

Currituck County Board of Commissioners Agenda

Historic Currituck County Courthouse

Date: Monday, December 06, 2010 Time: 7:00 PM

Reception

5:30 to 7:00 p.m. Reception for out going Commissioners and newly elected Commissioners

Regular Agenda

7:00 p.m. Invocation

Pledge of Allegiance

Item 1 Approval of November 15, 2010 Minutes

Item 2 Recognition of out going Commissioners Taylor, Gregory and Nelms

Item 3 Recognition of out going Chairman O'Neal

5 minute recess

Item 4 The Honorable Ray Matusko, Clerk of Superior Court, to give the oath of office for newly elected Commissioners

Item 5 Election of Chairman

Item 6 Election of Vice-Chairman

5 minute recess

Item 7 Approval of Agenda

Item 8 Public Comment

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

Item 9 Consideration and Action: PB 00-15 Soundside Recycling: Renewal of a special use permit for a demolition landfill operation and a mulch sales stockpile area located at 7565 Caratoke Highway, Tax Map 110, Parcels 38 and 39, Poplar Branch Township.

- Item 10 Presentation on Currituck County Rural center**
- Item 11 Update on Emergency Management**
- Item 12 Appointment to Walnut Island Sanitary District Board**
- Item 13 Appointment to Workforce Development Board**
- Item 14 Consent Agenda:**
 - 1. Budget Amendments
 - 2. Declare Surplus property for Fire/EMS Department
 - 3. Amendment to Policies and Procedures for use of Cooperative Extension Center
- Item 15 Commissioner's Report**
- Item 16 County Manager's Report**
- Item 17 Closed Session:**
 - 1. According to GS 143-318.11 (3) to consult with an attorney in order to preserve the attorney client privilege
 - 2. and (6) to discuss personnel

Adjourn

CURRITUCK COUNTY
NORTH CAROLINA
November 15, 2010

The Board of Commissioners met 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, Commissioners Etheridge, Gregory, Rorer, Nelms, Aydlett and Taylor.

Invocation and Pledge of Allegiance

The Reverend Scott Finicum, Mt. Zion United Methodist Church, was present to give the invocation and Pledge of Allegiance.

Approval of Agenda

Commissioner Aydlett moved to approve the agenda.
Commissioner Taylor 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 **Sharon Tanner, Albemarle Hospital, presentation**

- Item 4 **Public Hearing and Action:** PB 10-28 Turnpike Properties: Request to amend the Unified Development Ordinance, Chapter 2: Zoning Districts, Chapter 6: Environmental Protection, and Chapter 8: Parking and Driveways, to modify the zoning requirements for single family residential lots with centralized water and sewer service in the Limited Business with Hotels (LBH) zoning district.

- Item 5 **Consideration of Ordinance** exempting Currituck County from Permit Extension Act

- Item 6 **Consideration of Resolution** requesting State Board of Transportation abandonment of a portion of un-open cul-de-sac on Walnut Island Blvd.

- Item 7 **Consent Agenda:**
 - 1. Budget Amendments
 - 2. Approval of November 1, 2010, Minutes

- Item 8 Commissioner's Report

- Item 9 County Manager's Report

Adjourn

Special Meeting

Tourism Development Authority

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. There being no comments, he closed the public comment period.

Sharon Tanner, Albemarle Hospital, presentation

Lena Hoda and Don Drake, Patient Care Service, presented the board with a review of the health care services provided by Albemarle Hospital and how they ranked with the surrounding hospitals.

Chairman O'Neal commended Ms. Tanner and her staff for their efforts.

Public Hearing and Action: PB 10-28 Turnpike Properties: Request to amend the Unified Development Ordinance, Chapter 2: Zoning Districts, Chapter 6: Environmental Protection, and Chapter 8: Parking and Driveways, to modify the zoning requirements for single family residential lots with centralized water and sewer service in the Limited Business with Hotels (LBH) zoning district.

Ben Woody, Planning Director reviewed the request.

The attached text amendment to the Unified Development Ordinance, submitted by Turnpike Properties, LLC, proposes to modify zoning standards for residential lots in the Limited Business Hotel (LBH) zoning district. The amendment request includes a reduction in:

1. The minimum lot size.
2. The minimum lot width.
3. The minimum driveway and parking space setbacks.
4. The minimum size parking space, and
5. The setback for fill.

The request requires modification of six sections of the Unified Development Ordinance, but is narrowly focused on residential development that is connected to centralized water and sewer in a single zoning district (LBH).

The proposed text amendment allows for higher residential densities and smaller dimensional standards than those currently allowed in comparable, but less restrictive zoning districts such as General Business (GB). In fact, the request results in development patterns typically allowed within planned unit developments (PUD).

Considering the applicant's objectives can be accomplished without a text amendment, planning staff is concerned with the policy implications of this request. While text amendments apply countywide, this particular request is intended to allow small lot single family residential dwellings on property surrounded by the Pine Island Planned Unit Development (staff has no objection to residential development on the subject property).

Zoning and subdivision regulations are broad in scope and amendments to accommodate individual developments create cumbersome standards and often result in unintended consequences. Staff feels the appropriate course of action is for the applicant to develop the subject property using an existing zoning option, and therefore recommends denial based on the following concerns:

1. The proposed text amendment is similar to typical residential development patterns associated with planned unit developments. The type of development proposed can be achieved by incorporation into an existing planned unit development, thereby alleviating the need for a countywide text amendment.
2. The proposed text amendment may undermine the intent of the Limited Business with Hotels (LBH) zoning district by allowing increased density and reductions in regulatory requirements in an area intended for transitional development.
3. The county is currently working on a comprehensive rewrite of the Unified Development Ordinance (UDO). Parcel and/or issue specific text amendments are a primary cause of the inconsistencies that exist in the current UDO. Text amendments during and after the rewrite process should be limited to broad policy objectives.

The Planning Board recommended **approval** at their October 12, 2010 meeting with the condition that the amendment be limited to Oceanfront LBH Districts.

PLANNING BOARD DISCUSSION (10/12/10)

Mr. West asked if fill will be within 10 feet of the property line or will they fill right up to the property line.

Mr. Woody stated fill is proposed to be allowed within 10 feet of the property line but the developer will be required to submit an engineered grading plan.

Mr. West stated he is concerned with water run off on neighboring properties if it is connected to centralized water and sewer in a single zoning district (LBH).

Mr. Kovacs stated he is concerned with the parking space dimensions. Mr. Kovacs stated that a minimum of 9 feet wide for parking spaces is inadequate.

