



**BOARD OF COMMISSIONERS
AGENDA**

JULY 5, 2011

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Currituck County Board of Commissioners Agenda

Historic Currituck County Courthouse

Date: Tuesday, July 05, 2011

Time: 7:00 PM

Work Sessions

6:00 Maple Airport Overlay District

Regular Agenda

- 7:00 p.m. Invocation
Pledge of Allegiance
- Item 1 Approval of Agenda
- Item 2 Public Comment
Please limit comments to items not appearing on the regular agenda, please limit comments to 3 minutes.
- Item 3 **Certificate of Appreciation for Paul O'Briant, Interim Superintendent**
- Item 4 **Presentation by Project Graduation Committee**
- Item 5 **Public Hearing and Action** PB 08-03 Backwoods Hideaway:
Request for a preliminary plat/special use permit for 16 lots located on Northwest Backwoods Road, approximately 1.4 miles north of the intersection with South Mills Road, Tax Map 3, Parcel 3A, Moyock Township.
- Item 6 **Public Hearing and Action** PB 04-15 Shingle Landing Farm:
Request for an amended preliminary plat/special use permit for 11 lots within Shingle Landing Farms subdivision located in Moyock at 116, 121, 122, 125, and 126 Fox Lane, Tax Map 9C, Parcels 3,4,5,6, and 7, Moyock Township.
- Item 7 **Appointments to Senior Citizen Advisory Board**
- Item 8 **Appointment of Senior Tar Heel Legislature Delegate and Alternate**
- Item 9 **Consent Agenda:**

1. Approval of June 20, 2011, Minutes
2. Approval of contract to purchase property owned by the State of NC, on Maple Road and U.S. Highway 158, Maple, NC.
3. Approval of contract to purchase property owned by Serena Breckinridge and Julia Harris, located on 592 Shortcut Road, Barco, NC,
4. Approval of Board of Equalization and Review Minutes
5. Request DOT to add Cooper Landing Drive to State system
6. Request DOT to add Creekside Estates roads to State system
7. Resolution supporting House Resolution 715 to Observe Firefighters Week in NC

Item 10 Commissioner's Report

Item 11 County Manager's Report

Item 12 **Closed Session:**

Adjourn

Special Meeting

Adjourn

**CASE ANALYSIS FOR THE
Board of Commissioners
DATE: July 5, 2011
PB 08-03 Backwoods Hideaway**

ITEM: PB 08-03 Backwoods Hideaway, preliminary plat/special use permit.

LOCATION: Northwest Backwoods Road, approximately 1.4 miles north of the intersection with South Mills Road.

TAX ID: 0003-000-003A-0000

ZONING DISTRICT: Agricultural (A)

PRESENT USE: Vacant

OWNER: Old Brothers LLC and Swain and Temple, Inc

APPLICANT: Hyman and Robey
PO Box 339
Camden NC 27921

LAND USE/ZONING OF SURROUNDING PROPERTY:

	Land Use	Zoning
NORTH:	Vacant	A
SOUTH	Vacant	A
EAST:	Single Family Dwelling	A
WEST:	Vacant	A

LAND USE PLAN

CLASSIFICATION: The 2006 Land Use Plan classifies the site as Conservation within the Moyock subarea.

SIZE OF SITE: 54.4 acres

NUMBER OF UNITS: 16 lots

PROJECT DENSITY: .29 units per acre

UTILITIES: Private wells and septic tanks. Water demands are expected to be between 360-480 gallons per day per dwelling.

I. NARRATIVE OF REQUEST:

This is a request for a 16 lot major subdivision. The developer has chosen to reduce minimum lot size for 12 of the lots in order to cluster the lots. The reduced square footage has been added to open space. The developer intends to build homes that will be 1,600 square feet or larger and have a minimum of 2 bathrooms and 3 bedrooms. The lot and home combinations are expected to have an average price of \$250,000.

II. QUESTION(S) BEFORE THE BOARD:

Special Use Permit Criteria and Staff Findings:

Special use permits (SUP) are intended to allow the Board of Commissioners flexibility in the administration of the UDO. Through the SUP procedure, property uses which would otherwise be considered undesirable in certain districts can be developed subject to conditions of approval to minimize any negative effects they might have on surrounding properties.

In order to approve a SUP, certain criteria must be satisfied. The criteria and suggested findings of fact are outlined as follows:

1. Completeness of application.

Suggested Findings:

- a. The application is complete.

2. The proposed use is among those listed in the Table of Permissible Uses as a special use indicated with an "S".

Suggested Findings:

- a. A major subdivision with single family dwellings is a permitted use in the A zoning district.

3. The conditions proposed meet or exceed the minimum requirements of this ordinance.

Suggested Findings:

- a. The conditions proposed meet or exceed the minimum requirements of this ordinance.

4. The special use will not endanger the public health or safety:

Suggested Findings:

- a. The request should have no impact on public health or safety.

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

Suggested Findings:

- a. The proposed residential subdivision should have no negative impact on adjoining property. The adjoining uses include low density single family dwellings and agricultural uses.
6. The special use will be in conformity with the Land Use Plan or other officially adopted plan.

Suggested Findings:

The 2006 Land Use Plan classifies this site as Conservation within the Moyock subarea. The purpose of the Conservation class is to provide for the long-term management and protection of significant, limited, or irreplaceable areas. Proper management is needed to conserve the natural, cultural, recreational, scenic, or biologically productive values of these areas. Extremely low densities (1 unit per 3 acres) would be permitted.

The policy emphasis for the Moyock subarea states that it is not the County's intention to develop all of Moyock intensely but rather create specific service centers and to provide a buffer of Limited Service Areas at lower density development between Full Service Areas and those within the Rural and Conservation classifications.

The proposed use is in keeping with the policies of the plan, some of which are:

Policy AG2: Farms and woodlands shall be recognized as an integral part of the county's open space system. Efforts to keep these areas viable as part of the area's resource-based economic section, shall be encouraged.

Policy HN3: Currituck County shall especially encourage open space developments that cluster homes on less land, preserving permanently dedicated open space. The objective is to avoid traditional suburban sprawl in these areas.

7. The special use will not exceed the county's ability to provide adequate public facilities, including, but not limited to, schools, fire and rescue, law enforcement, and other county facilities. Applicable state standards and guidelines shall be followed for determining when public facilities are adequate. Such facilities must be in place or programmed to be in place within two years after the initial approval of the plan (sketch plan in the case of major subdivisions).

Suggested Findings:

- a. The subdivision should not exceed the county's ability to provide adequate public facilities.

III. TECHNICAL REVIEW COMMITTEE RECOMMENDATION:

Pursuant to the Unified Development Ordinance, the Technical Review Committee recommends approval subject to the following:

1. The exempt subdivision plat creating the lot must be recorded prior to final plat approval.

2. Please provide an active recreational amenities plan. Parks and Recreation will approve active amenities based on expected demographics and the number of lots in a subdivision.
3. Please note on the plat that this property is located within an 'Unnumbered A flood zone' that will require base elevation calculations prior to building permit application. Base Flood Elevation must be determined according to Section 6.4.3 of the UDO. (*Applicant plans to determine base flood elevations prior to final plat approval*)
4. Please note that these 16 divisions will count towards the total number of lots to determine the required open space for further divisions of this property when either of the following situations exist:
 - a. The new subdivision uses common infrastructure and a common access point to a state road to create a subdivision; or,
 - b. The property is part of the same parcel as it existed April 2, 1989.
5. The subdivision will be subject to a cash deposit for the water lines at final plat. The amendment to the UDO allows the owner to substitute a surety bond or letter of credit if the water lines have not been put in within three years.
6. Pre-Construction submittal will require a Stormwater Management Plan (i.e. Stormwater Calcs, elevations, etc.)
7. More than one acre will be disturbed in the course of developing the infrastructure. An E & S plan must be approved prior to initiating any land disturbance associated with developed.
8. Any impacts to jurisdictional waters or wetlands regulated by the US Army Corps of Engineers will require prior approval by the Wilmington District Office.

IV. PLANNING STAFF RECOMMENDATION:

Staff recommends approval of this request subject to the findings of fact, TRC comments, and the following:

1. The applicant has indicated that all of the open space should be left as natural area. Considering the remote location, small number of lots, and Conservation classification, staff recommends all open space, with the exception of recreational amenities and stormwater infrastructure, be retained by the developer and placed into a conservation easement. This easement shall include a provision that no land disturbance or logging operations take place. The developer shall be responsible for contracting with a conservation receiving agency to hold the easement to the property.

V. PLANNING BOARD RECOMMENDATION:

The Planning Board **recommended approval** of the preliminary plat/special use permit with the findings of fact, staff recommendations, and one recommendation:

- Where the interconnectivity is proposed at the front and back of the development it be noted on these lots that there may be future development.

PLANNING BOARD DISCUSSION (6-14-11)

Mr. Bell asked will there be future development later.

Mr. Woody stated it is likely.

Mr. West asked what the soil type in the area is because it backs up to wetlands.

Mr. Dail stated the soil changes as it gets closer to the wetlands. The Health Department has deemed the soil suitable. The lots would be built up with 2 feet of fill. Mr. Dail has recommended that stormwater infrastructure be built in the open space in place of the recreational amenities.

Mr. Woody stated this is reasonable.

The Planning Board discussed interconnectivity, logging operations and flooding problems.

Mr. Dail stated some stormwater ponds will be added along with ditches around the perimeter of the property.

Mr. Rowland stated this property is wetlands and every time it rains the property is under water. The only drainage this property has is road front property.

Mr. Dail stated a portion of the property is located in a flood zone and the back half of the property is wetlands. Stormwater infrastructure will be installed on the site. A narrative has been provided on how the stormwater will be handled, touching on the pre and post runoff.

Mr. West stated he doesn't like filling lots to build on or adding fill for a septic system.

Mr. Rowland stated the soil type is peat and nothing but swamp.

