



**BOARD OF COMMISSIONERS  
AGENDA**

**JANUARY 17, 2012**

## Table of Contents

<a href="#"><u>Agenda</u></a> . . . . .	2
Public Hearing and Action:	
<a href="#"><u>11-19 Case Analysis</u></a> . . . . .	4
<a href="#"><u>11-19 Community Meeting</u></a> . . . . .	11
Public Hearing and Action:	
<a href="#"><u>10-04 Case Analysis</u></a> . . . . .	12
Consideration of Economic Development Incentive Guidelines	
<a href="#"><u>Plan</u></a> . . . . .	22
Appointment to Recreation Board	
<a href="#"><u>Recreation Board Appointment Form</u></a> . . . . .	28
<a href="#"><u>Recreation Board Application</u></a> . . . . .	29
Appointment to Economic Development Board	
<a href="#"><u>ED Board Appointment Form</u></a> . . . . .	30
<a href="#"><u>ED Board Application</u></a> . . . . .	31
Appointment to Board of Adjustment	
<a href="#"><u>Board of Adjustment</u></a> . . . . .	32
Appointment of EMS Operational Medical Director	
<a href="#"><u>OMD Recommendations</u></a> . . . . .	33
Appointment to Fire and EMS Advisory Board	
<a href="#"><u>FEMS Board Appointment Form</u></a> . . . . .	36
<a href="#"><u>FEMS Board-Fire Department Selection</u></a> . . . . .	37
Award Bid for Whalehead Subdivision Drainage Improvements Project-Phase II	
<a href="#"><u>Bid Recommendation of Award</u></a> . . . . .	39
Approve and authorize County Manager to execute license agreement with Robert Glenn and Eden Glenn for accessway on Barracuda Street, Whalehead Drainage Improvement District Project	
<a href="#"><u>License Agreement-Glenn</u></a> . . . . .	43
Petitions to Add Savannah Avenue, Charleston Drive, Carolina Club Drive and Richmond Court to NCDOT System for Maintenance.	
<a href="#"><u>Petition-Carolina Club Roads</u></a> . . . . .	46
Budget Amendments	
<a href="#"><u>Budget Amendments</u></a> . . . . .	60
Approval of January 3, 2012, Minutes	
<a href="#"><u>January 3 Minutes</u></a> . . . . .	67
Approval of Maple Park Expansion PARTF Grant Application	
<a href="#"><u>Grant</u></a> . . . . .	93

**REVISED**

**Currituck County**  
**Board of Commissioners Agenda**  
Historic Currituck County Courthouse

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**Date: Tuesday, January 17, 2012      Time: 7:00 PM**

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**Work Sessions**

6:00 Crawford Volunteer Fire Department

**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**            **Recognition of Commissioner Aydlett for his service as Chairman of the Board for 2011**

**Item 4**            **Ronnie Hayes, Currituck County Athletic Director, to accept recognition of all athletic teams**

**Item 5**            **Presentation by Dominion Power on the Shawboro to Aydlett proposed transmission line**

**Item 6**            **Public Hearing and Action:** PB 11-19 Shaun Moore: Request for a zoning map amendment to rezone 20.12 acres from Agricultural (A) to Conditional District-Residential (CD-R) on property located in Moyock at the terminus of Thayne Drive, Tax Map 22, Parcels 63R and 63S, Moyock Township.

**Item 7**            **Public Hearing and Action:** PB 10-04 Outer Banks Harley Davidson: Request to renew a special use permit for special events located at 8739 Caratoke Hwy., Tax Map 131, Parcel 88, Poplar Branch Township.

- Item 8**      **Consideration of Economic Development Incentive Guidelines Deleted**
- Item 9**      **Appointment to Recreation Board**
- Item 10**     **Appointment to Economic Development Board**
- Item 11**     **Appointment to Board of Adjustment**
- Item 12**     **Appointment of EMS Operational Medical Director**
- Item 13**     **Appointment to Fire and EMS Advisory Board**
- Item 14**     **Award Bid for Whalehead Subdivision Drainage Improvements Project-Phase II**
- Item 15**     **Consent Agenda:**
  - 1. Approve and authorize County Manager to execute license agreement with Robert Glenn and Eden Glenn for accessway on Barracuda Street, Whalehead Drainage Improvement District Project
  - 2. Petitions to Add Savannah Avenue, Charleston Drive, Carolina Club Drive and Richmond Court to NCDOT System for Maintenance.
  - 3. Budget Amendments
  - 4. Approval of January 3, 2012, Minutes
  - 5. Approval of Maple Park Expansion PARTF Grant Application
  - 6. Authorize County Manager to execute deed of easement with Corolla Light Community Association for Whalehead Drainage Improvement Project.
- Item 16**     Commissioner's Report
- Item 17**     County Manager's Report
- Adjourn**

**CASE ANALYSIS FOR THE  
Board of Commissioners  
DATE: January 3, 2012  
PB 11-19 R. Shaun Moore**

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**ITEM:** PB 11-19 R. Shaun Moore requests a zoning map amendment to rezone 20.12 acres from A (Agricultural) to CD-R (Conditional District-Residential).

**LOCATION:** Moyock, located at the terminus of Thayne Drive, Moyock Township.

**TAX ID:** 0022-000-063R-0000  
0022-000-063S-0000

**OWNER:** R. Shaun Moore  
1253 Tulls Creek Road  
Moyock, NC 27958

**APPLICANT:** Eddie Hyman  
PO Box 339  
Camden, NC 27921

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

	<b>Land Use</b>	<b>Zoning</b>
<b>NORTH:</b>	Active Farmland	A/R-PUD Overlay
<b>SOUTH</b>	Low Density Residential	A
<b>EAST:</b>	Low Density Residential	A
<b>WEST:</b>	Low Density Residential/Farmland	R-PUD Overlay

**LAND USE PLAN**

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

**CURRENT ZONING:** Agricultural (A)

**PROPOSED ZONING:** Conditional District – Residential (CD-R)

**CURRENT USE:** Low Density Residential/Undeveloped

**SIZE OF SITE:** 20.12 acres

**ZONING HISTORY:** 1989: A (Agricultural District)

**UTILITIES:** County water does not service this property. An individual on-site septic system is located the property.

**TRANSPORTATION:** The proposed development is accessed by Thayne Drive, an unpaved, privately maintained road.

**FLOOD ZONE:** The property is located within the 100-year floodplain; AE with a base flood elevation of 5.4 feet.

**WETLANDS:** According to NC Division of Coastal Management maps, wetland characteristics do not exist on this property.

**SOILS:** According to the Soil Survey for Currituck County, the soils are considered unsuitable for on-site septic systems due to soil wetness and slow percolation.

**PROPOSED ZONING CONDITIONS:**

The applicant is proposing the following uses and zoning conditions:

- o 13-lot residential subdivision
- o Minimum lot size shall be 40,000 square feet.
- o 60 foot buffer provided along the eastern boundary.
- o Street interconnection will be provided to adjacent properties to the north and west.
- o Stick built single family dwellings will be constructed on the lots.

**COMMUNITY MEETING:**

The community meeting was held on November 29, 2011, and the community meeting report is provided in the packet.

**TECHNICAL STAFF RECOMMENDATION:**

The technical review committee reviewed the plan on November 16, 2011 and recommended approval of the rezoning request.

**PLANNING STAFF RECOMMENDATION:**

The planning staff recommends approval of the proposed conditional zoning request based on the following Land Use Plan policies:

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

POLICY AG3: County ACTIONS CONCERNING INFRASTRUCTURE (e.g. schools, parks, and utilities) and regulations shall serve to direct new development first to targeted growth areas near existing settlements indicated as Full Service Areas on the Future Land Use Map, rather than “leapfrogging” to locations in the midst of farmland and greenspace identified as Rural and Conservation areas on the Future land Use Map.

**PLANNING BOARD RECOMMENDATION:**

Mr. Kovacs moved to approve PB 11-19 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 with the findings of fact and staff recommendations included in the case analysis. Mr. Bell seconded the motion. Motion carried unanimously.

**PLANNING BOARD DISCUSSION (12-13-11)**

Ms. Voliva provided a summary of the community meeting held on November 29, 2011.

Mr. West asked about the drainage and stormwater runoff.

Mr. Hyman addressed the drainage issue. Preventative maintenance can be done, i.e. clean trash in culvers and keeping them clean. Mr. Hyman stated the development will have modified swales that are sloped to scale so they can be easily maintained.

Mr. Moore stated he hopes the Planning Board will approve this request.

Mr. Clark asked if retention ponds were considered for this development.

Mr. Hyman stated they did consider them, but since this is a low density development they will not be using them.

Mr. West stated that since the soils are considered unsuitable for on-site septic systems due to soil wetness and slow percolation could Mr. Hyman addressed this issue.

Mr. Hyman stated a suitable site evaluation of every lot will be required by the Unified Development Ordinance and will have sand filled trenches.

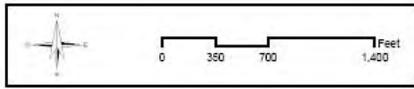
Mr. West stated that a sand filled trench is where you dig down until you find sand within six feet and then you put the drainage pipe.

**ACTION**

Mr. Kovacs moved to approve PB 11-19 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 with the findings of fact and staff recommendations included in the case analysis. Mr. Bell seconded the motion. Motion carried unanimously.



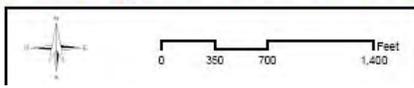
PB 11-19 R. Shaun Moore  
Conditional Zoning  
Aerial



 Currituck County  
Planning Department



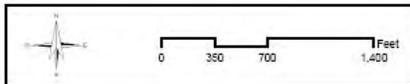
PB 11-19 R. Shaun Moore  
Conditional Zoning  
Zoning



 Currituck County  
Planning Department



PB 11-19 R. Shaun Moore  
 Conditional Zoning  
 Land Use Classification



 Currituck County  
 Planning Department

MEMORANDUM

To: Eddie Hyman  
R. Shaun Moore

From: Planning Staff

Date: November 16, 2011

Re: R. Shaun Moore Conditional Rezoning

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The following comments have been received for the November 16, 2011 TRC meeting. In order to be scheduled for the December 13, 2011 Planning Board meeting, please address all comments by 3:00 p.m. on November 21, 2011. TRC comments are valid for six months from the date of the TRC meeting.

Planning, Donna Voliva 252-232-6032

1. Property owner must sign the application and provide email address if available.
2. Please clarify the intended use of 1.5 acres indicated as "not included in the subdivision". By default a lot will be created less than 10 acres and subject to subdivision regulations.
3. The proposed recreational improvements for the 13-lot subdivision include a trail system. The staff would like to discuss reasonable recreational improvements for this development.
4. The applicant did not propose conditions for the conditional rezoning request. Discussions regarding open space improvements and utilization, allowable land uses, interconnection, and development density are recommended.
5. ORDINANCE REQUIREMENT: Based on the number of parcel splits from the parent parcel (since 1989) the total required open space will be 20% of the total development area. The current plan provides open space for 18.62 acres; however, the total development area includes 1.50 acres.
6. ORDINANCE REQUIREMENT: The developer shall be responsible for upgrading the existing street, Thayne Drive, to the minimum street standards of the Unified Development Ordinance.

Currituck Soil and Water, Mike Doxey  
Approved

Currituck County Engineer, Eric Weatherly  
Approved

Currituck County Utilities, Pat Irwin  
Reviewed

1. There are no waterlines on Thayne Drive.

Currituck County Local Volunteer Fire Department  
Approved

1. Only reviewed in regards to rezoning.

Currituck County GIS, Harry Lee

Reviewed

1. Addresses will be assigned by GIS during preliminary plat review phase. Please propose a name for the unnamed proposed street.

Currituck County Building Inspections, Spence Castello

Approved

NC Division of Coastal Management, Charlan Owens

No comment

NC State Archaeology, Lawrence Abbot

No comment

1. No archaeological site recorded within the project area. An archaeological survey is not recommended.

Albemarle Regional Health Services, Joe Hobbs

Reviewed

1. Each lot which make up this proposed subdivision will need to be evaluated to determine soil suitability approval for sewage treatment and disposal. Contact Kevin Carver, RS at 252-232-6603.

The following departments and agencies did not provide comments at this time:

Currituck County Emergency Management, James Mims

Currituck County Schools, Dr. Megan Doyle

Currituck County Parks and Recreation, Jason Weeks

Currituck County Economic Development, Peter Bishop

Currituck County Sheriff, Susan Johnson

Navel Facilities Engineering Command, Community Plans Liaison Officer William DuFault

NCDOT, Gretchen Byrum

NC DENR Aquifer Protection, David May

NC DENR, Land Quality, Pat McClain

NC DENR Environmental Health/Onsite Wastewater, Bob Uebler

NC DENR, Environmental Management, Roger Thorpe

NC DENR, Marine Fisheries, Kevin Hart

NC DENR, Public Water, Siraj Chohan

NC DENR Water Quality, Kim Colson

NC DENR Water Quality/Surface Water Protection, Al Hodge

NC Wildlife, Maria Dunn

Centurylink, Kimberly Hoevenair

Charter Communications, Sam Scilabba

Dominion Power, Troy Lindsey

Embarq, Hester Jones

US Army Corps of Engineers, Kyle Barnes



PUBLIC MEETING - REPORT

Project: Beckmoore re-zoning  
Facilitator: Hyman & Robey, P.C.  
Date, Time: November 29, 2011 @ 7:00PM  
Location: Moyock Library

12 notices were mailed out, 5 residents attended and commented at the meeting. Also in attendance were Donna Voliva, Currituck County Planning Staff, Jim Clark, Planning Board member, Marion Gilbert, Currituck County Commissioner and Shawn Moore the owner.

I opened the meeting with an explanation of a Conditional Rezoning in comparison to a Conventional Rezoning and stated the purpose of the meeting itself as outlined in the Currituck County UDO. I explained that with the conditional rezoning the concept sketch included would be the guide for development as the process moves forward. The allowable uses for this site will be limited to stick-built single family homes ranging in size from 1,800 to 2,500 hundred sq. ft. The remainder of the permissible uses available for the residential zoning will not be allowed.

The meeting was then opened for questions. The first question was concerning drainage and the existing need for drainage improvements in the area of the proposed development. The residents stated they experienced flooding from heavy rainfall events as well as from wind driven tides along Guinea road. I explained that if the rezoning is successful and the subdivision moves into the design phase we will be required per County Ordinance to design the site so the post development runoff will not exceed the pre development runoff and would not worsen the conditions. I then explained that the drainage dilemma for the most part is due to limited or no maintenance on the drainage system (culverts and outfall ditches) conveying the stormwater. Several ideas were suggested on how to help fix the problem such as a meeting with Mike Doxey to establish a drainage district to collect funds or a meeting with DOT to clean or replace driveway pipes and cross pipes under the road. In any event I emphasized to them that they needed to take action themselves and not wait for someone else to do the work.

Mrs. Ann Spruill who adjoins the site to the east voiced concern for her chickens and other livestock being harmed by dogs belonging to the potential residents and children possibly entering into a small pond she owns. The concept sketch includes a 60' vegetative buffer and an existing drainage ditch screening her property from this site.

The last comment was about the interconnectivity provided to the west and that it seemed to encourage more development.

The Planning Board meeting dates were announced and all were invited to attend. The meeting was ended at 8:30.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Edward T. Hyman".

Edward T. Hyman  
Hyman & Robey, PC

cc: Currituck County Planning Board

**CASE ANALYSIS FOR THE  
Board of Commissioners  
DATE: January 17, 2012  
PB 10-04 Outer Banks Harley Davidson  
Special Use Permit Renewal**

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**ITEM:** PB 10-04 Outer Banks Harley Davidson Special Use Permit renewal request for special events associated with the dealership.