Mr. Hollan provided the history of the property. Mr. Hollan stated the property was zoned in error from RO1 to LBH. Turnpike Properties opposed the special use permit approved by the Board of Commissioners. The third party rezoning request was recommended against. This request is a compromise with all parties in agreement that include: Pine Island Association, Turnpike Properties, National Audubon Society and SAGA Development. This is a plan that everyone can live with. There are two lawsuits pending against the county, one with the Pine Island Association and one with Turnpike Properties. Mr. Hollan stated 13 single family homes are proposed to be built on this piece of property. Mr. Hollan stated the Guptas (SAGA Development) have vested rights with the approved special use permit for 2 years. Mr. Hollan is asking that the board recommend approval of the request.

Mr. Clark asked Mr. Hollan what his interest is in the property.

Mr. Hollan stated he has been a developer in Pine Island since the 70's. He has an obligation to how and what can be permitted and what happens in the community. Originally this land was a Natural Heritage Area. This is a win-win for everyone involved.

Mr. Clark asked if this text amendment was approved what would happen to pending lawsuits.

Mr. Hollan stated the lawsuits would be dropped.

Mr. West asked if the commissioners could create a new district. Mr. West is concerned that this text amendment will apply countywide. Could you create a new oceanfront LBH district? The soil types are different on the OBX vs. the mainland.

Mr. Woody stated the commissioners could create a new district.

The Planning Board discussed this request being allowed within an existing planned unit development (PUD) vs. having the text amendment that would be countywide.

Mr. Kovacs asked what will be the size of the homes.

Mr. Hollan stated they will not exceed 12 bedrooms and will be larger than the largest home already in Pine Island.

Mr. Valdivieso stated this process will be the least painful solution with the property zoned LBH. Mr. Valdivieso stated in the current UDO if property is zoned LBH, technically PUD's are not allowed. Mr. Valdivieso referenced that in the old UDO, utility easements and wastewater infrastructure counted as part of the 35% of required open space. The new UDO does not allow this to be counted in open space. If the property was rezoned to RO1 the lot sizes would be smaller. Mr. Valdivieso talked about parking setbacks.

Mr. Palmer stated this text amendment would solve Turnpike Properties problems, but it will be countywide. Mr. Palmer asked if the request should go before the Board of Adjustment.

The Planning Board discussed an oceanfront LBH district.

Mr. Woody stated that the county has approximately 159.5 acres LBH; OBX has 96.2 acres and the Mainland has 63.3 acres.

Mr. Wright asked if LBH oceanfront would have any play in Carova.

ACTION

Mr. West moved to approve PB 10-28 request to amend the Unified Development Ordinance as presented with the addition that it be limited to Oceanfront LBH Districts. Ms. Taylor seconded the motion. Ayes: Mr. Bell, Mr. Kovacs, Mr. West, Ms. Wilson, Ms. Taylor, Mr. Wright and Mr. Midgette. Nays: Mr. Clark.

**PB 10-28 Turnpike Properties, LLC
UDO AMENDMENT REQUEST**

An amendment to the Unified Development Ordinance Chapter 2: Zoning Districts, Chapter 6: Environmental Protection, and Chapter 8: Parking and Driveways, to modify the zoning requirements for single family residential lots with centralized water and sewer service in the Limited Business with Hotels (LBH) zoning district.

BE IT ORDAINED by the Board of Commissioners of the County of Currituck, North Carolina that the Unified Development Ordinance of the County of Currituck be amended as follows:

Item 1: That Chapter 2: Zoning Districts, Section 2.6 is amended by adding the following underlined language:

2.6.4 Setback Requirements

- A. Fill is not allowed within ten feet of either side on rear property lines. Fill is not allowed within ten feet of the front (street) property line except for driveway improvements and as approved by the county engineer. Lots within planned unit developments and single family residential lots with centralized water and sewer service in **an oceanfront** LBH zoning district are exempt from these regulations. Fill may be allowed within ten feet of any property line subject to county engineer review and approval of a site specific engineered grading and

drainage plan for single family residential lots with centralized water and sewer service in **an oceanfront** LBH zoning district.

Item 2: That Chapter 2: Zoning Districts, Section 2.7 is amended by adding the following underlined language:

Section 2.7 Dimensional Requirements

Zone							Lot Size	Lot Width	Lot Coverage	FAR	Front S/B	Side S/B	Rear S/B	Height
LBH	-	-	-	-	-	-	40,000 ¹¹	125 ¹¹	65	.400	20	15	25	35

¹¹ The required lot size may be reduced to 20,000 square feet and the required minimum lot width may be reduced to 75 feet when developed as a single family residential lot with centralized water and sewer service.

Item 3: That Chapter 6: Environmental Protection, Section 6.9 is amended by adding the following underlined language:

Section 6.9 Stormwater Management

F. No fill of any kind shall be allowed within ten feet of any property line, except as associated with a driveway improvements located within ten feet of the front (street) property line and/or a bulkhead for shoreline protection, with the exception of lots within planned unit developments and single family residential lots with centralized water and sewer service in **an oceanfront** LBH zoning district. Single family residential lots with centralized water and sewer service in **an oceanfront** LBH zoning district shall be subject to county engineer review and approval of a site specific engineered grading and drainage plan.

Item 4: That Chapter 6: Environmental Protection, Section 6.11 is amended by adding the following underlined language:

Section 6.11 Mandatory Standards for Land Disturbance Activities, Excluding Residential Lots within Planned Unit Developments

C. Fill is not allowed within ten feet of any side or rear property line. Fill is not allowed within ten feet of the front (street) property line except for driveway improvements and as approved by the county engineer excluding single family residential lots with centralized water and sewer service in **an oceanfront** LBH zoning district. Single family residential lots with centralized water and sewer service in **an oceanfront** LBH zoning district shall be subject to county engineer review and approval of a site specific engineered grading and drainage plan

Item 5: That Chapter 8: Parking, Section 8.2 is amended by adding the following underlined language:

8.2.1 Parking Space Dimensions

All districts and uses except for RO1 and RO2 single family and two family residences and single family residential lots with centralized water and sewer service in **an oceanfront** LBH zoning district shall meet the following dimensions:

Space Type	Minimum Width	Minimum Length
Perpendicular or Angled	10 feet	20 feet
Compact	7.5 feet	15 feet
Parallel	9 feet	22 feet

RO1 and RO2 single family and two family residences and single family residential lots with centralized water and sewer service in **an oceanfront** LBH zoning district shall meet the following dimensions:

Space Type	Minimum Width	Minimum Length	Minimum Aisle Width
Perpendicular or Angled	8 feet	15 feet	15 feet
Parallel	8 feet	20 feet	15 feet

Item 6: That Chapter 8: Parking and Driveways Section 8.10. is amended by deleting the strikethrough language and adding the underlined language:

8.10.1 General Provisions

- D. ~~Excluding residential lots within planned unit developments~~ Driveways shall maintain a ten foot setback from any side and rear property line, except for residential lots within planned unit developments, residential lots with centralized water and sewer service in **an oceanfront** LBH zoning district, required shared driveways, cul-de-sac lots, and camper lots where it is determined by the administrator that the setbacks cannot reasonably be met. Residential driveways shall extend ten feet into the property before establishing drive aisles and parking spaces. Commercial and manufacturing driveways shall extend 20 feet into the property before establishing drive aisles and parking spaces.
- E. Driveways, drive aisles, and parking spaces for residential lots with centralized water and sewer service in **an oceanfront** LBH zoning district shall maintain a five foot setback from all side property lines.

Item 7: 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 O'Neal opened the public hearing.

Eddie Valdivieso, Quible & Associates, representing the applicant, was present to answer questions.

Chairman O'Neal questioned if all parties involved have agreed with the proposal. It was agreed that there would only be 13 houses built in the project.

Chairman O'Neal closed the public hearing.

Commissioner Aydlett moved to approve due to its consistency with the 2006 Land Use Plan and that the request is reasonable and in the public interest and promotes orderly growth and development. Commissioner Etheridge seconded the motion. Motion carried with Commissioners Nelms and Taylor voting no.

Consideration of Ordinance exempting Currituck County from Permit Extension Act

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

Commissioner Etheridge moved to adopt the ordinance.
Commissioner Taylor seconded the motion. Motion carried.

AN ORDINANCE OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS PROVIDING FOR THE COUNTY OF CURRITUCK TO OPT OUT OF THE FOURTH YEAR OF PERMIT EXTENSION FOR ALL DEVELOPMENT PERMITS ISSUED BY THE COUNTY OF CURRITUCK THAT ARE SUBJECT TO NORTH CAROLINA SESSION LAW 2010-177

WHEREAS, the North Carolina General Assembly adopted the "Permit Extension Act of 2009" in response to the economic conditions affecting the nation and State of North Carolina and in response to the expiration or pending expiration of certain development permits issued by the State and local governments; and

WHEREAS, the Permit Extension Act of 2009 served to toll the expiration of certain development permits during the three year period from January 1, 2008 to December 31, 2010; and

WHEREAS, the County of Currituck granted or issued valid, unexpired development approvals and permits that were outstanding on January 1, 2008 and has granted or issued additional approvals or permits since that date; and

WHEREAS, some permits that had expired under the terms of the Currituck County Unified Development Ordinance on the date the Permit Extension Act of 2009 were again deemed active and valid pursuant to that act, will continue to be valid into the year 2011 and will have reached a permit life of up to five years without any action or activity under the permit; and

WHEREAS, certain other development permits issued by the County of Currituck also have not expired and cannot expire for a period of as many as five years from the time of issuance or approval because of the Permit Extension Act of 2009 and the permit expiration requirements that apply; and

WHEREAS, the North Carolina General Assembly acted again in 2010 to extend for one more year the period during which the expiration of development permits is tolled, so that the running of any applicable expiration period that otherwise would apply does not resume until January 1, 2012; and

WHEREAS, Session Law 2010-177 authorizes a unit of local government to declare that the one-year extension provided for in the Permit Extension Act of 2009, as amended, shall not apply to development approvals that it has issued; and

WHEREAS, the County of Currituck is in the process of rewriting its Unified Development Ordinance which is expected to be adopted in the Spring of 2011 and the adoption of the new Unified Development Ordinance with the existence of extended and unexpired development permits will create a number of nonconforming land uses under the new Unified Development Ordinance and create, among other things, the administrative burden of continuing to utilize the repealed Unified Development Ordinance to regulate and administer land use and development under extended development permits; and

WHEREAS, permit expiration provisions serve a useful public purpose in encouraging permit holders to complete projects, ending projects that are not well conceived and bringing closure to the permitting process.

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

PART I. The County of Currituck shall not be subject to the one-year permit extension provisions of Session Law 2010-177, as that act amends the Permit Extension Act of 2009, with respect to all development permits that have been issued by the County of Currituck that are otherwise subject to those acts.

PART II. If any section, phrase, or provision of this ordinance is for any reason declared to be invalid, such declarations shall not affect the validity of the remainder of the sections, phrases or provisions of this ordinance.

PART III. This ordinance shall take effect immediately upon its adoption.

Consideration of Resolution requesting State Board of Transportation abandonment of a portion of un-open cul-de-sac on Walnut Island Blvd.

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

RESOLUTION OF THE BOARD OF COMMISSIONERS FOR CURRITUCK COUNTY, NORTH CAROLINA REQUESTING NORTH CAROLINA STATE BOARD OF TRANSPORTATION ABANDONMENT FROM THE SECONDARY ROAD SYSTEM AN UNOPENED PORTION OF WALUNT ISLAND BOULEVARD (S.R. 1186)

WHEREAS, pursuant to N. C. Gen. Stat. §136-63 the board of county commissioners of any county may, on its own motion or on petition by a citizen, request the Board of Transportation to abandon any road in the secondary road system when the best interest of the people of the county will be served thereby; and

WHEREAS, the petition attached to this resolution as Exhibit A and incorporated herein by reference has been filed with the Board of Commissioners for the county of Currituck requesting that an unopened portion of Walnut Island Boulevard (S.R. 1186) be abandoned from the state maintained secondary road system; and

WHEREAS, the portion of Walnut Island Boulevard (S.R. 1186) proposed for abandonment, as shown on Exhibit B attached to this resolution and incorporated herein by reference, is an unopened portion of a cul-de-sac that if abandoned will not prevent the free flow of motor vehicle traffic along Walnut Island Boulevard (S.R. 1186) and should be abandoned.

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

Section 1. The County of Currituck requests that the North Carolina Board of Transportation abandon from the secondary road system the unopened portion of a cul-de-sac along Walnut Island Boulevard (S.R. 1186) as more particularly shown on Exhibit B attached to this resolution

Consent Agenda:

1. Budget Amendments
2. Approval of November 1, 2010, Minutes

Commissioner Etheridge moved to approve. Commissioner Aydlett 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
10541-532000	Supplies	\$ 1,000	
10330-449900	Miscellaneous Grants		\$ 1,000
		\$ 1,000	\$ 1,000

Explanation: *Fire Services (10541)* - Increase appropriations for a 2009 Fire Prevention and Safety Grant awarded by the Federal Emergency Management Agency (FEMA) for a live flashover and sprinkler burn demonstration that must be completed by December 31, 2010.

