



**BOARD OF COMMISSIONERS
AGENDA**

MARCH 5, 2012

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REVISED

Currituck County Board of Commissioners Agenda Historic Currituck County Courthouse

Date: Monday, March 05, 2012

Time: 7:00 PM

Work Sessions

5:30 p.m. Meeting with the Planning Board

7:00 pm Call to Order

- A) Invocation
- B) Pledge of Allegiance
- C) Approval of Agenda
- D) Public Comment

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

Public Hearings

- A) **Public Hearing and Action:** PB 07-33 Shingle Landing, Phase 2: Request for a preliminary plat/special use permit for 25 additional lots within the Shingle Landing subdivision located in Moyock along Moyock Landing Drive, Tax Map 9, Parcels 29R and 29T, Moyock Township.
- B) **Public Hearing Community Development Block Grant:** Currituck County is applying to the NC Department of Commerce for a 2011 Scattered Site Housing Community Development Block Grant of \$400,000 (100% of total program costs). Proposed activities may include housing rehabilitation, reconstruction, relocation, and urgent repair to assist low income homeowners.
- C) **Public Hearing for filing application with the Local Government Commission and approving financing agreement for the College of the Albemarle Aviation Training and Technical facility.**

D) Public Hearing to approve filing a debt application with the Local Government Commission for the Moyock Central Sewer Project

New Business

A) Consent Agenda:

1. Approval of continued representation by Poyner and Spruill for OLF efforts and funding for (Scope of Work)
2. Approval of job description for Tourism Department
3. Resolution in Support of Request to NC House Speaker Thom Tillis for Discretionary Funding to Support Currituck Community Park Road and Drainage Improvements
4. Authorize County Manager to execute right of way agreement for Va. Electric and Power Co. for electric service to the Moyock Regional Wastewater Treatment Plant
5. Approval of February 20, 2012 Minutes
6. Resolution affirming Currituck County Land Use Plan Practices
7. Budget Amendments
8. Knotts Island VFD request to purchase a truck to replace current brush truck
9. Knotts Island VFD request to purchase 4 portable radios
10. Approval of Declaration of Restrictions on 4 acres of wetland area at Rural Center for Boardwalk Project and authorize County Manager to execute same.

B) Commissioner's Report

C) County Manager's Report

Adjourn

**CASE ANALYSIS FOR THE
Board of Commissioners
DATE: March 5, 2012
PB 07-33 Shingle Landing, Phase 2**

ITEM: PB 07-33 Shingle Landing, Phase 2, preliminary plat/special use permit for 25 additional lots including 24 residential lots and 1 nonresidential lot.

LOCATION: Moyock, along Moyock Landing Drive, Moyock Township

TAX ID: 0009-000-029T-0000
0009-000-029R-0000

ZONING DISTRICT: General Business (GB)

PRESENT USE: Undeveloped

OWNER: CTX, Inc.
378 Caratoke Hwy
Moyock, NC 27958

APPLICANT: Hyman and Robey
PO Box 339
Camden, NC 27921

LAND USE/ZONING OF SURROUNDING PROPERTY:

	Land Use	Zoning
NORTH:	Undeveloped	LM
SOUTH	Low Density Residential	CD-R/R
EAST:	Low Density Residential	R
WEST:	Undeveloped	GB

LAND USE PLAN

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

SIZE OF SITE: 36.93 acres

NUMBER OF UNITS: 25 lots (24 Residential Lots and 1 Nonresidential Lot)
82 existing residential lots in Phase 1

PROJECT DENSITY: 1.7 residential units/acre in Shingle Landing
1.54 residential units/acre proposed in Phase 2
1.76 residential units/acre in Phase 1

UTILITIES: The development is served by an existing 8" water line along Moyock Landing Drive. Wastewater will be treated by individual on-site septic systems. The estimated water consumption is 8,640 to 11,520 GPD based on 3 to 4 bedrooms per dwelling.

I. NARRATIVE OF REQUEST:

- The applicant is requesting preliminary plat/special use permit approval of Shingle Landing, Phase 2. The proposed development consists of 24 residential lots and 1 nonresidential lot.
- The proposed development is served by existing infrastructure.
- According to the preliminary plat, interconnectivity will be provided from Moyock Landing Drive to the proposed Tulls Creek Landing subdivision by way of Gees Drive. The applicant is not proposing to construct the connection at this time due to the potential maintenance liability for the association. A funding source should be identified to install the connection should the board allow bonding of Gees Drive.
- The proposed open space (12.37 acres within this phase) will consist of areas reforested with pines planted in accordance with NC Forestry specifications.
- The proposed development provides 1.5 acres of reserve utility open space.
- According to the Soil Survey for Currituck County, the soils within the development are considered marginal and unsuitable for conventional septic systems.
- The active recreation is provided in Phase 1. The recreational areas include:
 - 3.75 acres dedicated to Currituck County and contain the WRC boat ramp and parking;
 - 25.55 acres dedicated to Currituck County

II. QUESTION(S) BEFORE THE BOARD:

Special Use Permit Criteria and Staff Findings:

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

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

1. Completeness of application.
Suggested Findings:
 - a. The application is complete.
2. The proposed use is among those listed in the Table of Permissible Uses as a special use indicated with an "S".
Suggested Findings:
 - a. Chapter 10 of the Unified Development Ordinance indicates a special use permit is required for preliminary plats in all major subdivisions.
3. The conditions proposed meet or exceed the minimum requirements of this ordinance.
Suggested Findings:
 - a. Provided the Technical Review Committee conditions are adequately addressed the request 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 proposed development will predominately consist of single family residential lots that are being developed at a size compatible with the existing residential lots within the area.
6. The special use will be in conformity with the Land Use Plan or other officially adopted plan.

Suggested Findings:

The 2006 Land Use Plan classifies this site as Full Service within the Moyock subarea. The Full Service area contemplates a residential base development density to be two units per acre and increases can be achieved through overlay zoning. The Moyock subarea policy emphasis suggests residential densities should be medium to high depending on available services. 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 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.

POLICY ML1: Currituck County recognizes the particular interest of residents and property owners in the Mainland Area in PRESERVING FARMLAND AND OPEN SPACE. The County shall exercise diligence in applying policies, plans, and actions that will encourage compact growth and the preservation of farmland and open space in the Mainland Area.

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 proposed development will not exceed the county’s ability to provide adequate public facilities.

III. TECHNICAL REVIEW COMMITTEE/PLANNING STAFF RECOMMENDATION:

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

Planning Department (Donna Voliva 252-232-6032)

1. Please provide an update regarding the plan of action for the stormwater maintenance of the subdivision (see letter dated October 11, 2011 to NCDENR). *Staff can not recommend approval of the proposed development until such time as the site is in compliance of the NCDENR stormwater permit. *Staff commentary: As of the February 14, 2012 Planning Board meeting, the existing stormwater maintenance is not in compliance with the state permit.*
2. Please provide an update regarding the road maintenance of the streets in the subdivision. *Staff commentary: The developer contacted NCDOT to indicate areas of pavement that must be replaced or repaired. The developer is requesting the Board approve a performance bond to complete the necessary road improvements for NCDOT acceptance. The improvements will be completed when the weather is warmer and dryer. If the Board allows the performance bond, the staff suggests all work be complete by September 1, 2012. The bond must be reviewed and approved by the county attorney.*
3. Note #13 indicates Gees Drive will not be constructed at this time. Given the fact the road/sidewalk does not provide access to a parcel at this time staff will support the installation at a later date; however, a funding source shall be identified for the installation of the street. *(i.e. cash bond to be held until the future connection is installed)*
4. The existing drainage ditch (Winslow Ditch) located along the northern property line of lot 107 shall contain a 50 foot maintenance easement measured from the top of bank.
5. The 2011 property taxes must be paid prior to issuance of the special use permit.

IV. PLANNING BOARD RECOMMENDATION:

The Planning Board recommended denial of PB 07-33 due to the application is not complete. Motion carried unanimously.

PLANNING BOARD DISCUSSION (2/14/12)

Mr. Hyman stated they have a contractor to bring the roads up to the Department of Transportation (DOT) standards in the amount of \$80,000, but the state has not signed off on the stormwater maintenance for the subdivision.

Mr. West stated this case has been tabled twice because the application was not complete and now it must move forward to the Board of Commissioners (BOC) with either a denial or approval from the Planning Board (PB).

Mr. Midgette asked staff if there was any way the Planning Board could send this to the Board of Commissioners with a recommendation for denial, but when the project receives approval from the state that the BOC sends it back to the PB for their approval before the BOC act on it.

Ms. Voliva stated this could be part of the recommendation, but it would be up to the BOC if they would proceed with the recommendation.

ACTION

Mr. West motioned to deny PB 07-33 due to an incomplete application and recommends that once the project receives approval from the state for stormwater maintenance that the Board of Commissioners sends it back to the Planning Board for their approval before the Commissioners act on it. Ms. Taylor seconded the motion. Motion carried unanimously.

PLANNING BOARD DISCUSSION (1/10/12)

Mr. Hyman stated they have gotten a quote from a contractor in the amount of \$80,000 to bring the roads up to the Department of Transportation (DOT) standards which include repairs and maintenance. They are working off the original letter from DOT dated in August 2011. Mr. Hyman stated the stormwater inspection is scheduled for Wednesday, 1/11/12 with NCDENR.

Mr. Hyman stated the applicant would like to make a bond for the road improvements in the amount of \$80,000 so they can be completed when the weather is warmer and dryer. Mr. Hyman is asking the Planning Board to make a recommendation on the approval of the bonding for road improvements with the contractor in the amount of \$80,000 and contingent approval from DENR on the stormwater inspection moving it forward to the Board of Commissioners.

Mr. Midgette asked staff does this mean all the requirements on the application have not been met.

Ms. Voliva stated all the requirements have not been presented to date that would offer a favorable recommendation by staff.

Mr. Clark stated that at this point there are still requirements that are not complete.

Mr. Hyman asked if the contract for the road repairs meet requirement.

Ms. Voliva stated if they are operating off the original letter from DOT along with the contract; then it would meet the requirement. It would be up to the Board of Commissioners to set a bonding amount associated with the road repairs, as well as a duration period for the work to be completed. Ms. Voliva stated the primary issue is the inspection of the stormwater maintenance by NCDENR.

ACTION

Mr. Clark motioned to table PB 07-33 due to the pending inspection by NCDENR for the stormwater maintenance of the subdivision. Ms. Taylor seconded the motion. Motion carried unanimously.

PLANNING BOARD DISCUSSION (12/13/11)

Mr. Hyman provided an update on the stormwater maintenance and road maintenance of the subdivision. Mr. Hyman talked about Gees Drive not being constructed at this time.

Mr. West stated a final plat is approved administratively and does not come back to the Planning Board.

The Planning Board discussed ditch erosion, Phase I with 82 lots and Phase 2 with 25 lots, how many lots sold in Phase I, septic tanks, soil types, sidewalks and railroad issues.

Mr. West stated that representing the county he doesn't feel comfortable approving a project with missing pieces.

Mr. Midgette asked Mr. Hyman if this was tabled until the next meeting could he have everything completed.

Mr. Hyman stated no because of the weather and not being able to pave. Mr. Hyman stated a community meeting was held which was not required to try to get everyone on the same page. A lot of good information was exchanged which is being used to get Phase I up to speed. Had Shingle Landing been turned over to the Homeowners Association and been paying dues it would have the money to make these improvements.