**LOCATION:** 8739 Caratoke Highway, Harbinger (existing Harley Davidson dealership).

**TAX ID:** 0131-000-0088-0000

**ZONING DISTRICT:** General Business (GB)

**PRESENT USE:** Motorcycle Retail

**OWNER:** MDS Investment LLC  
% Maurice Slaughter  
2211 Frederick Blvd  
Portsmouth VA 23704

**APPLICANT:** Same

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

	Land Use	Zoning
<b>NORTH:</b>	Residential	GB
<b>SOUTH:</b>	Residential	GB
<b>EAST:</b>	Residential	GB
<b>WEST:</b>	Post Office	GB

**LAND USE PLAN CLASSIFICATION:** The 2006 Land Use Plan classifies the site as Limited Service within the Point Harbor subarea.

**SIZE OF SITE:** 3.2 acres

**UTILITIES:** The business is served by county water and an on-site septic system. Port-a-johns are proposed for the special events.

I. NARRATIVE OF REQUEST:

- The Outer Banks Harley-Davidson in Harbinger is the hub for activities such as OBX Bike Week each spring and fall. The facility is utilized to house additional vendors, live music, and serves as the starting point for poker runs and scenic tours.
- This is the 10<sup>th</sup> year for Outer Banks Bike Week and attendance has grown each year, reaching over 10,000 attendees some years.
- The applicant has received annual special use permits for Bike Week events since 2004. Staff supports approval of a perpetual special use permit.

II. Special UDO requirements for special events (Section 3.10.4)

1. The amount of noise generated shall not disrupt the activities of adjacent land uses.
2. The applicants shall guarantee that all litter generated by the special event be removed at no expense to the county.
3. Parking generated by the event shall be accommodated without undue disruption to or interference with the normal flow of traffic or with the right of adjacent and surrounding property owners to the beneficial use and enjoyment of their property.
4. In cases where it is deemed necessary, the board may require the applicant to post a bond to ensure compliance with the conditions of the special use permit.
5. If the permit applicant requests the county to provide extraordinary services or equipment or if the county otherwise determines that extraordinary services or equipment should be provided to protect the public health or safety, the applicant shall be required to pay to the county a fee sufficient to reimburse the county for the costs of these services. This requirement shall not apply if the event has been anticipated in the budget process and sufficient funds have been included in the budget to cover the costs incurred.

III. 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. Special events are an allowable use within the General Business (GB) zoning district with a special use permit.

3. The conditions proposed meet or exceed the minimum requirements of this ordinance.  
Suggested Findings:
  - a. The proposed plan meets the minimum requirements of the ordinance.
  
4. The special use will not endanger the public health or safety:  
Suggested Findings:
  - a. So long as the non-motorcycle parking is adequately addressed, the events should have little impact on public health or safety with the proposed precautions in place [no parking signs in right-of-ways, private security (off-duty deputies), designation of satellite parking areas across Caratoke Highway for employees only, and satellite parking for customers only on the same side of Caratoke Highway as the event].
  
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 Unified Development Ordinance indicates that special events are allowed in the GB zoning district with a special use permit.
  - b. The special events will take place at an existing retail business.
  
6. The special use will be in conformity with the Land Use Plan or other officially adopted plan.  
Suggested Findings:
  - a. The 2006 Land Use Plan classifies this site as Limited Service within the Point Harbor subarea. The policy emphasis is to allow portions of the Point Harbor area to continue to evolve as a full service community. The proposed use is in keeping with the policies of the plan, some of which are:

POLICY ED1: New and expanding industries and businesses should be especially encouraged that: 1) diversify the local economy, 2) train and utilize a more highly skilled labor force, and 3) are compatible with the environmental quality and natural amenity based economy of Currituck County.

POLICY ED4: In addition to the recruitment and expansion of major new industries, the considerable value of small business start-ups, expansions, and spin-offs shall also be recognized.
  
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 county has adequate public facilities to service this use.

#### IV. STAFF RECOMMENDATION:

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

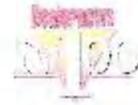
1. The original site plan approval was for three additional buildings. The existing building was required to have 46 parking spaces (approved at 1:400 instead of 1:200), so there are

extra parking spaces available at this time. Please note that drive aisles cannot be blocked. The applicant plans to restrict this parking area to motorcycles only.

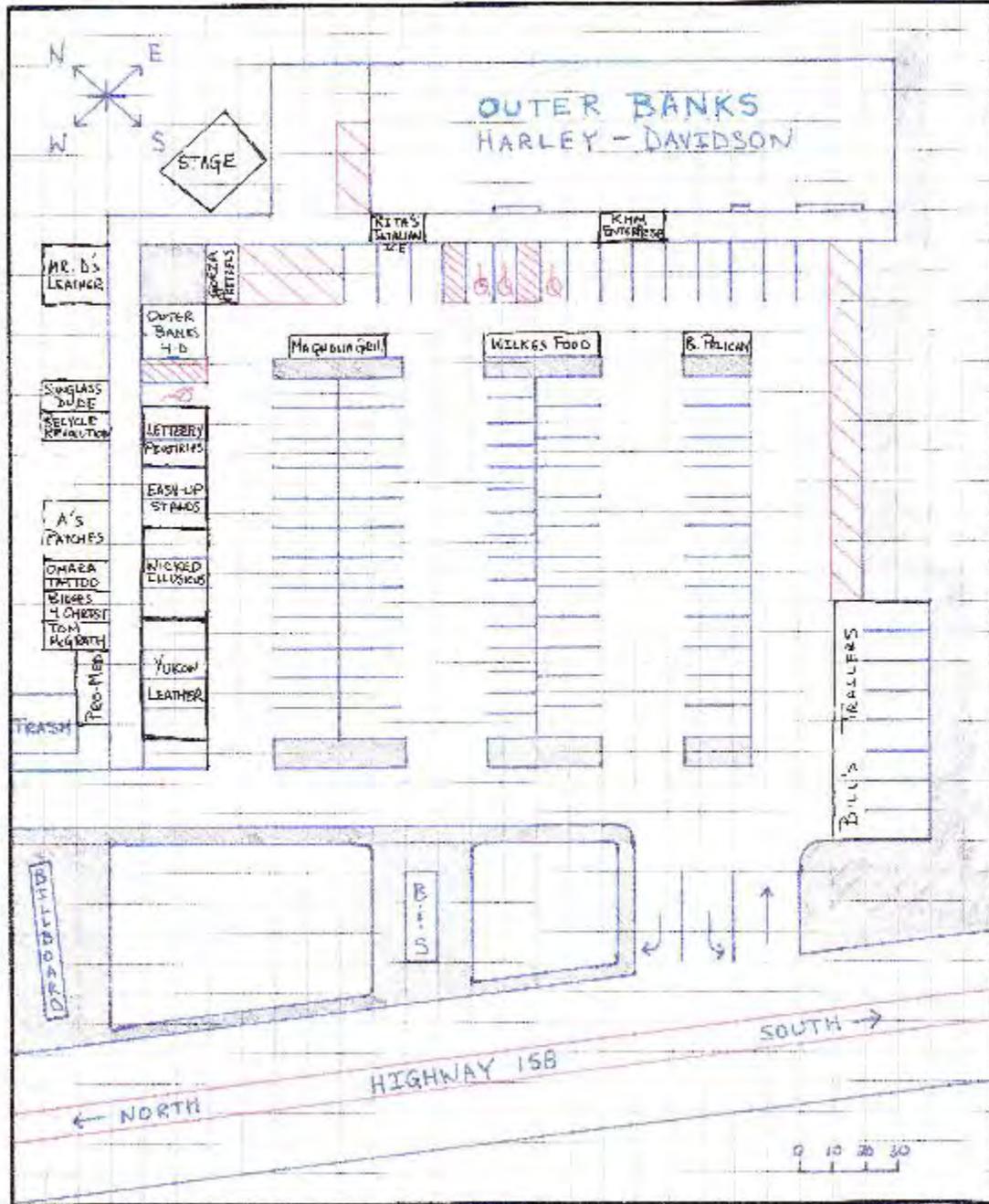
2. Overflow and non-motorcycle parking must be adequately addressed. The applicant has signed permission for satellite parking at Carolina Designs Realty, Barrier Island Welcome Center, Mutiny Tattoo, and Harbinger Post Office. Mutiny Tattoo is the only location approved for customer satellite parking. All other listed locations are either greater than 300' from the subject property or are considered unsafe for pedestrians (crossing Caratoke Highway). Carolina Designs Realty, Barrier Island Welcome Center, and Harbinger Post Office may be used for employee satellite parking only.
3. That each separate event be coordinated with applicable county and state agencies, including, but not limited to: Currituck Fire Marshal, Currituck Sheriff's Department, NCDOT, and Albemarle Regional Health Services.



# MS Family Harley-Davidson Dealerships



Bayside + Outer Banks + Kitty Hawk + Nags Head



2211 Frederick Blvd (I-264, Exit 5) + Portsmouth, Virginia 23704 + (757)397-5550 + Fax (757)397-5513

[www.harleybay.com](http://www.harleybay.com)

REVISED 02/11/10



**PB 10-04 Outer Banks Harley Davidson  
SUP Request  
January 2008 Aerial Photography**

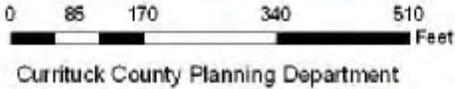
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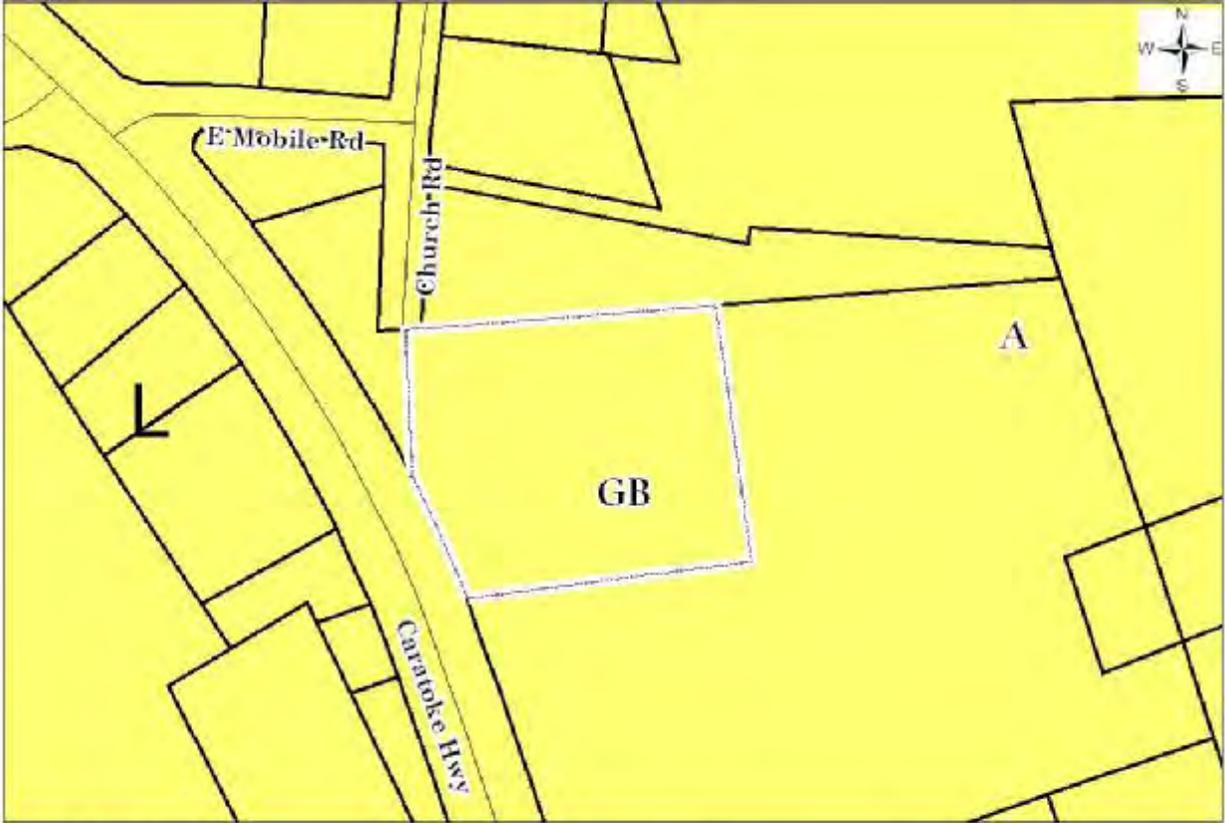
Currituck County Planning Department



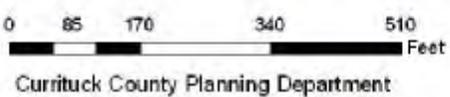


**PB 10-04 Outer Banks Harley Davidson  
SUP Request  
Zoning Designation**





**PB 10-04 Outer Banks Harley Davidson  
SUP Request  
Land Use Classification**





December 9, 2011

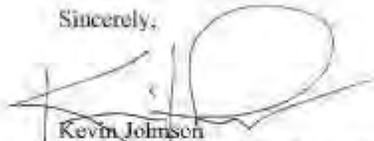
SUBJ: ADDITIONAL COMMENTS FOR SPECIAL USE PERMIT

- a. *The use will not materially endanger the public health or safety.* Activities and events to be held at Outer Banks Harley-Davidson are a matter of the course of our routine business. The only unique factor will be heavier traffic in front of the dealership, for which the Currituck Sheriff's office will be utilized to provide traffic flow assistance. As in years past, NO PARKING signs will be placed along Highway 158 and Church Road to discourage illegal or obstructive parking. During the event peak periods (Thursday through Saturday) additional Currituck County Officers will be utilized to assist in reducing the roadside parking as well as an on-site presence. We are also pursuing off-site parking for this period at Currituck Sound Park, with the use of a shuttle to transport visitors to and from the dealership. We have contacted the property owners of the vacant parcel across from the Powells Point Christian Church, and through their legal representative, have declined to permit parking on their property.
- b. *The use will not substantially injure the value of adjoining or abutting property.* NO. No activities or events are scheduled to be conducted on any other property than that owned by Outer Banks Harley-Davidson.
- c. *The use will be in harmony with the particular neighborhood or area in which it is to be located.* Yes. Similar activities and events are conducted throughout the year as a matter of routine business for Outer banks Harley-Davidson.
- d. *The use will be in the general conformity with the Land Use Plan or other plan officially adopted by the board.* Yes. The property is zoned for commercial use, and activities and events scheduled for Outer Banks Bike Week™ are conducted throughout the year on-site. Activities scheduled include vendor tents, a bike show, live music, and a tattoo contest.

- e. *The use will not exceed the county's ability to provide adequate public facilities, including, but not limited to schools, fire and rescue, and law enforcement.* No. Public and emergency services will not be impacted. Traffic flow control is accomplished with the assistance of the Currituck County Sheriff's Department, and the Department of Transportation's LED signs advising travelers of heavy motorcycle traffic during peak periods (if requested by the Currituck Planning Board). All emergency services and fire lane access will be maintained.

If I can be of further assistance, please contact me at (757)337-8444.

