMENT	217
10461 502000	SALARIES	200
10461 505000	FICA	15
10461 507000	RETIREMENT	20
10480 502000	SALARIES	1,200
10480 505000	FICA	92
10480 507000	RETIREMENT	117
10510 502000	SALARIES	11,600
10510 503000	SALARIES	200
10510 505000	FICA	903
10510 507000	RETIREMENT	1,134
10511 502000	SALARIES	5,400
10511 503000	SALARIES	100
10511 505000	FICA	421
10511 507000	RETIREMENT	533
10512 502000	SALARIES	800
10512 505000	FICA	62
10512 507000	RETIREMENT	79
10530 502000	SALARIES	12,600
10530 505000	FICA	964
10530 507000	RETIREMENT	1,243
10531 502000	SALARIES	600
10531 505000	FICA	46
10531 507000	RETIREMENT	59
10535 502000	SALARIES	2,000
10535 505000	FICA	153
10535 507000	RETIREMENT	197
10540 502000	SALARIES	1,800
10540 505000	FICA	138
10540 507000	RETIREMENT	176
10541 502000	SALARIES	200
10541 505000	FICA	15
10541 507000	RETIREMENT	20
10550 502000	SALARIES	200
10550 503000	SALARIES	300
10550 505000	FICA	36
10550 507000	RETIREMENT	20
10606 502000	SALARIES	400
10606 505000	FICA	31
10606 507000	RETIREMENT	39

10640 502000	SALARIES	900	
10640 505000	FICA	69	
10640 507000	RETIREMENT	79	
10660 502000	SALARIES	1,800	
10660 505000	FICA	138	
10660 507000	RETIREMENT	177	
10750 502000	SALARIES	7,600	
10750 505000	FICA	581	
10750 507000	RETIREMENT	750	
10775 502000	SALARIES	1,000	
10775 503000	SALARIES	100	
10775 505000	FICA	84	
10775 507000	RETIREMENT	108	
10790 502000	SALARIES	1,200	
10790 503000	SALARIES	400	
10790 505000	FICA	122	
10790 507000	RETIREMENT	118	
10795 502000	SALARIES	1,200	
10795 503000	SALARIES	100	
10795 505000	FICA	100	
10795 507000	RETIREMENT	117	
10380-481000	INVESTMENT EARNINGS		69,895
		<u>69,895</u>	<u>69,895</u>
15446 502000	SALARIES	1,000	
15446 505000	FICA	77	
15446 507000	RETIREMENT	99	
15320 415000	OCCUPANCY TAX		1,176
		<u>1,176</u>	<u>1,176</u>
61818 502000	SALARIES	2,400	
61818 505000	FICA	184	
61818 507000	RETIREMENT	235	
61380 481000	INVESTMENT EARNINGS		2,819
		<u>2,819</u>	<u>2,819</u>
66868 502000	SALARIES	1,400	
66868 505000	FICA	107	
66868 507000	RETIREMENT	138	
66360 470000	UTILITIES CHARGES		1,645
		<u>1,645</u>	<u>1,645</u>

Explanation: Christmas Bonus - \$200 for full-time budgeted employees and \$100 for part-time budgeted employees.

Net Budget

Effect:

Operating Fund (10) - Increased by \$69,895.

Occupancy Tax Fund (15) - Increased by \$1,176.

Mainland Water Fund (61) - Increased by \$2,819.

Southern Outer Banks Water Fund (66) - Increased by \$1,645.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
50550-592002	Perimeter Fencing 03 Air 21	166,667	
50380-481000	Investment Earnings	1,408	
50330-448000	State Aid to Airports		150,000
50550-592005	T-Hangar/Fencing		18,075
		168,075	168,075

Explanation: Governmental Construction Airport Projects (50550) - To adjust projects for perimeter fencing and T-Hangar Construction/Fencing/Fuel Farm repairs to State funding and to remove the fuel farm repairs from this project.

Net Budget Effect: Governmental Construction Fund (50) - Increased by \$148,592.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
50550-592006	Hangar/Taxiway 36237.8.6.2	166,667	
50330-448000	State Aide to Airports		150,000
50390-495010	T F - Operating Fund		16,667
10990-587050	T T - Govt Construction	16,667	
10550-592000	Airport Projects		16,667
		183,334	183,334

Explanation: Governmental Construction Airport Projects (50550) - To record the Federal Aviation Century of Flight Authorization (Vision 100) funds from the NC Department of Transportation, Division of Aviation. This grant will be used for additional funding for a corporate hangar and additional hangar taxiways. There is a County match of \$16,667 for this grant that will come from funds budgeted in airport projects.

Net Budget Effect: Operating Fund (10) - No change.
Governmental Construction Fund (50) - Increased by \$166,667.

Debit **Credit**

<u>Account Number</u>	<u>Account Description</u>	Decrease Revenue or <u>Increase Expense</u>	Increase Revenue or <u>Decrease Expense</u>
50550-592007	Partial Parallel Taxiway 36237.8.6.1	940,000	
50330-448000	State Aide to Airports		846,000
50390-495010	T F - Operating Fund		94,000
10990-587050	T T - Govt Construction	94,000	
10550-592000	Airport Projects		94,000
		<u>1,034,000</u>	<u>1,034,000</u>

Explanation: Governmental Construction Airport Projects (50550) - To record NC Department of Transportation, Division of Aviation Grant 36237.8.6.1 for Construction of a partial parallel taxiway. This grant requires a County match of \$94,000, which will be funded through budgeted funds in Airport projects.

Net Budget Effect:

Operating Fund (10) - No change.
Governmental Construction Fund (50) - Increased by \$940,000.

<u>Account Number</u>	<u>Account Description</u>	Debit Decrease Revenue or <u>Increase Expense</u>	Credit Increase Revenue or <u>Decrease Expense</u>
10530-545000	Contract Services	56,770	
10530-502000	Salaries - Regular		52,736
10530-505000	FICA Expense		4,034
		<u>56,770</u>	<u>56,770</u>

Explanation: Emergency Medical Services (10530) - To transfer budgeted funds to contract services to reimburse Corolla Volunteer Fire & Rescue Squad, Inc. for salaries for the second EMS crew during the transitional period of July 1 through September 14, 2007.

Net Budget Effect:

Operating Fund (10) - No change.

Commissioner's Report

Commissioner Etheridge requested to place in UDO that applicant needs to be present.

Commissioner Bowden mentioned the dinner at the Knotts Island Ruritan Club.

Chairman Nelms mentioned that the Toys for Tots would be this Saturday.

County Manager's Report

Mr. Scanlon updated the Board on the water pressure on Waterlily Road. There has been an improvement since valve was installed.

Closed Session according to GS 143-318.11 (5) to discuss acquisition of property located on NC 168, Moyock, owner Phyllis Bernard.

Chairman Nelms moved to go into closed session.
Commissioner Bowden seconded the motion. Motion carried.

Adjourn

After reconvening from closed session, the County Manager was authorized to proceed with negotiations for property.