Mr. Old stated the property is zoned General Business (GB) and they want to build comparable houses that keep in harmony with the neighborhood.

Mr. Meekins stated he is concerned with more construction which would drive down the existing home values. Since the application is not complete he is asking the board to deny the request.

Ms. Goumenis stated she has concerns with the existing conditions of Phase I that include roads, stormwater drainage, sidewalks, and ditches of the neighborhood.

Ms. Wadleigh stated she has concerns with the existing conditions of Phase I and is asking the Planning Board to table this request until repairs have been completed in Phase I before approving Phase 2.

Mr. Davis stated the county needs to protect future developments from things like this happening.

Mr. West stated he thought the county required bonds.

Ms. Voliva stated that the county does require maintenance bonds for roads until such time the roads and open areas are taken over by the Homeowners Association or DOT.

Ms. Davis stated the roads and ditches need to be brought up to standard before the Homeowners Association takes over them.

Mr. Melton stated he is concerned if the roads are repaired now that during the construction of Phase 2 they will be torn up by construction equipment and the neighborhood is left with roads not up to standard again.

Mr. Dashiell read a letter from Mr. Bobby Gelormine of 128 Applewood who is concerned with Phase 2, ditches, drainage, incomplete sidewalks and roads.

Mr. Barns stated to table Phase 2 until the roads, ditches and sidewalks are brought up to standard before being turned over to the Homeowners Association.

Mr. Doyon stated he is concerned with what has been left out in Phase I which are roads, drainage, and ditches. Mr. Doyon is concerned with the square footage of houses being proposed in Phase 2. Mr. Doyon is asking that the Planning Board to table this request until everything in Phase 1 is completed.

Mr. Hyman addressed some of the concerns brought up by the residents. Mr. Hyman requested if the Planning Board could not make a recommendation for approval he would like the board to deny the request so it could move forward to the Board of Commissioners instead of tabling it. Mr. Hyman stated that maybe by the Board of Commissioners meeting some of the issues may be resolved.

Mr. West stated the subdivision does have a restrictive covenant which would specify the square footage and architectural features. Mr. West stated that the comment Mr. Hyman made regarding the Planning Board to either approve or deny the request and not to table it, does not sit well with the Planning Board. It makes the Planning Board appear that they are just a check mark to get out of the way to proceed to the Board of Commissioners. Mr. West stated it takes the importance of the Planning Board away.

Mr. Hyman apologized for his comment.

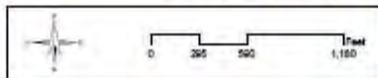
Mr. Kovacs stated that as part of the Planning Board function is to make sure the application is complete before it goes to the Board of Commissioners.

ACTION

Ms. Newbern motioned to table PB 07-33 due to the application not being complete. Ms. Taylor seconded the motion. Motion carried unanimously.



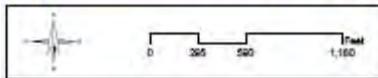
PB 07-33
Shingle Landing, Phase 2
Aerial



 Currituck County
Planning Department



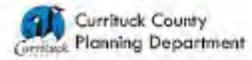
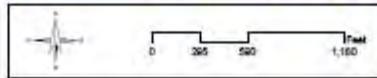
PB 07-33
Shingle Landing, Phase 2
Zoning



 Currituck County
Planning Department



PB 07-33
 Shingle Landing, Phase 2
 Land Use Classification



MEMORANDUM

To: Eddie Hyman
CTX, LLC

From: Planning Staff

Date: November 16, 2011

Re: Shingle Landing, Phase 2 Preliminary Plat

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

Approval with conditions*

6. Please provide a copy of the Albemarle Regional Health Services lot evaluation for lot 107.
7. Please provide a completed page 5 of the Special Use Permit application and page 5 of the Major Subdivision application related to hearing dates.
8. Please provide the reserve utility open space calculations.
9. The preliminary plat must illustrate the road cross section (Gees Drive).
10. The location of proposed signage, i.e. street name, traffic control, shall be indicated on the preliminary plat (Gees Drive).
11. Please provide an update regarding the plan of action for the stormwater maintenance of the subdivision (see letter dated October 11, 2011 to NCDENR). *Staff can not recommend approval of the proposed development until such time as the site is in compliance of the NCDENR stormwater permit.
12. Please provide an update regarding the road maintenance of the streets in the subdivision.
13. Please provide the extension of sidewalks to Shingle Landing Phase 1 development.
14. Note #13 indicates Gees Drive will not be constructed at this time. Given the fact the road/sidewalk does not provide access to a parcel at this time staff will support the installation at a later date; however, a funding source shall be identified for the installation of the street. The developer is proposing installing a sidewalk along one side of Gees Drive; however, the current ordinance requires sidewalk installation along both sides of all proposed streets.
15. The existing drainage of the site appears to include existing farm ditches that may not be part of the NCDENR stormwater permit. Please indicate proposed improvements to the ditches as well as ongoing maintenance.
16. The proposed development area is currently zoned General Business. *Will the applicant consider down zoning the residential portion of the development to bring the development

into compliance with the Table of Area, Separation and Height Table (Chapter 2) of the UDO?

Currituck Soil and Water, Mike Doxey

Reviewed

1. All stormwater issues must be addressed in Phase 1.

Currituck County Engineer, Michelle Perry

Reviewed

1. Issues need to be resolved with the railroad.

Currituck County Utilities, Pat Irwin

Approved

Currituck County Emergency Management, James Mims

Approved

Currituck County GIS, Harry Lee

Reviewed

1. Lot 107 will not be addressed until a site specific development plan is submitted. Please remove the address from the address table on the plat.
2. Gees Drive is approved as a street name.

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. Please consult with Kevin Carver, RS at 252-232-6603 concerning septic permits or well permits involved with this proposed subdivision.

NC DENR, Land Quality, Pat McClain

Reviewed

1. An erosion and sedimentation control plan for six acres of roads and drainage in this section was approved on July 22, 2011. If that is all that is intended by the developer, then no revised plan will be required.

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

Currituck County Building Inspections, Spence Castello

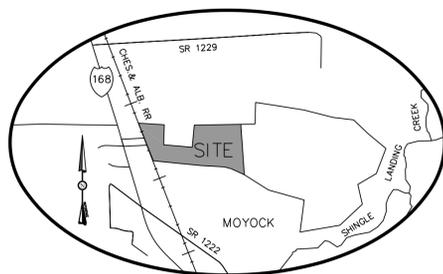
Currituck County Schools

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
NCDENR Aquifer Protection, David May
NCDENR Environmental Health/Onsite Wastewater, Bob Uebler
NCDENR, Environmental Management, Roger Thorpe
NCDENR, Marine Fisheries, Kevin Hart
NCDENR, Public Water, Siraj Chohan
NCDENR Water Quality, Kim Colson
NCDENR 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

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VICINITY MAP

1" = 2000'

SITE DATA:

- OWNER/DEVELOPER:
CTX, INC.
C/O HIGHLAND PROPERTIES, INC.
378 CARATOKE HIGHWAY
MOYOCK, NC 27958
- PINS: 0009-000-029T-0000 22.94 AC
0009-000-029R-0000 19.99 AC
ZONING = GENERAL BUSINESS (GB)
TOTAL ACRES = 36.93 AC
- NUMBER OF PROPOSED LOTS = 25
MIN. REQ. LOT SIZE = 20,000 SF (0.46 AC)
SMALLEST LOT = 33,301 SF (0.76 AC)
TOTAL LOT AREA = 22.41 AC
- THERE ARE NO WETLANDS OR PRIMARY CONSERVATION AREAS ON THIS SITE. REFERENCE A MAP ENTITLED "404 WETLAND DELINEATION FOR WINSLOW FARM" DATED 07-09-04, PREPARED BY HYMAN & ROBEY, PC APPROVED BY US ARMY CORPS OF ENGINEERS 08-17-04.
- ELEVATION DATUM NAVD 88
- SITE IS LOCATED IN FLOOD ZONES AE (EL 5.4), SHAD 1, AND X PER F.I.R.M. PANEL 327180200J, EFFECTIVE DATE: DECEMBER 16, 2005. FLOOD ZONES ARE SCALED FROM F.I.R.M. AND SUBJECT TO CHANGE BY FEMA.
- BUILDING SETBACKS AND DRAINAGE EASEMENTS PER CURRENT UDO STANDARDS

BUILDING SETBACKS	DRAINAGE EASEMENTS
20' FRONT	15' FRONT
15' SIDE	10' SIDE
25' REAR	10' REAR

- BOUNDARY AND TOPOGRAPHIC INFORMATION SHOWN ON THE DRAWING IS PER A BOUNDARY SURVEY AND TOPOGRAPHIC SURVEY PROVIDED BY HYMAN & ROBEY, P.C.

PHASE I CALCULATIONS (IN ACRES):

144.51 TOTAL AREA
- 22.41 PRIMARY CONSERVATION AREA
= 122.24 R/W 105' AREA
110.16 SUBTOTAL AREA
X 45%
49.57 OPEN SPACE REQUIRED

PHASE II CALCULATIONS (IN ACRES):

36.93 TOTAL AREA
- 3.69 R/W 105' AREA
= 1.05 PERMANENT EASEMENT AREA
32.19 SUBTOTAL AREA
X 45%
14.49 REMAINDER FROM PHASE I
12.37 OPEN SPACE REQUIRED