Sincerely,



Kevin Johnson  
President & Chief Operating Officer

CURRITUCK COUNTY BOARD OF COMMISSIONERS  
ECONOMIC DEVELOPMENT INCENTIVES GUIDELINES

I. Purpose & Intent

1. In order to expand economic development opportunities for Currituck County, diversify the tax base, offer improved employment options for Currituck citizens and promote economic growth and welfare of the residents, businesses, and future generations, the Currituck County Board of Commissioners has established business incentive guidelines to encourage new industry to locate in the county and to support existing industry expansion. It seeks to bring wealth and high-paying jobs into Currituck County.
2. The types of industries that are targeted will be consistent with Currituck County's vision of smart, balanced and shared economic growth. The citizens of Currituck County value and place great pride in Currituck's cultural heritage, agricultural roots, natural resources and diverse geography. Thus these guidelines seek to reinforce these elements through effective targeting and strategic assistance to companies in, or relocating to, Currituck County
3. The incentive guidelines further consider the vision of future economic growth in eight geographic areas of Currituck.<sup>1</sup> Annex A provides a summary of the visions in these eight areas, and identifies potential growth industries or sectors that have the best fit with the vision, along with relevant programs targeting these sources of growth. The Economic Development Incentive Guidelines (EDIG) provides a framework for evaluation of new and expanding business opportunities within the county's vision
4. Any Incentives awarded will be at the discretion of the Currituck County Board of Commissioners upon a determination that the incentives are a significant motivating

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<sup>1</sup> The EDIG recognizes that parameters for assessment against the evaluation criteria may differ based on the geographic location. There are eight distinct economic development areas in Currituck County and in each of these areas, place-specific visioning and small area plans either are or are in the process of being developed. These will help to target the incentive programs to places and industries most appropriate for balanced growth in keeping with the vision of the county and will help the county target industry that will add value to the county while also being location appropriate.

factor in the businesses decision to locate or expand in Currituck County and that such location or expansion is consistent with the evaluation criteria.

5. Given Currituck County's strategic, targeted approach for new and expanding businesses, the EDIG program specifically excludes residential development and limits participation on retail-only projects. However, all existing Currituck businesses regardless of type are eligible for retention and expansion assistance.

## II. Policy Principles

6. North Carolina General Statute §158-7.1 shall be the legal guide for the Currituck County Economic Development Incentive Policy.
  - a) Pursuant to NC GS §158-7.1(d2), any economic development incentive must provide Currituck County with a return on investment when taking into account the increased property tax revenues of the project, the prospective sales and income tax revenues generated by the project, and any other prospective revenues or income coming to Currituck County over a ten-year period from the date of the project start-up.
  - b) Any incentive decision and investment in a project made by Currituck County must be preceded by an agreement with the company or firm binding it to minimum levels of capital investment and job creation during a specified time period. The agreement must also provide for "clawbacks," penalties or reductions in any forward-loaded incentive amount awarded to an company in the event the minimum required levels are not met. NC GS §158-7.1(d2)(2)
  - c) Currituck County is committed to assisting the existing industries already in the county. As such, the County shall make all efforts to accommodate existing industry funding requests in concert with the above guidelines and on equal footing with any incentive packages offered to a new industry.
  - d) As economic development efforts shall focus on recruiting several industry clusters identified as regional strengths and the recruitment of entrepreneurs, Currituck County shall direct its investment and incentive efforts accordingly. These targeted industry sectors include: Existing Currituck Businesses (retention), Defense/Aerospace, Maritime, Agriculture/Food, and Alternative Energy companies and their supply-chain partners. As possible, this targeting will align with the geographic visioning of economic growth in Currituck County (Annex A)
  - e) When making incentive award decisions, Currituck County shall take into account the amounts and types of assistance provided by other local, state, regional or federal economic development entities to include but not limited to: NC Commerce, US Economic Development Administration, US Department of

- Agriculture, NC Workforce Development, NC Community College System, NC Rural Center, Golden Leaf Foundation.
- f) If determined eligible, each applicant project to the Currituck County EDIG Program will be subject to internal review and analysis by County Staff and the Currituck County Economic Development Advisory Board. Project review will balance both quantitative (economic) and qualitative (environmental, community) measures. A set of criteria for evaluation is included in paragraph 10.
  - g) The Currituck County Economic Development Advisory Board shall recommend incentive awards to the Board of Commissioners, based on review of analysis and consultation with County Staff. North Carolina General Statute §158-7.1 notwithstanding, final authority on the type, amount, and structure of any incentive award given to a company, rests with the Currituck County Board of Commissioners.
7. Companies who request incentive assistance and submit an application to the Currituck County EDIG program must provide timely, reasonable access to all requested project-related information including but not limited to: job creation, capital investment, employee pay & benefits, and other vital financial, production and facility information as needed. In each case where appropriate, the client may protect confidential and trade-secret information from public circumspection per NCGS §143-318.
8. Opportunities that fit with the County's strategic vision will receive highest priority for the incentive program.

### III. Base Criteria Required for Consideration

9. Each economic development project shall be considered on a project-by-project basis applying both the above policy principles and individual guidelines as decided by the Board of Commissioners, upon the recommendation of the Economic Development Board. The Board of Commissioners may, at their sole discretion, review, modify or terminate project guidelines as economic conditions or competitive concerns dictate.
10. In determining whether to make an investment decision on a project, or on the amount of such an incentive, the County shall consider, among other relevant factors, the following:

- a. the creation of new jobs—including the wage level (compared to local average wages in Currituck County) the number, type and quality created or retained
  - b. the multiplier effect of those jobs, and site specific issues through which the recruitment of a firm would have ancillary benefits for other related firms or the County itself in providing access to other areas for development or needed extension of utilities.
  - c. the total capital investment of the business including: site acquisition, site improvements, building costs, fixtures and other equipment / machinery ;
  - d. projected tax revenue;
  - e. potential growth, increased employment, and longevity of the industry;
  - f. consistency of the business or industries with the vision of future growth for the county as a whole and within the geographic vision of the sub-area (annex a);
  - g. environmental impact and consistency with the Land Use Plan, Small Area Plans and other community-based planning documents;
  - h. community impact (traffic, noise, suppression of existing businesses); and
  - i. synergy with surrounding community, area and industries.
  - j. Other factors deemed relevant by the discretion of the Currituck County Economic Development Advisory Board and Board of Commissioners.
11. The above factors will be analyzed by the Currituck County Staff and EDAB to determine relevant costs and benefits of the proposed development. Other factors deemed relevant by the discretion of the Currituck County Economic Development Advisory Board and Board of Commissioners.
12. Applicant statement and justification of need for assistance will also be considered.

#### IV. Factors for Exclusion from Incentive Program

13. Although a project may meet all of the above requirements for consideration as outlined above, it will not be considered by Currituck County for incentive assistance if any of the following factors apply:

- a. The expansion or relocation project would result in a net reduction of the ad valorem tax valuation of the land and facilities of the company or any affiliate of the company.
- b. The company or any affiliate of the company is not current in all ad valorem tax payments due to the county.
- c. The financial condition of the company receiving the incentive is such that the ability of the entity to meet its obligations is in doubt.
- d. The award of any incentive to an company is non-transferable or assignable to another company unless the Currituck County Board of Commissioners has granted such an assignment in writing.

V. Program Procedures

14. The following procedure shall be utilized in considering the award of an incentive to a project or company in Currituck County:
  - a. The company shall fill out an application for consideration for an economic development incentive highlighting the criteria noted in Section II and Section III.
  - b. The application and facts of the company's case shall be discussed and deliberated amongst the appropriate departments and boards of Currituck County to include, but not be limited to: County Manager, County Attorney, Economic Development department, Economic Development Advisory Board and the Board of Commissioners. These deliberations shall indicate an initial decision to move forward with negotiations or deny incentives to the company.
  - c. The company shall submit to Currituck County financial records, under procedures designed to protect confidentiality and trade secrets, to the County's designee for review of the company's ability to meet any and all performance requirements specified in negotiations and elsewhere within this policy document.
  - d. County Staff shall input all information obtained in the application process from the company into an analytic model to provide guidance on the potential economic impact and net present value of the investment, while also assessing sensitivity and risk. Further, the project will be assessed qualitatively on environmental, community and general land-use principles as identified by Annex A of this document and the County Land Use Plan. Findings and recommendations shall be provided to the County Manager, County Attorney, Economic Development Advisory Board and Board of Commissioners.
  - e. The company shall negotiate the terms of any investment or incentive made by Currituck County with the County Manager, County Attorney and

- representatives of the Board of Commissioners, on the advisement and recommendation of the Economic Development Advisory Board & Economic Development staff.
- f. At a time deemed appropriate by the company, given the company's confidentiality concerns and project timeline, a public notice shall be given and a public hearing regarding the proposed investment shall be held in accordance with the requirements stated in NC GS §158-7.1.
  - g. At the conclusion of the public hearing, The Currituck County Board of Commissioners shall vote whether or not to approve the terms of any proposed incentive agreement in open session.
  - h. If the Board of Commissioners approve an incentive agreement with an company, the agreement shall be executed which will contractually bind the County to make the investment and bind the company to meet the capital investment, job creation, wage and other requirements as mutually agreed upon in negotiations and stipulated in the contract.
  - i. The company shall provide verification of compliance with the terms of its contract with the County annually in a manner mutually agreed upon by the parties in negotiations. If the company fails to meet its obligations under the contract, the County as recourse may decide to rescind the agreement and recoup all or part of any previous incentive amount, as dictated in NC GS §158-7.1(d2)(2).

RECREATION ADVISORY BOARD

Incumbent	Nominated by	New Appointee	Nominated by	Date of 1st Appointment	End of Term
William Segar	District 1		Vance Aydlett	2/1/2010	January 2013
<b>Suzanne Everhart*</b>	<b>District 2</b>		<b>John Rorer</b>	<b>2009</b>	<b>January 2012</b>
Denise Fallon	District 3		Butch Petrey	2007	January 2013
<b>Sam Casey**</b>	<b>District 4</b>		<b>Owen Etheridge</b>	<b>2006</b>	<b>January 2012</b>
Charles Pickell	District 5		Marion Gilbert	2/1/2010	January 2013
Bill Freethy	At-Large		Paul Martin	2/1/2010	January 2013
Cynthia Hampton	At-Large		Paul O'Neal	1/19/2010	January 2013

\* Resigned-To Be Replaced

\*\*To Be Replaced

Commissioner Aydlett



**APPLICATION FOR ADVISORY BOARDS & COMMITTEES**

Date: 1-4-12

Name: Janet Rose

Address: 212 Poyners Road

Moyock, NC 27958

Phone: 252-202-2921 Email: paulroseseafood@embarqmail.com

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 checked="" type="checkbox"/> Recreation Advisory Board |
| <input type="checkbox"/> Board of Adjustment             | <input 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 lived in Currituck my whole life, growing up on Knotts Island and now residing on the mainland. I've worked with children in Currituck county for the past 28 years while teaching elementary/middle school. I am the mother of two children who have participated in many of the sports offered by Currituck Parks and Recreation Department. I feel that recreation is important for citizens of all ages. Some form of recreation needs to be made available for citizens living in all areas of Currituck. I'd like to serve on this board to give input to help expand and

Please return to: County Manager's Office  
153 Courthouse Road, Suite 204  
Currituck, NC 27929  
Gwen.Keene@CurrituckCountyNC.gov

ECONOMIC DEVELOPMENT BOARD

Incumbent	Nominated by	New Appointee	Nominated by	Date of Appointment	End of Term
Elizabeth White	District 1		Vance Aydlett	Reappointed 1/2011	1/2014
Ron Rose	District 2		John Rorer	Unexpired Term 4/2011	1/2014
<b>Tameron Kugler*</b>	<b>District 3</b>		<b>Butch Petrey</b>	<b>2nd Term</b> <b>1/2009</b>	<b>1/2012</b>
Dr. Ed Cornet	District 4		Owen Etheridge	1st Term 1/2010	1/2013
Kevin Burwell	District 5		Marion Gilbert	1/2010	1/2013
Frances Walker	At-Large		Paul Martin	1st Term 1/2011	1/2014
Ken Edgar	At-Large		Paul O'Neal	Reappointed 1/2011	1/2014

**\*To Be Replaced**

Commissioner Paul O'Neal



**APPLICATION FOR ADVISORY BOARDS & COMMITTEES**

Date: Oct 6, 2011

Name: Lauren I. Berry

Address: 102 West Canvasback Drive

Currituck NC 27929

Phone: 252-335-0582 Email: LBerry@agcarolina.com

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 type="checkbox"/> Senior Citizens Advisory Board  |
| <input checked="" 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:

As a general appraiser I have over 10 years of real estate valuation experience in commercial, residential, as well as agricultural properties. With this working knowledge of the market in Currituck County; in addition to a Masters in business, I feel that I could help our community grow and prosper while continuing with the goals and future aspiration of the current Economic Development Board.

Please return to: County Manager's Office  
153 Courthouse Road, Suite 204  
Currituck, NC 27929  
Gwen.Keene@CurrituckCountyNC.gov

BOARD OF ADJUSTMENT

<b>Incumbent</b>	<b>Nominated by</b>	<b>New Appointee</b>	<b>Nominated by</b>	<b>Date of Appointment</b>	<b>End of Term</b>
Christian Conner	District 1		Vance Aydlett		12/1/2012
Bryan Bass	District 2		John Rorer		12/31/2012
Theresa Dozier	District 3		Butch Petrey	3/7/2011	<b>1st Term</b> 12/31/2013
David Palmer	District 4		Owen Etheridge	4/18/2011	<b>1st Term</b> 12/1/2013
Cameron Tabor	District 5		Marion Gilbert	2/21/2011	<b>1st Term</b> 12/31/2013
<b>Ralph Jones*</b>	<b>At Large</b>		<b>Paul Martin</b>		<b>12/31/2011</b>
<b>Donald Ferebee*</b>	<b>At-Large</b>		<b>Paul O'Neal</b>	<b>12/31/2009</b>	<b>12/31/2011</b>

**\*To Be Replaced**



**Currituck County**  
***FIRE-EMS***  
153 Courthouse Rd. Suite 303  
Currituck, NC 27929  
(252) 232-7746 (Office)  
(252) 232-0015 (Fax)



*"Positive, Progressive and Professional in Service"*

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## **MEMO**

**To:** Dan Scanlon, County Manager  
**From:** R. L. Glover, Chief  
**Cc:** File  
**Date:** January 5, 2012

**Subject:** Operational Medical Director Recommendations

Due to an assortment of conflicting responsibilities, Dr. Greg Howell has not been able to provide the time or assistance to CCFEMS needed for medical direction. The assistance of the Operational Medical Director (OMD) is crucial in achieving the mission of the department and fulfilling our OEMS System requirements. As a result, Dr. Scott Polsky has provided alternative support and assistance by working with me to identify a physician who has the interest, time and capabilities of serving in this role.

The physician identified to serve is Dr. Samantha Furia. Dr. Furia is currently functioning as an Emergency Department Physician at Albemarle Hospital and is very familiar with our department's personnel and performance. Moreover, she has a significant interest and has expressed an interest in working with CCFEMS. Likewise, Dr. Furia has assured both me and Dr. Polsky that she will provide the needed time and assistance, as well as, attend the mandatory and voluntary meetings required of the position. In addition, Dr. Scott Polsky has offered to serve as an Assistant Operational Medical Director (AOMD) which will provide additional support and flexibility when needed.

I support and recommend both physicians and respectfully submit their letters of interest for consideration and approval of the Board of Commissioners at an upcoming meeting. Board approval is needed to complete the required NCOEMS System Modification application and eventual approval.

Thank you in advance for your consideration and assistance with this item. Please feel free to contact me should you require additional information or have any questions.

**Albemarle Hospital**

1144 N. Road St.  
Elizabeth City, NC 27909

November 17, 2011

Chief Robert Glover  
Currituck County  
Department of Fire-EMS  
2950 Caratoke Highway  
Currituck, NC 27929

Dear Chief Glover:

As previously discussed in our meetings and telephone conversations, this correspondence is my confirmation that I will be happy and eager to take on the role of Medical Director of Emergency Medical Services for Currituck County, NC. Please forward this document to the appropriate authorities for consideration.