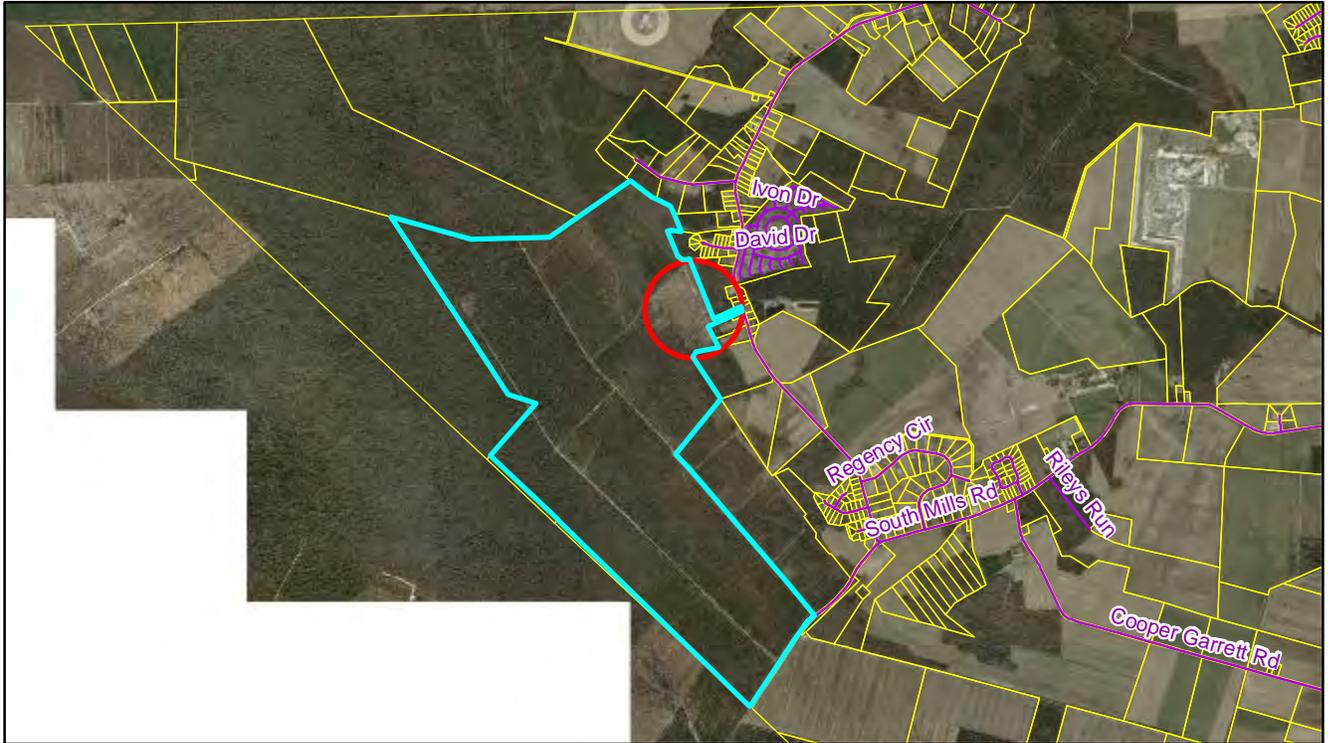
ACTION

Mr. Clark made a motion to deny the request but withdrew the motion.

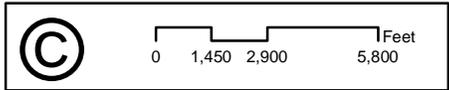
Mr. Kovacs moved to approve PB 08-03 with the findings of fact and staff recommendations included in the case analysis and the following conditions:

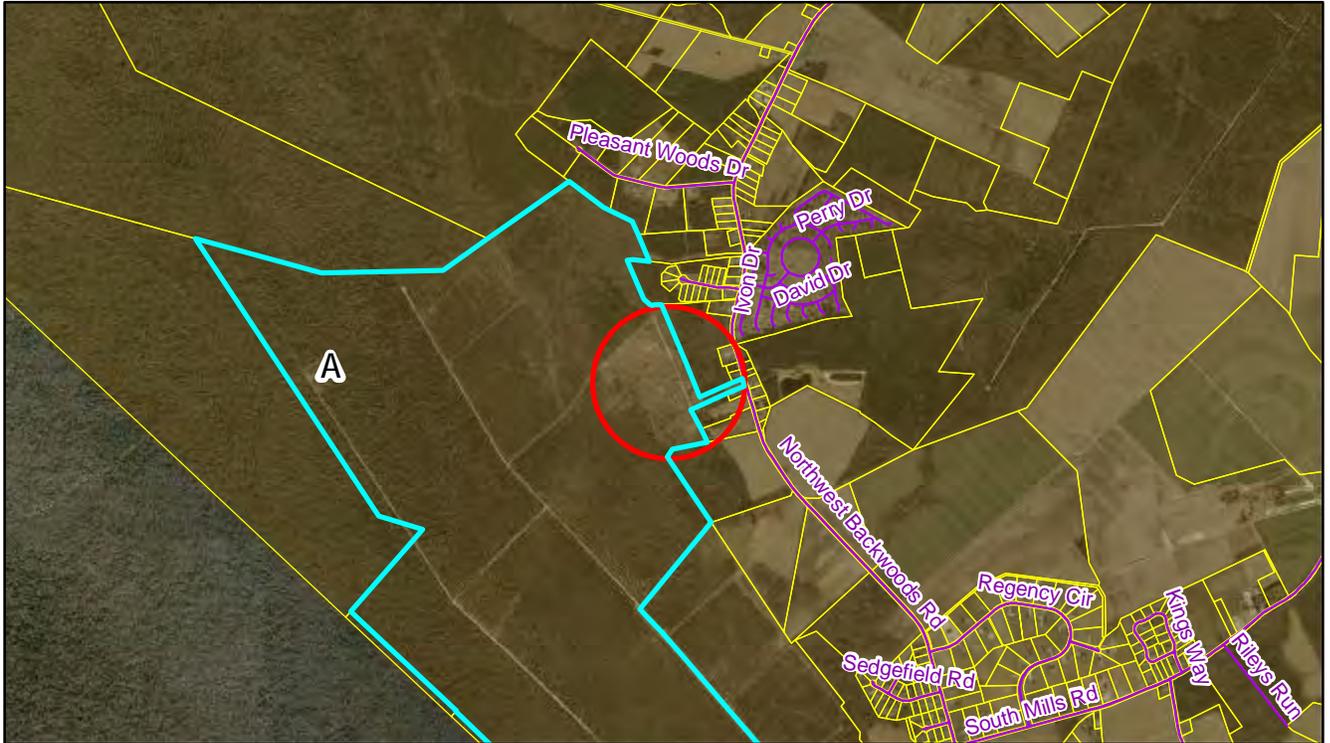
- Where the interconnectivity is proposed at the front and back of the development it be noted on these lots that there may be future development.

Ms. Newbern seconded the motion. Ayes: Mr. Bell, Ms. Newbern, Ms. Taylor, Ms. Wilson, Mr. Kovacs and Mr. Midgette. Nays: Mr. West and Mr. Clark.

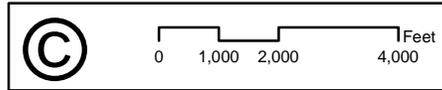


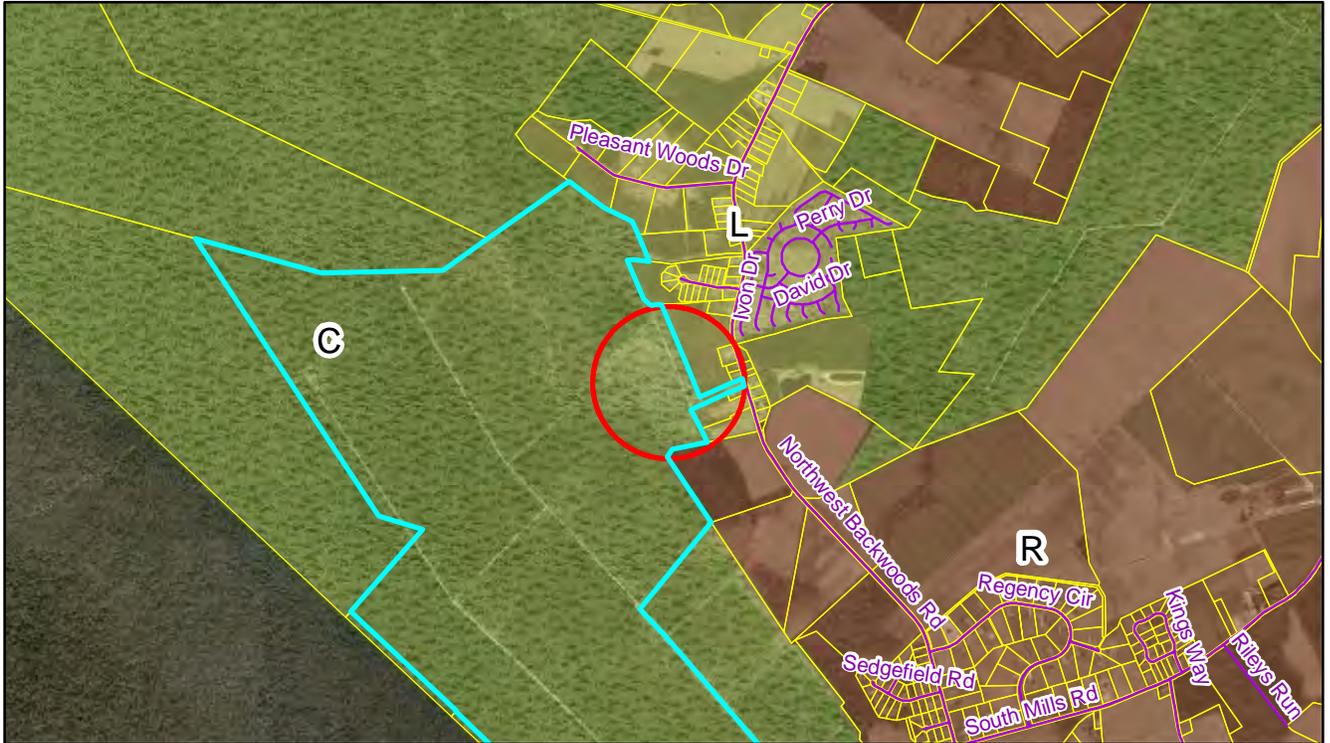
PB 08-03 Backwoods Hideaway
 Preliminary Plat/SUP
 Aerial Photography



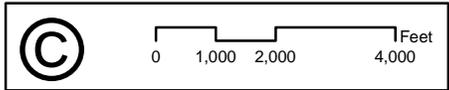


PB 08-03 Backwoods Hideaway
 Preliminary Plat/SUP
 Zoning Classification





PB 08-03 Backwoods Hideaway
 Preliminary Plat/SUP
 LUP Classification



Currituck County

Planning Department
Post Office Box 70
Currituck, North Carolina 27929
252-232-3055
FAX 252-232-3026

TO: Kim Old, Old Brothers LLC
Derek Dail, Hyman and Robey

FROM: Tammy Glave, CZO
Planner II

DATE: May 12, 2011

SUBJECT: Backwoods Hideaway, Preliminary Plat
May 18, 2011 TRC Comments

Your request for Backwoods Hideaway, Preliminary Plat, will be heard at the May 18, 2011 Technical Review Committee (TRC) meeting. Please see the attached agenda for the approximate time schedule. The following comments have been received. TRC comments are valid for six months from the date of the TRC meeting.

Zoning (Tammy Glave 252-232-6025):

Approved with required corrections:

1. The exempt subdivision plat creating the lot must be recorded prior to final plat approval.
2. The special use permit application is incomplete and must be resubmitted. N/A is not acceptable for the determination of specific findings of fact as required for the special use permit. *(Complete application received May 24th.)*
3. All 16 septic evaluations are deemed unsuitable. Environmental Health notes that the lots MAY be reclassified to provisionally suitable if fill is added. The UDO requires that lots must be classified as suitable or provisionally suitable. *(Letter received from ARHS on May 24th.)*
4. Call out the building setback lines on the revised plat. *(Complete)*
5. What active recreational amenities are planned? Parks and Recreation will approve proposed amenities based on the number of lots for a subdivision.
6. Remove Holly Ridge reference in Engineer Certification of Stormwater Improvements note. Remove "and approved by the Currituck County Planning Board" from the same note. *(Complete)*
7. Please note on the plat that this property is located within an 'Unnumbered A flood zone' that will require base elevation calculations prior to building permit application. Base Flood Elevation must be determined according to Section 6.4.3 of the UDO.
8. Please note that these 16 divisions will count towards the total number of lots to determine the required open space for further divisions of this property when either of the following situations exist:

- a. The new subdivision uses common infrastructure and a common access point to a state road to create a subdivision; or,
- b. The property is part of the same parcel as it existed April 2, 1989.