Net Budget Effect: Operating Fund (10) - Increased by \$1,000.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10796-590000	Capital Outlay	\$ 12,000	
10796-532000	Supplies		\$ 12,000
		<u>\$ 12,000</u>	<u>\$ 12,000</u>

Explanation: *Rural Center (10796)* - To transfer funds for additional electrical costs at the Rural Center.

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

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10440 502000	Salaries	\$ 1,692	
10440 505000	FICA	\$ 129	
10440 507000	Retirement	\$ 193	
10441 502000	Salaries	\$ 868	
10441 505000	FICA	\$ 66	
10441 507000	Retirement	\$ 99	
10446 502000	Salaries	\$ 803	
10446 505000	FICA	\$ 61	
10446 507000	Retirement	\$ 92	
10450 502000	Salaries	\$ 3,455	
10450 505000	FICA	\$ 264	
10450 507000	Retirement	\$ 394	
10510 502000	Salaries	\$ 9,339	
10510 505000	FICA	\$ 714	
10510 507000	Retirement	\$ 1,066	
10511 502000	Salaries	\$ 14,423	
10511 505000	FICA	\$ 1,103	
10511 507000	Retirement	\$ 1,646	
10512 502000	Salaries	\$ 337	
10512 505000	FICA	\$ 26	
10512 507000	Retirement	\$ 38	
10530 502000	Salaries	\$ 13,189	
10530 505000	FICA	\$ 1,009	
10530 507000	Retirement	\$ 1,505	

10540 502000	Salaries	\$	586		
10540 505000	FICA	\$	45		
10540 507000	Retirement	\$	67		
10541 502000	Salaries	\$	915		
10541 505000	FICA	\$	70		
10541 507000	Retirement	\$	104		
10606 502000	Salaries	\$	333		
10606 505000	FICA	\$	25		
10606 507000	Retirement	\$	38		
10640 502000	Salaries	\$	814		
10640 505000	FICA	\$	62		
10640 507000	Retirement	\$	93		
10750 502000	Salaries	\$	2,391		
10750 505000	FICA	\$	183		
10750 507000	Retirement	\$	273		
10775 502000	Salaries	\$	3,834		
10775 505000	FICA	\$	293		
10775 507000	Retirement	\$	437		
10795 502000	Salaries	\$	2,469		
10795 505000	FICA	\$	47		
10795 507000	Retirement	\$	282		
10796 502000	Salaries	\$	1,866		
10796 505000	FICA	\$	143		
10796 507000	Retirement	\$	213		
10960-509000	Salary - Future Appropriations Appropriated Fund			\$	66,062
10390-499900	Balance			\$	2,032
61818 502000	Salaries	\$	2,644		
61818 505000	FICA	\$	202		
61818 507000	Retirement	\$	302		
61818-509000	Salary - Future Appropriations			\$	2,799
61360-467000	Sale of Material			\$	349
66868 502000	Salaries	\$	1,446		
66868 505000	FICA	\$	111		
66868 507000	Retirement	\$	165		
66868-509000	Salary - Future Appropriations			\$	1,722
			<u>\$</u>	<u>72,964</u>	<u>\$</u>
				<u>72,964</u>	

Explanation: *Various Departments* - To allocate funds between department for the pay study done in last fiscal year.

Net Budget Effect: Operating Fund (10) - Increased by \$2,032.
Mainland Water Fund (61) - Increased by \$349.
Southern Outer Banks Water Fund (66) - No change.

Debit	Credit
Decrease Revenue or	Increase Revenue or

<u>Account Number</u>	<u>Account Description</u>	<u>Increase Expense</u>	<u>Decrease Expense</u>
20609-545000	Contract Services	\$ 100,000	
20609-590000	Capital Outlay	\$ 1,160,000	
20609-588000	Contingency	\$ 140,000	
20390-499900	Appropriated Fund Balance		\$ 1,400,000
		<u>\$ 1,400,000</u>	<u>\$ 1,400,000</u>

Explanation: *Whalehead Subdivision Watershed Drainage Service District (20609) -To appropriate fund balance for Stormwater Drainage improvements - Phase II.*

Net Budget Effect: Whalehead Subdivision Watershed Drainage Service District (20) - Increased by \$1,400,000.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or <u>Increase Expense</u>	Increase Revenue or <u>Decrease Expense</u>
10640-521100	Equipment Lease	\$ 319	
10640-532000	Supplies	\$ 5,000	
10640-545002	Contract Services - NCSU Salary		\$ 5,319
		<u>\$ 5,319</u>	<u>\$ 5,319</u>

Explanation: *Cooperative Extension (10640) - Transfer funds for additional copy charges and lease for mail meter.*

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

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or <u>Increase Expense</u>	Increase Revenue or <u>Decrease Expense</u>
10795-532000	Supplies	\$ 4,500	
10795-545000	Contract Services	\$ 1,200	
10795-576008	Grass Cutting	\$ 2,165	
10795-576015	Tackle Football	\$ 2,048	
10795-590000	Capital Outlay	\$ 5,281	
10350-469001	Flag Football Revenue		\$ 55
10350-469002	Cheerleading Revenue		\$ 110
10350-469011	Volleyball Revenue		\$ 45
10350-469015	Tackle Football Revenue		\$ 1,612
10390-495015	T F - Occupancy Tax		\$ 9,500
10795-516001	Repairs & Maintenance - Maple Park		\$ 3,872

\$	15,194	\$	15,194
----	--------	----	--------

Explanation: *Parks & Recreation (10795)* - Increase appropriations due to increased participation in Tackle Football and increased use of Carova Beach park. Also, installation of hand dryers in restrooms at Carova Beach Park.

Net Budget Effect: Operating Fund (10) - Increased by \$11,322.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10490-545003	Contract Services - Court/Jail	\$ 6,000	
10460-592000	Courthouse Projects		\$ 6,000
		\$ 6,000	\$ 6,000

Explanation: *Court Facility Fees (10490); Public Works (10460)* -To transfer funds for door system contract for this fiscal year.