If you have any questions, please contact me at 215-264-1059 or email at [furia.samantha@gmail.com](mailto:furia.samantha@gmail.com).

Thank you,

Sent via email

Samantha Furia, MD

# Albemarle Hospital

1144 N. Road St.  
Elizabeth City, NC 27909

December 1, 2011

Robert Glover  
Chief Currituck County Fire-EMS  
153 Courthouse Road – Suite 102  
Currituck, NC 27929

Dear Chief Glover:

Please accept this letter to formally request that Dr. Samantha Furia be named medical director of your EMC service replacing Dr. Howell. I would also like to request that you name me, Saul Scott Polsky MD FACEP as an assistant medical director to allow for consistent backup if Dr. Furia should not be available for any urgent need. I have enclosed my CV.

Sincerely,



S. Scott Polsky MD FACEP  
Medical Director Emergency Department  
EmCare  
(252) 384-4834  
spolskynd@albemarlehealth.org

FIRE AND EMS ADVISORY BOARD  
2 Year Term

Incumbent	Nominated by	New Appointee	Nominated by	Date of Appointment	End of Term
Hugh McCain-Corolla	District 1		Vance Aydlett	3/1/2010	2nd 4/1/2012
George Bergamini	Outer Banks		Fire Department Appointment	5/2/2011	5/1/2013
Charles Berry	District 3		Butch Petrey	8/16/2010	4/1/2012
Paul Beaumont	District 4		Etheridge	5/2/2011	5/1/2013
Mick Lesinski-Moyock	District 5		Marion Gilbert	3/1/2010	2nd 4/1/2012
Mitch Copeland	Mainland		Fire Department Appointment	5/2/2011	5/1/2013
Stanley Griggs	At-Large		Paul O'Neal	3/1/2010	1st 4/1/2012
<b>Kurk Black*</b>	<b>Northern</b>		<b>Fire Department Appointment</b>	<b>5/2/2011</b>	<b>5/1/2013</b>

\* To Be Replaced

Commissioner Aydlett



***Moyock Fire Department  
PO Box 81  
Moyock NC, 27958  
252-435-2281***



To: Fire Advisory and EMS Board

Date: 12-27-2011

From: Chief Richard Lane, Moyock Fire Department

Subject: Knott's Island / Moyock Fire Department Representative

After multiple discussions between Chief Morrison and myself we have decided to select John W. Wheeler Sr. as our representative for the FEAB. Please notify if this is not feasible, otherwise he will be asked to attend the January meeting representing our departments. Thank you for your time.

Chief Richard Lane  
Moyock Fire Department

**Gwen Keene**

**From:** Robert Glover  
**Sent:** Wednesday, January 04, 2012 4:29 PM  
**To:** Gwen Keene  
**Cc:** Hugh McCain (jhmccain@embarqmail.com); Stanley Griggs; Richard Lane; Scott Morrison (KIVFDChief15@gmail.com); Dan Scanlon; Vance Aydlett  
**Subject:** FEAB Representative Recommendation  
**Attachments:** FEAB announcement Station 3-8 Representative.doc

Ms. Keene,

I have attached the recommendation of Mr. John Wheeler received from Stations 3 and 8 (Moyock and Knotts Island) to fill the vacant North Section Rep (At Large) position. Chairman Hugh McCain respectfully requests that this item be placed on one of the upcoming BOC Agendas for consideration and action.

As always, please feel free to contact me or Chairman McCain should you have any questions or require additional information.

Chief Rob Glover  
FEAB Secretary

Robert L. Glover, Jr.  
 Chief  
 Currituck County Fire-EMS  
 153 Courthouse Road - Suite 303 - Mail (NEW)  
 2950 Caratoke Hwy - Office  
 Currituck, North Carolina 27929  
 (252) 232-7746 (Office)  
 (757) 636-2527 (Cell)  
 (252) 232-0015 (Fax)

Robert.Glover@CurrituckCountyNC.gov

*A pessimist is one who makes difficulties of his opportunities, and an optimist is one who makes opportunities of his difficulties.*

*- Harry Truman*

[www.CurrituckGovernment.com](http://www.CurrituckGovernment.com)

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PROPRIETARY PROTECTION STATEMENT

ATTENTION: Pursuant to North Carolina General Statutes Chapter 132, Public Records, this electronic mail message and



Eric T. Weatherly, P.E.  
County Engineer

## Currituck County

153 Courthouse Road, Suite 302  
Currituck, North Carolina 27929  
252-232-6035  
FAX 252-232-3298

Eric.Weatherly@CurrituckCountyNC.Gov

### MEMORANDUM

**Date:** January 5, 2012

**To:** Board of Commissioners  
Dan Scanlon, County Manager

**From:** Eric T. Weatherly

**RE:** Bid Recommendation of Award  
Whalehead Subdivision Drainage Improvements – Phase II

---

#### Background

The Whalehead Subdivision Drainage Improvements project consists of a groundwater lowering system with pumped outlet. Nine of the east-west roads in the subdivision are owned by the County and can be used for the groundwater lowering system. The plan is to construct groundwater lowering systems along of the east-west roads in phases as seen on the attached layout plan.

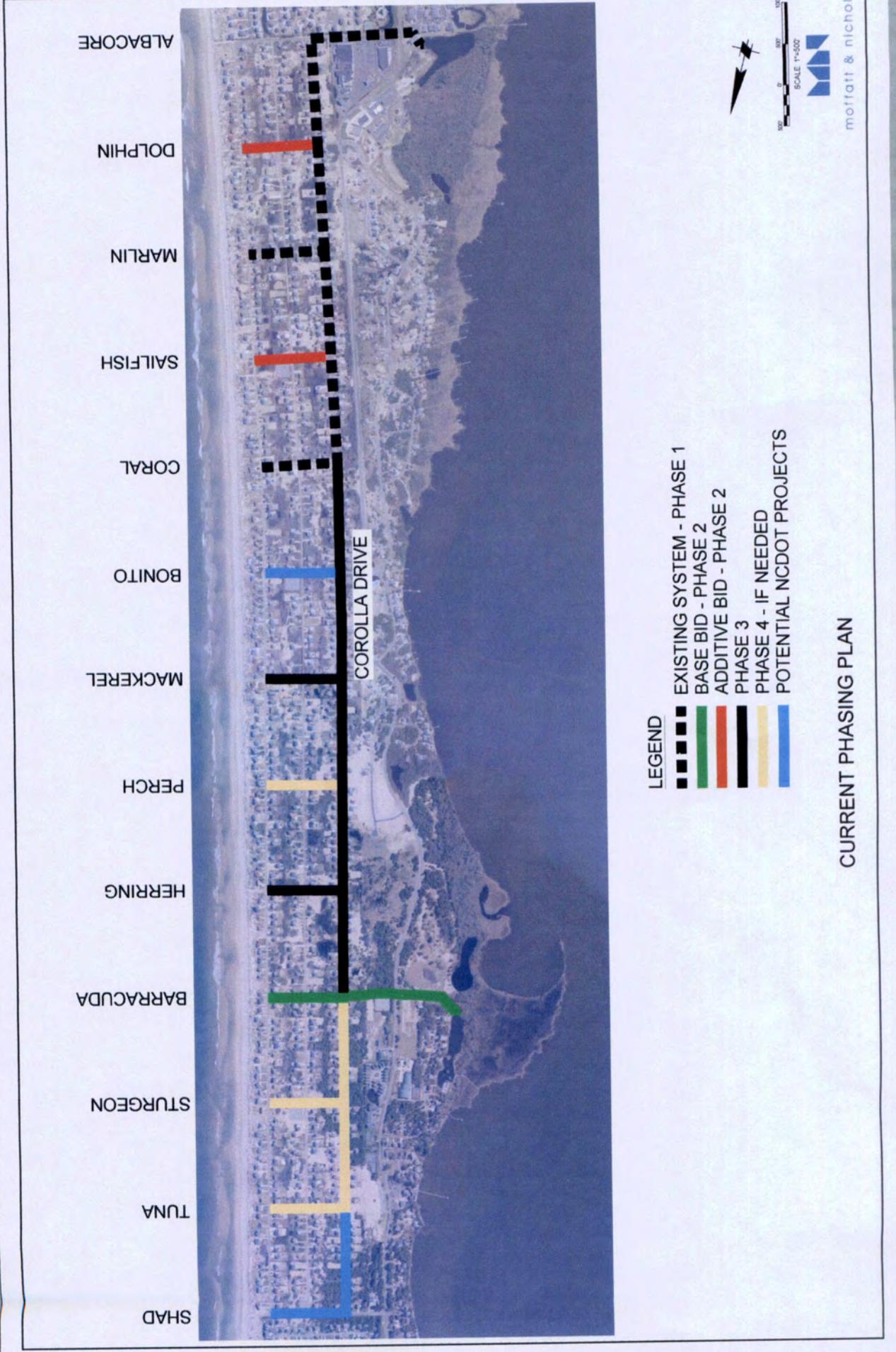
On December 22, 2011, Phase II of the system was bid. This phase consists of asphalt removal and installation of groundwater lowering systems along Barracuda Street. Groundwater from the Barracuda Street pump station will be pumped to the pond adjacent to Hampton Street in Corolla Light Subdivision. This phase also consists of a groundwater lowering system to be installed along the edge of pavement of Dolphin Street. Sailfish Street will not be awarded at this time.

Funding for the project is provided by taxes from the Whalehead Drainage Service District.

#### Recommendation

Attached for your review is the recommendation of award package from the design engineers, Moffatt and Nichol. Four bids were received for the project. The low bidder was George Raper and Son of Elizabeth City in the amount of \$1,183,683.55. Staff recommends approval of the award and asks for Commissioner concurrence.

# Current Overall Plan & Phasing



CURRENT PHASING PLAN



moffatt & nichol

1616 East Millbrook Road  
Suite 160  
Raleigh, NC 27609

(919) 781-4626 (t)  
(919) 781-4869 (f)

December 23, 2011

Currituck County  
153 Courthouse Road, Suite 302  
Currituck, NC 27929

Attn: Eric Weatherly  
County Engineer

Re: Whalehead Subdivision Drainage Improvements – Phase II  
Currituck County, North Carolina  
**Bid Recommendation Letter**

Dear Mr. Weatherly:

Moffatt & Nichol (M&N) has reviewed the bids, which were received from contractors on December 22, 2011 for the above referenced project. The bids requested prices for four (4) different scenarios of additives bids. Based upon the available funding and unknown costs for connection to Dominion Power, provision of SCADA controls and construction contingencies, we recommend that funds be allocated for the following alternative:

Base Bid (Barracuda Street System and Connection to Corolla Light Pond) + Additive Bid 2 (irrigation system at Coral Street) + Additive Bid 3 (irrigation system at Marlin Street) + Additive Bid 4 (Dolphin Street System)

For this alternative, George Raper & Sons, Inc. is the apparent low bidder in the amount of \$1,183,683.55.

Note that according to the North Carolina Licensing Board for General Contractors (NCLBGC), George Raper & Sons, Inc. has a valid license to perform construction work in the State of North Carolina. The contractor has also properly executed the Form of Proposal, and has provided a bid bond in the amount of 5% of the bid amount submitted. In addition, the contractor has provided the required Identification of Minority Business Participation and Affidavit A indicating a good faith effort to utilize MBE subcontractors and material suppliers. George Raper & Sons, Inc. has been notified to provide Affidavit D within the required 72 hours.

Therefore, M&N recommends that the County to accept the lowest responsive bid submitted by George Raper & Sons, Inc. in the amount of \$1,183,683.55. If the County agrees with this recommendation, we will begin the process of formalizing the contract. Please provide written confirmation indicating the decision.

Sincerely,

MOFFATT & NICHOL

Tim Reid, P.E.  
Vice President

Encl: Bid Summary Sheet  
Bid Opening Bid Tabulation Worksheet  
Designer Certified Bid Tabulation including engineer's estimate  
Original Form of Proposal and Form of Bid Bond  
Original Identification of Minority Business Participation Form and Affidavit A

Cc: File

# BID OPENING - BID TABULATION WORKSHEET



**PROJECT NAME:** Whalehead Subdivision Drainage Improvements - Phase 2  
**OWNER:** Currituck County  
**DESIGNER:** Moffatt & Nichol (M&N)  
**DATE BIDS RECEIVED:** 12/22/2011 (3:00 pm)  
**SUBJECT:** Bid Opening - Bid Tabulation Worksheet

BIDDER'S NAME	BIDDER'S NORTH CAROLINA GENERAL CONTRACTORS LICENSE NO.	TOTAL BASE BID	TOTAL BASE BID + ADD. BIDS 2 + 3	TOTAL BASE BID + ADD. BIDS 2 + 3 + 4	TOTAL BASE BID + ADD. BIDS 2 + 3 + 4 + 1	BID FORM SIGNED	MBE PARTICIPATION FORM PROVIDED	MBE AFFIDAVIT PROVIDED	5% BID BOND PROVIDED	ADDENDUM ACKNOWLEDGED
1 Thomas Simpson Construction Co., Inc.	17758	\$806,675.20	\$826,925.20	\$1,239,872.10	\$1,457,326.10	X	X	X	X	X
2 George Raper & Sons, Inc.	7375	\$758,563.00	\$828,983.00	\$1,183,683.55	\$1,434,418.55	X	X	X	X	X
3 Hatchell Concrete, Inc.	34205	\$1,115,933.80	\$1,159,444.18	\$1,629,649.41	\$1,867,121.68	X	X	X	X	X
4 R.P.C Contracting, Inc.	34430	\$854,981.00	\$928,361.00	\$1,321,894.00	\$1,574,793.00	X	X	X	X	X
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
<b>AVERAGE OF 3 LOWEST BIDS:</b>		\$806,739.73	\$861,423.07	\$1,248,483.22	\$1,488,845.88					
<b>DESIGNER'S ESTIMATE:</b>		\$860,000	\$930,000	\$1,300,000	\$1,480,000					

CERTIFIED BY:

*[Signature]*

DATE: 12/23/11

## LICENSE AGREEMENT

THIS LICENSE AGREEMENT is made as of the <sup>th</sup> 20 day of December, 2011 (the "Effective Date") by and between the **COUNTY OF CURRITUCK, NORTH CAROLINA**, a body corporate and politic existing pursuant to the laws of the State of North Carolina (the "County"), and **ROBERT GLENN and EDEN GLENN** (the "Licensee").

### RECITALS

WHEREAS, the County is the holder of the right-of-way along Barracuda Street located in Corolla, Poplar Branch Township, Currituck County, North Carolina (the "Right-of-Way"); and

WHEREAS, the Licensee is the owner of the real estate legally described as 1025 Whalehead Drive, Corolla, North Carolina 27927 (the "Property"), located in the 1020 block of Whalehead Drive, adjacent to and along the Right-of-Way; and

WHEREAS, the Licensee wishes to utilize and maintain an improved concrete driveway to be installed by the County in the Right-of-Way, between Whalehead Drive and a point approximately 200 feet east of Whalehead Drive, to enhance the use and enjoyment of the Property. Accordingly, the Licensee has requested permission from the County to utilize and maintain the Driveway and the County has agreed to provide a license to the Licensee for such purpose, all in accordance with the terms and conditions of this Agreement.