Recommendation:

The applicant has indicated that all of the open space should be left as natural area. Considering the remote location and small number of lots, staff recommends all open space be retained by the developer and placed into a conservation easement. This easement shall include a provision that no land disturbance or logging operations take place. The developer shall be responsible for contracting with a conservation receiving agency to hold the easement to the property.

Currituck County Emergency Management (James Mims, 252-232-4024)

Approved with corrections:

1. Need documentation for fire pond calculations. *(Will be provided at Preconstruction submittal)*
2. Please change storz coupling to National Standard Thread. *(Complete)*

Information Technology (Harry Lee, 252-232-2034)

Approved with comment:

1. Parcel ID Number is incorrect on application. *(Corrected)*
2. Address assignment sheet being forwarded to Tammy Glave, Planner II (attached). *(Given to applicant.)*
3. Street name (Hideaway Ln) previously approved.

Public Utilities (Pat Irwin, 252-232-2769)

Approved with comment:

1. The subdivision will be subject to a cash deposit for the water lines at final plat. The amendment to the UDO allows the owner to substitute a surety bond or letter of credit if the water lines have not been put in within three years.

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

Reviewed with comment:

1. CONSULT WITH KEVIN CARVER RS (252)232-6603 FOR SEPTIC SYSTEM AND PRIVATE WELL APPROVALS PER PROPOSED LOT.

Soil and Water (Mike Doxey, 252-232-3360)

Approved with corrections:

1. Provide short narrative explaining how the stormwater will be handled, touching on the pre & post runoff. *(Provided May 24th)*

NC State Archeology (Lawrence Abbott, 919-807-6554)

Reviewed with comment:

1. There are no archaeological sites recorded within the project area. An archaeological survey is not recommended.

Currituck County Building Inspections (Spence Castello, 252-232-6020)

Approved without comment.

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

Reviewed without comment.

County Engineering Department (Eric Weatherly/Michelle Perry 252-232-6035)

Approved with comment:

1. At Pre-Construction we will require a Stormwater Management Plan (i.e. Stormwater Calcs, elevations, etc.)

Currituck County Economic Development (Peter Bishop, 252-232-6015)

Reviewed without comment.

NCDENR Land Quality (Pat McClain, 252-946-6481)

Reviewed with comment:

1. More than one acre will be disturbed in the course of developing the infrastructure. An E & S plan must be approved prior to initiating any land disturbance associated with developed.

US Army Corps of Engineers (Kyle Barnes, 910-251-4584)

Reviewed with comment:

1. Any impacts to jurisdictional waters or wetlands regulated by the US Army Corps of Engineers will require prior approval by the Wilmington District Office.

**CASE ANALYSIS FOR THE
BOARD OF COMMISSIONERS
DATE: July 5, 2011
PB 04-15 Shingle Landing Farms**

ITEM: PB 04-15 Shingle Landing Farms amended preliminary plat/special use permit approval for 11 residential lots.

LOCATION: Moyock, Fox Lane which is located approximately 1300 feet southeast of the intersection of Caratoke Highway and Tulls Creek Road, Moyock Township.

TAX ID: 009C-000-0003-0000
009C-000-0004-0000
009C-000-0005-0000
009C-000-0006-0000
009C-000-0007-0000

ZONING DISTRICT: CD-R 10-15

PRESENT USE: Residential Subdivision

OWNER: EKMS, Inc.
Eldon L. Miller, III
PO Box 729
Moyock, NC 27958
252-435-6116

APPLICANT: Hyman & Robey, PC
PO Box 339
Camden, NC 27921

LAND USE/ZONING OF SURROUNDING PROPERTY:

	Land Use	Zoning
NORTH:	Vacant/Assisted Living	GB
SOUTH	Residential	GB/A
EAST:	Cropland/Woodland	R
WEST:	Commercial	GB

LAND USE PLAN

CLASSIFICATION: The 2006 Land Use Plan classifies the site as Full Service within the Moyock subarea.

SIZE OF SITE: 15 acres

NUMBER OF LOTS: 11 (reconfiguration of 5 lots)

PROJECT DENSITY: .73 units per acre (reconfigured area)

UTILITIES: The development will be served by county water and individual on-site septic systems. The estimated maximum water demand for the new lots will be 2,880 gpd.

I. NARRATIVE OF REQUEST:

The developer obtained amended sketch plan approval on August 16, 2010 for the reconfiguration of 5 (3 acre) residential lots into 11 (40,000+sf) residential lots. The amended plan includes an extension of Fox Lane. A supplementary cul-de-sac was added to meet the maximum road length requirements.

II. QUESTION(S) BEFORE THE BOARD:

Special Use Permit Criteria and Staff Findings:

Special use permits (SUP) are intended to allow the Board of Commissioners flexibility in the administration of the UDO. Through the SUP procedure, property uses which would otherwise be considered undesirable in certain districts can be developed subject to conditions of approval to minimize any negative effects they might have on surrounding properties.

In order to approve a SUP, certain criteria must be satisfied. The criteria and suggested findings of fact are outlined as follows:

1. Completeness of application.

Suggested Findings:

- a. The application is complete.

2. The proposed use is among those listed in the Table of Permissible Uses as a special use indicated with an "S".

Suggested Findings:

- a. Chapter 10 of the UDO requires a special use permit for major subdivisions.

3. The conditions proposed meet or exceed the minimum requirements of this ordinance.

Suggested Findings:

- a. The conditions proposed will meet the minimum requirements of the ordinance.
- b. Conditional rezoning of the property was approved June 21, 2010 (CD-R 10-15).

4. The special use will not endanger the public health or safety:

Suggested Findings:

- a. The proposed development should have little to no negative impact on the public health or safety.
- b. The property is located within a residential subdivision.

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

Suggested Findings:

- a. The proposed development is located within a residential subdivision with similar lot sizes.
- b. The single family subdivision, as proposed, will maintain harmony with the existing single family neighborhood.

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

Suggested Findings:

The 2006 Land Use Plan classifies this site as Full Service within the Moyock subarea. Full Service areas provide for a base development density of 2 units per acre but could be increased to 3-4 units per acre through overlay zoning depending upon services available and the potential impact on the surround area. The Moyock subarea policy emphasis is to manage growth and provide for development densities of 1-2 units per acre in areas where on-site wastewater is proposed. The proposed use is in keeping with the policies of the plan, some of which are:

POLICY ES2: NON-COASTAL WETLANDS, including FRESHWATER SWAMPS, AND INLAND, NON-TITAL WETLANDS, shall be conserved for the important role they play in absorbing floodwaters, filtering pollutants from stormwater runoff, recharging the ground water table, and providing critical habitat for many plant and animal species. Currituck County supports the efforts of the US Army Corps of Engineers in protecting such wetlands, through the Section 404 permit program of the Clean Water Act, as well as Section 401 water quality certifications by the State of North Carolina.

POLICY HN1: Currituck County shall encourage development to occur at densities appropriate for the location. LOCATION AND DENSITY FACTORS shall include whether the development is within an environmentally suitable area, the type and capacity of sewage treatment available to the site, the adequacy of transportation facilities providing access to the site, and the proximity of the site to existing and planned urban services. For example, projects falling within the Full Services areas of the Future Land Use Map would be permitted a higher density because of the availability of infrastructure as well as similarity to the existing development pattern. Such projects could be developed at a density of two (2) or more dwelling units per acre. Projects within areas designated as Limited Service would be permitted a density of one (1) to one and one half (1.5) units per acre depending upon the surrounding development pattern and availability of resources. Projects within areas designated as Rural or Conservation by the Future Land Use Plan would be permitted a much lower density of 1 dwelling unit per 3 acres because of the lack of infrastructure in the area, the existing low density development pattern, and presence of environmentally sensitive natural areas.

7. The special use will not exceed the county's ability to provide adequate public facilities, including, but not limited to, schools, fire and rescue, law enforcement, and other county facilities. Applicable state standards and guidelines shall be followed for determining when public facilities are adequate. Such facilities must be in place or programmed to be in place within two years after the initial approval of the plan (sketch plan in the case of major subdivisions).

Suggested Findings:

- a. It appears the county has adequate public facilities to service this development.

III. TECHNICAL REVIEW COMMITTEE RECOMMENDATION:

Pursuant to the Unified Development Ordinance, the Technical Review Committee recommends conditional approval subject to the following:

Planning Department

1. Expired maintenance bonds must be renewed or infrastructure must be accepted by the homeowner's association prior to approval of the preliminary plat.

IV. PLANNING STAFF RECOMMENDATION:

The proposed development meets the criteria for granting a special use permit and therefore staff recommends conditional approval provided the following items are addressed:

1. Expired maintenance bonds must be renewed or infrastructure must be accepted by the homeowner's association prior to approval of the preliminary plat.

V. PLANNING BOARD RECOMMENDATION:

The Planning Board **recommended approval** of the amended preliminary plat/special use permit with findings of fact and staff recommendations.

PLANNING BOARD DISCUSSION (6-14-11)

Mr. Kovacs stated a community meeting was held and there was no opposition to the change.

Mr. Miller stated the paperwork for the maintenance bond has been completed and turned in and should be in place within the next 7 to 10 days.

ACTION

Mr. Kovacs moved to approve PB 04-15 with the findings of fact and staff recommendations included in the case analysis. Ms. Taylor seconded the motion. Motion carried unanimously.



PB 04-15 Shingle Landing Farms
Amended Preliminary Plat



1 inch = 0.05 miles



PB 04-15 Shingle Landing Farms
Zoning

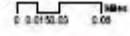


1 inch = 0.05 miles





PB 04-15 Shingle Landing Farms
Land Use Classifications



1 inch = 0.05 miles



MEMORANDUM

To: Eldon Miller, EKMS, Inc.
Derek Dail, Hyman & Robey

From: Donna Voliva, Planner

Date: May 12, 2011

Re: Shingle Landing Farm, Amended Preliminary Plat, TRC Comments

The following comments have been received for the May 18, 2011 TRC meeting. In order to be scheduled for the June 14, 2011 Planning Board meeting, please address all comments and resubmit a corrected plan by 3:00 p.m. on May 23, 2011. TRC comments are valid for six months from the date of the TRC meeting.

Planning, Donna Voliva 252-232-6032

Approved with comments

1. Please indicate the plat as AMENDED preliminary plat.
2. Please complete the applications.
3. ARHS has identified all of the lots as unsuitable. In order to meet the requirements of the UDO, the lots must be reclassified as provisionally suitable or suitable.
4. Please clarify the actual location of the 15' Dominion Power Easement. Illustrate the difference between the drainage and utility easement and the power easement. It is assumed the Dominion Power easement is in addition to the utility easement.
5. Lot 17 may not exceed the 4:1 length to width ratio requirement of the UDO (2.6.3.G.)
6. The typical street cross section and cul-de-sac section on sheet 5 should reflect a street section with a 45' right-of-way.
7. Please indicate the zoning district with the planning board file number for the conditional zoning note (CD-R-10-15).
8. Please submit the proposed stormwater permit modifications.