- RECREATIONAL OPEN SPACE REQUIRED = 25 LOTS X 2000 SF / LOT MIN. = 50,000 SF

PROPOSED = 50,000 SF + OF CREATION OPEN SPACE ACCESSIBLE BY 6,400 LF CONCRETE SIDEWALKS AND WALKING TRAILS

- RESERVE UTILITY OPEN SPACE REQUIRED = 25 LOTS X (4 X 120 GPD)/(3 X 0.3 LTRAR) X 3 = 40,050 / 43,560 = 0.92 AC

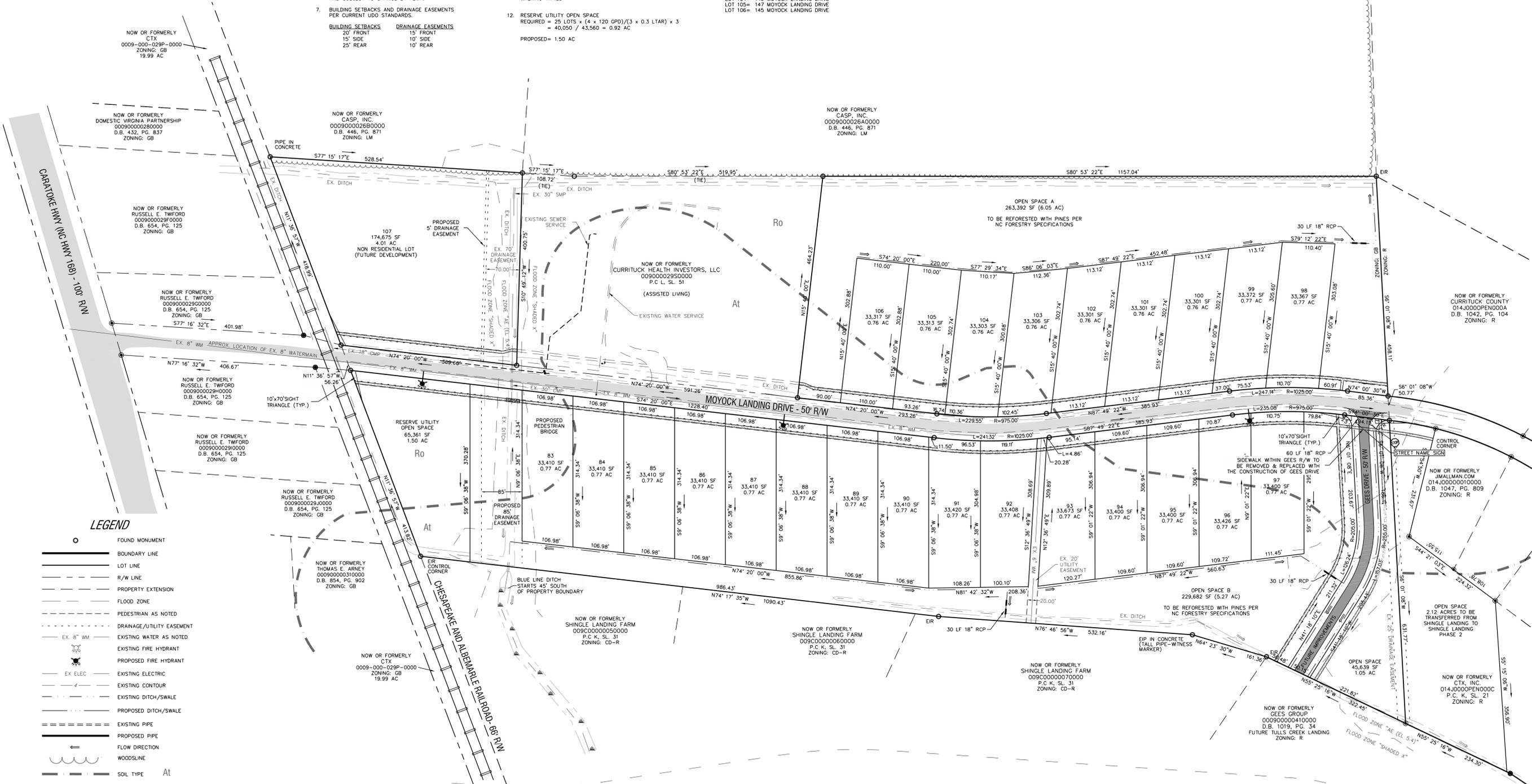
PROPOSED = 1.50 AC

- GEES DRIVE NOT TO BE CONSTRUCTED AT THIS TIME

- WATER SERVICE WILL BE PROVIDED BY SERVICE CONNECTIONS TO THE CURRITUCK COUNTY WATER SYSTEM.
- WASTEWATER SERVICE WILL BE PROVIDED BY ON-SITE SEPTIC SYSTEMS BASED UPON CONSULTATIONS WITH THE ALBEMARLE REGIONAL HEALTH SERVICES PRIOR TO OBTAINING A SEPTIC PERMIT.

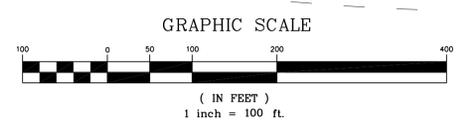
PROPOSED LOT ADDRESSES:

- LOT 83 = 134 MOYOCK LANDING DRIVE
- LOT 84 = 136 MOYOCK LANDING DRIVE
- LOT 85 = 138 MOYOCK LANDING DRIVE
- LOT 86 = 140 MOYOCK LANDING DRIVE
- LOT 87 = 142 MOYOCK LANDING DRIVE
- LOT 88 = 144 MOYOCK LANDING DRIVE
- LOT 89 = 146 MOYOCK LANDING DRIVE
- LOT 90 = 148 MOYOCK LANDING DRIVE
- LOT 91 = 150 MOYOCK LANDING DRIVE
- LOT 92 = 152 MOYOCK LANDING DRIVE
- LOT 93 = 154 MOYOCK LANDING DRIVE
- LOT 94 = 156 MOYOCK LANDING DRIVE
- LOT 95 = 158 MOYOCK LANDING DRIVE
- LOT 96 = 160 MOYOCK LANDING DRIVE
- LOT 97 = 162 MOYOCK LANDING DRIVE
- LOT 98 = 164 MOYOCK LANDING DRIVE
- LOT 99 = 166 MOYOCK LANDING DRIVE
- LOT 100 = 168 MOYOCK LANDING DRIVE
- LOT 101 = 170 MOYOCK LANDING DRIVE
- LOT 102 = 172 MOYOCK LANDING DRIVE
- LOT 103 = 174 MOYOCK LANDING DRIVE
- LOT 104 = 176 MOYOCK LANDING DRIVE
- LOT 105 = 178 MOYOCK LANDING DRIVE
- LOT 106 = 180 MOYOCK LANDING DRIVE



LEGEND

- FOUND MONUMENT
- BOUNDARY LINE
- LOT LINE
- R/W LINE
- PROPERTY EXTENSION
- FLOOD ZONE
- PEDESTRIAN AS NOTED
- DRAINAGE/UTILITY EASEMENT
- EXISTING WATER AS NOTED
- EXISTING FIRE HYDRANT
- PROPOSED FIRE HYDRANT
- EXISTING ELECTRIC
- EXISTING CONTOUR
- EXISTING DITCH/SWALE
- PROPOSED DITCH/SWALE
- EXISTING PIPE
- PROPOSED PIPE
- FLOW DIRECTION
- WOODSLINE
- SOIL TYPE At
- EXISTING PAVEMENT
- PROPOSED PAVEMENT
- PROPOSED 5' SIDEWALK
- PROPOSED 5' WALKING TRAIL



HYMAN ROBEY
SOLUTIONS FROM THE GROUND UP
150 US Hwy 158 E.
PO Box 339
Camden, NC 27921
(252) 338-2913
(252) 338-5552 fax
www.hymanrobery.com
License C-0598



SHINGLE LANDING
PHASE TWO
CONSERVATION

PRELIMINARY
PLAT

MOYOCK TOWNSHIP
CURRITUCK COUNTY
NORTH CAROLINA

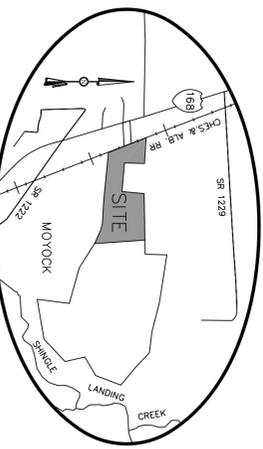
KEY PLAN:

Project #: 080329
Drawing #: 080329 PRELIMINARY PLAT
Drawn: KGW
Checked: TLF
Approved: ETH
Date: 11/21/11
Sheet #: 01/03
Scale: 1:100

REVISIONS:
NUM. DATE DESCRIPTION

SHEET TITLE:
PRELIMINARY PLAT

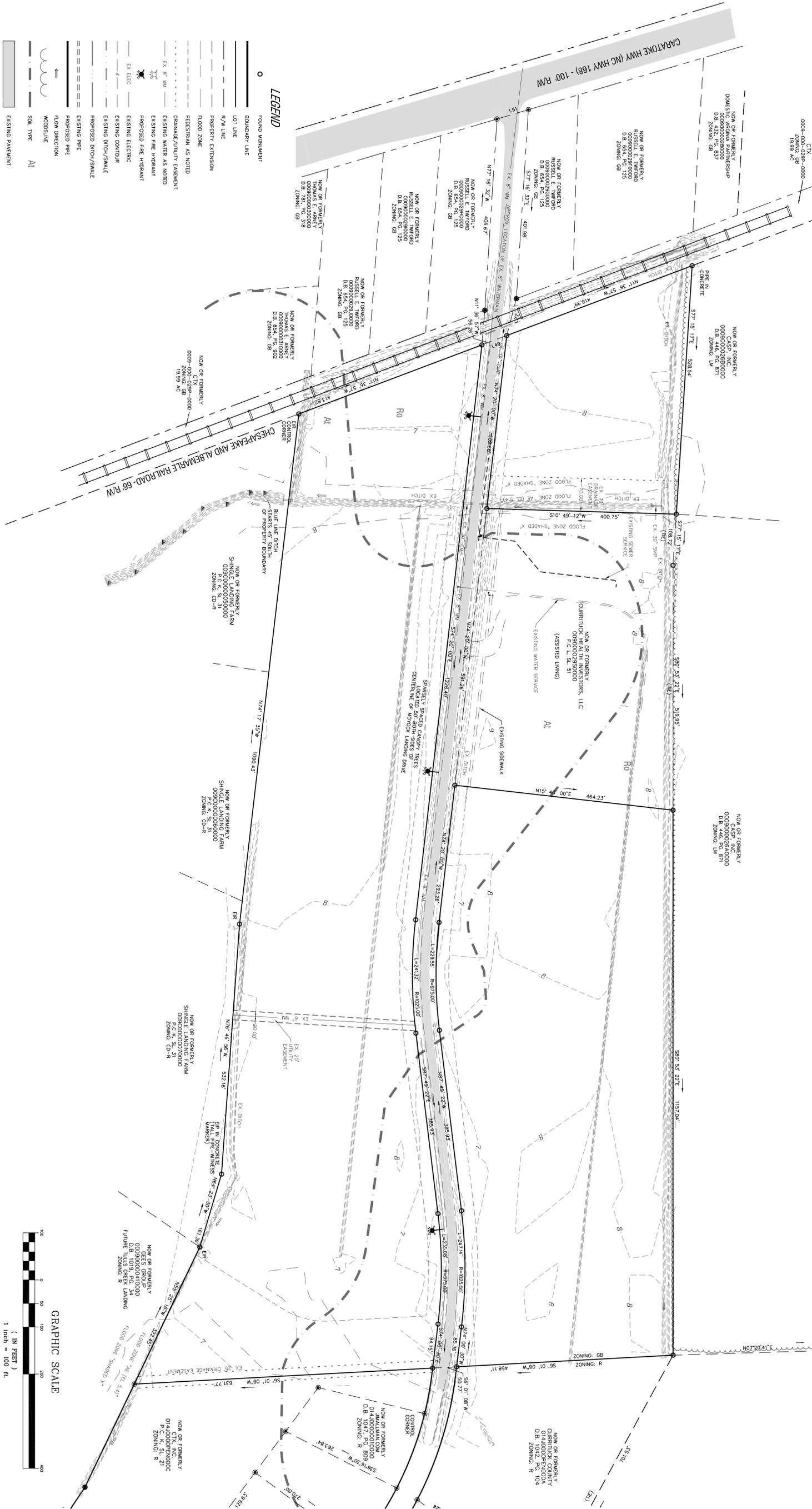
SHEET NUMBER:
1



VICINITY MAP

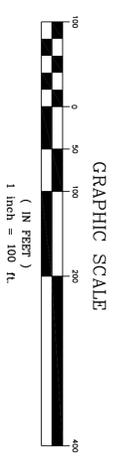
1" = 2000'

- SITE DATA:**
- OWNER/DEVELOPER:
C/O HYMAN AND ROBEY, INC.
378 CAROLINA HIGHWAY
MOYOCK, NC 27958
 - PINS: 0009-000-0291-0000 22.94 AC
0009-000-0291-0000 19.99 AC
ZONING = GENERAL BUSINESS (GB)
 - TOTAL ACRES = 38.93 AC
 - NUMBER OF YIELD LOTS = 27
ALL LOTS GREATER THAN 40,000 SF
 - THERE ARE NO WETLANDS OR PRIMARY CONSERVATION AREAS ON THIS SITE
 - PRELIMINARY DELINEATION OF WETLAND DELINEATION FOR WINSLOW FARM DATED 02-20-04 PREPARED BY HYMAN & ROBEY, P.C. 08-17-04
 - ELEVATION DATUM NAVD 88
 - SITE IS LOCATED IN FLOOD ZONES 4E (E.S.-4), SHADDED X, AND X PER FIRM PANEL 3271802Z0001 EFFECTIVE DATE DECEMBER 16, 2005. THESE ARE SHADDED X AND X AND SUBJECT TO CHANGE BY FEMA.
 - BOUNDARY AND TOPOGRAPHIC INFORMATION SHOWN ON THE DRAWING IS PER A BOUNDARY SURVEY BY HYMAN & ROBEY, P.C.