### AGREEMENT

**NOW, THEREFORE**, in consideration of the mutual promises and obligations contained herein, the parties hereto hereby agree as follows:

1. **Grant of License.** The County hereby grants to Licensee the non-exclusive license, right, privilege, and permission to use in common with others (the "License") an area in the Right-of-Way for the purpose of utilizing and maintaining, at Licensee's sole cost and expense, an improved driveway approximately 14 feet wide between Whalehead Drive and a point approximately 200 feet east of Whalehead Drive, as depicted in Exhibit A (the "Driveway").
2. **No Representation by the County.** Except as otherwise expressly set forth herein, the Licensee represents that the County has made no representations with respect to the Right-of-Way or its condition, and that the Licensee is not relying on any representations of the County or the County's agents with respect to the use or condition of the Right-of-Way. This License Agreement grants the Licensee the privilege and permission to use that portion of the Right-of-Way described in Paragraph 1 of this License Agreement in its present condition "as is" without any warranties subject to the conditions set forth herein.
3. **Covenants of the Licensee.** The Licensee hereby covenants and warrants to the County, as follows:
  - a. To maintain the Driveway at the Licensee's sole cost and expense for the duration of the License Agreement.

- b. To allow the County to move or remove the Driveway immediately upon the County's request if the County determines the Driveway needs to be moved or removed for the installation, repair, maintenance or expansion of any streets, walkways or utilities located or to be located in, on, under or through the Right-of-Way; provided, however, that no such undertaking by the County shall deprive the Licensee of ingress and egress to and from the Property and a public right-of-way. The County shall bear all costs associated with moving or removing the Driveway and restoring all Right-of-Way public infrastructure damaged by removal, and with providing the Licensee with ingress and egress to and from the Property and Whalehead Drive (or another public right-of-way).
  - c. To comply with all applicable laws and ordinances including land use requirements and building standards of the County with respect to the Driveway and the License.
  - d. To refrain from causing any waste, damage, or injury to the Right-of-Way.
  - e. The Licensee shall not have any right to enlarge the present scope of this License Agreement, without the prior written consent of the County.
4. **Covenants of the County.** The County hereby covenants to install the Driveway and to complete such installation as promptly as possible.
5. **Accommodation.** The permission granted to the Licensee under this License Agreement is given to the Licensee as an accommodation, and shall be without charge to the Licensee. The Licensee hereby acknowledges the County's rights to the Right-of-Way, and agrees to never assail, resist, or deny such rights by virtue of the Licensee's use under this License Agreement.
6. **Term and Termination.** The County reserves the right to terminate the permission granted by this License Agreement at any time and for any reason by giving the Licensee at least 30 days written notice of such termination, except that the County may, at the County's election, terminate the permission (i) upon 30 days' prior written notice, if the Licensee fails to comply with or abide by each and all of the provisions of this License Agreement and such failure is not remedied within such 30-day period or (ii) immediately without notice if the continued use of the License presents a health or safety hazard. In the event of any such termination, the County agrees to provide the Licensee with an alternative means of ingress and egress to and from the Property and Whalehead Drive (or another public right-of-way).
7. **Binding Effect.** This License Agreement shall, at all times, be binding upon the County and the Licensee and all owners of the Property and all parties claiming by, through, or under them, shall run with the land, and shall be for the benefit of and be binding upon all future owners of the Property; provided, however, that the rights, duties and obligations of the Licensee and each such future owner as set forth herein shall cease with the termination of such party's ownership of the Property, except for the duties and obligations arising during the period of such party's ownership.

8. **Authorization.** Each of the persons executing this License Agreement on behalf of the respective Parties represents and warrants that they have the authority to bind the party on behalf of whom they sign this License Agreement, and that all acts requisite to the authorization to enter into this License Agreement have been taken and completed.
9. **Governing Law.** This License Agreement shall be construed and enforced in accordance with, and governed by, the law of the State of North Carolina.

**IN WITNESS WHEREOF**, the undersigned have caused this License Agreement to be executed as of the Effective Date.

LICENSEE:

  
\_\_\_\_\_  
**ROBERT GLENN**

  
\_\_\_\_\_  
**EDEN GLENN**

COUNTY:

**COUNTY OF CURRITUCK**, a body corporate and politic existing pursuant to the laws of the State of North Carolina

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_



Grandy, NC  
January 6, 2012

To: Currituck County  
Clerk of Commissioners  
Currituck, NC

From: Carolina Club Owners Association, Grandy, North Carolina

On behalf of the Carolina Club Owners Association we would like to request the attached North Carolina Department of Transportation, Division of Highways (NCDOT), Petitions for Road Addition be added to the consent agenda for the upcoming Commissioners Meeting.

The following roads within the Carolina Club are requested for addition to the NCDOT system:

- Savannah Avenue
- Charleston Drive
- Carolina Club Drive
- Richmond Court

Please see attachments for Petition documents included in our request.

Please let us know if we can answer any questions

Thank you,

John Robinett  
Carolina Club Owners Association  
252-453-4271  
252-267-6770

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

**ROADWAY INFORMATION:** (Please Print/Type)

County: CURRITUCK Road Name: CAROLINA CLUB DR. (AREAS WEST OF SR 1129)  
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: CAROLINA CLUB Length (miles): 0.6

Number of occupied homes having street frontage: 14 Located (miles): 0.5

miles N  S  E  W  of the intersection of Route 1129 and Route US18.  
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of CAROLINA CLUB DR. 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: KEITH DOBIE Phone Number: 252-453-4727

Street Address: 201 CAROLINA CLUB DR., GRANDY, NC 27939

Mailing Address: PO BOX 242, KITTY HAWK, NC 27949

**PROPERTY OWNERS**

<u>Name</u>	<u>Mailing Address</u>	<u>Telephone</u>
CATHARINE HALDAS	209 CAROLINA CLUB DR GRANDY NC 27939	252-453-6000
ROBERT L LAMBERT	206 Carolina Club Drive Grandy NC 27939	252-453-0330
DARYL L HOOD	PO BOX 611 GRANDY NC 27939	252-453-8356
H GARRETT SMITH II	PO BOX 667 MOYOCK NC 27958	252-207-4308
LARRY PROCTOR	203 CAROLINA CLUB DR GRANDY NC 27939	252-453-0955
CHARLES CULBERTSON	205 CAROLINA CLUB DR GRANDY NC 27939	252-457-0299
NOLTON R HILL III	805 PUDDIN RIDGE RD MOYOCK NC 27958	252-207-4701
ROBERT W BALOG	106 TRUNK CT GRANDY NC 27939	252-202-6226

CAROLINA CLUB DR. PROPERTY OWNERS CONTINUED

NAME		MAILING ADDRESS	
SCOTT	NEILSON	4677 SNOW GOOSE LANE GLEN EN VA 23060	804-747-3635
ROBERT & JOYCE	BREINER	1703 TULLS CREEK ROAD MOYOCK NC 27958	252-232-0039
JEFF	GOTTERMEYER	517 WEST LANDING DRIVE KILL DEVIL HILLS NC 27948	252-441-1960
PATRICIA	LAIL	5855 BENEVENTO DRIVE SARASOTA FL 34238	252-453-9490
JOHN D	METACARPA	PO BOX 370 FRISCO NC 27936	252-986-1225
JOHN M	PALAZZOLO	6318 JASMINE RD BILLINGS MO 65610	417-823-9044
RONALD	LAFOLLETTE	PO BOX 39243 N RIDGEVILLE OH 44039	440-236-3774
JAMES D	EPP	60 DRY RUN RD PINE CITY NY 14871	607-936-3785
T SCOTT	ROBINSON	4550 STRUFFIELD LN UNIT2417 ALEXANDRIA VA 22311	703-933-3747
JOHN E	EVANS	245 EVERGREEN DR BAY HEAD NJ 874245	732-259-5431
GARY	ROSSMAN	48 LAKESIDE DR MATAWAN NJ 07747	732-583-2570
ACCURATEMARINE		3965 BURTONS POINT RD PORTSMOUTH VA 23704	757-393-5840
DONALD B	WHITELAW	29 REVERE RD BELLE MEAD NJ 08502	908-359-7802
STEPHEN	HEMENWAY	103 SHIPMASTER DR BRUNSWICK GA 31523	912-262-1982
MARC & APRIL	ROMEO	305 ALEX NICHOLS COURT EL PASO TX 79932	915-231-9337
JAMES	EASLEY	1015 BROOKS AVE RALEIGH NC 27607	919-215-5253

**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>
CAROLINA CLUB DR.	14	0.6 MILES			

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

**ROADWAY INFORMATION:** (Please Print/Type)

County: CURRITUCK Road Name: CHARLESTON DR.  
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: CAROLINA CLUB Length (miles): 1.1

Number of occupied homes having street frontage: 33 Located (miles): 0.4

miles N  S  E  W  of the intersection of Route 1125 and Route US158.  
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of CHARLESTON DR. 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 ROBINETT Phone Number: 252-453-4271

Street Address: 145 CHARLESTON DRIVE, NC 27939

Mailing Address: 145 CHARLESTON DRIVE, NC 27939

**PROPERTY OWNERS**

<u>Name</u>	<u>Mailing Address</u>	<u>Telephone</u>
HARRY W WILSON	101 CHARLESTON DR GRANDY NC 27939	252-453-2762
ANTHONY W KUGLER	103 CHARLESTON DR GRANDY NC 27939	252-457-2062
DANIEL J LIPINSKI	105 CHARLESTON DR GRANDY NC 27939	252-457-0262
CHRISTOPHER KREISEL	184 CHARLESTON DR GRANDY NC 27939 13090	757-739-8314
E MARVIN FREDERICK	180 CHARLESTON DR GRANDY NC 27939 1	252-722-2993
WILLIAM D JR GILLIAM	111 CHARLESTON DR GRANDY NC 27939	518-377-9674
DERRICK V CALDWELL	PO BOX 142 GRANDY NC 27939	252-457-0940
JAMES E C WARREN	10 SKYLINE RD KITTY HAWK NC 27949	252-255-1710

CHARLESTON DRIVE PROPERTY OWNERS CONTINUED

NAME	MAILING ADDRESS	PHONE
WRIGHT DEVELOPMENT	PO BOX 696 GASTON NC 27832	252-537-5817
CAROL R	RABER 424 HIGH EARLS RD WESTMINSTER MD 21158	443-293-7642
WAYNE K	TALLEY 111 HUNTERS TR EAST ELIZABETH CITY NC 27909	252335-5700
CHRIS & GALE	HYDE 773 JACQUELINE COURT TOMS RIVER NJ 08753	732-270-1341
DANIEL T	BARTHOLOMEW 27 CANDLEWOOD CIRCLE MARLTON NJ 8053	252-457-0000
GRADY H	GASKILL 120 CHARLESTON DR GRANDY NC 27939	252-457-0000
WILLIAM F	VINES 100 SAVANNAH AVE GRANDY NC 27939	252-457-1050
ROBERT A	KAKRETZ 122 CHARLESTON DR GRANDY NC 27939	252-453-3061
MATTHEW W	FINE 5956 NORHAM DR ALEXANDRIA VA 22315	703-417-9073
JAMES R JR	WHITLEY 127 CHARLESTON DR GRANDY NC 27939	252-457-0395
DANIEL J JR	HURLEY 71 POTESKEET TRL KITTY HAWK NC 27949	252-261-7301
DONALD B	WHITELAW 29 REVERE RD BELLE MEAD NJ 8502	908-359-7802
DANIEL A	MANNING 132 CHARLESTON DR GRANDY NC 27939	252-453-2821
DONALD	WHITELAW 30 HONEYMAN DR FLEMINGTON NJ 8822	908-751-0987
JAMES E	BODINO 135 CHARLESTON DRIVE GRANDY NC 27939	252-453-6226
DENNIS T	JOHNSON 138 CHARLESTON DR GRANDY NC 27939 13114	252-453-9390
SAMUEL R	MEDLOCK 138 CHARLESTON DR GRANDY NC 27939	252-457-0394
KERRY M	DAWSON 119 GREGORY BLVD APT 39 E NORWALK CT 06855	203-852-9877
WILLIAM D	BREWSTER 3235 ROUNDING RUN CT HERNDON VA 20171	703-362-8535
RUTH A	WILKINSON 142 CHARLESTON DR GRANDY NC 27939	252-457-1373
S CHRIS SR	PAYNE 50 FAIRWAY DR KITTY HAWK NC 27949	252-261-5288
GEORGE E	WALTON 189 SCHOONER RIDGE DR E KITTY HAWK NC 27949	252-255-4734
JOHN D	ROBINETT 145 CHARLESTON DR GRANDY NC 27939	252-453-4271
KELLY	MACKO 139 SUNRISE LN KILL DEVIL HILLS NC 27948	252-441-5079
ROBERT	LENIO 147 CHARLESTON DR GRANDY NC 27939	252-453-8691
PETER D	CAMPBELL 1813 BUTTERMILK CT VIRGINIA BEACH VA 23456	757-652-5145
STEVEN J	BUTLER 150 CHARLESTON DR GRANDY NC 27939	252-453-4922
JOSEPH	COWLING 151 CHARLESTON DR GRANDY NC 27939	252-453-4759
GROVER A	LOCKAMY 219 BAYVIEW DR STUMPY POINT NC 27978	252-473-1244
GEORGE C V	GRAVES 53 SAILFISH DRIVE MANTEO VA 27954	252-489-0850
STUART L	BALDWIN 155 CHARLESTON DR GRANDY NC 27939	252-453-9915
DONALD	RICHARDSON 156 CHARLESTON DR GRANDY NC 27939	252-453-3871
LEWIS J	ANTONUCCI 157 CHARLESTON DR GRANDY NC 27939	252-457-1014
THOMAS E	EDWARDS 159 CHARLESTON DR GRANDY NC 27939	252-453-4409
NATHAN	CARTWRIGHT 119 HICKORY HILL DRIVE GRANDY NC 27939	252-453-8702
HARBINGER LAND & TIMBER	PO BOX 4 HARBINGER NC 27941	252-255-0100
DAVID L	CRAVEN 10307 HUNT COUNTRY LN VIENNA VA 22182	703-242-6006
GARY J	ORNSTEIN 10 CHAMBORD CT SHOREHAM NJ 11786	631-821-6392
JOHN R II	SHULTZ 617 CANAL DR KILL DEVIL HILLS NC 27948	252-480-2650
JOHN	OGRADY 1501 BARNSWOW COURT CHESAPEAKE VA 23321	757-488-4853

**CHARLESTON DRIVE PROPERTY OWNERS CONTINUED**

<b>GLORIA H</b>	<b>NORRIS</b>	<b>9521 GROVE AVE NORFOLK VA 23503</b>	<b>757-588-6486</b>
<b>RICHARD F</b>	<b>GOTTIER</b>	<b>173 CHARLESTON DR GRANDY NC 27939</b>	<b>252-453-2333</b>
<b>PAUL</b>	<b>SULLIVAN</b>	<b>9105 DESOTO CT BURKE VA 22015 13096</b>	<b>703-978-9475</b>
<b>JOHN &amp; CAROL</b>	<b>DEMAIN</b>	<b>6406 BEALES COURT BEALETON VA 22712</b>	<b>540-339-1458</b>
<b>DAVID W</b>	<b>BIRD</b>	<b>848 BENT HICKORY RD CHARLESTON SC</b>	<b>301-609-2703</b>
<b>CHRISTOPHER</b>	<b>DUCEY</b>	<b>3560 S. RIVER TERRACE EDGEWATER MD 21037</b>	<b>410-940-8805</b>
<b>RONALD H</b>	<b>VESTAL</b>	<b>905 TRURO LN WALDORF MD 20601</b>	<b>301-843-1738</b>
<b>WILLIAM M</b>	<b>VIRGILI</b>	<b>2275 WALKE STREET VIRGINIA BEACH VA 23451</b>	<b>757-285-5959</b>
<b>JOHN L</b>	<b>BENEAT</b>	<b>62 HIDDEN GLEN RD SPARTA NJ 07871</b>	<b>512-763-1455</b>
<b>TODD G</b>	<b>VIRGILI</b>	<b>3122 BRAY RD VIRGINIA BEACH VA 23452</b>	<b>757-496-9467</b>
<b>JERRY</b>	<b>WOLOWACZ</b>	<b>20537 NEERWINDER ST GERMANTOWN MD 20874</b>	<b>301-540-0138</b>
<b>JOSEPH</b>	<b>SALADYGA</b>	<b>5816 WINEGROVE CT DERWOOD MD 20855</b>	<b>301-330-5539</b>
<b>ATHAN W</b>	<b>BURCH</b>	<b>9419 ROSEBUD CT MANASSAS VA 20111</b>	<b>703-335-5330</b>
<b>JANE U</b>	<b>KINTZ</b>	<b>925 Morgan Avenue Niskayuna NY 12309</b>	<b>252-255-1710</b>