Currituck Soil and Water, Mike Doxey

Approved with corrections

1. Provide a short narrative on how the stormwater will be handled, touching on the pre and post runoff.

Currituck County Engineer, Eric Weatherly 252-232-6035

Approved

1. At pre-construction we will need a grading plan and a drainage narrative that explains any changes in the stormwater plan from the previously approved development.

Currituck County Utilities, Pat Irwin

Approved

Currituck County Emergency Management, James Mims 252-232-6641
Approved, no comments

Currituck County GIS, Harry Lee
Approved

Lot 3:	119 Fox Ln
Lot 4:	121 Fox Ln
Lot 5:	123 Fox Ln
Lot 6:	125 Fox Ln
Lot 7:	127 Fox Ln
Lot 11:	116 Fox Ln
Lot 12:	118 Fox Ln
Lot 14:	122 Fox Ln
Lot 15:	124 Fox Ln
Lot 16:	126 Fox Ln
Lot 17:	128 Fox Ln

Currituck County Building Inspections, Spence Castello 252-232-6020
Approved

NC Division of Coastal Management, Charlan Owens 252-264-3901
No comment

NC DENR, Land Quality, Pat McClain 252-946-6481
Reviewed

1. The original plan approval was in FY 2006. We consider this project to be incomplete. A new or revised E & S plan must be approved prior to commencing any additional land disturbance.

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

1. Consult with Kevin Carver RS at 252-232-6603 for septic system approval per lot. Public water supply is required per lot.

SENIOR CITIZEN ADVISORY BOARD
3 Year Terms

Incumbent	Nominated by	New Appointee	Nominated by	Date of Appointment	End of Term
Shirley Falls	District 1		Vance Aydlett		2nd 1/11/2012
Jo Stepp*	District 2		John Rorer		1st 7/20/2012
Rose Wright	District 3		Butch Petrey	3/1/2010	1st 1/14/2013
Doris Ballance	District 4		Owen Etheridge	9/7/2010	1st 11/1/2013
Rosalie Rose	District 5		Marion Gilbert	2/21/2011	2nd 2/1/2014
Martha Burns*	At-Large		Paul Martin	2/21/2011	2nd 2/1/2014
Gerri Andrews	At-Large		Paul O'Neal	2/21/2011	2nd 2/1/2014

Commissioner Martin

*** Resigned-To Be Replaced**



APPLICATION FOR ADVISORY BOARDS & COMMITTEES

Date: June 15, 2011

Name: EDITH MEEKINS

Address: 119 S Albemarle RD
Point Harbor, NC 27964

Phone: 252 491-2326

Email: NA

Board(s) or Committee(s) on which you would like to serve:

Please check

- ABC Board
- Agricultural Advisory Board
- Airport Advisory Board
- Board of Adjustment
- Economic Development Board
- Game Commission
- Jury Commission
- Land Transfer Tax Appeals Board
- Library Board

- Nursing Home Advisory Committee
- Planning Board
- Recreation Advisory Board
- Senior Citizens Advisory Board
- Social Services Board
- Tourism Advisory Board
- Whalehead Preservation Trust
- Workforce Development Board

Qualifications and reasons you would like to serve:

I have been attending activities at the
Powell's Point Sr Center for many years. I would
like to be involved in helping these centers
move forward and expand.

Please return to: County Manager's Office
P.O. Box 39
Currituck, NC 27929

Revised 1/12/2011



APPLICATION FOR ADVISORY BOARDS & COMMITTEES

Date: 6/16/2011

Name: HEIDI MONTALBINE

Address: 136 HUDGINS LANE
KNOTT'S ISLAND NC 27950

Phone: 252-429-3558 Email: hmontalbina@COX.NET

Board(s) or Committee(s) on which you would like to serve:

✓ Please check

- | | |
|--|--|
| <input type="checkbox"/> ABC Board | <input type="checkbox"/> Nursing Home Advisory Committee |
| <input type="checkbox"/> Agricultural Advisory Board | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Airport Advisory Board | <input type="checkbox"/> Recreation Advisory Board |
| <input type="checkbox"/> Board of Adjustment | <input checked="" type="checkbox"/> Senior Citizens Advisory Board |
| <input type="checkbox"/> Economic Development Board | <input type="checkbox"/> Social Services Board |
| <input type="checkbox"/> Game Commission | <input type="checkbox"/> Tourism Advisory Board |
| <input type="checkbox"/> Jury Commission | <input type="checkbox"/> Whalehead Preservation Trust |
| <input type="checkbox"/> Land Transfer Tax Appeals Board | <input type="checkbox"/> Workforce Development Board |
| <input type="checkbox"/> Library Board | |

Qualifications and reasons you would like to serve:

I have worked with and for our
Senior Citizens for a long time. I would
like to continue doing so by serving on the
ADVISORY Board.

Please mail the completed form to: County Manager's Office
P.O. Box 39
Currituck, NC 27929

Sincerely, Heidi Montalbina

CURRITUCK COUNTY
 NORTH CAROLINA
 June 20, 2011

The Board met at 6:30 as the Board of Equalization and Review.

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 Aydlett, Commissioners Gilbert, Martin, Etheridge, Petrey, and Rorer. Commissioner O'Neal was absent.

Invocation and Pledge of Allegiance

Commissioner Etheridge gave the invocation.

Approval of Agenda

Commissioner Rorer moved to amend the agenda by adding to consent agenda, Knotts Island request for \$25,000 to purchase lights for storage building. Commissioner Gilbert seconded the motion. Motion carried.

- Item 1 Approval of Agenda

- Item 2 Public Comment
 Please limit comments to items not appearing on the regular agenda, please limit comments to 3 minutes.

- Item 3 **Public Hearing and Action** Whalehead Service District for Solid Waste Collection and Disposal.

- Item 4 **Public Hearing - Budget FY 2012**

- Item 5 **Recommendation of award for Construction Management at Risk Contract for Moyock Wastewater**

- Item 6 **Appointment to Game Board**

- Item 7 **Consent Agenda:**
 - 1. Approval of June 6, 2011, Minutes
 - 2. Agreement with Carolina Water Service for County to Provide Water Meter Readings
 - 3. Budget Amendments
 - 4. Surplus vehicle water department
 - 5. JCPC Funding Plan for FY 2012
 - 6. Request by Inspections Dept. to dispose of building permits prior to 2004
 - 7. Request DOT to add Applewood Drive, Creekside Drive, and Moyock Landing Road to state system
 - 8. Economic Development Department request permission to destroy certain records

- 9. Authorize County Manager to execute Design Build Contract with Sussex Development Corporation for construction of COA Aviation and Research Training Facility
- 10. Knotts Island Request \$25000 for storage building

Item 8 Commissioner's Report

Item 9 County Manager's Report

Adjourn

Special Meeting

Tourism Development Authority

Public Hearing - Tourism Development Authority Budget FY 2012

Budget Amendment

Adjourn

Public Comment

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

Chairman Aydlett opened the public comment period.

Earl White, Walnut Island, requested the Board to address the problem of some residents dumping human waste into the sound.

Margaret Williams, Walnut Island, commented on the sewer system and waste being dumped into the sound.

Commissioner Martin stated that this was illegal and wanted to know what the county was doing to fix this problem.

Commissioner Rorer stated that the county was in negotiations to take over the Waterside Villages system and this would help.

Dan Scanlon, County Manager, stated that the Health Department has been notified of the situation.

There being no further comments, Chairman Aydlett closed the public comment period.

Public Hearing and Action Whalehead Service District for Solid Waste Collection and Disposal.

Ike McRee, County Attorney reviewed the Whalehead Service District and tax.

Chairman Aydlett opened the public hearing.

Ben Woody, Planning Director, reviewed the survey sent to all the property owners in Whalehead District. 83% were in favor of tax increase, 17% were against.

John Morrison, Attorney, for residents supporting the tax increase, reviewed the need for the tax.

Dan Lane, supports district tax increase.

Jack Rigley, supports district tax increase.

Sandy LaRue, supports district tax increase.

Terry Ruggles, supports district tax increase.

George Mears, supports district tax increase.

Ginger Sikes, questioned the need and cost for additional trash pick up.

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

Commissioner Petrey moved to approve the tax increase. Chairman Aydlett seconded the motion. Motion carried.

RESOLUTION ESTABLISHING AND CREATING THE WHALEHEAD BEACH SERVICE DISTRICT FOR SOLID WASTE COLLECTION AND DISPOSAL

WHEREAS, Chapter 153A, Article 16 of the North Carolina General Statutes, authorizes counties within North Carolina, to define service districts to finance, provide, or maintain for such districts one or more services, facilities, or functions in addition to or to a greater extent than those financed, provided or maintained for the entire county; and,

WHEREAS, said statutes further provide that the county may define a service district for the purpose of solid waste collection and disposal systems; and

WHEREAS, acting in response to a need for action in order to protect and maintain the attractiveness of Whalehead Club Subdivision through the additional

collection of solid waste as may be required and the enhancement of public safety through service ensuring removal of solid waste and containers from street rights-of way, the Board of Commissioners for the County of Currituck has determined that the creation of a service district for solid waste collection and disposal systems street maintenance will be for the benefit of those properties located within the service district boundaries; and

WHEREAS, the Board of Commissioners for the County of Currituck finds that the proposed district is in need of solid waste collection and disposal systems to a demonstrably greater extent than the remainder of the county to meet the needs and goals set forth above and that no other area of the county has requested nor is it practicable to provide the planned services within the service district created herein on a countywide basis; and

WHEREAS, it is economically feasible to provide the proposed services within the district created herein without an unreasonable or burdensome annual tax levy initially proposed at one and one-half (\$0.015) per one hundred dollars of property value; and

WHEREAS, there is a demonstrable demand and need for the services proposed within the district as set forth and incorporated into a report which has been available for public inspection in the office of the Clerk to the Board of Commissioners for four (4) weeks prior to the public hearing on the matter of the establishment of the service district which report is incorporated herein by reference; and

WHEREAS, the Board of Commissioners for the County of Currituck has caused a notice of such hearing to be duly published in The Coastland Times, a newspaper having general circulation in the County of Currituck, said hearing having been conducted on June 20, 2011, and the County Attorney has certified to the Board of Commissioners that the mailing of notice of hearing has been completed, all in conformity to N.C. Gen. Stat. §153A-302(c).

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

Section 1. The County of Currituck has fully complied with each and every requirement of Chapter 153A, Article 16 of

the North Carolina General Statutes and the Currituck County Board of Commissioners determines and finds the same as a fact.

Section 2. The Whalehead Beach Service District for Solid Waste Collection and Disposal is hereby established and created consisting of that area comprising Whalehead Club Subdivision as more particularly shown on the map attached hereto as Exhibit A and incorporated herein by reference.

Section 3. The County of Currituck may levy property taxes within the service district in addition to those levied throughout the county in order to finance, provide or maintain within the district services provided therein in addition to or to a greater extent than those financed or maintained for the entire county.

Section 4. This resolution shall take effect at the beginning of Fiscal Year 2011-2012.

Public Hearing - Budget FY 2012

Dan Scanlon, County Manager, stated that no changes have been made since the last meeting.