LEGEND

- BOUNDARY MONUMENT
- BOUNDARY LINE
- LOT LINE
- R/W LINE
- PROPERTY EXTENSION
- FLOOD ZONE
- FEDERSTRAN AS NOTED
- DRAINAGE/UTILITY EASEMENT
- EXISTING WATER AS NOTED
- EXISTING FIRE HYDRANT
- PROPOSED FIRE HYDRANT
- EXISTING ELECTRIC
- EXISTING CONDUIT
- EXISTING DITCH/SWALE
- PROPOSED DITCH/SWALE
- EXISTING PIPE
- PROPOSED PIPE
- WOODS LINE
- FLOW DIRECTION
- SOIL TYPE
- EXISTING PAVEMENT



HYMAN ROBEY
SOLUTIONS FROM THE GROUND UP

150 US Hwy 158 E.
PO Box 339
Carrden, NC 27921
(252) 338-2913
(252) 338-5552 fax
www.hymanrobery.com
License C-0598



SHINGLE LANDING
PHASE TWO
CONSERVATION
PRELIMINARY
PLAT

MOYOCK TOWNSHIP
CURRITUCK COUNTY
NORTH CAROLINA

KEY PLAN:

SHEET TITLE:
EXISTING
CONDITIONS

SHEET NUMBER:
2

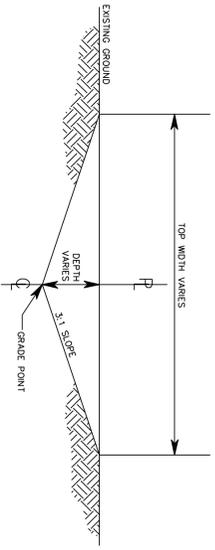
REVISIONS:

NO.	DATE	DESCRIPTION
1	11/01/03	

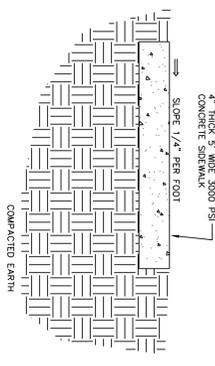
Project #: 080229
Drawing #: 08029 PRELIMINARY PLAT
Drawn: KWG
Checked: TLF
Approved: ETH
Date: 11/21/11
Sheet #: 02/03
Scale: 1:100



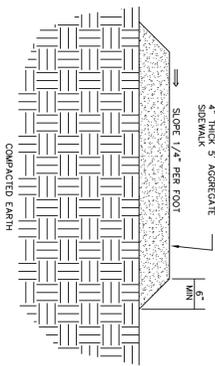
SHINGLE LANDING
 PHASE TWO
 PRELIMINARY
 PLAT
 MOYOCK TOWNSHIP
 CURRITUCK COUNTY
 NORTH CAROLINA



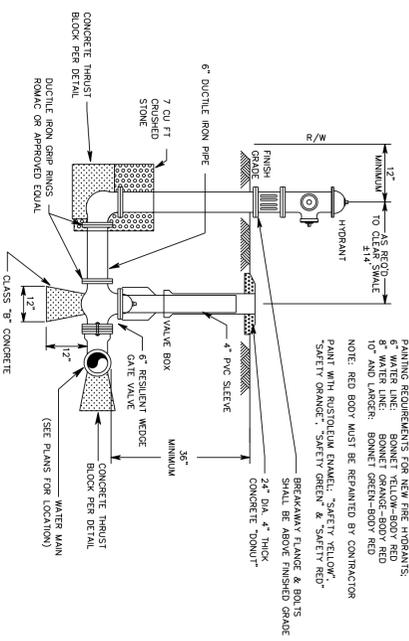
TYPICAL LOT LINE SWALE
 NTS



CONCRETE SIDEWALK DETAIL
 NTS

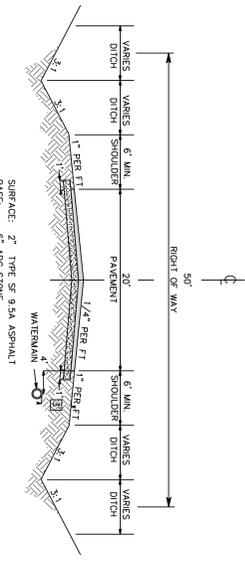


TRAIL DETAIL
 NTS



- HYDRANT TO BE M-41 129 TRAFFIC MODEL FOR 3.5' BURY WITH 5 1/4" VALVE OPENING
- PAINTING REQUIREMENTS FOR NEW FIRE HYDRANTS:
 6" WATER LINE: BONNET YELLOW-BODY RED
 8" WATER LINE: BONNET GREEN-BODY RED
 10" AND LARGER: BONNET GREEN-BODY RED
- NOTE: RED BODY MUST BE REPAINTED BY CONTRACTOR
- PAINT WITH INDUSTRIAL ENAMEL: "SAFETY YELLOW"
 "SAFETY GREEN" & "SAFETY RED"
 BREAKAWAY FLANGE & BOLTS SHALL BE ABOVE FINISHED GRADE
 "CONCRETE DONUT"
 24" DIA. 4" THICK CONCRETE
- NOTES:
 1. DO NOT BLOCK HYDRANT DRAIN WITH THRUST BLOCCING
 2. COAT THE FLOORS & NUTS WITH PROTECTANT ON VALVE
 3. COAT THE FLOORS & NUTS WITH PROTECTANT ON VALVE
 4. ALL JOINTS SHALL BE MECHANICAL JOINTS

FIRE HYDRANT DETAIL
 NTS



1. MAINTAIN A 6" MINIMUM WIDTH SHOULDER AT ALL CROSS-SECTIONS.
2. STONE WIDTH SHALL BE 2" WIDER THAN ASPHALT (1" EACH SIDE)
3. CROSS-SECTION SLOPES SHALL BE MAINTAINED AT ALL LOCATIONS DISTANT FROM CENTERLINE OF ROAD TO CENTERLINE OF DITCH WILL VARY BASED UPON DITCH INVERTS.
4. FINISH PAVEMENT CENTERLINE GRADE AND DITCH INVERTS SHALL MATCH THE PLAN GRADES.

TYPICAL STREET CROSS-SECTION
 NTS

KEY PLAN:

Project #:	080229
Drawing #:	08029 PRELIMINARY PLAT
Drawn:	KWG
Checked:	TLF
Approved:	ETH
Date:	11/21/11
Sheet #:	03/03
Scale:	NTS

SHEET TITLE:
DETAILS

SHEET NUMBER:
3



Planning Department
153 Courthouse Road, Suite 110
Currituck, North Carolina 27929
Telephone (252) 232-3055 / Fax (252) 232-3026

MEMORANDUM

TO: Board of Commissioners

FROM: Ben Woody, AICP
Planning Director

DATE: February 27, 2012

SUBJECT: 2011 CDBG Scattered Site Housing (SSH) Program

We are pleased to announce that Currituck County expects to receive \$400,000 in NC Department of Commerce Community Development Block Grant (CDBG) funds to assist low income homeowners with housing rehabilitation and replacement needs. The primary objective of the Currituck County CDBG SSH program is to improve the housing conditions of very low income households with incomes at or below 50% of area median income. Grant funds will be adequate to complete rehabilitation or replacement of 4 to 6 severe need homes. The last time the county participated in the CDBG SSH program was in 2002.

The Wooten Company has been selected to assist with the county's 2011 CDBG SSH application process. The Wooten Company is well qualified to meet the challenging task of providing technical assistance for this important community development project. Applications will be prioritized based on a number of factors including but not limited to household income, age, handicap status, and size of household.

We look forward to working with The Wooten Company and the qualified applicants throughout this grant process. We are certain that a positive impact will be made on our county through participation in this important program.

RESOLUTION

RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR APPROVAL OF A FINANCING AGREEMENT AUTHORIZED BY NORTH CAROLINA GENERAL STATUTE 160A-20 AND APPROVING A FINANCING AGREEMENT WITH TOWNE BANK OF CURRITUCK

WHEREAS, the County of Currituck, North Carolina desires to construct an Aviation and Technical Training Center for the College of the Albemarle (the "Project") to better serve the citizens of the County of Currituck; and

WHEREAS, The County of Currituck desires to finance the Project by the use of an installment contract authorized under North Carolina General Statute 160A, Article 3, Section 20; and

WHEREAS, findings of fact by this governing body must be presented to enable the North Carolina Local Government Commission to make its findings of fact set forth in North Carolina General Statute 159, Article 8, Section 151 prior to approval of the proposed contract;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioner of Currituck, North Carolina, meeting in regular session on the 5th of March 2012, make the following findings of fact:

1. The proposed contract is necessary or expedient because the County desires to construct a facility that will make vital vocational training available to its citizens and to Northeastern North Carolina;
2. The proposed contract is preferable to a bond issue for the same purpose this financing will be \$6,800,000 which is under the threshold for bank qualified debt. In the current rate environment, bank qualified debt is more favorable than a bond issue due to costs involved with a bond issue. In addition, the process of having a bond referendum and going through the approval process would delay the project by six to eight months and the County desires to move forward with the installment purchase contract.
3. The sums to fall due under the contract are adequate and not excessive for the proposed purpose because the County has reviewed the Design/Build contract proposed by Sussex Development Corporation and concurs that the costs are acceptable for the proposed project.
4. The County of Currituck has advertised a request for proposals for financing this debt and has received two bids. The County of Currituck has reviewed these bids and will enter into an agreement with Towne Bank to finance this project of \$6,800,000 for a term of seven (7) years at an interest rate of 1.66%
5. The County of Currituck's debt management procedures and policies are good because the County has identified revenue sources to make debt payments and invests and monitors all funds to assure that debt payments are made when due.
6. The County does not anticipate an increase in property tax due to this financing.
7. The County of Currituck is not in default in any of its debt service obligations.
8. The attorney for the County of Currituck has rendered an opinion that the proposed Project is authorized by law and is a purpose for which public funds may be expended pursuant to the Constitution and laws of North Carolina.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Finance Director is hereby authorized to act on behalf of the County of Currituck in filing an application with the North Carolina Local Government Commission for approval of the Project and the proposed financing contract and other actions not inconsistent with this resolution.

This resolution is effective upon its adoption this 5th day of March, 2012.

The motion to adopt this resolution was made by Commissioner _____, seconded by Commissioner _____

and passed by a vote of _____ to _____.

Chairman

ATTEST:

Clerk to the Board

This is to certify that this is a true and accurate copy of Resolution No. _____ Adopted by the Currituck Board of Commissioners on the 5th day of March, 2012.

Clerk to the Board

Date

LEGAL AD

Currituck County Board of Commissioners will conduct a public hearing at the Historic Currituck County Courthouse on March 5, 2012 at 7:00 PM and possibly take action on:

Resolution authorizing the County Finance Director to file an application with the Local Government Commission for debt to design and construction to interconnect the Moyock Commons Sewer, Newtown Road Sewer and to build a central wastewater plant and distribution lines in Moyock, NC.