**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>
CHARLESTON DR.	33	1.1 MILES			

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

**ROADWAY INFORMATION:** (Please Print/Type)

County: CURRITUCK Road Name: SAVANNAH AVE.  
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: CAROLINA CLUB Length (miles): 0.5

Number of occupied homes having street frontage: 18 Located (miles): 0.2

miles N  S  E  W  of the intersection of Route 1125 and Route US158.  
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of SAVANNAH AVE. 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 OLS Phone Number: 252-453-6442

Street Address: 143 SAVANNAH AVE GRANDY NC 27939

Mailing Address: 143 SAVANNAH AVE GRANDY NC 27939

**PROPERTY OWNERS**

<u>Name</u>	<u>Mailing Address</u>	<u>Telephone</u>
PAUL E KAUFFMAN	PO BOX 784 GRANDY NC 27939	252-453-4242
JAMES E DOUGHERTY	117 SAVANNAH AVE GRANDY NC 27939	252-453-3933
JOSEPH GODFREY	PO BOX 546 GRANDY NC 27939	252-453-3158
JOHN C HEIL	138 SAVANNAH AVE GRANDY NC 27939	252-453-9963
WALTER D BELL	106 Savannah Avenue Grandy NC 27939	252-457-0109
WILLIAM F VINES	100 SAVANNAH AVE GRANDY NC 27939	252-457-0150
AMANDA M ADAMS	144 SAVANNAH AVE GRANDY NC 27939	252-457-0155
HAROLD M JR PETREY	104 SAVANNAH AVE GRANDY NC 27939	252-457-0457

SAVANNAH AVE. PROPERTY OWNERS CONTINUED

NAME		MAILING ADDRESS	PHONE
RAND A	SANTIAGO	158 BILLETS BRIDGE ROAD CAMDEN NC 27921	1757-201-1889
BERNARD KEITH	HALL	136 PUDDING PAN LN SOUTHERN SHORES NC 27949	252-202-8732
MATTHEW	CONWAY	208 SHILOH STREET KILL DEVIL HILLS NC 27948	252-207-5322
TRACEY C	DICKSON	122 SAVANNAH AVE GRANDY NC 27939	252-207-7880
RICHARD D.	MCDANIEL	4287 WORTHINGTON LN KITTY HAWK NC 27949	252-255-5039
WILLIAM J	WEATHERLY	4901 THE WOODS RD KITTY HAWK NC 27949	252-261-0324
RAVA GROUP LLC		PO BOX 3009 KITTY HAWK NC 27949	252-261-9999
CAROLINA CLUB OWNERS		145 CAROLINA CLUB DR GRANDY NC 27939	252-453-4271
ADELET T	SCOTT	PO BOX 275 GRANDY NC 27939	252-453-8201
MARIE D	FAGUNDES	111 SAVANNAH AVE GRANDY NC 27939	252-457-0958
JEFFREY	WEATHERLY	PO BOX 1455 MANTEO NC 27954	252-473-1305
FIVE G'S INC		PO BOX 1937 MANTEO NC 27954	252-473-2205
HAROLD	BRITTON	PO BOX 1427 MANTEO NC 27954	252-473-3544
DONALD	JONES	103 RAIL COURT MANTEO NC 27954	252-473-6562
MICHAEL S	WHISTLER	PO BOX 534 EDENTON NC 27932	252-482-5588
JONATHAN	THAU	771 WEST END AVENUE NEW YORK NY 10025	252-779-9800
STEVEN E	DELANEY	2 BARNARD ST FROSTBURG MD 21532	301-689-5747
MILLS	GEORGEPIII	1935 OLD ANNAPOLIS RD WOODBINE MD 21797	301-854-6609
GEORGE P	MILLS	1935 OLD ANNAPOLIS RD WOODBINE MD 21797	301-854-6609
CARLA	QUEEN	1002 BRADFORD LANE ARCHDALE NC 27263	336-434-5512
MICHAEL N	CAMPBELL	107 FOXRIDGE DR HAVRE DE GRACE MD 21078	401-939-3284
DIANNE L	GADOW	8802 BRUCEWOOD DRIVE RICHMOND VA 23235	623-810-0043
JOHN C	BERGSTROM	12192 CARDAMOM DR WOODBRIDGE VA 22192	703-490-3952
MICHAEL L.	MILLS	4230 CHARITY NECK RD. VIRGINIA BEACH VA 23457	757-227-6646
NICHOLAS	FORTUNATO	1304 GREENS EDGE CT CHESAPEAKE VA 23322	757-410-9876
DORIS A	DRISKILL	5032 RUGBY RD VIRGINIA BEACH VA 23464	757-474-2527
DORIS A	DRISKILL	5032 RUGBY RD VIRGINIA BEACH VA 23464	757-474-2527
CHRISTOPER	HAYCOX	305 BUSER RD VIRGINIA BEACH VA 23462	757-490-1093

**INSTRUCTIONS FOR COMPLETING PETITION:**

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- Rural Road   
  Subdivision platted prior to October 1, 1975   
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**REQUIREMENTS FOR ADDITION**

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<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>	<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>
SAVANNAH AVE.	18	0.5 MILES			

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

**ROADWAY INFORMATION:** (Please Print/Type)

County: CURRITUCK Road Name: RICHMOND CT  
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: CAROLINA CLUB Length (miles): .1

Number of occupied homes having street frontage: 5 Located (miles): 0.6

miles N  S  E  W  of the intersection of Route 1129 and Route US18.  
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of RICHMOND CT. 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: BLAKE N. MOYER, JR. Phone Number: 252-457-0478

Street Address: 108 RICHMOND CT., GRANDY, NC 27939

Mailing Address: 108 RICHMOND CT., GRANDY, NC 27939

**PROPERTY OWNERS**

<u>Name</u>	<u>Mailing Address</u>	<u>Telephone</u>
STANLEY L TUGWELL	100 RICHMOND CT GRANDY NC 27939	252-453-6768
ROBERT L POWERS	105 RICHMOND CT GRANDY NC 27939	252-453-9403
MURDEN C JR TEMPLE	107 RICHMOND CT #302 GRANDY NC 27939	252-453-6632
LEONARD A MAZUR	115 JEFFERSON DR HERTFORD NC 27944	252-426-1330
WILLIAM M CRACE	540 LONG AVE CHESAPEAKE VA 23322	757-482-2017
DOMINGO C ARZADON	612 SOUTHWOOD CT CHESAPEAKE VA 23322	757-436-1101
GEORGE E JR HUGHES	1050 GARDENIA RD VIRGINIA BEACH VA 23452	757-340-3847
ROBERT S MAXEY	25537 CEDAR HOLLOW DR CHANTILLY VA 20152	703-542-8802

**RICHMOND COURT PROPERTY OWNERS CONTINUED**

<b>NAME</b>		<b>MAILING ADDRESS</b>	<b>PHONE</b>
<b>JOHN D</b>	<b>MEISNER</b>	<b>1287 DANCY ST JACKSONVILLE FL 32205</b>	<b>814-437-3879</b>
<b>THEODORE</b>	<b>GREKUSIS</b>	<b>147 ROUGEMONT LANE MOORESVILLE NC 28115</b>	<b>704-696-0220</b>
<b>DANIEL A</b>	<b>DOLAN</b>	<b>11337 MONTGOMERY RD BELTSVILLE MD 20705</b>	<b>205-675-4340</b>
<b>JOHN J</b>	<b>RAWLINGS</b>	<b>PO BOX 1652 PARADISE CA 95967</b>	<b>530-877-1292</b>

**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>
RICHMOND CT.	5	0.1 MILES			

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 17th day of January , 2012, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2012.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10530-503500	Temporary Salaries	\$ 70,000	
10530-553000	Dues & Subscriptions	\$ 18	
10530-502000	Salaries		\$ 70,000
10530-532000	Supplies		\$ 18
		<u>\$ 70,018</u>	<u>\$ 70,018</u>

**Explanation:** *Emergency Medical Services (10530)* - To transfer regular salary funds to temp services to cover employees out on Family Medical Leave and to dues & subscriptions for unanticipated price increase.

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

Minute Book # \_\_\_\_\_, Page # \_\_\_\_\_

Journal # \_\_\_\_\_

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

## BUDGET AMENDMENT

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<u>Account Number</u>	<u>Account Description</u>	<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10980-545000	Contract Services	\$ 93,058	
10440-514000	Travel	\$ 122	
10460-531000	Gas	\$ 73	
10330-445100	Public Assistance (FEMA)		\$ 93,253
		<u>\$ 93,253</u>	<u>\$ 93,253</u>

**Explanation:** *Disaster Assistance (10980); Finance (10440); Public Works (10460)* - To increase appropriations for mosquito spraying after Hurricane Irene, Project Worksheet 00428(0).

**Net Budget Effect:** Operating Fund (10) - Increased by \$93,253.

Minute Book # \_\_\_\_\_, Page # \_\_\_\_\_

Journal # \_\_\_\_\_

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Clerk to the Board

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 17th day of January , 2012, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2012.

<u>Account Number</u>	<u>Account Description</u>	<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
66868-516200	Vehicle Maintenance	\$ 207	
66868-590000	Capital Outlay	\$ 5,000	
66868-516000	Maintenance & Repair		\$ 207
66868-516001	Maintenance & Repair		\$ 5,000
		<u>\$ 5,207</u>	<u>\$ 5,207</u>

**Explanation:** *Southern Outer Banks Water (66868)* - Transfer for vehicle maintenance needs for the Southern Outer Banks Water truck and for repairs to the Control Cabinets at Corolla Light and the Currituck Club.

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

Minute Book # \_\_\_\_\_, Page # \_\_\_\_\_

Journal # \_\_\_\_\_

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Clerk to the Board

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<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10660-516200	Vehicle Maintenance	\$ 750	
10660-526000	Advertising	\$ 1,500	
10660-514800	Fees Paid to Officials		\$ 750
10660-532000	Supplies		\$ 1,500
		<u>\$ 2,250</u>	<u>\$ 2,250</u>

**Explanation:** *Planning (10660)* - Transfer funds for brakes and oil pan for Planning Jeep in Corolla and for additional printing of the UDO.

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

Minute Book # \_\_\_\_\_, Page # \_\_\_\_\_

Journal # \_\_\_\_\_

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Clerk to the Board

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<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
61818-590000	Capital Outlay	\$ 800	
61818-516200	Vehicle Maintenance		\$ 800
		<u>\$ 800</u>	<u>\$ 800</u>

**Explanation:** *Mainland Water (61818)* - Transfer funds for additional funds needed for a sensor for Mainland Water.

**Net Budget Effect:** Mainland Water Fund (61) - No change.

Minute Book # \_\_\_\_\_, Page # \_\_\_\_\_

Journal # \_\_\_\_\_

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Clerk to the Board

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 17th day of January , 2012, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2012.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10760-585000	DSS Donations	\$ 3,000	
10380-487000	DSS Donations	\$ 500	
10380-499900	Fund Balance Appropriated		\$ 3,500
		<u>\$ 3,500</u>	<u>\$ 3,500</u>

**Explanation:** *Social Services - Public Assistance (10760)* - To increase appropriations for additional donations for this year.

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

Minute Book # \_\_\_\_\_, Page # \_\_\_\_\_

Journal # \_\_\_\_\_

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Clerk to the Board

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The Currituck County Board of Commissioners, at a meeting on the 17th day of January , 2012, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2012.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
20609-590000	Capital Outlay	\$ 1,183,684	
20609-588000	Contingency		\$ 568,150
20390-499900	Fund Balance Appropriated		\$ 615,534
		<u>\$ 1,183,684</u>	<u>\$ 1,183,684</u>

**Explanation:** *Whalehead Subdivision Drainage(20609)* - To increase appropriations to award Phase II of drainage project to George Raper & Sons Inc per bids opened 12/22/2011.

**Net Budget Effect:** Whalehead Drainage District (20) - Increased by \$615,534.

Minute Book # \_\_\_\_\_, Page # \_\_\_\_\_

Journal # \_\_\_\_\_

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

CURRITUCK COUNTY  
NORTH CAROLINA  
January 3, 2012

The Board of Commissioners met at 5:00 p.m. to discuss the County-Wide Recreation Master Plan and at 6:00 p.m. to discuss change of uses for building and zoning.

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 Rorer, Commissioners Gilbert, O'Neal, Martin, Etheridge, and Petrey. Commissioner Aydlett was absent due to a death in his family.

### **Invocation**

#### **Pledge of Allegiance**

Walter Gallop, Retired Air Force Chaplain, was present for the invocation.

### **Approval of Agenda**

Chairman Rorer discussed the order of business and his proposed changes for the public comment period.

Commissioner Gilbert moved to approve the agenda.  
Commissioner Petrey 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** Recognition of the Currituck County Cross Country, Tennis and Volleyball teams~~

**Item 3** **CLOSED SESSION** According to GS 143-318.11(3) to preserve attorney-client privilege. (added after Public Comments)

**Item 4** **Public Hearing and Action:** PB 11-18 Outer Banks Ventures, Phase 5J & 13: Request for a special use permit to establish retail, restaurant, hotel, commercial laundry, special event space, storage/warehouse, and office uses on property located in Corolla, 1023 Ocean Trail, Tax Map 115B, Parcels P5HC and P5J, Poplar Branch Township.

**Item 5** **Public Hearing and Action:** PB 11-11 Island Haven: Request for a preliminary plat/special use permit for a 3 lot subdivision located in Waterlily on the west side of Waterlily Road approximately .10 mile north of the intersection with Dockside Lane, Tax Map 80, Parcel 63J, Poplar Branch Township.

- Item 6            **Public Hearing and Action:** PB 11-19 Shaun Moore: Request for a zoning map amendment to rezone 20.12 acres from Agricultural (A) to Conditional District-Residential (CD-R) on property located in Moyock at the terminus of Thayne Drive, Tax Map 22, Parcels 63R and 63S, Moyock Township.
  
- Item 7            **Approval of Comprehensive Parks and Recreation Master Plan and Approval of Maple Park Site Specific Plan**
  
- Item 8            **Approval of Bid Award for Maple Campus-Earthwork Contract**
  
- Item 9            **Approval of covenants for Maple Commerce Park**
  
- Item 10           **Appointments to Board of Adjustment**
  
- Item 11           **Appointment to Tourism Advisory Board**
  
- Item 12           **Appointments to Recreation Advisory Board**
  
- Item 13           **Appointments to Farmland Preservation Board**
  
- Item 14           **Consent Agenda:**
  - 1. Agreement with Waterside Village, LLC, conveyance of Waterside Villages Waste Water Treatment Plant and associated closing documents
  - 2. Approval of Change Order and Amendment to Contract-Airport Taxiway and Apron Project
  - 3. Budget Amendments
  - 4. Approval of Memorandum of Understanding between NCDOT, County and ARHS Operating as ICPTA concerning ROAP
  - 5. Approval of December 5, 2011, Minutes
  - 6. Planning Office request to destroy violation files 2001-05
  
- Item 15           Commissioner's Report
  
- Item 16           County Manager's Report
  
- Item 17           **Closed Session:**
  - 1. According to GS 143-318.11(4) to discuss matters relating to the location or expansion of industries or other businesses

Adjourn

Special Meeting

Tourism Development Authority

TDA Budget Amendments

Adjourn

**Public Comment**

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

Chairman Rorer opened the public comment period.