Chairman Aydlett opened the public hearing.

Commissioner Etheridge commented on the state budget.

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

Commissioner Petrey moved to approve the budget as presented. Commissioner Gilbert seconded the motion. Motion carried.

**COUNTY OF CURRITUCK
BUDGET ORDINANCE**

For the Year Ending June 30, 2012

BE IT ORDAINED by the Board of Commissioners, County of Currituck, North Carolina that the following estimated resources, appropriations, and memoranda are adopted for the fiscal year commencing July 1, 2011 and ending June 30, 2012.

SECTION 1. GENERAL FUND

A. Estimated Resources:

Ad Valorem Taxes	\$	25,526,305
Other Taxes and Licenses		5,004,569
Intergovernmental Revenues		3,004,001
Permits and Fees		1,816,279
Sales and Services		677,993
Investment Earnings		150,000
Miscellaneous		292,500
		<hr/>
		36,471,647
Transfers In		6,148,768
Fund Balance Appropriated		2,877,851
		<hr/>
		9,026,619
TOTAL ESTIMATED RESOURCES	\$	<u><u>45,498,266</u></u>

B. Appropriations:

Administration	\$	493,544
Legal		360,702
Governing Body		131,969
Elections		160,118

Finance	354,934
Information Technology Services	620,366
Human Resources	136,412
Public Information	104,109
Tax	503,111
Public Works	1,040,504
Public Utilities	167,956
Register of Deeds	661,454
Court Facilities	206,351
Agency Appropriations	39,200
Central Services	637,927
Sheriff	5,190,330
Detention Center	2,027,408
Animal Control	419,313
Jury Commission	2,400
Emergency Medical Services	5,510,392
Emergency Management	130,432
Communications	771,715
Inspections	521,891
Fire Services	121,473
Moyock Vol Fire Department	230,000
Crawford Vol Fire Department	300,000
Lower Currituck Vol Fire Department	300,000
Corolla Vol Fire & Rescue Squad	300,000
Carova Bch Vol Fire Department	195,000
Knotts Island Vol Fire Department	205,000
Medical Examiner	9,500
Airport	493,429
Inter County Transit Authority	197,795
Soil Conservation	134,042
Forestry	76,250
Cooperative Extension	480,723
Economic Development	167,127

Planning	647,317
Health Administration	127,000
Mental Health	60,623
Social Services Administration	2,823,713
Public Assistance	1,274,507
County Assistance	50,875
Juvenile Justice Programs	107,457
Parks & Recreation	1,007,083
Rural Center	729,481
Library	512,546
Senior Center	326,687
Local Current Expense	8,745,904
Capital Outlay	990,000
College of the Albemarle	75,000
Bonds Payable	855,000
Notes Payable	2,120,587
Interest	359,716
Appropriations to Other Funds	1,281,893
	<hr/>
TOTAL APPROPRIATIONS	<u><u>\$ 45,498,266</u></u>

SECTION 2. TOURISM DEVELOPMENT AUTHORITY

A. Estimated Resources:	
Other taxes and licenses	8,900,000
Other revenues	116,000
Transfer from other funds	122,156
Fund Balance Appropriated	1,645,695
	<hr/>
TOTAL ESTIMATED RESOURCES	<u><u>\$ 10,783,851</u></u>
B. Appropriations:	
Tourism Promotion	4,658,068
Tourism Related Expenditures	6,125,783

TOTAL APPROPRIATIONS	\$ 10,783,851
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SECTION 3. CAROVA BEACH SERVICE DISTRICT FUND

A. Estimated Resources:	
Investment earnings	1,000
Fund Balance Appropriated	249,000
TOTAL ESTIMATED RESOURCES	\$ 250,000
B. Appropriations:	
Operations	250,000
TOTAL APPROPRIATIONS	\$ 250,000

SECTION 4. REVALUATION FUND

A. Estimated Resources:	
Investment earnings	4,500
Transfer In	121,000
Fund Balance Appropriated	248,461
TOTAL ESTIMATED RESOURCES	\$ 373,961
B. Appropriations:	
Operations	361,461
Capital Outlay	12,500
TOTAL APPROPRIATIONS	\$ 373,961

SECTION 5. EMERGENCY EQUIPMENT REPLACEMENT FUND

A. Estimated Resources:	
Transfer In	267,000
TOTAL ESTIMATED RESOURCES	\$ 267,000

B. Appropriations:	
Capital Outlay	267,000
TOTAL APPROPRIATIONS	<u>\$ 267,000</u>

SECTION 6. EMERGENCY TELEPHONE SYSTEM FUND

A. Estimated Resources:	
Other taxes and licenses	178,855
Fund Balance Appropriated	310,822
TOTAL ESTIMATED RESOURCES	<u>\$ 489,677</u>

B. Appropriations:	
Operations	175,855
Capital Outlay	313,822
TOTAL APPROPRIATIONS	<u>\$ 489,677</u>

SECTION 7. GUINEA MILL WATERSHED IMPROVEMENT FUND

A. Estimated Resources:	
Special district taxes	11,722
Investment earnings	750
TOTAL ESTIMATED RESOURCES	<u>\$ 12,472</u>

B. Appropriations:	
Operations	12,472
TOTAL APPROPRIATIONS	<u>\$ 12,472</u>

SECTION 8. HOG BRIDGE DITCH WATERSHED IMPROVEMENT FUND

A. Estimated Resources:	
Special district taxes	977

TOTAL ESTIMATED RESOURCES		\$	977
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B. Appropriations:			
Operations			977
TOTAL APPROPRIATIONS		\$	977

SECTION 9. MOYOCK WATERSHED IMPROVEMENT FUND

A. Estimated Resources:			
Special district taxes			15,092
Investment earnings			250
TOTAL ESTIMATED RESOURCES		\$	15,342

B. Appropriations:			
Operations			15,342
TOTAL APPROPRIATIONS		\$	15,342

SECTION 10. NORTHWEST WATERSHED IMPROVEMENT FUND

A. Estimated Resources:			
Special district taxes			2,149
TOTAL ESTIMATED RESOURCES		\$	2,149

B. Appropriations:			
Operations			2,149
TOTAL APPROPRIATIONS		\$	2,149

SECTION 11. WHALEHEAD WATERSHED IMPROVEMENT FUND

A. Estimated Resources:			
Special district taxes			846,593

Investment earnings	5,000
TOTAL ESTIMATED RESOURCES	<u>\$ 851,593</u>

B. Appropriations:	
Operations	851,593
TOTAL APPROPRIATIONS	<u>\$ 851,593</u>

SECTION 12. WHALEHEAD BEACH SOLID WASTE COLLECTION & DISPOSAL SERVICE DISTRICT

A. Estimated Resources:	
Special district taxes	141,099
TOTAL ESTIMATED RESOURCES	<u>\$ 141,099</u>

B. Appropriations:	
Operations	141,099
TOTAL APPROPRIATIONS	<u>\$ 141,099</u>

SECTION 13. CAPITAL IMPROVEMENT FUND

A. Estimated Resources:	
Other taxes and licenses	1,590,000
Fund Balance Appropriated	2,990,811
TOTAL ESTIMATED RESOURCES	<u>\$ 4,580,811</u>

B. Appropriations:	
Transfers out	4,580,811
TOTAL APPROPRIATIONS	<u>\$ 4,580,811</u>

SECTION 14. SCHOOL CAPITAL FUND

A. Estimated Resources:	
Other taxes and licenses	1,440,000
TOTAL ESTIMATED RESOURCES	<u>\$ 1,440,000</u>
 B. Appropriations:	
Transfers out	1,440,000
TOTAL APPROPRIATIONS	<u>\$ 1,440,000</u>

SECTION 15. TRANSFER TAX CAPITAL FUND

A. Estimated Resources:	
Other taxes and licenses	1,970,000
Investment earnings	50,000
TOTAL ESTIMATED RESOURCES	<u>\$ 2,020,000</u>
 B. Appropriations:	
Operations	700
Contingency	30,122
Transfers out	1,989,178
TOTAL APPROPRIATIONS	<u>\$ 2,020,000</u>

SECTION 16. LAND BANKING FUND

A. Estimated Resources:	
Transfers in	300,000
Fund Balance Appropriated	330,000
TOTAL ESTIMATED RESOURCES	<u>\$ 630,000</u>
 B. Appropriations:	
Transfers out	630,000
TOTAL APPROPRIATIONS	<u>\$ 630,000</u>

SECTION 17. OCEAN SANDS WATER AND SEWER FUND

A. Estimated Resources:	
Operating revenues	1,154,900
Non-operating revenues	60,000
TOTAL ESTIMATED RESOURCES	<u>\$ 1,214,900</u>
B. Appropriations:	
Administration	30,249
Water Treatment Operations	677,721
Sewer Treatment Operations	506,930
TOTAL APPROPRIATIONS	<u>\$ 1,214,900</u>

SECTION 18. MAINLAND WATER FUND

A. Estimated Resources:	
Operating revenues	2,945,659
Non-operating revenues	9,000
TOTAL ESTIMATED RESOURCES	<u>\$ 2,954,659</u>
B. Appropriations:	
Administration	194,879
Water Treatment Operations	1,911,257
Debt Service	815,000
Capital Outlay	33,523
TOTAL APPROPRIATIONS	<u>\$ 2,954,659</u>

SECTION 19. NEWTOWN ROAD SEWER FUND

A. Estimated Resources:	
Operating revenues	9,650

Non-operating revenues	800
Retained earnings appropriated	5,186
TOTAL ESTIMATED RESOURCES	\$ 15,636

B. Appropriations:	
Sewer Treatment Operations	15,636
TOTAL APPROPRIATIONS	\$ 15,636

SECTION 20. SOLID WASTE FUND

A. Estimated Resources:	
Operating revenues	2,500,000
Non-operating revenues	175,500
Transfers in	893,893
Retained earnings appropriated	777,195
TOTAL ESTIMATED RESOURCES	\$ 4,346,588

B. Appropriations:	
Administration	131,496
Solid Waste Operations	4,194,592
Capital Outlay	20,500
TOTAL APPROPRIATIONS	\$ 4,346,588

SECTION 21. MOYOCK COMMONS SEWER FUND

A. Estimated Resources:	
Special district taxes	53,846
Operating revenues	76,500
Appropriated Retained Earnings	69,196
TOTAL ESTIMATED RESOURCES	\$ 199,542

B. Appropriations:

Administration	6,076
Sewer Operations	89,672
Transfers out	103,794
TOTAL APPROPRIATIONS	\$ 199,542

SECTION 22. SOUTHERN OUTER BANKS WATER FUND

A. Estimated Resources:	
Operating revenues	3,065,313
Non-operating revenues	1,406,500
TOTAL ESTIMATED RESOURCES	\$ 4,471,813

B. Appropriations:	
Administration	153,488
Water Operations	4,193,169
Capital assets	3,000
Transfers out	122,156
	\$ 4,471,813

SECTION 23. POST-EMPLOYMENT RETIREMENT BENEFITS FUND

A. Estimated Resources:	
Retiree benefits	214,671
TOTAL ESTIMATED RESOURCES	\$ 214,671

B. Appropriations:	
Operations	214,671
	\$ 214,671

SECTION 24. AD VALOREM TAX RATE ESTABLISHED

There is hereby levied a tax rate of Thirty-two cents (\$0.32) per One Hundred dollars (\$100) valuation of all real and

personal property situated in the County of Currituck on January 1, 2011 for the purpose of raising the revenue listed as "Ad Valorem Taxes" in Section 1, Part A of this ordinance.