Please publish: As soon as possible, no later than .

Date e-mailed to The Coastland Times

By Whom:

SCOPE OF WORK

- 1. Monitor development of basing and training requirements for Joint Strike Fighter;**
- 2. Monitor siting of Master Jet Base on the West Coast ;**
- 3. Monitor activities of U.S. Navy relevant to development of an OLF on the East Coast;**
- 4. Communicate with State of North Carolina and federal officials regarding the OLF Issue;**
- 5. Monitor the development of a wind energy project at Hales Lake by periodically communicating with representatives of the company or companies involved in developing said project;**
- 6. Monitor federal and North Carolina policy regarding wind energy as it relates to the development of a wind energy project at Hales Lake;**
- 7. Liaison with the Citizens' group and with Gates County's attorneys;**
- 8. Lobby Camden County's and Currituck County's position on state legislation and state policy dealing with wind energy facilities as it affects the development of a wind energy project at Hales Lake.**

Poyner Spruill will continue to apply a discount to our hourly rates. The percentage of that discount is 15%. My hourly rate in 2011 is \$430.00, so the discounted rate for my time during 2011 will be \$365.50. Time spent travelling

will be billed at half rate. I will use my professional judgment as to what other attorneys or paralegals to involve in this matter, subject to consultation with the two counties as appropriate.

I will consult with the counties if I foresee that a particular element of work to oppose the siting of an OLF in Hales Lake will exceed \$5,000 in a particular month.

It has been my privilege to work with both counties to prevent an OLF from being developed at Hales Lake, and I look forward to continuing to work with you.

NORTH CAROLINA
CURRITUCK COUNTY
CAMDEN COUNTY

MUTUAL AID AGREEMENT BETWEEN CURRITUCK AND CAMDEN COUNTIES
IN OPPOSITION TO UNITED STATES NAVY OFF-SITE LANDING FIELD (OLF)

This Agreement is entered into by and between Currituck and Camden Counties pursuant to N.C.G.S. 160A-460, et seq. *INTERLOCAL COOPERATION*. The parties hereto are bodies politic and political sub-divisions of the state of North Carolina

RECITALS:

1. Currituck and Camden County (hereinafter "Counties") are adjacently located in northeastern North Carolina. They experience the similarities of small populations, rural environment, and an almost exclusively agricultural and tourism economic structure, as well a long standing agrarian and small village culture. Both counties are experiencing difficulty with residential growth, which has given rise to increased demand for services, particularly schools. Any impediment to either County's ability to attract suitable businesses to offset residential growth or to maintain the currently assessed value of the tax base with its attendant tax revenue, would have a crippling effect on either County's ability to provide for the health, safety, and welfare of its citizens.
2. The United States Navy has targeted the Hales Lake vicinity of Camden County as a potential site for location of an Off-site Landing Field (OLF) for combat jet aircraft to practice night landings on an aircraft carrier. The aircraft utilizing the selected site would largely come from the Oceana Naval Air Station in Virginia Beach, Virginia. This site, though situate in Camden County, is within the immediate vicinity of the Moyock area of Currituck County, which is the most populous community in Currituck.
3. The counties have determined, each independent of the other, the location of such a facility, which could consume as much as 50,000 acres, would have a devastating effect on their environment, economy, habitability, culture, and tax base.
4. To this end, Camden County has hired the law firm of Poyner & Spruill, located in Raleigh, North Carolina, to assist with legal efforts to resist the location of an OLF within its borders. Likewise, Camden has retained a Raleigh based public relations firm, French West Vaughan, to educate the public on the inequity and catastrophic damage that could result from an OLF in Camden.
5. Each county recognizes the political and economic desirability of a joint effort in undertaking all legal means available to successfully resist the location of

an OLF in Camden. Further, each has concluded it would suffer adverse consequences if an OLF was located at the projected Hales Lake site.

NOW, THEREFORE, for and in consideration of the mutual covenants expressed herein and in accord with the law of North Carolina, it is agreed between the parties as follows:

Purpose of Agreement: The Counties shall combine their resources, political, economic, and otherwise to resist the location of an OLF in Camden County.

Duration: This agreement shall exist as long as Camden County is under consideration by the United States Navy, or any other agency of the federal government, as a location for an OLF. Provided, either county may withdraw at any time as hereinafter provided.

Joint Endeavor: No separate agency need be created to carry out the terms of this Agreement. Each party, through its elected Board of Commissioners, shall coordinate, direct, and approve all resistance efforts.

Joint Retention of Counsel, Public Relations and Other Professional Contractors: In so doing, each Board of Commissioners, shall, as they deem appropriate, assign their personnel, including, but not limited to the County Attorney, the County Manager, the County Planning Director, and economic and commercial advisors to take appropriate action in cooperation with such agents of the other. However, at all times, said employees and agents shall remain under the control and work at the direction of the county by which they are engaged.

The responsible use of limited financial resources makes it desirable for the parties hereto to jointly utilize the services of the same law firm, to wit: Poyner & Spruill, and the same Public Relations Firm, to wit: French West Vaughan. Therefore, it is agreed, subject to the approval of said law firm and public relations firm, the parties will do so. In arriving at this conclusion, the parties are of the opinion this does not create a conflict of interest inasmuch as each desires the OLF be rejected within Camden's borders.

Financing and Apportionment of Cost: Each County is aware that resistance to an OLF could require a substantial financial undertaking. Yet, the adverse results that could arise from an OLF to either, or to the region, are such that financial sacrifices are mandated. Therefore, it is agreed each shall bear equally the expenses of Poyner & Spruill's representation, as well as that of French West Vaughan, and the services of such other professionals as are jointly agreed upon by the two Boards of Commissioners, such as environmental scientists and engineers. Camden County shall be responsible for initially paying all billings for all professionals as are hired by joint approval of the two Boards of Commissioners, and thereafter, shall bill Currituck County for one-half of the same, which shall be paid from the treasury of Currituck County to Camden County. Copies of all billings shall be made available to the County Attorney, and County

Manager, or such other agent as Currituck County directs. Likewise, each County shall be solely responsible in its entirety for expenses incurred by use of its own staff, counselors, and independent contractors required by this agreement. Funds, used in this endeavor shall come from each county's treasury and be budgeted and dispersed only as by North Carolina Law allowed. To date, Camden has accumulated approximately \$36,000.00 in legal fees and \$6,000.00 in public relations billings, which represent professional work beneficial to both counties. Currituck will assume one-half of the cost of these obligations and reimburse Camden accordingly.

Ownership of Real Property: There will be no real property required to carry out the terms of this Agreement and; therefore, any issues of joint ownership of real property, which are required to be addressed by an Inter-Local Agreement are inapplicable.

Amendment: This Agreement may only be amended by a separate written agreement signed by the Chairman of the Board, at the direction of said board, of each county. There shall be no unilateral amendment.

Termination: This Agreement may be terminated, at any time, by either county, for any reason satisfactory to that county, provided, such notice of termination has been approved by a majority vote of the terminating Board of Commissioners arrived at in an open session of a meeting of that Board of Commissioners. It is provided further, that all expenses accumulated up to the time of termination, shall be equally shared.

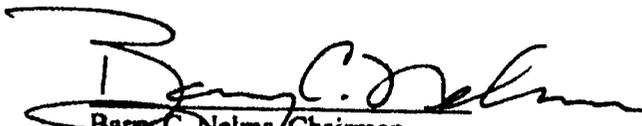
Other Efforts and Obligations: Each County pledges to the other its best effort in resisting the location of the proposed OLF in Camden County. In so doing, each county fully contemplates the use of its political influence, monies, personnel, and contractors. Moreover, each county agrees to solicit financial and political contributions from other concerned local governments, both counties and municipalities, and to pursue grants, donations, and other available aid, which shall be applied equally to the expenses incurred by each county in carrying out the terms of this agreement. Each county will keep the other fully informed and share all information available or known to it on location of an OLF. Agents of each board, or Board members themselves, shall be available to consult with representatives of the other, their Congressional and Legislative delegations, the press, and concerned citizen groups, as well as legal counsel and public relations professionals. Each agrees to keep confidences arising from legal representation, their negotiations with each other or any governmental agency, to the extent the same is allowed by law.

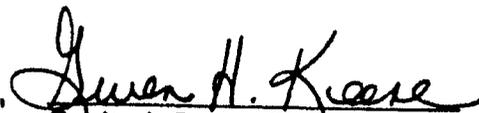
Approved in open session by the Currituck County Board of Commissioners on the 21st day of April, 2008 and by the Camden County Board of Commissioners in open session on the 21st day of April, 2008.

BY:

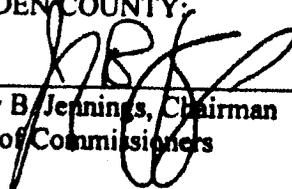
CURRITUCK COUNTY:

ATTESTATION:


Barry C. Nelms, Chairman
Board of Commissioners


Susan H. Kease
Currituck County Clerk

CAMDEN COUNTY:

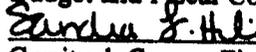

Jeffrey B. Jennings, Chairman
Board of Commissioners

ATTESTATION:

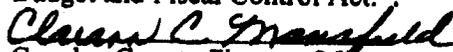

Susan H. Kease
Camden County Clerk

PRE-AUDIT CERTIFICATION

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.


Sandra S. Hill
Currituck County Finance Officer

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.


Claren C. Mansfield
Camden County Finance Officer

MARKETING SPECIALIST

General Statement of Duties

Performs program management and professional work in managing the marketing functions for the Currituck County Tourism Department.

Distinguishing Features of the Class

An employee in this class is responsible for assisting in the development of the Tourism marketing and advertising program. Work involves budget development and oversight to ensure funding supports the full year's program plan. Work includes graphic design and publication creation, relationship building with advertising representatives, contract services management, and research on varied marketing issues and trends, travel tradeshow, etc. Employee plans and implements press and familiarization tours and special promotions, and recruits travel writers and professionals. The employee coordinates services with other staff and department operations. Comprehensive knowledge of marketing and advertising practices and program management skills are required. Work requires the use of sound professional judgment, initiative and tact and diplomacy in the performance of duties. Work is performed under the general supervision of the Tourism Director and is evaluated based on conferences, review of work progress, and quality of final work or projects produced.

Duties and Responsibilities

Essential Duties and Tasks

Assist in the planning, organizing and implementing of the marketing and advertising program; assists with creating the marketing and advertising plan for the department; reviews media kits; manages advertising contracts; reviews vendor relationships for cost, performance and quality of service; uses data and research and makes decisions based on cost-benefit analysis; fields sales calls; meets with advertising representatives.

Assists in the development of the annual marketing budget; oversees, monitors, and manages expenditures to spread funds throughout the year; discusses concerns and requests shifts of funds with the Director as needed; processes purchases orders.

Designs and produces print advertisements for Tourism; establishes and assures a consistent image is maintained in layouts, colors, and imagery changing text and photos to fit the ads; creates publications promoting visitation to Currituck County; produces informational reports for tourism related businesses, local residents and elected officials on travel and tourism in the area; coordinates with public relations coordinator to utilize data collected; assists with creation of graphics and icons for tourism website, billboards and signage.

Creates and manages co-op advertising programs for local businesses; promotes and coordinates co-op ads; works with local businesses on; advises on and/or uses the business's ad; designs co-op layout; may design ads for businesses as needed; coordinates and places co-op ads with national publications.