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

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
50550-592011	Airport Runway Grant	\$ 507,266	
50330-448000	State Aid to Airports		\$ 456,539
50551-561000	Professional Services		\$ 50,727
		\$ 507,266	\$ 507,266

Explanation: *Airport Construction (50550)* - Increase appropriations to reallocate airport grant for runway extension. This is funded 90% by the NC Division of Aviation and 10% County match.

Net Budget Effect: County Governmental Facilities Construction Fund (50) - Increased by \$456,539.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
50795-561000	Professional Services	\$ 160,000	
50795-594500	Site Work	\$ 2,015,017	
50390-495015	T F - Occupancy Tax		\$ 2,175,017
		\$ 2,175,017	\$ 2,175,017

Explanation: *YMCA/Community Facility/Senior Center (50795)* - To increase appropriations for site work and additional fees approved on 11/1/2010.

Net Budget Effect: County Governmental Facilities Construction Fund (50) - Increased by \$2,015,017.

Commissioner's Report

Commissioner Taylor congratulated Marion Gilbert, Butch Petrey and Paul Martin on their election win.

Commissioner Nelms stated that hunters are saying that this is the best year for ducks in a long time.

Commissioner Rorer commented on the meeting with the Walnut Island Property Owners association.

Chairman O'Neal requested that all permit fees for bulkheads and piers damaged during storm be exempt. He also commented on the calls he received on the new sign ordinance.

County Manager's Report

No comments

Adjourn

There being no further business, the meeting adjourned.

Special Meeting

Tourism Development Authority

Chairman O'Neal called the meeting to order

Budget Amendment

Commissioner Etheridge moved to approve. Commissioner Rorer 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	
15442-502000	Salaries	\$	2,076		
15442-505000	FICA	\$	159		
15442-507000	Retirement	\$	237		
15442-509000	Salary - For future appropriations			\$	2,472
			<u>\$ 2,472</u>		<u>\$ 2,472</u>

Explanation: Tourism Promotions (15442) - To allocate funds for the pay study that was done in last fiscal year.

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

<u>Account Number</u>	<u>Account Description</u>	Debit		Credit	
		Decrease Revenue or Increase Expense		Increase Revenue or Decrease Expense	
15447-587010	T T - Operating Fund Appropriated Fund	\$	9,500		
15390-499900	Balance			\$	9,500
			<u>\$ 9,500</u>		<u>\$ 9,500</u>

Explanation: Tourism Related Expenditures (15447) - To transfer funds for Carova Beach Park supplies and hand dryers.

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

Debit		Credit	
Decrease Revenue		Increase Revenue	

<u>Account Number</u>	<u>Account Description</u>	or <u>Increase Expense</u>	or <u>Decrease Expense</u>
15442-521100	Equipment Lease	\$ 9,800	
15447-590000	Capital Outlay	\$ 58	
15442-526200	Promotional Efforts		\$ 9,800
15447-526201	Playground Incentive		\$ 58
		<u>\$ 9,858</u>	<u>\$ 9,858</u>

Explanation: Tourism Promotion (15442);Tourism Related Expenditures (15447) - To transfer funds for equipment lease replacement.

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

Adjourn

There being no further business, the meeting adjourned.



Currituck County

Post Office Box 70
Currituck, North Carolina 27929
252-232-3055
FAX 252-232-3026
www.currituckgovernment.com

MEMORANDUM

Date: October 29, 2010
To: Board of Commissioners
From: Ben E. Woody, Director of Planning
RE: **PB 00-15 Soundside Recycling**

On May 7, 2007 the Board of Commissioners granted Soundside Recycling a six month extension of condition #2 of their Special Use Permit (SUP) for a Demolition Landfill. This condition requires the entire operation be moved east of the VEPCO main power transmission line easement, approximately 1,000' from Caratoke Highway.

At the December 3, 2007 Board of Commissioners work session, Staff was directed to meet with Mr. Racy Newbern to develop a reasonable schedule for compliance with condition #2 of the SUP. Additionally, the Board requested Staff work with Mr. Newbern to develop alternatives to any SUP conditions that may be affected by State permit requirements. Mr. Newbern is working with the State to get his permits. Staff has not developed or recommended any alternatives since a new permit has yet to be issued by the state. This special use permit is set to expire on December 5, 2010 and the applicant is requesting a renewal.

Conditions previously included on the permit are as follows:

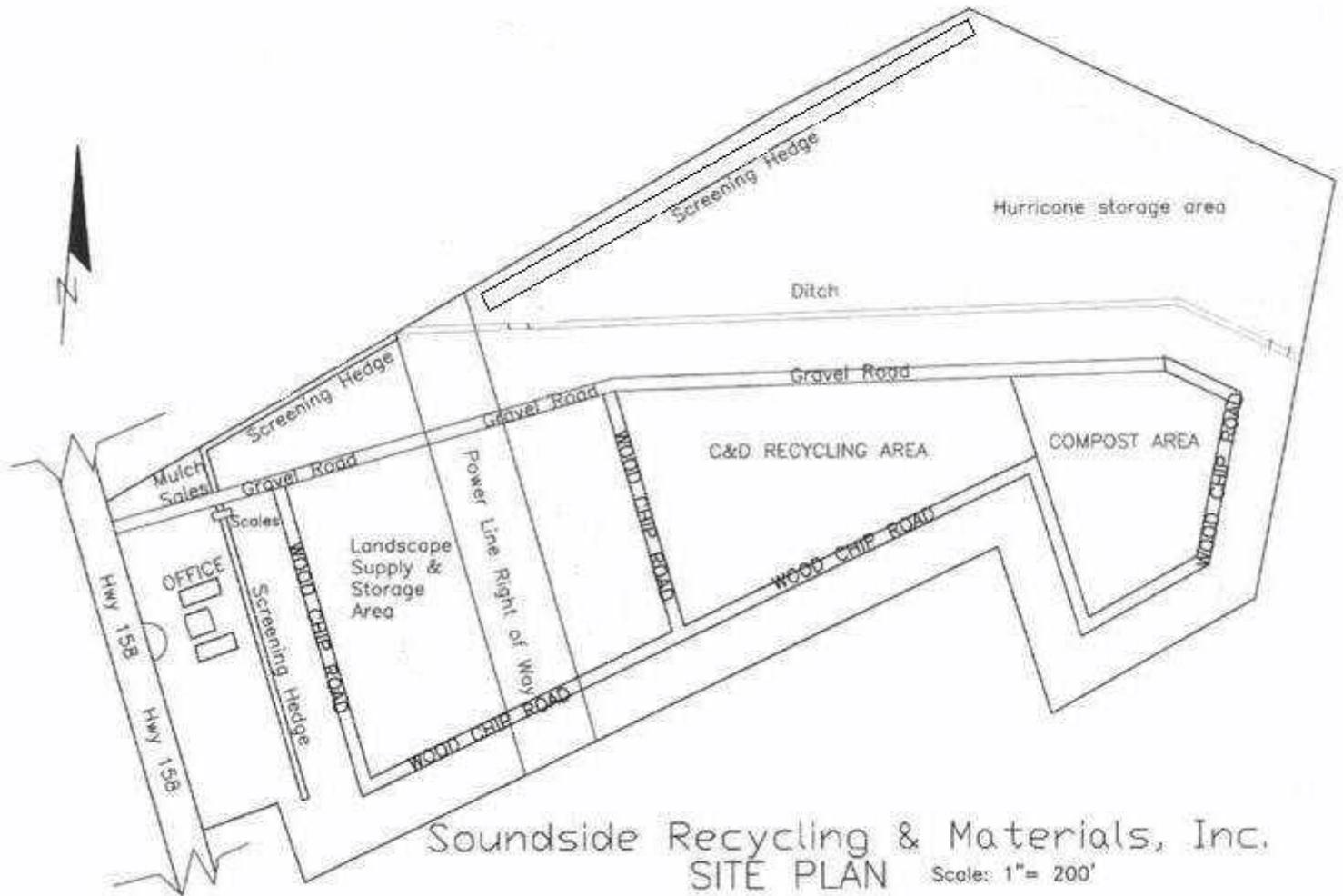
1. The applicant shall maintain the development strictly in accordance with the plan submitted to and approved by the Board of Commissioners, a copy of which is filed in the office of the Planning and Inspections Department.
Approximate Acreages:
Recycling Area 3.4 acres
Compost Area 2.0 acres
Hurricane Storage Area 8.5 acres
2. That the special use permit shall be valid until December 5, 2010 with the condition that operation be moved east of the power transmission lines as approved in the attached site plan by June 4, 2007.
3. If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then this permit shall be void and of no effect.