The rate of tax is based on estimated total valuation of property for the purpose of taxation of \$8,257,900,000 and an estimated rate of collection of 97.68%. The estimated rate of collection is based on the fiscal year ended June 30, 2011.

SECTION 25. SPECIAL DISTRICT TAX RATES ESTABLISHED

There is hereby levied tax rates (in cents) for Special Districts per One Hundred dollars (\$100) valuation of all real and personal property situated in said district on January 1, 2011 for the purpose of raising the revenue listed as "Special District Taxes" in Part A, Sections 6 through 10 and Section 19 of this ordinance.

Guinea Mill Watershed Improvement District	0.010
Hog Bridge Ditch Watershed Improvement District	0.010
Moyock Watershed Improvement District	0.150
Northwest Watershed Improvement District	0.200
Whalehead Watershed Improvement District	0.090
Whalehead Beach Solid Waste Collection & Disposal Service District	0.015
Moyock Commons Sewer District	0.245

SECTION 26. ANIMAL TAX RATE ESTABLISHED

There is hereby levied an animal tax of Three dollars (\$3.00) for all male and spayed female dogs and Six dollars (\$6.00) for all fertile female dogs listed for taxes as of January 1, 2011.

SECTION 27. SOLID WASTE COLLECTION AND DISPOSAL RATE ESTABLISHED

There is hereby established a disposal fee pursuant to Section 11-5(a) of the Solid Waste Ordinance of Seventy-one dollars (\$71.00) per ton for in-County waste and Eighty-one dollars (\$81.00) per ton for out-of-County waste.

There is hereby levied an annual solid waste collection and disposal availability fee pursuant to Section 11-5(b) of the Solid Waste Ordinance of Two Hundred Fifty dollars (\$250) for all units on the Southern Outer Banks and One Hundred Fourteen dollars (\$114) for all units located elsewhere within the County of Currituck.

SECTION 28. EMPLOYEE COMPENSATION

Employee compensation is included in summary form. Individual employee salaries are hereby approved and set as presented in the supporting documents presented as part of the budget deliberation process and officially filed with the Human Resources Director.

SECTION 29. OTHER FEES

The County of Currituck charges various fees. These fees are detailed in the master Fee schedule that is presented in the appendix of the budget document.

SECTION 30. DISBURSEMENT OF SCHOOL APPROPRIATIONS

The amount here within appropriated as School Local Current Expense shall be disbursed to the school finance officer in twelve (12) equal monthly installments.

The amount here within appropriated as School Capital Outlay shall be disbursed to the school finance officer according to a mutually agreed disbursing schedule.

A quarterly progress report shall be furnished by the Board of Education to the Board of Commissioners detailing the extent to which all school capital outlay and school capital construction monies have been expended.

SECTION 31. SPECIAL APPROPRIATIONS AND RESTRICTIONS

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

- a. He may transfer amounts within the same department within the same fund up to Ten Thousand dollars (\$10,000) providing an official report on such transfers at a regular meeting of the Board of Commissioners.
- b. He may transfer amounts between departments within the same fund up to One Thousand dollars (\$1,000) providing an official report on such transfers at a regular meeting of the Board of Commissioners.
- c. He may appropriate fund balance to salaries and benefits in order to increase salaries of employees who have met requirements to increase certifications required by the County providing an official report on such transfers at a regular meeting of the Board of Commissioners.
- d. He may make inter-fund loans for a period of not more than sixty (60) days.
- e. He may not transfer any amounts between funds or from any contingency line items within any funds.

SECTION 32. CONTRACTUAL OBLIGATIONS

The County Manager and the County Attorney are hereby authorized to execute contractual documents under the following conditions:

- a. They may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
- b. They may award contracts, reject bids, re-advertise for bids, waive bid bonds or bid deposit requirements, and waive performance and payment bond requirements for all formal bids of apparatus, supplies, materials and equipment as stated in G. S. 143-129.
- c. They may execute contracts for (1) purchases of apparatus, supplies, and materials, or equipment which are within the budgeted departmental appropriations; (2) leases of personal property for a duration of one year or less and within budgeted departmental appropriations; and (3) services which are within budgeted departmental appropriations.

- d. They may execute grant agreements to and from public and non-profit organizations which are within budgeted appropriations, unless a grantor organization requires execution by the Board of Commissioners.
- e. They may execute contracts, as the lessor or lessee of real property, which are of a duration of one year or less which are within the budgeted departmental appropriations.

SECTION 33. MEMORANDA

- A. Officers:
 - Daniel F. Scanlon II is the Budget Officer
 - Gwen H. Keene is the Clerk to the Board
 - Mary Gilbert is the Deputy Clerk to the Board
 - Sandra L. Hill is the Finance Director
 - Bridget T. Brinkley is the Deputy Finance Director
 - Tracy L. Sample, Tax Collector
- B. Facsimile Signatures:

The use of facsimile signature machines, signature stamps, or similar devices in signing checks and drafts is hereby authorized; however, off-line checks and pre-audit certification requires in the minimum of one original authorizing signature. The Finance Director is hereby charged with the custody of all facsimile stamps, plates or other devices.
- C. Official Depositories

The official depositories of the County of Currituck are:

 - East Carolina Bank, Currituck, North Carolina
 - Bank of America, North Carolina
 - Bank of the Commonwealth, North Carolina
 - Bank of Hampton Roads (dba Gateway Bank), North Carolina
 - Branch Bank and Trust, North Carolina
 - North Carolina Cash Management Trust, Charlotte, North Carolina
 - Towne Bank of Currituck, North Carolina

Wachovia Bank, North Carolina
Wells Fargo, North Carolina

- D. Bank for Imprest Expenditure Accounts for Health Benefits:
Citibank, N.A.

- E. Daily deposits are required by all departments when the amount of money held on had sums to Two Hundred Fifty dollars (\$250).

- F. Returned Check or Electronic Funds Transfer Fees:

The County will assess a returned check charge consistent with G.S. 25-3-512 on all checks or electronic funds transfers returned to the County due to insufficient or unavailable funds, except for the payment of taxes. The returned check fee will be \$25.00 per item returned. This fee will also be charged for ACH or credit card transactions that are not paid due to insufficient funds.

- G. Policy on Appropriations:

The Board of County Commissioners will not consider supplemental appropriations for any service, function, purpose or activity that could have been reasonably considered during the budget process.

SECTION 34. USE OF BUDGET ORDINANCE

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

CURRITUCK COUNTY
NORTH CAROLINA

SALARY AND COMPENSATION RESOLUTION
FOR THE 2011-2012 FISCAL YEAR

BE IT RESOLVED by the County Commissioners that the following salaries and other compensation are established for the fiscal year beginning July 1, 2011 and ending June 30, 2012.

SECTION 1 - BOARDS

Board of Adjustments

Members	\$50. per meeting
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Airport Advisory Board

Members	\$50. per meeting
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Board of Commissioners

Chairman	\$1300. per month
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Members	\$1200. per month
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Stormwater Advisory Board

Members	\$50. per meeting
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Economic Development Board

Members

\$50. per meeting

Tourism Development Authority

Members

\$50. per meeting

Board of Elections

Chairman

\$75. per month plus \$8.00 per meeting hour plus travel reimbursement at per diem rate

Members

\$25. per month plus \$8.00 per meeting hour plus travel reimbursement at per diem rate

Chief Judge

\$150. on election day, \$20. on canvass day, \$15. on instruction day plus travel reimbursement at per diem rate

Judge

\$100. on election day, \$15. on instruction day plus travel reimbursement at per diem rate

Assistants

\$85 on election day, \$15. on instruction day plus travel reimbursement at per diem rate

Board of Equalization

Members

\$100. per day; \$50. per half day

Land Transfer Tax Appeals Board

Members	\$50. per meeting
<u>Library Board of Trustees</u> Members	\$50. per meeting
<u>Other</u> Jury Commission	\$50. per day
<u>Planning Board</u> Members	\$50. per meeting
<u>Social Services Board</u> Members	\$50. per meeting
Chairman	\$75. per meeting
<u>Parks and Recreation Board</u> Members	\$50. per meeting
<u>Fire And EMS Board</u> Members	\$50. per meeting
<u>Senior Citizens Advisory Board</u>	\$50. per meeting
<u>Nutrition Board</u>	\$50. per meeting

SECTION 2 - PAYMENTS TO BOARDS

Payments made to board members (except the Board of Commissioners) are considered fees for the payment of all expenses incurred while serving in a voluntary capacity unless additional compensation is provided for in the enacting ordinance.

SECTION 3 - NEW APPOINTMENTS

Compensation

The County Manager is authorized without further approval to enroll new personnel at a grade level not to exceed that of step 3; however, no new position may be established or salaries increased without the approval of the County Board of Commissioners.

Minimum Wage

Notwithstanding the above, the County Manager may raise the salary of any employee to the Federal minimum wage level without further approval from the County Board of Commissioners.

SECTION 4 - PART-TIME AND TEMPORARY EMPLOYEE BENEFITS

County employee benefits, including but not limited to vacation leave, holiday leave, sick leave, retirement, 401k, and health insurance, shall not be provided for part-time and temporary employees unless otherwise provided for by the Board of Commissioners.

PART-TIME PAY RATES

- EMT B \$13.15
- EMT I \$ 14.86
- EMT P \$18.30
- Telecommunicator Trainee \$14.01
- Telecommunicator \$14.86
- Library Asst. \$12.29
- Library Assoc. \$14.01
- Deputy I \$16.59
- Deputy II \$17.45
- Detention Officer \$ 13.15
- Referee- cert. \$18 per game
- Referee non-cert. \$14 per game
- Scorekeepers \$7.25
- Camp Counselors \$7.25-\$10
- SOS Site Coordinators \$9
- Visitor Relations Associate \$12.29

SECTION 5 - TRAVEL

Per Diem Rate

Subject to the approval of their department head, employees are entitled to travel reimbursement for use of a personal vehicle while transacting County business at the current standard mileage rate allowed by the Internal Revenue Service.

**CURRITUCK COUNTY
CLASSIFICATION BY SALARY GRADE**

2011 - 12 Annual Budget

SALARY GRADE	SALARY RANGE	CLASSIFICATION
FOR THE 2011-12 FISCAL YEAR	\$22,000.00	
51	\$23,786.00	
52	\$25,571.00	Visitor Relations Coordinator
53	\$27,357.00	
54	\$29,142.00	Supervisor Visitor Centers
55	\$30,929.00	
56	\$32,716.00	
57	\$34,500.00	

58	\$36,286.00	Marketing Coordinator
59	\$38,072.00	
60	\$39,858.00	Information and Communicator Officer E-Marketing/Web Development Specialist Web/AV Specialist
61	\$41,644.00	
62	\$43,430.00	
63	\$45,214.00	
64	\$47,001.00	
65	\$49,169.00	
66	\$50,574.00	*Tourism Director
67	\$52,357.00	
68	\$54,143.00	
69	\$55,929.00	
70	\$57,768.00	
71	\$59,500.00	
72	\$61,287.00	
73	\$63,072.00	*Finance Director
74	\$64,858.00	
75	\$66,643.00	

76	\$68,430.00	
77	\$70,214.00	
78	\$72,001.00	
79	\$73,787.00	
80	\$75,353.00	
81	\$76,980.00	

* indicates exempt status

Board determined

*County Manager's salary

Board determined

*Attorney's salary

Recommendation of award for Construction Management at Risk Contract for Moyock Wastewater

Dan Scanlon, County Manager, stated that six proposals were received and County Staff reviewed and graded the proposals. Three firms were short-listed and interviewed. George Raper and Son were selected as the most qualified contractor for the CMAR project.