Mary Toni Tabb, Moyock, questioned Chairman Rorer's residency issue and stated that voter fraud is a class 1

felony. The Chairman does not live in his district and requested the Board to remove him as Chairman. Ms. Tabb also mentioned the Board just passed a resolution against voter registration fraud.

Theresa Norrell, Moyock, stated she also has an issue with Chairman Rorer's residency and lack of accountability and he should lead by example.

Patricia Mason, Moyock, commented on Chairman Rorer's disregard of rules and concerned that the rules do not apply to him and the Board should request that he step down.

Michael Payment, supports Chairman Rorer and all the good things he has done for the kids in Currituck and the businesses.

Chairman Rorer stated that he was in compliance with the law. He stated he spent a year in law school at the University of Richmond and furthermore Ms. Tabb is part of the problem, not the solution.

#### **Closed Session**

Commissioner O'Neal moved to go into closed session according to GS 143-318.11(3) to consult with attorney in order to preserve the attorney client privilege. Commissioner Petrey seconded the motion. Motion carried with Chairman Rorer and Commissioner Gilbert voting no.

After reconvening from closed session, no action was taken.

#### **Recognition of the Currituck County Cross Country, Tennis and Volleyball teams**

deleted

**Public Hearing and Action: PB 11-18 Outer Banks Ventures, Phase 5J & 13: Request for a special use permit to establish retail, restaurant, hotel, commercial laundry, special event space, storage/warehouse, and office uses on property located in Corolla, 1023 Ocean Trail, Tax Map 115B, Parcels P5HC and P5J, Poplar Branch Township.**

Sworn testimony was given prior to making comments.

Ben Woody, Planning Director, reviewed the request.

**CASE ANALYSIS FOR THE  
Board of Commissioners  
DATE: January 3, 2012**

**PB 11-18 Outer Banks Ventures (Ph 5J and 13)**

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**ITEM:** PB 11-18 Outer Banks Ventures,  
Special Use Permit request for: *retail  
sales, small restaurant, hotel rooms,  
commercial laundry, meetings and special  
event space, storage/warehouse with loading  
dock, and office space.*

**LOCATION:** 1023 Ocean Trail, Corolla, Poplar Branch  
Township.

**TAX ID:** 115B0000P5J0000 and 115B000P5HC0000

**ZONING DISTRICT:** General Business (GB)

**PRESENT USE:** 115B0000P5J0000 (Brindley Beach real estate  
office)  
115B000P5HC0000 (Sub-surface waste water  
disposal)

**OWNER:** 115B0000P5J0000 (JDLOVE LLC)  
20 3<sup>rd</sup> Ave. Southern Shores, NC 27949  
  
115B000P5HC0000 (Outer Banks Ventures Inc.)  
215 Brooke Ave. Unit 1001 Norfolk, VA 23510

**APPLICANT:** Outer Banks Ventures Inc.  
215 Brooke Ave. Unit 1001  
Norfolk, VA 23510

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

	<b>Land Use</b>	<b>Zoning</b>
<b>NORTH:</b>	Mirage Condominiums	Residential
<b>SOUTH</b>	Vacant	Residential
<b>EAST:</b>	Corolla Grass Golf Course/sub- surface wastewater disposal	General Business
<b>WEST:</b>	Whalehead Subdivision	Residential

**LAND USE PLAN**

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

**SIZE OF SITE:** Approximately 2.24 acres after recombination

**NUMBER OF UNITS:** 10 hotel rooms

**PROJECT DENSITY:** NA

**UTILITIES:** Currituck County Southern Outer Banks Water System has provided a letter stating commitment to serve the proposed uses.

**PUD ALLOCATION:** Total land area = 267.05 acres, and commercial allocation  
Open Space = 131.83 acres, 49.37% (35% required)  
Commercial Allocation = 26.70 acres, 9.998%

**I. NARRATIVE OF REQUEST:**

Request for a Special Use Permit for additional uses at the existing Brindley Beach real estate office. The new uses will include retail sales, small restaurant, hotel rooms, commercial laundry, meetings and special event space, storage/warehouse with loading dock, and office space. The project will require a recombination of Phase 5J and a portion of Phase 13.

This is a special use permit application only and a commercial site plan review will be required prior to any development.

**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. The proposed uses are listed as permissible uses in the Table of Permissible Uses.
  - b. Chapter 4 of the UDO requires a special use permit for specific uses located in commercial areas of a PUD.
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.
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 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 special uses will have little to no impact on the value of adjoining property and will be in harmony with the area provided all permit conditions and minimum requirements of the ordinance are met.
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 Corolla subarea.

*Areas designated as Full Service are those parts of the county where a broad range of infrastructure and service investments have been provided or will be made available by the public and/or private sectors. Infrastructure investments may include, for example, community level or centralized water, parks, schools, fire and rescue facilities. Central wastewater treatment and disposal whether public or community is considered reasonable in the Full Service Areas.*

*With respect to nonresidential uses, it is essential that the existing community character be preserved.*

*Design criteria should be established to ensure that commercial development protects and preserves the existing community in scale, architectural style, materials, landscaping, and site design. Nonresidential uses may include clusters of businesses serving the immediate area and, where appropriate, a more extensive market territory.*

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

POLICY OB2: So as to minimize COMMERCIAL STRIP DEVELOPMENT and maximize the traffic moving capability of NC 12, Currituck County shall encourage commercial development to cluster at appropriate locations rather than dispersing along NC 12.

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

POLICY WS7: Currituck County allows for the appropriate use of PACKAGE SEWAGE TREATMENT PLANTS as a means of achieving more efficient land use, while properly disposing of waste. Such systems shall have a permanent organizational ownership to guarantee their proper management, including operation, maintenance and replacement needs. Depending on their location in the county, such systems may be required to have a design that allows for assimilation into a centralized system at a future date.

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

**PLANNING STAFF RECOMMENDATION:**

The Planning staff recommends approval with the following conditions:

1. Prior to any land disturbing activities, the applicant shall submit the following documents to the county:

A copy of the NC DENR modified permits or authorization, permitted green area, utility area maps, and easements that affect this property must be provided. Proposed development located within an easement must be relocated or provide legal documentation that authorizes the activities and improvements.

**PLANNING BOARD RECOMMENDATION:**

Ms. Taylor moved to approve PB 11-18 with the findings of fact and staff recommendations included in the case analysis and the following condition:

- All special events are to incur inside the building.

Ms. Wilson seconded the motion. Motion carried unanimously.

Chairman Rorer opened the public hearing.

Doug Brindley requested outdoor activity be allowed.

Lindsey Oliver, adjacent property owner, expressed concerns with security, buffer, septic systems, traffic analysis and requested Board to table until further information is provided.

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

Commissioner Martin moved to approve with findings of fact and staff recommendations to include outdoor activity. Commissioner Gilbert seconded the motion. Motion carried.

**Public Hearing and Action: PB 11-11 Island Haven: Request for a preliminary plat/special use permit for a 3 lot subdivision located in Waterlily on the west side of Waterlily Road approximately .10 mile north of the intersection with Dockside Lane, Tax Map 80, Parcel 63J, Poplar Branch Township.**

Sworn testimony was given prior to making comments.

Ben Woody, Planning Director, reviewed the request.

**CASE ANALYSIS FOR THE  
Board of Commissioners  
DATE: January 3, 2012  
PB 11-11 Island Haven**

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**ITEM:** PB 11-11 Island Haven, Preliminary Plat/Special Use Permit for a 3 lot subdivision. (There have been 16 previous splits from the parent parcel since 1989.)

**LOCATION:** Waterlily on the west side of Waterlily Road approximately .10 mile north of the intersection with Dockside Lane, Poplar Branch Township.

**TAX ID:** 0080-000-063J-0000

**ZONING DISTRICT:** Residential (R)

**PRESENT USE:** Undeveloped

**OWNER:** Island Haven, Inc.  
PO Box 100  
Currituck NC 27909

**APPLICANT:** Eddie Hyman  
Hyman and Robey PC  
PO Box 339  
Camden NC 27921

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

	<b>Land Use</b>	<b>Zoning</b>
<b>NORTH:</b>	Low Density Residential	R
<b>SOUTH</b>	Low Density Residential	R
<b>EAST:</b>	Low Density Residential	R
<b>WEST:</b>	Undeveloped	R

**LAND USE PLAN**

**CLASSIFICATION:** The 2006 Land Use Plan classifies the site as Limited Service within the Aydlett-Waterlily-Churches Island subarea.

**SIZE OF SITE:** 2.87 acres

**NUMBER OF UNITS:** 3 lots

**PROJECT DENSITY:** 1.05 units/acre

**UTILITIES:** The subdivision will be served by county water and individual septic systems. The estimated water consumption for each 4 bedroom home is 480 gallons of water per day.

**III. NARRATIVE OF REQUEST:**

- This project is a three lot conventional residential subdivision.
- The average lot size is 41,607 square feet.
- The developer intends to build 2,200-3000 square feet, four bedroom, custom homes on the lots.
- The home/lot combinations will sell in the range of \$225,000 to \$300,000.
- Sketch plan approval for this subdivision was granted on November 10, 2011.

**IV. 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 allows a major subdivision as a permissible use with a special use permit.

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

**Suggested Findings:**

- a. As presented, the subdivision meets or exceeds the minimum requirements of the ordinance.

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

**Suggested Findings:**

- a. The subdivisions should have little to 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 UDO indicates that a conventional subdivision is allowed in the R zoning district with a special use permit.

- b. Residential lots within the neighborhood have densities comparable to those proposed and should be in harmony with the 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 Limited Service within the Aydlett-Waterlily-Churches Island subarea. The policy emphasis of this subarea is to remain as low density residential areas at one unit per acre. The proposed use is in keeping with the policies of the plan, some of which are:

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

POLICY NH2: The county shall require development within special flood hazard areas to meet the standards of the National Flood Insurance Program and the county's Flood Damage Prevention Ordinance.

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 three lot subdivision will not exceed the county's ability to provide adequate public facilities.

**V. TECHNICAL REVIEW COMMITTEE RECOMMENDATION:**

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

1. Please consult with Kevin Carver R.S. at (252)232-6603 concerning septic permits or well permits involved with this proposed 3 lot subdivision. (Albemarle Regional Health Services Comment.)
2. The Island Haven project is located within the Waterlily archaeology complex which is composed of at least four sites, 31CK2, 31CK6, 31CK7, and 31CK12. These sites are recommended as eligible for the National Register of Historic Places. The OSA recommends that the property owner undertake archaeological survey and testing of the Island Haven project area via the services of a professional archaeologist prior to any ground-disturbing activities to determine whether intact remains associated with the Waterlily Complex, to include human burials, will be adversely affected by the proposed development. If intact remains are documented within the project area, then the OSA recommends the development and implementation of an archaeological mitigation plan by the property owner. Please feel free to contact our office and 919-807-6554. (NC State Archeology Comment)
3. It is the developer's intent to construct "spec" home on each of the 3 proposed lots. Therefore, an erosion and sedimentation control plan must be approved prior to beginning any development activity on the lots. (NC DENR Land Quality Comment)

**IV. PLANNING STAFF RECOMMENDATION:**

Planning Staff recommends approval of this request subject to the findings of fact and all TRC comments being adequately addressed.

**V. PLANNING BOARD RECOMMENDATION:**

Mr. Kovacs moved to approve PB 11-11 with the findings of fact and staff recommendations included in the case analysis. Mr. Bell seconded the motion. Motion carried unanimously.

Chairman Rorer opened the public hearing.

Eddie Hyman, Engineer, answered questions on request.

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

Commissioner O'Neal moved to approve with findings of fact. Commissioner Etheridge seconded the motion. Motion carried.

**Public Hearing and Action: PB 11-19 Shaun Moore: Request for a zoning map amendment to rezone 20.12 acres from Agricultural (A) to Conditional District-Residential (CD-R) on property located in Moyock at the terminus of Thayne Drive, Tax Map 22, Parcels 63R and 63S, Moyock Township.**

Ben Woody, Planning Director, reviewed the request.

**CASE ANALYSIS FOR THE  
Board of Commissioners  
DATE: January 3, 2012  
PB 11-19 R. Shaun Moore**

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**ITEM:** PB 11-19 R. Shaun Moore requests a zoning map amendment to rezone 20.12 acres from A (Agricultural) to CD-R (Conditional District-Residential).

**LOCATION:** Moyock, located at the terminus of Thayne Drive, Moyock Township.

**TAX ID:** 0022-000-063R-0000  
0022-000-063S-0000

**OWNER:** R. Shaun Moore  
1253 Tulls Creek Road  
Moyock, NC 27958

**APPLICANT:** Eddie Hyman  
PO Box 339  
Camden, NC 27921

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

	<b>Land Use</b>	<b>Zoning</b>
<b>NORTH:</b>	Active Farmland	A/R-PUD Overlay
<b>SOUTH</b>	Low Density Residential	A
<b>EAST:</b>	Low Density Residential	A
<b>WEST:</b>	Low Density Residential/Farmland	R-PUD Overlay

**LAND USE PLAN**

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

**CURRENT ZONING:** Agricultural (A)

**PROPOSED ZONING:** Conditional District - Residential (CD-R)

**CURRENT USE:** Low Density Residential/Undeveloped

**SIZE OF SITE:** 20.12 acres

**ZONING HISTORY:** 1989: A (Agricultural District)

**UTILITIES:** County water does not service this property. An individual on-site septic system is located the property.

**TRANSPORTATION:** The proposed development is accessed by Thayne Drive, an unpaved, privately maintained road.

**FLOOD ZONE:** The property is located within the 100-year floodplain; AE with a base flood elevation of 5.4 feet.

**WETLANDS:** According to NC Division of Coastal Management maps, wetland characteristics do not exist on this property.

**SOILS:** According to the Soil Survey for Currituck County, the soils are considered unsuitable for on-site septic systems due to soil wetness and slow percolation.

**PROPOSED ZONING CONDITIONS:**

The applicant is proposing the following uses and zoning conditions:

- o 13-lot residential subdivision
- o Minimum lot size shall be 40,000 square feet.
- o 60 foot buffer provided along the eastern boundary.
- o Street interconnection will be provided to adjacent properties to the north and west.
- o Stick built single family dwellings will be constructed on the lots.

**COMMUNITY MEETING:**

The community meeting was held on November 29, 2011, and the community meeting report is provided in the packet.

**TECHNICAL STAFF RECOMMENDATION:**

The technical review committee reviewed the plan on November 16, 2011 and recommended approval of the rezoning request.

**PLANNING STAFF RECOMMENDATION:**

The planning staff recommends approval of the proposed conditional zoning request based on the following Land Use Plan policies:

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

POLICY AG3: County ACTIONS CONCERNING INFRASTRUCTURE (e.g. schools, parks, and utilities) and regulations shall serve to direct new development first to targeted growth areas near existing settlements indicated as Full Service Areas on the Future Land Use Map, rather than "leapfrogging" to locations in the midst of farmland and greenspace identified as Rural and Conservation areas on the Future land Use Map.

**PLANNING BOARD RECOMMENDATION:**

Mr. Kovacs moved to approve PB 11-19 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 with the findings of fact and staff recommendations included in the case analysis. Mr. Bell seconded the motion. Motion carried unanimously.