Manages contracts for major publications each year; defines specification for publication productions; advertizes contracts and reviews bids and recommends selection; provides photos and information to be included in the publications; coordinates and oversees contractors in producing, printing and delivering publications; provides assistance to E-Marketing/Web Development Specialist on website and e-mail marketing campaigns managed by web company.

Manages contracts for television; discusses shot locations and concept with Director; attends the shooting of ads and coordinates the production with the contractor; reviews and approves final TV ads before release.

Plans and coordinates familiarization and press tours with the Public Relations Coordinator;

recruits travel writers and professionals; pitches story ideas; plans and executes tours; manages on-line press room; creates and mails press kits and monitors editorial coverage.

Researches and recommends attendance to travel shows; prepares promotional materials for distribution at shows; attends shows on County's behalf to promote travel to Currituck county to perspective vacationers and members of the travel industry, including travel agents and writers.

Handles special promotions and other projects; organizes and promotes vacation giveaways as means to increase potential visitors and businesses; creates and reviews marketing surveys for research purposes; promotes and assists in planning County events such as 4th of July Fireworks, Spring into Tourism, etc.; assists with training programs for information centers

Coordinates and works with E-Marketing Specialist; assists with content for e-newsletters to both local businesses and potential vacationers.

Networks with industry professionals, businesses, etc.

Maintains current level of knowledge of the tourism field, practices and trends, etc; attends local, regional and national industry meetings; researches and reviews information newsletters and webinars; attends conferences and seminars; reviews reports on tourism trends.

Additional Job Duties

Provides graphic design and marketing assistance to other county departments; produces materials for the County Manager's office, Planning Department, Fire and EMS, Economic Development, etc.

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Considerable knowledge of principles, practices and techniques of marketing and advertising in the travel and tourism industry.

Considerable knowledge of resources for printing and distribution of publications and collateral materials.

Considerable knowledge of methods, processes and procedures for development and production of publications, brochures, and related materials.

Considerable knowledge of Tourism Department goals, plans and strategies, activities and events, area attractions, businesses and other opportunities that would interest potential visitors.

Considerable knowledge of the working of media organizations and related planning and buying strategies.

Working knowledge of and demonstrated skill in using computers, internet technology, word processing, spreadsheet, database, and proficiency in graphic design software such as Adobe In Design, Photoshop, Illustrator, etc.

Skills in producing effective graphics and TV advertising.

Skills in organizing, planning, and implementing projects, tours, publication production, etc.

Skills in developing marketing strategies and providing consultation to management.

Ability to oversee and manage marketing strategies, budget, contracts, vendors, travel press and professionals, etc.

Ability to use sound judgment in all aspects of the work.

Demonstrated skill in communicating effectively in oral and written forms including public speaking.

Ability to be a self-starter, to take initiative and generate creative ideas, publications and products.

Ability to organize and gain input from a variety of sources for articles, publications, and TV

ads.

Ability to develop and maintain effective working relationships with community organizations, local business owners, travel and tourism writers and professionals, advertising sales representatives, Director, elected officials, advisory board members, peers, and the public.

Physical Requirements

Must be able to physically perform the basic life operational functions of fingering, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to work with data and figures, to operate a computer, to design graphics and to read extensively.

Desirable Education and Experience

Graduation from a four year college or university with a major in marketing, advertising, communications, or related degree, and some marketing, advertising and/or public relations experience; or an equivalent combination of education and experience.

Currituck County
2009

RESOLUTION IN SUPPORT OF REQUEST TO NC HOUSE SPEAKER THOM TILLIS
FOR DISCRETIONARY FUNDING TO SUPPORT CURRITUCK COMMUNITY PARK
ROAD AND DRAINAGE IMPROVEMENTS

WHEREAS, Currituck County is currently developing Currituck Community Park, a 500+ acre, multi-use property combining public and private uses to enhance commerce, recreation, transportation, education and job-creation in the County; and

WHEREAS, Currituck County will invest nearly \$40 Million in the entire campus at full build out, representing a historic investment in the future and progress of the County; and

WHEREAS, The County's investment has been supplemented by State & Federal partners like the NC Community College System, NCDOT, Division of Aviation, NC Commerce, the Federal Aviation Administration and PARTF, totaling over \$3 million; and

WHEREAS, NC House of Representatives Speaker Thom Tillis and staff have met with Currituck County Commissioners and provided preliminary approval and commitment to support right-of-way and utility construction at Currituck Community Park with a \$250,000 allocation from Speaker Tillis' NCDOT Discretionary Fund; and

NOW THERE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS FOR CURRITUCK COUNTY, NORTH CAROLINA THAT:

The Currituck County Board of Commissioners strongly supports this request to NC House Speaker Tillis for an allocation of \$250,000 from the Speaker's discretionary fund, and respectfully requests swift action in partnership with NCDOT and County Staff to allocate and distribute same in the 2011-2012 Budget Year.

ADOPTED this the 5th day of March 2012.

John D. Rorer, Chairman
Board of Commissioners

ATTEST:

Gwen H. Keene, CMC
Clerk to the Board



Right of Way Agreement

THIS RIGHT OF WAY AGREEMENT, is made and entered into this _____ day of _____, _____, by and between

COUNTY OF CURRITUCK MOYOCK REGIONAL WASTEWATER TREATMENT

("GRANTOR") and VIRGINIA ELECTRIC AND POWER COMPANY, a Virginia public service corporation, doing business in North Carolina as Dominion North Carolina Power, with its principal office in Richmond, Virginia ("GRANTEE").

WITNESSETH:

1. That for and in consideration of the sum of One Dollar (\$1.00) cash in hand paid and other good and valuable consideration, the receipt and sufficiency whereof is hereby acknowledged, **GRANTOR** grants and conveys unto **GRANTEE**, its successors and assigns, the perpetual right, privilege and non-exclusive easement over, under, through, upon and across the property described herein, for the purpose of transmitting and distributing electric power by one or more circuits; for its own internal telephone and other internal communication purposes directly related to or incidental to the generation, distribution, and transmission of electricity, including the wires and facilities of any other public service company in aid of or to effectuate such internal telephone or other internal communication purposes; and for lighting purposes; including but not limited to the right:

Initials: _____

This Document Prepared by Virginia Electric and Power Company and should be returned to:
Dominion North Carolina Power, PO Box 99 Roanoke Rapids NC 27870.

(Page 1 of 5 Pages)
DNCPIDNo(s). 71-12-0013

Right of Way Agreement

1.1 to lay, construct, operate and maintain one or more lines of underground conduits and cables including, without limitation, one or more lighting supports and lighting fixtures as **GRANTEE** may from time to time determine, and all wires, conduits, cables, transformers, transformer enclosures, concrete pads, manholes, handholes, connection boxes, accessories and appurtenances desirable in connection therewith; the width of said easement shall extend FIFTEEN (15') feet in width across the lands of **GRANTOR**; and

1.2 to construct, operate and maintain a pole line including, without limitation, all wires, poles, attachments, ground connections one or more lighting supports and lighting fixtures as **GRANTEE** may from time to time deem advisable, equipment, accessories and appurtenances desirable in connection therewith, including the right to increase or decrease the number of wires; the width of said easement shall extend FIFTEEN (15') feet in width across the lands of **GRANTOR**.

2. The easement granted herein shall extend across the lands of **GRANTOR** situated in CURRITUCK COUNTY, North Carolina, as more fully described on Plat(s) Numbered 71-12-0013, attached to and made a part of this Right of Way Agreement; the location of the boundaries of said easement being shown in broken lines on said Plat(s), reference being made thereto for a more particular description thereof.

3. All facilities constructed hereunder shall remain the property of **GRANTEE**. **GRANTEE** shall have the right to inspect, reconstruct, remove, repair, improve, relocate on the easement, and make such changes, alterations, substitutions, additions to or extensions of its facilities as **GRANTEE** may from time to time deem advisable.

4. **GRANTEE** shall have the right to keep the easement clear of all buildings, structures, trees, roots, undergrowth and other obstructions which would interfere with its exercise of the rights granted hereunder, including, without limitation, the right to trim, top, retrim, retop, cut and keep clear any trees or brush inside and outside the boundaries of the easement that may endanger the safe and proper operation of its facilities. All trees and limbs cut by **GRANTEE** shall remain the property of **GRANTOR**.

5. For the purpose of exercising the right granted herein, **GRANTEE** shall have the right of ingress to and egress from this easement over such private roads as may now or hereafter exist on the property of **GRANTOR**. The right, however, is reserved to **GRANTOR** to shift, relocate, close or abandon such private roads at any time. If there are no public or private roads reasonably convenient to the easement, **GRANTEE** shall have such right of ingress and egress over the lands of **GRANTOR** adjacent to the easement. **GRANTEE** shall exercise such rights in such manner as shall occasion the least practicable damage and inconvenience to **GRANTOR**.

Initials: _____

(Page 2 of 5 Pages)

DNCPIDNo(s). 71-12-0013

Form No. 721043A2(Apr 2006)
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Right of Way Agreement

6. **GRANTEE** shall repair damage to roads, fences, or other improvements (a) inside the boundaries of the easement (subject, however, to **GRANTEE's** rights set forth in Paragraph 4 of this Right of Way Agreement) and (b) outside the boundaries of the easement and shall repair or pay **GRANTOR**, at **GRANTEE's** option, for other damage done to **GRANTOR's** property inside the boundaries of the easement (subject, however, to **GRANTEE's** rights set forth in Paragraph 4 of this Right of Way Agreement) and outside the boundaries of the easement caused by **GRANTEE** in the process of the construction, inspection, and maintenance of **GRANTEE's** facilities, or in the exercise of its right of ingress and egress; provided **GRANTOR** gives written notice thereof to **GRANTEE** within sixty (60) days after such damage occurs.

7. **GRANTOR**, its successors and assigns, may use the easement for any reasonable purpose not inconsistent with the rights hereby granted, provided such use does not interfere with **GRANTEE's** exercise of any of its rights hereunder. **GRANTOR** shall not have the right to construct any building, structure, or other above ground obstruction on the easement; provided, however, **GRANTOR** may construct on the easement fences, landscaping (subject, however, to **GRANTEE's** rights in Paragraph 4 of this Right of Way Agreement), paving, sidewalks, curbing, gutters, street signs, and below ground obstructions as long as said fences, landscaping, paving, sidewalks, curbing, gutters, street signs, and below ground obstructions do not interfere with **GRANTEE's** exercise of any of its rights granted hereunder. In the event such use does interfere with **GRANTEE's** exercise of any of its rights granted hereunder, **GRANTEE** may, in its reasonable discretion, relocate such of its facilities as may be practicable to a new site designated by **GRANTOR** and acceptable to **GRANTEE**. In the event any such facilities are so relocated, **GRANTOR** shall reimburse **GRANTEE** for the cost thereof and convey to **GRANTEE** an equivalent easement at the new site.

8. **GRANTEE** shall have the right to assign or transfer, without limitation, to any public service company all or any part of the perpetual right, privilege and easement granted herein.

9. If there is an Exhibit A attached hereto, then the easement granted hereby shall additionally be subject to all terms and conditions contained therein provided said Exhibit A is executed by **GRANTOR** contemporaneously herewith and is recorded with and as a part of this Right of Way Agreement.

10. Whenever the context of this Right of Way Agreement so requires, the singular number shall mean the plural and the plural the singular.