Commissioner Rorer moved to award the proposal to George Raper and Son. Commissioner Gilbert seconded the motion. Motion carried.

Appointment to Game Board

Commissioner Gilbert appointed Willie Austin. Commissioner Petrey seconded the motion. Motion carried.

Consent Agenda:

1. Approval of June 6, 2011, Minutes
2. Agreement with Carolina Water Service for County to Provide Water Meter Readings
3. Budget Amendments
4. Surplus vehicle water department
5. JCPC Funding Plan for FY 2012
6. Request by Inspections Dept. to dispose of building permits prior to 2004
7. Request DOT to add Applewood Drive, Creekside Drive, and Moyock Landing Road to state system
8. Economic Development Department request permission to destroy certain records
9. Authorize County Manager to execute Design Build Contract with Sussex Development Corporation for construction of COA Aviation and Research Training Facility
10. Knotts Island Request \$25000 for storage building

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

Debit

Credit

<u>Account Number</u>	<u>Account Description</u>	Decrease Revenue or <u>Increase Expense</u>	Increase Revenue or <u>Decrease Expense</u>
61818-590003	Fire Hydrants	\$ 2,593	
61818-514500	Training & Education	\$ 38	
61818-533200	Lab Tests	\$ 500	
61818-545100	Credit Card Fees	\$ 1,000	
61818-516000	Maintenance & Repair	\$ 940	
61818-561000	Professional Services		\$ 4,131
61380-482000	Miscellaneous		\$ 940
		<u>\$ 5,071</u>	<u>\$ 5,071</u>

Explanation: *Mainland Water (61818)* - Install fire hydrant along Hwy 158 in Coinjock, repair fence damaged by automobile accident and operating transfers for the remainder of this fiscal year.

Net Budget Effect: Mainland Water Fund (61) - Increased by \$940.

<u>Account Number</u>	<u>Account Description</u>	Debit Decrease Revenue or <u>Increase Expense</u>	Credit Increase Revenue or <u>Decrease Expense</u>
10795-503500	Temporary Services	\$ 4,000	
10795-505000	FICA Expense	\$ 306	
10795-511000	Telephone & Postage Community League	\$ 400	
10795-576014	Tennis	\$ 500	
10795-590441	Technology over \$1,000	\$ 184	
10795-516001	Repairs - Maple Park		\$ 1,800
10795-516000	Repairs - Schools		\$ 1,800
10795-516200	Vehicle Maintenance Community League		\$ 800
10795-576017	Aerobics		\$ 400
10795-532000	Supplies		\$ 590
		<u>\$ 5,390</u>	<u>\$ 5,390</u>

Explanation: *Recreation (10795)* - Transfer funds for operations and to purchase a public address speaker system.

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

Debit

Credit

<u>Account Number</u>	<u>Account Description</u>	Decrease Revenue or <u>Increase Expense</u>	Increase Revenue or <u>Decrease Expense</u>
10480-514000	Travel	\$ 31	
10480-514500	Training & Education	\$ 40	
10480-557303	Archives & Records Management	\$ 300	
10480-590000	Capital Outlay	\$ 3,772	
10480-506000	Insurance Expense		\$ 4,143
		<u>\$ 4,143</u>	<u>\$ 4,143</u>

Explanation: *Register of Deeds (10480)* - Transfer funds to purchase a plat cabinet and other operating transfers for this fiscal year.

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

<u>Account Number</u>	<u>Account Description</u>	Debit Decrease Revenue or <u>Increase Expense</u>	Credit Increase Revenue or <u>Decrease Expense</u>
60808-516001	Repairs & Maintenance - Sewer	\$ 40,000	
60390-499900	Retained Earnings Appropriated		\$ 40,000
		<u>\$ 40,000</u>	<u>\$ 40,000</u>

Explanation: *Ocean Sands Water & Sewer Fund (60808)* - Appropriate funds for repairs to the Ocean Sands Sewer.

Net Budget Effect: Ocean Sands Water & Sewer Fund (60) - Increased by \$40,000.

<u>Account Number</u>	<u>Account Description</u>	Debit Decrease Revenue or <u>Increase Expense</u>	Credit Increase Revenue or <u>Decrease Expense</u>
12548-590015	Capital Outlay KI VFD	\$ 25,000	
12548-545000	Contract Services		\$ 25,000
		<u>\$ 25,000</u>	<u>\$ 25,000</u>

Explanation: *Knotts Island VFD (12548)* - Request by Knotts Island VFD to use funds for

electrical and lighting to the storage building.

Net Budget Effect: Fire Services Fund (12) - No change.

Commissioner's Report

Commissioner Martin commended the Finance Director, Sandra Hill, for receiving the award of excellence in finance.

Commissioner Gilbert, commended the Moyock Fire and EMS.

Commissioner Petrey commended Representative Owens for state budget.

Commissioner Rorer, reported on Family Fun Day to be held at The Towne Bank.

Commissioner Etheridge requested staff to send a letter to our Representatives thanking them for their work on the state budget.

Chairman Aydlett commended Holly White for her award received for being the best Flood Plain Administrator of the year.

County Manager's Report

No report

Adjourn

There being no further business, the meeting was adjourned.

Special Meeting

Tourism Development Authority

Public Hearing - Tourism Development Authority Budget FY 2012

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

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

TOURISM DEVELOPMENT AUTHORITY
CURRITUCK COUNTY
NORTH CAROLINA
2011 - 12 Annual Budget

SALARY AND COMPENSATION RESOLUTION
FOR THE 2011-12 FISCAL YEAR

BE IT RESOLVED by the County Commissioners that the following salaries and other compensation are established for the fiscal year beginning July 1, 2010 and ending June 30, 2011.

SECTION 1 - BOARDS

Tourism Development Authority
Members

SECTION 2 - PAYMENTS TO BOARDS

Payments made to board members (except the Board of Commissioners) are considered fees for the payment of all expenses incurred while serving in a voluntary capacity unless additional compensation is provided for in the enacting ordinance.

SECTION 3 - NEW APPOINTMENTS

Compensation

The County Manager is authorized without further approval to enroll new personnel at a grade level not to exceed that of step 3; however, no new position may be established or salaries increased without the approval of the County Board of Commissioners.

Minimum Wage

Notwithstanding the above, the County Manager may raise the salary of any employee to the Federal minimum wage level without further approval from the County Board of Commissioners.

SECTION 4 - PART-TIME AND TEMPORARY EMPLOYEE BENEFITS

County employee benefits, including but not limited to vacation leave, holiday leave, sick leave, retirement, 401k, and health insurance, shall not be provided for part-time and temporary employees unless otherwise provided for by the Board of Commissioners.

PART-TIME PAY RATES

Visitor Relations Associate \$12.54

SECTION 5 - TRAVEL

Per Diem Rate

Subject to the approval of their department head, employees are entitled to travel reimbursement for use of a personal vehicle while transacting County business at the current standard mileage rate allowed by the Internal Revenue Service.

**CURRITUCK COUNTY TOURISM DEVELOPMENT AUTHORITY
BUDGET ORDINANCE
For the Year Ending June 30, 2012**

BE IT ORDAINED by the Currituck County Tourism Development Authority, County of Currituck, North Carolina that the following estimated resources, appropriations, and memoranda are adopted for the fiscal year commencing July 1, 2011 and ending June 30, 2012.

SECTION 1. OCCUPANCY TAX - PROMOTION

A Estimated Resources:

Occupancy Tax	8,900,000
Other revenues	26,000
Investment earnings	90,000
Transfers from other funds	122,156

Appropriated Fund Balance	<u>1,645,695</u>
	10,783,851
 TOTAL ESTIMATED RESOURCES	 <u><u>\$ 10,783,851</u></u>
 B Appropriations:	
Occupancy Tax - Promotion	\$ 4,658,068
Occupancy Tax - Tourist related	<u>6,125,783</u>
	<u>10,783,851</u>
 TOTAL APPROPRIATIONS	 <u><u>\$ 10,783,851</u></u>

The information above is presented in summary form. Complete detailed information is on file with the Finance Director.

SECTION 2. SPECIAL APPROPRIATIONS AND RESTRICTIONS

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

- a He may transfer amounts within the same department within the same fund up to Ten Thousand dollars (\$10,000) providing an official report on such transfers at a regular meeting of the Board of Commissioners on a quarterly basis.
- b He may transfer amounts between departments within the same fund up to One Thousand dollars (\$1,000) providing an official report on such transfers at the next regular meeting of the Board of Commissioners.

- c He may appropriate fund balance to salaries and benefits in order to increase salaries of employees who have met requirements to increase certifications required by the County providing an office report on such transfers at the next regular meeting of the Board of Commissioners.
- d He may make interfund loans for a period of not more than sixty days (60).
- e He may not transfer any amounts between funds or from any contingency line items within any funds.

SECTION 29. CONTRACTUAL OBLIGATIONS

The County Manager or the County Attorney are hereby authorized to execute contractual documents under the following conditions:

- a They may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
- b They may award contracts, reject bids, re-advertise for bids, waive bid bonds or bid deposit requirements, and waive performance and payment bond requirements for all formal bids of apparatus, supplies, materials and equipment as stated in G. S. 143-129.
- c They may execute contracts for (1) purchases of apparatus, supplies, and materials, or equipment which are within the budgeted departmental appropriations; (2) leases of personal property for a duration of one year or less and within budgeted departmental appropriations; and (3) services which are within budgeted departmental appropriations.
- d They may execute grant agreements to and from public and nonprofit organizations which are within budgeted appropriations, unless a grantor organization requires execution by the Board of Commissioners.
- e They may execute contracts, as the lessor or lessee of real property, which are of a duration of one year or less which are within the budgeted departmental appropriations.

SECTION 30. MEMORANDA

- A Officers:
Daniel F. Scanlon II CPA is the Budget Officer

Gwen H. Keene is the Clerk to the Board
Mary Gilbert is the Deputy Clerk to the Board
Donald Ikerd McRee is the County Attorney
Sandra L. Hill CPA is the County Finance Director
Bridget T. Brinkley is the Deputy Finance Director

B Facsimile Signatures:

The use of facsimile signature machines, signature stamps, or similar devices in signing checks and drafts is hereby authorized; however, off-line checks and pre-audit certification requires in the minimum of one original authorizing signature. The Finance Director is hereby charged with the custody of all facsimile machines, stamps, plates or other devices.