4. That the mulch sales storage area not exceed 6' in height, 100' in length and 60' in width.
5. That no demolition storage pile areas exceed 15' in height.
6. That the applicant maintain substantially high berms to effectively conceal all debris piles from public view from Caratoke Highway (US 158). The height of these berms shall be a minimum of 12 feet but may be higher depending on the height of debris piles.
7. That the berm height be uniform, complete, and continuous.
8. That the applicant will be permitted one (1) permanent sign and one (1) temporary sign for the business.
9. That no transportation equipment (tractors or trailers with or without debris) be parked or stored outside the designated area as shown on the attached site plan.
10. That the following comments from the county's Fire Marshall be incorporated within this approval:
 - a. No Smoking except in designated areas is allowed. Signage should indicate appropriate areas.
 - b. Fire operations will require an all weather surface and 20' access width to all areas of the compound. Would recommend 2 ingress/egress points.
 - c. Each fuel-fired vehicle shall be equipped with a 2-A:20-B:C or higher fire extinguisher.
 - d. A fire hydrant must be within 400' of all portions of any structure.
 - e. Plant growth must be maintained in order to prevent wind blown debris escaping the site.
11. That the hours of operation be set at 7:30 a.m. to 5 p.m. weekdays and 7:30 a.m. to 12 noon on Saturdays with no operations allowed on Sundays.
12. That all material must be kept on site at all times and that necessary steps are taken to keep material from blowing off the property.
13. Suggested Staff Findings of Fact:
 1.

<p><i>OWNER</i> HD(Racy)Newbern IV P. O. Box 277 Powells Pt, NC 27966 (252) 491-5744</p>	<p><i>APPLICANT</i> HD/Marlene Newbern PO Box 176 Aydlett, NC 27916 (252) 453-3032</p>
--	--
 2. The tract is located on the east side of Caratoke Hwy. approximately 200' south of the intersection with SR 1156 (North River Rd.) in Powells Point, Tax Map 110, parcels 38 & 39, Poplar Branch (ML) Township.
 3. The property is being utilized as a recycling center.
 4. The applicant received the original special use permit on May 1, 2000 and a renewals on April 16, 2001, June 17, 2002, and June 6, 2005 to temporarily store untreated demolition waste (treated & untreated wood products, cardboard, plastic, vinyl, wallboard, metal and shingles) on two (2) acres of land in an "Agriculture" zoning district which is permitted in an A district with a SUP.

5. The applicant currently recycles demolition waste using a tub grinder. Since the UDO does not specifically list this use in the Table of Permissible Uses, the staff determined this use had impacts similar to a demolition landfill which required a special use permit in an "A" zoning district.
6. According to county Zoning Maps, the nearest dwelling to the existing recycling area is approximately 300 feet west.
7. The mulch stockpile sales area will be located east of the power line right-of-way.
8. No burning of waste will be permitted on the site unless a special use permit is granted for an incinerator. Further, all necessary state permits must be obtained prior to burning waste.
9. The site is surrounded by the following land uses:
West (Front) Commercial (Antique Store)-zoned "GB"
East (Rear) Farmland - zoned "A"
North (Side) Farmland (agricultural operations) - zoned "A"
South (Side) Farmland - zoned "A"
10. The 1990 Land Use Plan classifies this land as "Limited Transition".
11. The proposed site is located along a Minor Arterial in the County's Thoroughfare Plan.
12. According to the application, the storage area will not increase the county's ability to provide facilities in anyway.

Should you have any questions, do not hesitate to contact me at 232-6029.



Soundside Recycling & Materials, Inc.
 SITE PLAN Scale: 1" = 200'

Walnut Island Sanitary District

Gail Norris
Lorretta Robinson
Toni Evans

NWDB

Sound Workforce Solutions

LLOYD GRIFFIN III
ACTING CHAIR

WENDY JEWETT, DIRECTOR
wjewett@albemarlecommission.org

Serving Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington Counties

November 9, 2010

Mr. Daniel F. Scanlon II
Currituck County Manager
Post Office Box 39
Currituck, NC 27929-0039

RE: Dawn Tillett

Dear Mr. Scanlon:

As indicated in a letter to you dated 9/24/10 from the Albemarle Commission, we are submitting an application to the Board of Commissioners for the purpose of appointing one private sector business member to the NWDB. We appreciate your support during the NWDB restructuring.

Each county appointed member board member will be appointed for a 2-year term with a maximum of 3 terms.