Initials: _____

(Page 3 of 5 Pages)

DNCPIDNo(s). 71-12-0013

Form No. 721043A3(Apr 2006)
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Right of Way Agreement

North Carolina

11. **GRANTOR** covenants that it is seised of and has the right to convey this easement and the rights and privileges granted hereunder; that **GRANTEE** shall have quiet and peaceable possession, use and enjoyment of the aforesaid easement, rights and privileges; and that **GRANTOR** shall execute such further assurances thereof as may be reasonably required.

12. The individual executing this Right of Way Agreement on behalf of **GRANTOR** warrants that they have been duly authorized to execute this easement on behalf of said County.

IN WITNESS WHEREOF, GRANTOR has caused its name to be hereto by authorized officer or agent, described below, on the date first above written.

APPROVED AS TO FORM:

COUNTY OF CURRITUCK

By: _____

(Name)

Title: _____

(Title)

State of _____

County of _____, to-wit:

I, _____, a Notary Public in and for the State of _____ at Large, do hereby certify that this day personally appeared before me in my jurisdiction aforesaid _____, _____,
(Name of officer or agent) (Title of officer or agent)

on behalf of County, North Carolina, whose name is

signed to the foregoing writing dated this _____ day of _____, 20____, and

acknowledged the same before me.

Given under my hand _____, 20____.

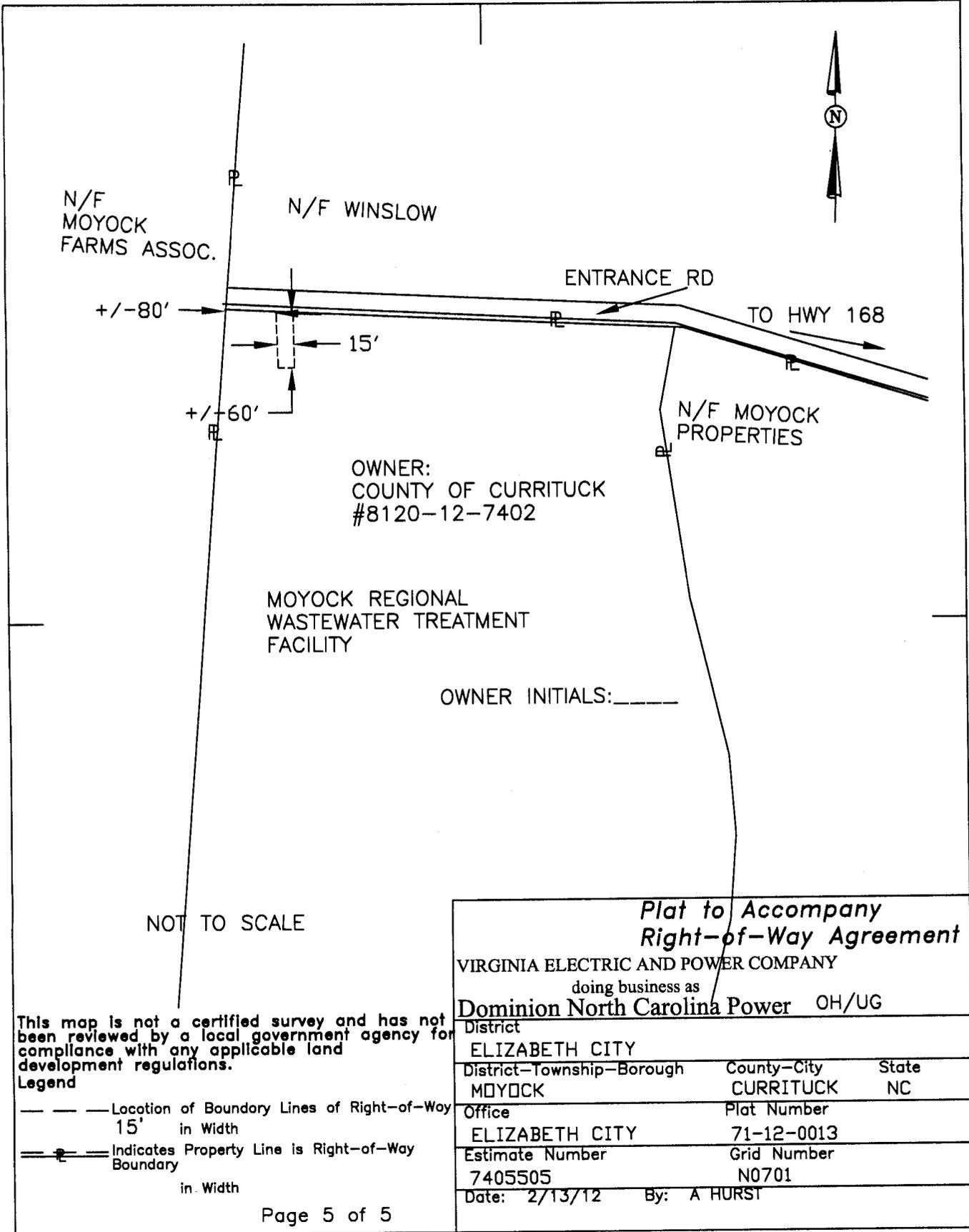
Notary Public (Print Name)

Notary Public (Signature)

My Commission Expires: _____

(Page 4 of 5 Pages)

Form No. 723291A(May 2010)
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N/F MOYOCK FARMS ASSOC.

N/F WINSLOW

ENTRANCE RD

TO HWY 168

+/- 80'

15'

+/- 60'

N/F MOYOCK PROPERTIES

OWNER:
COUNTY OF CURRITUCK
#8120-12-7402

MOYOCK REGIONAL
WASTEWATER TREATMENT
FACILITY

OWNER INITIALS: _____

NOT TO SCALE

This map is not a certified survey and has not been reviewed by a local government agency for compliance with any applicable land development regulations.

Legend

- — — Location of Boundary Lines of Right-of-Way 15' in Width
- == e == Indicates Property Line is Right-of-Way Boundary in Width

<i>Plat to Accompany Right-of-Way Agreement</i>		
VIRGINIA ELECTRIC AND POWER COMPANY doing business as Dominion North Carolina Power OH/UG		
District ELIZABETH CITY		
District-Township-Borough MOYOCK	County-City CURRITUCK	State NC
Office ELIZABETH CITY	Plat Number 71-12-0013	
Estimate Number 7405505	Grid Number N0701	
Date: 2/13/12	By: A HURST	

CURRITUCK COUNTY
NORTH CAROLINA
February 20, 2012

The Board of Commissioners met at 5:30 p.m. to discuss the Unified Development Ordinance.

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, Aydlett, Etheridge, Martin and Petrey.

A) Invocation

B) Pledge of Allegiance

The Reverend Jerry Ross was present to give the invocation.

C) Approval of Agenda

Commissioner O'Neal moved to approve the agenda with the Public Hearing removed. Commissioner Martin seconded the motion. Motion carried.

D) 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.

Ben Rolfes, Moyock, expressed concerns with the UDO re-write and definition of sustainability.

Toni Tabb, Moyock, questioned if the Board has any information or has been informed on the UN Agenda 21 and that this is a flawed process.

Commissioner O'Neal stated that this re-write will make the process quicker for development.

Chairman Rorer, stated that this re-write uses the best practices for development.

John Woodard, Elizabeth City, has concerns with the Agenda 21 history with private property rights.

Larry Beatty, Elizabeth City, expressed his concerns with the UDO and questioned the Board if they have reviewed the UN Agenda 21.

Teresa Norrell, Moyock, commended the Planning staff and requested the Board to contact other counties about their concerns with Agenda 21.

Cameron Tabor, stated that less government was needed and to use the word conservation instead of sustainability.

Commissioner O'Neal requested that citizens to please send their specific concerns to staff.

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

Public Hearings

- A) **Public Hearing and Action on proposed amendment to Section 9-1 of the Code of Ordinances to allow as an exception to the ordinance prohibiting discharge of firearms "turkey shoots" held as fundraisers by not for profit organizations.**

THIS ITEM HAS BEEN REMOVED FROM AGENDA

Administrative Reports

- A) **Presentation YMCA**

Dean Mattix and Billy George, Chief Operating Officer, YMCA, commented on the new facility and how great this facility is doing in the community. It now serves over 1200 families and has a total of 4,000 members.

March 8 is the dedication of the new facility.

New Business

- A) **Recommendation of award for finished water storage tank Southern Outer Banks Water System**

Commissioner O'Neal moved to award the bid to Crom Corp. in the amount of \$784,972. Commissioner Gilbert seconded the motion. Motion carried.

B) Board Appointments:

1. Appointment to Planning Board

Commissioner Etheridge appointed Daniel Cartwright. Commissioner Gilbert seconded the motion. Motion carried.

2. Appointment to East Albemarle Regional Library Board

Commissioner Martin appointed Dr. Norman Dahm to the EARL Board. Commissioner O'Neal seconded the motion. Motion carried.

Commissioner Gilbert moved to keep the Currituck Library Board at 7 members instead of 8. Chairman Rorer seconded the motion. Motion carried.

3. Senior Citizen Advisory Board

Commissioner Aydlett appointed Heidi Montalbine. Commissioner Gilbert seconded the motion. Motion carried.

4. Farmland Preservation Agricultural Advisory Board

Commissioner O'Neal appointed Charlie Dozier. Commissioner Gilbert seconded the motion. Motion carried.

C) Consent Agenda:

- 1. Approval of February 6, 2012, Minutes**
- 2. Resolution North Carolina Ferry System**
- 3. Corolla VFD request to replace HVAC at Pine Island station**
- 4. Budget Amendments**
- 5. Request to Dispose of Financial Records per Record Retention and Disposition schedule**

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

RESOLUTION

WHEREAS, the State of North Carolina has proposed imposing or increasing fees on those who utilize the ferry system in North Carolina; and

WHEREAS, the ferries in question are essential to transportation not only for residents but to the economic well-being of the coast which is, in general, much poorer than the Piedmont area of the State; and

WHEREAS, the State of North Carolina has invested heavily in economic development projects in other areas of the State, e.g. Biotechnology Center, the Research Triangle Park, and the Global Transpark, just to name a few; and

WHEREAS, road construction in the Piedmont areas of the State is consuming immense quantities of transportation funding to alleviate traffic congestion caused by vigorous economic growth there; and

WHEREAS, the ferries exist in many cases in the East because of a lack of investment in bridge construction in eastern North Carolina; and

NOW, THEREFORE, BE IT RESOLVED, Currituck County does hereby join with our sister counties, cities and organizations in eastern North Carolina in protesting this egregious use of State power which is in direct opposition to the economic well-being of this region and the welfare of its citizens.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10535-511000	Telephone & Postage	\$ 1,080	
10535-514500	Training & Education		\$ 1,080
		\$ 1,080	\$ 1,080

Explanation: Communications (10535) - Transfer funds for increased telephone and postage costs.

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

\$	19,272	\$	19,272
----	--------	----	--------

Explanation: Planning (10660) - To reclassify the Planning Director as part of the Community Development departmental reorganization.

Net Budget Effect: Operating Fund (10) - Increased by \$19,272.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10540-516200	Vehicle Maintenance	\$ 3,000	
10540-514000	Travel		\$ 1,000
10540-514500	Training & Education		\$ 2,000
		<u>\$ 3,000</u>	<u>\$ 3,000</u>

Explanation: Inspections (10540) - Transfer funds for unanticipated vehicle repairs.