C Official Depositories:

The Official depositories of the Tourism Development Authority are:

East Carolina Bank, Currituck, North Carolina
The Bank of Currituck, Moyock, North Carolina
Bank of America, North Carolina
Bank of the Commonwealth, North Carolina
Bank of Hampton Roads (dba Gateway Bank), North Carolina
Branch Bank and Trust, North Carolina
North Carolina Cash Management Trust, Charlotte, North Carolina
Wachovia Bank, North Carolina
Wells Fargo, North Carolina

D Daily Deposits:

Daily deposits are required by all departments when the amount of money held on hand sums to Two Hundred Fifty dollars (\$250).

E Returned Check or Electronic Funds Transfer Fees:

The Tourism Development Authority will assess a returned check charge consistent with G. S. 25-3-512 on all checks or electronic funds transfers returned to the County due to insufficient or unavailable funds, except for the payment of taxes. The returned check fee

will be \$25.00 per item returned. This fee will also be charged for ACH or credit card transactions that are not paid due to insufficient funds. The penalty for returned checks and electronic funds transfers for payment of taxes are governed by G. S. 105-357(2).

F Policy on Appropriations:

The Tourism Development Authority will not consider supplemental appropriations for any service, function, purpose or activity that could have been reasonably considered during the budget process.

SECTION 31. USE OF BUDGET ORDINANCE

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

Budget Amendment

Commissioner Martin moved to approve. Commissioner Gilbert 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
15442-590441	Technology Over \$1000	\$ 8,133	
15442-511000	Telephone & Postage		\$ 8,133
		\$ 8,133	\$ 8,133

Explanation: *Occupancy Tax Tourism Promotion (15442)* - Transfer funds for a communication system for the Moyock Welcome Center.

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

Adjourn

There being no further business, the meeting was adjourned.

2011 BOARD OF EQUALIZATION & REVIEW
Minutes
June 20, 2011

The 2011 Board of Equalization & Review was called to order by Chairman O. Vance Aydlett at 6:30pm on Monday June 20, 2011. Board Members O. Vance Aydlett Jr., J. Owen Etheridge, Marion Gilbert, Paul Martin, H. M. Petrey, and John Rorer were in attendance.

No one appeared before the Board of Equalization and Review

The Board of Equalization and Review adjourned at 6:50

ATTEST:



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

ROADWAY INFORMATION: (Please Print/Type)

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

Subdivision Name: Cooper Landing Length (miles): 1170 feet From Cen OF Cul-Sac

Number of occupied homes having street frontage: 4 Located (miles): .221

miles N S E W of the intersection of Route Narrow Shore Rd. and Route _____
(Check one) (SR, NC, US) (SR, NC, US)

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

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

Name: John N Cooper Phone Number: 252-207-8877

Street Address: 119 Cooper Landing Dr Aydlett NC 27914

Mailing Address: P.O. Box 129 Poplar Branch, NC 27965

PROPERTY OWNERS

Name Mailing Address Telephone

* Please See Attached Sheet.

INSTRUCTIONS FOR COMPLETING PETITION:

1. Complete Information Section
2. Identify Contact Person (This person serves as spokesperson for petitioner(s)).
3. Attach four (4) copies of recorded subdivision plat or property deeds, which refer to candidate road.
4. Adjoining property owners and/or the developer may submit a petition. Subdivision roads with prior NCDOT review and approval only require the developer's signature.
5. If submitted by the developer, encroachment agreements from all utilities located within the right of way shall be submitted with the petition for Road addition. However, construction plans may not be required at this time.
6. Submit to District Engineer's Office.

FOR NCDOT USE ONLY: Please check the appropriate block

- Rural Road
 Subdivision platted prior to October 1, 1975
 Subdivision platted after September 30, 1975

REQUIREMENTS FOR ADDITION

If this road meets the requirements necessary for addition, we agree to grant the Department of Transportation a right-of-way of the necessary width to construct the road to the minimum construction standards of the NCDOT. The right-of-way will extend the entire length of the road that is requested to be added to the state maintained system and will include the necessary areas outside of the right-of-way for cut and fill slopes and drainage. Also, we agree to dedicate additional right-of-way at intersections for sight distance and design purposes and execute said right-of-way agreement forms that will be submitted to us by representatives of the NCDOT. The right-of-way shall be cleared at no expense to the NCDOT, which includes the removal of utilities, fences, other obstructions, etc.

General Statute 136-102.6 (see page 29 for Statute) states that any subdivision recorded on or after October 1, 1975, must be built in accordance with NCDOT standards in order to be eligible for addition to the State Road System.

<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>	<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>
Cooper Landing Dr	4	1170	<i>[Signature]</i>	<i>[Signature]</i>	

Name	Lot Number	Mailing Address	Telephone
Cooper Quality Cons & Narrow Shores Development	1	PO Box 129 Poplar Branch, NC 27965	252-453-8785
Cooper Quality Cons & Narrow Shores Development	2	PO Box 129 Poplar Branch, NC 27965	252-453-8785
Rick & Brenda Gale	3	7548 Foxview Dr. Warrenton, Va 20186	
Fred & Jane Sandri	4	12 Beardsley Rd. Shelton Conn. 06484	
Cooper Quality Cons & Narrow Shores Development	5	PO Box 129 Poplar Branch, NC 27965	252-453-8785
Bill & Hope Manniro	6	110 Crocus Lane Milford PA, 18337	
Richard & Maryann Swindell	8	2 Huckins Dr. Newmarket NH 03857	
Rick & Liz Zawacki	9	299 Northern Blvd St James NY 11780	
Hugh & Po Mulholland	11	7732 Silo Mill Court Manassas VA 20112	
Bruce & Debbie Polansky	14	203 Bulkhead Cove Stafford VA 22554	
Anna & Thomas Sullivan/Tammy & Joseph Long	15	412 Ventose Dr, Chesapeake, VA 23322	757-620-6419
Anna & Thomas Sullivan/Tammy & Joseph Long	16	412 Ventose Dr, Chesapeake, VA 23322	757-620-6419
Anna & Thomas Sullivan/Tammy & Joseph Long	17	412 Ventose Dr, Chesapeake, VA 23322	757-620-6419
Anna & Thomas Sullivan/Tammy & Joseph Long	18	412 Ventose Dr, Chesapeake, VA 23322	757-620-6419

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

ROADWAY INFORMATION: (Please Print/Type)

County: CURRITUCK Road Name: See BACK of FORM
(MOYOCK)
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: CREEKSIDE ESTATES Length (miles): 1.127 mi

Number of occupied homes having street frontage: 29 Located (miles): _____
(SEE BACK OF FORM & ATTACHED)

miles N S E W of the intersection of Route SAWYER and Route TULLS CREEK ROAD
(Check one) (SR, NC, US) (SR, NC, US) SR 1222
TOWN ROAD

We, the undersigned, being property owners and/or developers of CREEKSIDE ESTATES in
SUBDIVISION

CURRITUCK County, do hereby request the Division of Highways to add the above described road.
MOYOCK TOWNSHIP

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

NCBC, LLC.

Name: ClO NAPOLITANO HOMES Phone Number: (757) 474-0888

Street Address: 1492 S. INDEPENDENCE BLVD., SUITE 101

Mailing Address: VIRGINIA BEACH, VA 23462

ATTN: GEORGE PHELPS

PROPERTY OWNERS

Name

Mailing Address

NCBC, LLC
VINCENT A. NAPOLITANO 6/8/11
PRESIDENT Telephone

SEE ENCLOSED SUMMARY

INSTRUCTIONS FOR COMPLETING PETITION:

1. Complete Information Section
2. Identify Contact Person (This person serves as spokesperson for petitioner(s)).
3. Attach four (4) copies of recorded subdivision plat or property deeds, which refer to candidate road.
4. Adjoining property owners and/or the developer may submit a petition. Subdivision roads with prior NCDOT review and approval only require the developer's signature.
5. If submitted by the developer, encroachment agreements from all utilities located within the right of way shall be submitted with the petition for Road addition. However, construction plans may not be required at this time.
6. Submit to District Engineer's Office.

FOR NCDOT USE ONLY: Please check the appropriate block

- Rural Road Subdivision platted prior to October 1, 1975 Subdivision platted after September 30, 1975

REQUIREMENTS FOR ADDITION

If this road meets the requirements necessary for addition, we agree to grant the Department of Transportation a right-of-way of the necessary width to construct the road to the minimum construction standards of the NCDOT. The right-of-way will extend the entire length of the road that is requested to be added to the state maintained system and will include the necessary areas outside of the right-of-way for cut and fill slopes and drainage. Also, we agree to dedicate additional right-of-way at intersections for sight distance and design purposes and execute said right-of-way agreement forms that will be submitted to us by representatives of the NCDOT. The right-of-way shall be cleared at no expense to the NCDOT, which includes the removal of utilities, fences, other obstructions, etc.

General Statute 136-102.6 (see page 29 for Statute) states that any subdivision recorded on or after October 1, 1975, must be built in accordance with NCDOT standards in order to be eligible for addition to the State Road System.

<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>	<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>
			<u>ADDITIONAL INFORMATION</u>		
WHISTLING DUCK COURT	5	551 LF	ALL LOTS OCCUPIED		
NORTH SAWYER TOWN ROAD	N/A	380 LF	ENTRANCE ROAD - NO LOTS		
SURF SCOTER LOOP	18*	4111 LF	* IN ADDITION TO 18 OCCUPIED = 4 INVENTORY HOUSES + 4 SOLD UNDER CONSTRUCTION + 4 SOLD AT BUILDING PERMIT STAGE - SEE ATTACHED		
GOLDEN EYE COURT	6	515 LF	ALL LOTS OCCUPIED		
SMEW COURT	0	397 LF	TOTAL 4 LOTS ON COURT		
TOTAL	29*	5954	* SEE ABOVE NOTES		

Entire Creekside Estates Subdivision

Whistling Duck Court:	551 linear ft
North Sawyer Town Road:	380 linear ft
Surf Scoter Loop:	4111 linear ft
Goldeneye Court:	515 linear ft
Smew Court:	<u>397 linear ft</u>
	5954 linear ft

Creekside Estates Phase 1 only

Whistling Duck Court:	551 linear ft
North Sawyer Town Road:	380 linear ft
Surf Scoter Loop:	2045 linear ft
Goldeneye Court:	515 linear ft
Smew Court:	<u>NA</u>
	3491 linear ft

Creekside Estates Phase 2 only

Whistling Duck Court:	NA
North Sawyer Town Road:	NA
Surf Scoter Loop:	2066 linear ft
Goldeneye Court:	NA
Smew Court:	<u>397 linear ft</u>
	2463 linear ft

**Resolution Supporting
House Resolution 715
Encouraging the citizens of North Carolina to Observe Firefighters
Week in North Carolina**

WHEREAS, Representative Graham introduced House Resolution 715 to recognize the duties and services that firefighters provide by observing Firefighters Week; and

WHEREAS, Currituck County Firefighters provide valuable services to the citizens of Currituck County.

NOW, THEREFORE, BE IT RESOLVED, that Currituck County Board of Commissioners would like to support HR 715 and encourage the citizens of Currituck County to observe the week in September of each year containing September 11, as Firefighters Week in North Carolina.

ADOPTED this the 5th day of July, 2011.

ATTEST:

Gwen H. Keene, CMC
Clerk to the Board

O. Vance Aydlett, Jr.
Chairman