Please send the letter of appointment to:

Patricia Bo, Administrative Assistant
Albemarle Commission
P.O. Box 646
Hertford, NC 27944

Thank you for your time and consideration. Should you have any questions, please call Patricia Bo at (252) 426-5753 ext. 261 or Pbo@albemarlecommission.org.

Sincerely,


Wendy Jewett, Director
Northeastern Workforce Development Board

NORTHEASTERN WORKFORCE DEVELOPMENT BOARD
512 SOUTH CHURCH STREET PO Box 646 HERTFORD, NC 27944 PHONE 252.426.5753 FAX 252.426.3453
www.albemarlecommission.org



RELAY NUMBERS FOR THE HEARING IMPAIRED: DIAL 711 OR 1-800-735-8262 (VOICE) AN EQUAL OPPORTUNITY EMPLOYER / PROGRAM

NWDB

Sound Workforce Solutions

LLOYD GRIFFIN III
ACTING CHAIR

WENDY JEWETT, DIRECTOR
wjewett@albemarlecommission.org

Serving Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington Counties

Board Member Application

Date: November 8, 2011

Name: Dawn Tillet

County: Dare or Currituck - I was in Currituck & live in Dare

Address: 1052 Twiford St KH 8624 CARAtoke Hwy Powells Pt

Business Affiliation: Industry Prop Mgt Occupation Prop Mgr/Owner

Currently Employed Retired

Contact Information:

Phone# 491-8787 w Email: dawnt@ANVACATIONS.COM Other: 257-8787 cell

Best way to contact you? either phone or email

Why do you want to be a board member of the Northeastern Workforce Development Board?

I would like to become more involved in the growth of this area as well as developing a larger employee pool for area businesses. I feel there is a resource of suitable employees that has not been tapped into. With training & education, we can improve ~~the~~ the

For Internal Use Only: situation for businesses & people alike

Please email application to Pbo@albemarlecommission.org or mail to address below attn: Pat Bo

NORTHEASTERN WORKFORCE DEVELOPMENT BOARD

512 SOUTH CHURCH STREET PO Box 646 HERTFORD, NC 27944 PHONE 252.426.5753 FAX 252.426.3453
www.albemarlecommission.org



RELAY NUMBERS FOR THE HEARING IMPAIRED: DIAL 711 OR 1-800-735-8262 (VOICE) AN EQUAL OPPORTUNITY EMPLOYER / PROGRAM

WORKFORCE DEVELOPMENT BOARD

Initial term – 1 term

Reappointments – 4 year term

MEMBERS

Wanda Beasley
BJ's Carolina Cafe

Term expires June 30, 2010

Marlee Dozier
P. O. Box 41
Jarvisburg, NC

Term expires June 30, 2011

Commissioner Gregory

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 6th day of December, 2010 ,
 passed the following amendment to the budget resolution for the fiscal year ending June 30, 2011.

<u>Account Number</u>	<u>Account Description</u>	<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10512-545000	Contract Services	\$ 700	
10512-557100	Software License Fess	\$ 300	
10512-536000	Uniforms		\$ 1,000
10510-554000	Insurance & Bonds	\$ 305	
10510-506000	Health Insurance		\$ 305
		<u>\$ 1,305</u>	<u>\$ 1,305</u>

Explanation: *Animal Control (10512); Sheriff (10510)* - To transfer budgeted funds for increases in contract costs and for the Sheriff public official bond that renews every election cycle.

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

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 6th day of December, 2010 ,
 passed the following amendment to the budget resolution for the fiscal year ending June 30, 2011.

		Debit	Credit
<u>Account Number</u>	<u>Account Description</u>	<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10950-585003	Food Bank	\$ 2,500	
10446-526200	Promotional Efforts		\$ 2,500
		<u>\$ 2,500</u>	<u>\$ 2,500</u>

Explanation: *Agency Appropriations (10950); Public Informaiton (10446) - To eliminate to County Employee Christmas luncheon and increase appropriations to the County Food Banks.*

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

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 6th day of December, 2010 ,
 passed the following amendment to the budget resolution for the fiscal year ending June 30, 2011.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10752-519700	HCCBG In Home		\$ 3,260
10330-432200	HCCBG	\$ 2,346	
10390-499900	Fund Appropriated Balance	\$ 914	
		<u>\$ 3,260</u>	<u>\$ 3,260</u>

Explanation: *Public Assistance (10752)* - To adjust budget to reflect actual funding allocation.

Net Budget Effect: Operating Fund (10) - Decreased by \$3,260.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 6th day of December, 2010 ,
 passed the following amendment to the budget resolution for the fiscal year ending June 30, 2011.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10430-514801	Fees Paid to Precinct Officials	\$ 4,220	
10430-503000	Salaries-Part Time		\$ 4,000
10430-514000	Travel		\$ 220
		<u>\$ 4,220</u>	<u>\$ 4,220</u>

Explanation: *Elections (10430)* - Transfer budgeted funds for poll workers.

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

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 6th day of December, 2010 ,
 passed the following amendment to the budget resolution for the fiscal year ending June 30, 2011.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
60808-590001	Capital Outlay	\$ 25,000	
60808-516001	Repairs and Maintenance		\$ 25,000
		<u>\$ 25,000</u>	<u>\$ 25,000</u>

Explanation: *Ocean Sands Water and Sewer District (60808) - Transfer funds to replace a blower at the Ocean Sands Sewer Plant.*

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

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 6th day of December, 2010 ,
 passed the following amendment to the budget resolution for the fiscal year ending June 30, 2011.

<u>Account Number</u>	<u>Account Description</u>	<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10531-514000	Travel	\$ 1,000	
10531-532000	Supplies	\$ 3,305	
10531-532441	Technology under \$1000	\$ 500	
10531-545000	Contracted Services	\$ 6,650	
10531-590000	Capital Outlay	\$ 14,500	
10330-445000	Emergency Management		\$ 25,955
		<u>\$ 25,955</u>	<u>\$ 25,955</u>

Explanation: *Emergency Management (10531)* - To record 2010 Emergency Management Planning Grant. Technology under \$1000 will be used for a printer and the capital outlay will be used for four call taker phones (\$1,000), mobile command trailer upgrades (\$6,000), and a security system for the communications tower behind the communications building (\$7,500).