**PLANNING BOARD DISCUSSION (12-13-11)**

Ms. Voliva provided a summary of the community meeting held on November 29, 2011.

Mr. West asked about the drainage and stormwater runoff.

Mr. Hyman addressed the drainage issue. Preventative maintenance can be done, i.e. clean trash in culvers and keeping them clean. Mr. Hyman stated the development will have modified swales that are sloped to scale so they can be easily maintained.

Mr. Moore stated he hopes the Planning Board will approve this request.

Mr. Clark asked if retention ponds were considered for this development.

Mr. Hyman stated they did consider them, but since this is a low density development they will not be using them.

Mr. West stated that since the soils are considered unsuitable for on-site septic systems due to soil wetness and slow percolation could Mr. Hyman addressed this issue.

Mr. Hyman stated a suitable site evaluation of every lot will be required by the Unified Development Ordinance and will have sand filled trenches.

Mr. West stated that a sand filled trench is where you dig down until you find sand within six feet and then you put the drainage pipe.

**PLANNING BOARD ACTION**

Mr. Kovacs moved to approve PB 11-19 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 with the findings of fact and staff recommendations included in the case analysis. Mr. Bell seconded the motion. Motion carried unanimously.

Chairman Rorer opened the public hearing.

Eddie Hyman, Engineer, reviewed the drainage questions.

Carlton Smith, Jr., commented on the drainage and presented pictures to the Board of the flooding.

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

Commissioner Etheridge moved to table for further input on the drainage issues. Commissioner O'Neal seconded the motion. Motion carried.

**Approval of Comprehensive Parks and Recreation Master Plan and Approval of Maple Park Site Specific Plan**

Jason Weeks, Parks and Recreation Director, reviewed the 10 year Comprehensive Parks and Recreation Master Plan along with the Maple Park Site Specific Plan.

Commissioner Martin moved to approve the plans as presented. Commissioner Gilbert seconded the motion. Motion carried.

**Approval of Bid Award for Maple Campus-Earthwork Contract**

Dan Scanlon, County Manager, reviewed the contract for work at the Maple Campus.

Commissioner Gilbert moved to award the bid to Whitehurst Sand Company in the amount of \$306,917. Commissioner Martin seconded the motion. Motion carried.

**Approval of covenants for Maple Commerce Park**

Peter Bishop, ED Director, reviewed the restrictive covenants for Maple Commerce Park.

Chairman Rorer moved to approve. Commissioner Gilbert seconded the motion. Motion carried with Commissioners Etheridge and O'Neal voting no.

**Appointments to Board of Adjustment**

Commissioner O'Neal moved to table. Commissioner Martin seconded the motion. Motion carried.

**Appointment to Tourism Advisory Board**

Commissioner O'Neal moved to appoint Leslie Daughtry. Commissioner Martin seconded the motion. Motion carried.

**Appointments to Recreation Advisory Board**

Commissioner O'Neal moved to appoint Neel Smith. Commissioner Martin seconded the motion. Motion carried.

**Appointments to Farmland Preservation Board**

Commissioner Gilbert moved to appoint Jamie Jarvis.  
 Commissioner Etheridge moved to appoint Sidney Garrett.  
 Chairman Rorer moved to appoint Jerry Wright. Commissioner O'Neal seconded the motion. Motion carried.

**Consent Agenda:**

1. Agreement with Waterside Village, LLC, conveyance of Waterside Villages Waste Water Treatment Plant and associated closing documents
2. Approval of Change Order and Amendment to Contract-Airport Taxiway and Apron Project
3. Budget Amendments
4. Approval of Memorandum of Understanding between NCDOT, County and ARHS Operating as ICPTA concerning ROAP
5. Approval of December 5, 2011, Minutes
6. Planning Office request to destroy violation files 2001-05

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

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
61818-532000	Supplies	\$ 9,000	
61818-536000	Uniforms	\$ 160	
61818-511010	Data Transmission	\$ 1,800	
61818-516000	Repairs & Maintenance		\$ 9,160
61818-533800	Chemicals		\$ 1,800
		\$ 10,960	\$ 10,960

**Explanation:** *Mainland Water (61818)* - Transfer funds for supplies, uniforms and data transmission for Mainland Water.

**Net Budget Effect:** Mainland Water Fund (61) - No change.

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

10960-539000	Unemployment Compensation	\$	25,897		
10390-495015	T F - Occupancy Tax Fund			\$	6,000
10390-499900	Appropriated Fund			\$	19,897
	Balance			\$	19,897
			<u>\$</u>	<u>25,897</u>	<u>\$</u>
					<u>25,897</u>

**Explanation:** *Central Services (10960) - Increase appropriations for unemployment compensation through July 31, 2011 and for increased administrative revenues from increased occupancy tax collections.*

**Net Budget Effect:** Operating Fund (10) - Increased by \$25,897.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>		<b>Credit</b>	
			Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense	
10760-561000	Prof. Services-Non Reimbursed	\$	2,000		
10760-585000	Donations	\$	4,000		
10330-431200	CSE Shares			\$	2,000
10380-487000	Donations			\$	4,000
			<u>\$</u>	<u>6,000</u>	<u>\$</u>
					<u>6,000</u>

**Explanation:** *COUNTY ASSISTANCE (760) - Adjust budget for projected donations to be received and the County's 34% portion of Child Support paternity fees paid to the state.*

**Net Budget Effect:** Operating Fund (10) - Increased by \$6,000.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>		<b>Credit</b>	
			Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense	
10980-545000	Contract Services	\$	26,000		
10460-531000	Gas	\$	585		
10440-514000	Travel	\$	485		
10330-445100	Public Assistance (FEMA)			\$	27,070
			<u>\$</u>	<u>27,070</u>	<u>\$</u>
					<u>27,070</u>

**Explanation:** *Finance (10440); Public Works (10460); Disaster Recovery (10980)* - To increase appropriations to record FEMA and State reimbursement for Non-vegetative debris removal from Hurricane Irene; Project 00790(0).

**Net Budget Effect:** Operating Fund (10) - Increased by \$27,070.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10440-514000	Travel	\$ 484	
10980-502100	Overtime	\$ 14,238	
10980-505000	FICA	\$ 1,090	
10980-507000	Retirement	\$ 1,473	
10980-514000	Travel	\$ 360	
10980-532000	Supplies	\$ 3,010	
10980-545000	Contract Services	\$ 7,566	
10330-445100	Public Assistance (FEMA)		\$ 28,221
		\$ 28,221	\$ 28,221

**Explanation:** *Finance (10440); Disaster Recovery (10980)* - To increase appropriations to record FEMA and State reimbursement for Emergency Operations Center during Hurricane Irene. Project Worksheet 00741 (0)

**Net Budget Effect:** Operating Fund (10) - Increased by \$28,221.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10440-514000	Travel	\$ 242	
10460-531000	Gas	\$ 228	
10980-545000	Contract Services	\$ 70,336	
10330-445100	Public Assistance (FEMA)		\$ 70,806
		\$ 70,806	\$ 70,806

**Explanation:** *Finance (10440); Disaster Recovery (10980)* - To increase appropriations to record

FEMA and State reimbursement for Beach Clean-up during Hurricane Irene.  
Project Worksheet 00254 (0).

**Net Budget Effect:** Operating Fund (10) - Increased by \$70,806.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10440-514000	Travel	\$ 61	
10460-531000	Gas	\$ 298	
10980-514000	Travel	\$ 40	
10980-532000	Supplies	\$ 3,971	
10980-590000	Capital Outlay	\$ 5,913	
10330-445100	Public Assistance (FEMA)		\$ 10,283
		<u>\$ 10,283</u>	<u>\$ 10,283</u>

**Explanation:** Finance (10440); Public Works (10460); Disaster Recovery (10980) - To increase appropriations to record FEMA and State reimbursement for Generators Used by Mainland Water during Hurricane Irene. Project Worksheet 00252 (0).

**Net Budget Effect:** Operating Fund (10) - Increased by \$10,283.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10440-514000	Travel	\$ 61	
10460-531000	Gas	\$ 73	
10461-531000	Gas	\$ 82	
10980-532000	Supplies	\$ 15,627	
10980-590000	Capital Outlay	\$ 10,080	
10330-445100	Public Assistance (FEMA)		\$ 25,923
		<u>\$ 25,923</u>	<u>\$ 25,923</u>

**Explanation:** Finance (10440); Public Works (10460); Disaster Recovery (10980) - To increase appropriations to record FEMA and State reimbursement for Generators Used by Outer Banks Water/Sewer Plants during Hurricane Irene. Project Worksheet 00258 (0).

**Net Budget Effect:** Operating Fund (10) - Increased by \$25,923.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10440-514000	Travel	\$ 970	
10510-531000	Gas	\$ 9,610	
10980-502100	Overtime	\$ 34,851	
10980-505000	FICA	\$ 2,666	
10980-507000	Retirement	\$ 4,196	
10980-545000	Contract Services	\$ 23,767	
10330-445100	Public Assistance (FEMA)		\$ 76,060
		<u>\$ 76,060</u>	<u>\$ 76,060</u>

**Explanation:** Finance (10440); Public Works (10460); Disaster Recovery (10980) - To increase appropriations to record FEMA and State reimbursement Law Enforcement Activities during Hurricane Irene. Project Worksheet 00432 (0).

**Net Budget Effect:** Operating Fund (10) - Increased by \$76,060.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
12543-511003	Telephone & Postage	\$ 2,300	
12543-513003	Utilities		\$ 2,000
12543-514503	Travel/Training	\$ 4,000	
12543-516003	Maintenance & Repairs		\$ 1,000
12543-532003	Supplies	\$ 2,000	
12543-532103	Fire Supplies	\$ 1,200	
12543-536103	PPE	\$ 14,500	
12543-544003	Volunteer Assistance		\$ 21,000
12543-545000	Contract Services	\$ 2,500	
12543-553003	Dues & Subscriptions	\$ 500	
12543-554003	Insurance	\$ 11,000	
12543-561003	Professional Services		\$ 2,000
12543-590003	Capital Outlay		\$ 12,000
		<u>\$ 38,000</u>	<u>\$ 38,000</u>

**Explanation:** *Moyock Volunteer Fire Department (12543)* - To transfer budgeted funds per request of the Moyock Volunteer Fire Department.

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

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
65858-590000	Capital Outlay	\$ 8,000	
65858-561000	Professional Services		\$ 8,000
65858-545000	Contracted Services	\$ 3,000	
65858-533200	Lab Test		\$ 3,000
		\$ 11,000	\$ 11,000

**Explanation:** *Moyock Commons Sewer District (65858)* - To replace existing blower and for sludge hauling.

**Net Budget Effect:** Moyock Commons Sewer District (65) - No change.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10441-590441	Technology over \$1000	\$ 12,335	
10795-590441	Technology over \$1000		\$ 12,335
		\$ 12,335	\$ 12,335

**Explanation:** *Information Technology (10441); Parks and Recreation (10795)* - Transfer funds for the ITS portion of the Parks and Recreation software.

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

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
50650-590000	Roadways & Utilities	\$ 64,448	
50650-596100	Professional Services	\$ 18,267	

50795-594500	Soccer Fields	\$	153,114		
50390-495040	T F - Capital Improvements			\$	235,829
51800-594500	Contract Services	\$	89,358		
51390-495042	T F - Land Transfer Capital Fund			\$	89,358
			<u>\$</u>	<u>325,187</u>	<u>\$</u> <u>325,187</u>

**Explanation:** *Maple Commerce Park (50650); Community Recreation Facility (50795) - To appropriate funds for the earthwork contract for the COA site, roadways and soccer fields at the Maple Commerce Park/Community Center site.*

**Net Budget Effect:** County Gov't Construction Fund (50) - Increased by \$235,829.  
School Capital Construction Fund (51) - Increased by \$89,358.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>		<b>Credit</b>	
			Decrease Revenue or Increase Expense		Increase Revenue or Decrease Expense
10550-531000	Gas	\$	1,000		
10550-531400	Equipment Fuel			\$	1,000
			<u>\$</u>	<u>1,000</u>	<u>\$</u> <u>1,000</u>

**Explanation:** *Airport (10550) - To increase funds for gas for the remainder of this fiscal year.*

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

**Commissioner's Report**

Commissioner Martin commented on how impressed he is with the new YMCA.

Commissioner Etheridge wished all a happy new year.

Commissioner O'Neal stated that he met a visitor from Ohio at the new YMCA.

Commissioner Gilbert stated that there was a new restaurant at the Mill Run Golf Course.

Chairman Rorer thanked citizens for all the donations to charitable causes during the Christmas holidays.

**County Manager's Report**

**No comments**

**Closed Session:**

1. According to GS 143-318.11(4) to discuss matters relating to the location or expansion of industries or other businesses.

Commissioner O’Neal moved to go into closed session as stated. Commissioner Gilbert seconded the motion. Motion carried.

**Adjourn**

After reconvening from closed session, no action was taken.

**Special Meeting**

Tourism Development Authority

**TDA Budget Amendments**

Commissioner Martin moved to approve. Commissioner O’Neal seconded the motion. Motion carried.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
15442-539000	Unemployment Compensation	\$ 3,342	
15447-587010	T T - Operating Fund Appropriated Fund	\$ 6,000	
15390-499900	Balance	\$ 590,658	
15320-415000	Occupancy Tax		\$ 600,000
		\$ 600,000	\$ 600,000

**Explanation:** Occupancy Tax: Promotion (15442) and Tourism Related (15447) -To increase appropriations for increase in unemployment compensation and to reflect increase in collection of Occupancy Tax.

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

**Adjourn**



**Project Costs**  
**Maple Park Expansion – Currituck County**  
**December 2011**

<b>Project Elements</b> (Include specific units - sizes, numbers, lengths, etc. - for each item.)	<b>Unit</b>	<b>Unit Cost</b>	<b>Total Item Cost</b>
Site Preparation (Clearing)	1 AC	\$6,000	\$6,000
Site grading, and erosion control	15.8 AC	\$4,500	\$71,100
Playground Structure, border, and surfacing, swings	Lump Sum	\$50,000	\$50,000
Paved Walking Trail - 8' wide	1110 LF	\$39	\$43,290
Concrete Walks – 6' wide	1387 sq. yd.	\$39	\$54,225
Multipurpose fields (Soccer goals, team and spectator benches, )	3	\$86,000	\$258,000
Field Irrigation	3	\$20,000	\$60,000
Field Lighting	3	\$130,000	\$390,000
Parking Lot - paved	35 spaces	\$2,000	\$70,000
Picnic Shelters (25x40)	3	\$30,000	\$90,000
Water & Sewer Utilities	Lump Sum	\$63,000	\$63,000
Storm water system	Lump Sum	\$94,000	\$94,000
Amenities (Bike Rack, Picnic Tables, Benches, Trash Receptacles, Picnic Grills)	Lump Sum	\$35,400	\$35,400
Landscape	Lump Sum	\$4,500	\$4,500
<b>Costs to Develop the Project</b>			\$1,289,515
<b>Contingency for the Cost of Building</b>			
Contingency (not to exceed 5% of the cost to develop the project)	5%		\$64,475
<b>Value of Land to be Purchased or Donated</b>			
Land Acquisition		N/A	N/A
<b>Planning and Incidental Land Acquisition Costs</b>			
Construction management, site planning, preliminary design, survey and appraisals, or the cost of preparing the application (not to exceed 20% of the cost of the project)	8.0%		\$67,699
<b>Total Project Cost</b>			\$1,421,689
<b>Total PARTF Grant Request</b>			\$500,000
<b>Total Local Match</b>			\$921,689