Net Budget Effect: Operating Fund - Increased by \$25,955.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

R E S O L U T I O N

WHEREAS, the Board of Commissioners of Currituck County, North Carolina during its regularly scheduled meeting held on 12/06/10 authorized the following, pursuant to GS 160A and 270(b), that the property listed below, be disposed of at a public auction

Veh I.D.	Year	Make	Model	VIN	Color	Mileage	Condition/Remarks	Dept
4409	1999	Ford	Explorer	1FMZU34X7XUB50206	White		very well used	Fire/Ems
6523	2004	Jeep	Cherokee	1J4GW48S24C198167	White		frame damage	Fire/Ems

WHEREAS, the volunteer fire and rescue departments within the county shall have the option to obtain the attached list of surplus property prior to auction in accordance with the adopted **Surplus Property Disposal Policy for Volunteer Fire and Rescue Departments**; and

WHEREAS, the public auction will be held TBA (date, places and time).

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of County of Currituck reserves the right to reject any and all bids.

ADOPTED, this _____ day of _____, 2010.

 S Paul O'Neal
 Currituck County Board of
 Commissioners

ATTEST:

 Gwen H. Keene, CMC
 Clerk to the Board

North Carolina Cooperative Extension Currituck County Center

Policies and Procedures for Use

The North Carolina Cooperative Extension - Currituck County Center is a governmental facility designed to accommodate the staff in facilitating the mission of Cooperative Extension as an educational outreach of the land grant universities including North Carolina State University and NC A&T State University.

Availability of Facility

The North Carolina Cooperative Extension - Currituck County Center staff shall have priority use of the facility and shall be the contact agency for approval and scheduling of all events. Other county departments or agencies will be allowed to use the auditorium and classrooms for departmental business without charge by completing a request for facility form up to six months in advance. The building use will be determined on a space available basis with the intent to provide educational outreach or training of personnel.

Clientèle groups and affiliates of North Carolina Cooperative Extension - Currituck County Center will be permitted to use the facility for educational purposes at no charge.

The auditorium has a maximum seating capacity of 467. The auditorium is available for lease by outside groups and organizations. Classrooms and conference rooms are also available for the expressed use of education and training and may not be used for other purposes.

The Currituck County Board of Commissioners shall reserve the right to schedule the use of the facility at any time for business emergency.

The North Carolina Cooperative Extension - Currituck County Center reserves the right to refuse any request for use of facility based on concern for the health, safety, and welfare of the users, invited guests, or general public; as well as the protection, security, and image of the center.

Procedures for Scheduling use of the Center Facility

1. Requests for use of facility can be made by contacting the Administrative Secretary of the North Carolina Cooperative Extension - Currituck County Center at (252) 232-2261, or visit the website <currituck.ces.ncsu.edu> .
2. All groups shall complete a use of facility request form. If a rental fee is applicable, a \$50.00 deposit is required at the time the request is submitted. Reservations shall not be considered complete until deposit is received.
3. The length of time for use shall be scheduled at the time of request and will be adhered to during the event. No events may be scheduled before 8:00 am or after 10:00 pm without prior approval.
4. All events that are outside of normal business hours will be subject to a custodial fee of \$20.00 per hour in addition to the rental charge.

5. Appeals to applications will be determined by the North Carolina Cooperative Extension - Currituck Advisory Council. Use of facility policies and procedures shall be reviewed annually by the Extension Advisory Board.

Regulations Governing Use of the Facility

1. The sponsoring organization or individual shall be responsible for the well-being and orderly conduct of all those involved in the event.
2. Lessee shall hold harmless Currituck County, its employees, agents the Currituck County Commissioners, for any loss, damage or injury resulting from the use of any county facility or grounds.
3. Alcohol is not permitted in county facilities or on the grounds. No intoxicated persons or illegal substances will be allowed on the grounds.
4. All County facilities including the North Carolina Cooperative Extension - Currituck County Center is a smoke-free facility.
5. No firearms, concealed or otherwise are allowed on the property except those carried by law enforcement.
6. No tape, nails, pins, screws, or any other device may be used to affix signs, poster, or decorations to any wall surface in the facility.
7. Lessee shall notify the Administrative Secretary of North Carolina Cooperative Extension - Currituck County Center of any cancellation or change.
8. A 48 hour cancellation notice is required in order to receive a full refund of rental fees less the deposit . Refunds will be issued by the Currituck County Finance office and will be processed in the normal manner for payment of any bill.
9. Set-up of tables and chairs is ultimately the responsibility of the lessee and should be completed during regular business hours, or within the rental time. For those renting the facility, all reasonable efforts will be made to provide custodial assistance with table and chair set-up. It is also the responsibility of the lessee to return all items in the room to their original location at the close of the event and leave the building clean and orderly.
10. Facility can be reserved for set up (to be completed by lessee) from 11 am to 4 pm on the business day prior to event for an additional fee of \$100.00 based on facility availability.
11. A county staff member must be present at all functions and the appropriate fees for custodian must be rendered.
12. Food safety guidelines require that all tables must be covered with appropriate materials before serving any food.
13. Food preparation/on site cooking is not allowed in the Extension Demonstration Kitchen. This

area can be used only for catering purposes and all utensils, appliances etc. must be provided by the caterer.

14. Garbage must be placed in appropriate containers and removed from the building and placed into the dumpster.
15. Securing law enforcement to provide for safety and traffic control shall be the responsibility of the reserving party. Certain events may be required to provide security personnel. The lessee will be responsible for providing personnel from a reputable, bonded, company with proof of bond and workers compensation insurance.
16. Any damages incurred to furnishings, building, or grounds will be the responsibility of the user and will be charged accordingly.
17. Media/AV equipment is to be the responsibility of the lessee.
18. In the event of extenuating circumstances the North Carolina Cooperative Extension - Currituck County Center reserves the right to cancel activities. However, every effort will be made to honor approved reservations. Notice will be given in advance as conflicts arise.
19. The North Carolina Cooperative Extension - Currituck County Center is handicapped accessible. Disabled persons who can function independently are welcome. Persons with mobility problems that require assistance, persons who are incontinent, or persons with cognitive impairments shall be accompanied by a caregiver.

In the unlikely event you arrive at the building on your reserved date and time and find the facility locked and custodian not on the premises please call Currituck Communications at 252-232-2216 for assistance.

Charges and Fee Schedule

Rental fees are applicable for all private parties, citizens or residents. Payment in full is required 10 days prior to the event and if not received the event will be canceled. Payment will be made to the *County of Currituck* by cash, cashiers check or local personal check with proper identification.

Rates

Elizabeth P. Sanderlin Auditorium	\$500.00
Conference Room	\$100.00
Classrooms	\$ 50.00
Custodial Fee	\$ 20.00 / hour
Reserved time for set up	\$100.00 (11 am – 4 pm on the business day prior to event)