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

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10330-445000	Emergency Mgmt		\$ 1,856
10531-532000	Supplies	\$ 1,856	
		<u>\$ 1,856</u>	<u>\$ 1,856</u>

Explanation: Emergency Management (10531) - Increase appropriations to record grant for this year's hurricane exercise.

Net Budget Effect: Operating Fund (10) - Increased by \$1,856.

Memorandum

TO: Dan Scanlon

From: Sandra Hill

Date: February 8, 2012

Subject: Record Disposal

The Finance Office would like permission to dispose of the following records, which are scheduled for disposal as per the record retention schedule.

<u>Time Period</u>	<u>Description</u>	<u>Approximate number of records</u>
July 1, 2001- June 30, 2002	1099 Report	1
July 1, 2002- June 30, 2003	1099 Report	1
July 1, 2003- June 30, 2004	1099 Report	1
July 1, 2005- June 30, 2006	1099 Report	1
July 1, 2007 - June 30, 2008	Accounts Payable Invoices	15,545
	Bank Statements	180
	Bank Reconciliation Reports	180
	Deposit Slips	7,500
	Accounts Receivable Files	2,800
	Daily Receipts	15,161
	Budget Amendments	154
	Journal Vouchers	8,496
	NC Sales Tax Summary Reports	12
	Sales Tax Refund Report	1
	Investment Records	574

D) Commissioner's Report

Commissioner Aydlett commented on the Knotts Island Causeway and for staff to contact DOT.

Commissioner Petrey, commended the Currituck County Cheerleading Squad. He announced the upcoming event for the Wild Horse Fund.

Commissioner Gilbert commended the Boy Scout Honor Team.

Commissioner Martin announced the Business Expo this weekend at the High School.

Commissioner Etheridge commented on the 4-H event at the Rural Center.

Commissioner O'Neal commented on the YMCA annual dinner and the leadership classes offered by the Y.

E) County Manager's Report

No comments

Mary Etheridge wanted to speak to the Board regarding the appointment to the Planning Board of Daniel Cartwright who is in an ongoing legal suit with the County.

Closed Session

According to GS 143-318.11(3) to preserve the attorney client privilege.

Commissioner Etheridge 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. There being no further business, the meeting adjourned.

**RESOLUTION AFFIRMING CURRITUCK COUNTY
LAND USE PLANNING PRINCIPLES**

WHEREAS, the Board of Commissioners for Currituck County adopted the county's first zoning ordinance effective February 5, 1968 thereby beginning a 44 year history of land use planning within the county and establishment of Currituck County land use planning principles; and

WHEREAS, the February 5, 1968 zoning ordinance set forth the following purpose of that land use ordinance:

“To recognize the clear interest of the residents of Currituck County in the efficiency, prosperity, appearance, health and safety of their County;

To recognize the basic right of each resident to use and enjoy land which he legally owns or controls;

To avoid potential conflicts between the land user and the general public;

To protect the present and future enjoyment of property by all residents in full portions of Currituck County covered by this ordinance.”; and

WHEREAS, the February 5, 1968 zoning ordinance further provided that the ends of the ordinance was to promote development of Currituck County and provide for the general welfare of all residents by safeguarding property values; and

WHEREAS, since 1968 Currituck County's land use plans and ordinances have been crafted, adopted and implemented in accordance with those land use planning principles and the fundamental protections and freedoms established by the Constitutions of the United States and State of North Carolina protecting the rights and property of Currituck County citizens.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners for the County of Currituck, North Carolina that the County of Currituck affirms the tradition of land use planning and regulation consistent with the values of Currituck County citizens and fundamental protection of rights and property recognized and afforded Currituck County citizens by the Constitutions of the United States and State of North Carolina.

ADOPTED this 5th day of March, 2012.

John D. Rorer, Chairman
Currituck County Board of Commissioners

ATTEST:

Gwen H. Keene, Clerk to the Board

(COUNTY SEAL)

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 5th day of March , 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>
10740-545500	Mental Health	\$ 4,800	
10380-488400	ABC Profits		\$ 4,800
		<u>\$ 4,800</u>	<u>\$ 4,800</u>

Explanation: Mental Health (10740) - Increase appropriations for distributions to East Carolina Behavioral Health.

Net Budget Effect: Operating Fund (10) - Increased by \$4,800.

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Journal # _____

Clerk to the Board

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 5th day of March , 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>
10511-531000	Gas	\$ 6,700	
10511-554000	Insurance & Bonds	\$ 39	
10511-532000	Supplies	\$ 2,000	
10511-547000	Meals		\$ 6,739
10511-516000	Repairs & Maintenance		\$ 2,000
		<u>\$ 8,739</u>	<u>\$ 8,739</u>

Explanation: Jail (10511) - Transfer funds for operations in the Jail for the remainder of this fiscal year.

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

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Clerk to the Board

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 5th day of March , 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>
10512-516200	Vehicle Repairs		\$ 800
10512-590000	Capital Outlay	\$ 800	
		<u>\$ 800</u>	<u>\$ 800</u>

Explanation: Animal Control (10512) - Transfer funds for tax and tags for new Animal Control vehicle.

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

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Clerk to the Board

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 5th day of March , 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>
61818-511010	Data Transmission	\$ 2,500	
61818-590000	Capital Outlay	\$ 500	
61818-533200	Lab Tests	\$ 2,000	
61818-532000	Supplies	\$ 1,400	
61818-516000	Maintenance & Repair		\$ 6,400
		<u>\$ 6,400</u>	<u>\$ 6,400</u>

Explanation: Mainland Water (61818) - Transfer for operations for the remainder of this fiscal year.

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

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Clerk to the Board

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 5th day of March , 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>
65858-533800	Chemicals	\$ 2,000	
65858-532000	Supplies	\$ 3,500	
65858-545000	Contract Services	\$ 3,000	
65858-516000	Maintenance & Repair		\$ 5,500
65858-561000	Professional Services		\$ 3,000
		<u>\$ 8,500</u>	<u>\$ 8,500</u>

Explanation: Moyock Commons Sewer (65858) - Transfer for operations for the remainder of this fiscal year.

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

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Clerk to the Board

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 5th day of March , 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>Debit</u>	<u>Credit</u>
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10750-561000	Professional Services	\$ 5,000	
10760-585000	Donations	\$ 1,774	
10330-431000	DSS Admin		\$ 15,199
10380-487000	Donations		\$ 1,774
10390-499900	Fund Appropriated Balance	\$ 10,199	
		<u>\$ 16,973</u>	<u>\$ 16,973</u>

Explanation: *SOCIAL SERVICES ADMIN (750) - Adjust budget for increased costs of mandatory psychological evaluations due to a change in legislature. COUNY ASSISTANCE(760) - Adjust budget for additional actual donations received. REVENUE (330) - Adjust DSS Administration revenues to reflect actual funding authorizations from the state.*

Net Budget Effect: Operating Fund (10) - Increased by \$5,000.

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Clerk to the Board

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 5th day of March , 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	\$ 1,450	
20609-516000	Maintenance & Repairs		\$ 1,450
		<u>\$ 1,450</u>	<u>\$ 1,450</u>

Explanation: *Whalehead Drainage District (20609)* - Transfer funds for repair to damaged property during phase I construction.

Net Budget Effect: Whalehead Drainage District (20) - No change.

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Clerk to the Board

BUDGET AMENDMENT

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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>
10795-590000	Capital Outlay	\$ 26,500	
10350-468000	Sale of Capital Assets		\$ 5,000
10795-513001	Utilities		\$ 14,737
10795-540000	Worker's Compensation		\$ 423
10795-576017	Aerobics		\$ 6,340
		<u>\$ 26,500</u>	<u>\$ 26,500</u>

Explanation: *Recreation (10795)* - Increase appropriations and transfer funds to replace recreation truck.

Net Budget Effect: Operating Fund (10) - Increased by \$5,000.

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Clerk to the Board

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 5th day of March , 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>
12548-590015	Capital Outlay	\$ 60,820	
12548-532115	Fire Supplies		\$ 29,820
12548-531015	Gas		\$ 10,000
12548-532015	Supplies		\$ 3,000
12548-545000	Contract Services		\$ 10,000
12548-554015	Insurance		\$ 5,000
12548-561015	Professional Services		\$ 3,000
		<u>\$ 60,820</u>	<u>\$ 60,820</u>

Explanation: *Knotts Island VFD (12548)* - Transfer funds to purchase brush truck and radios from FY 2012 contract funds.

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

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Clerk to the Board

BUDGET AMENDMENT

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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>
10650-514000	Travel	\$ 3,000	
10650-545000	Contract Services		\$ 3,000
		<u>\$ 3,000</u>	<u>\$ 3,000</u>

Explanation: *Economic Development (10650)* - Transfer funds for additional travel for this fiscal year.

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

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Clerk to the Board

BUDGET AMENDMENT

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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>
10441-514500	Training & Education	\$ 5,975	
10441-557100	Software License Fee	\$ 990	
10410-540000	Worker's Compensation		\$ 312
10440-540000	Worker's Compensation		\$ 48
10450-540000	Worker's Compensation		\$ 66
10460-540000	Worker's Compensation		\$ 1,272
10461-540000	Worker's Compensation		\$ 306
10540-540000	Worker's Compensation		\$ 506
10550-540000	Worker's Compensation		\$ 210
10660-540000	Worker's Compensation		\$ 666
10640-540000	Worker's Compensation		\$ 247
10606-540000	Worker's Compensation		\$ 123
10530-540000	Worker's Compensation		\$ 3,209
		<u>\$ 6,965</u>	<u>\$ 6,965</u>

Explanation: *Information Technology (10441)* - Transfer residual worker's comp funds to the ITS budget to for training and license fees for MUNIS dashboard that can be utilized by all MUNIS users.

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

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Clerk to the Board

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 5th day of March , 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>
52330-450002	2011 CDBG Scattered Site	\$ 40,000	
52662-561000	Professional Services		\$ 40,000
		<u>\$ 40,000</u>	<u>\$ 40,000</u>

Explanation: *Community Development Block Grant Scattered Site (52662)* - To increase appropriations for the administration of the 2011 CDBG grant cycle.

Net Budget Effect: Multi-year Grant (52) - Increased by \$40,000.

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BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 5th day of March , 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>
10535-513000	Utilities	\$ 500	
10535-545000	Contract Services		\$ 500
		<u>\$ 500</u>	<u>\$ 500</u>

Explanation: *Communications (10535)* - Transfer funds for utilities at the Sawyertown Road Tower. This was previously paid through Verizon; however, they are no longer at this site.

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

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Clerk to the Board

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 5th day of March , 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>
10480-508000	Supplemental Pension	\$ 700	
10480-514000	Travel	\$ 1,000	
10480-545200	Records Management	\$ 3,000	
10480-545700	Microfilm Processing		\$ 1,500
10480-557300	Excise Tax on Deeds		\$ 4,700
10480-557400	Children's Trust Fund	\$ 300	
10480-558100	Domestic Violence Center	\$ 1,200	
		<u>\$ 6,200</u>	<u>\$ 6,200</u>

Explanation: *Register of Deeds (10480)* - To transfer funds for operations for the remainder of this fiscal year.

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

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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>
10415-532000	Supplies	\$ 1,500	
10415-561000	Professional Services		\$ 1,500
		<u>\$ 1,500</u>	<u>\$ 1,500</u>

Explanation: *Legal (10415) - Transfer for operations for the remainder of this fiscal year.*

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

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Clerk to the Board

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 5th day of March , 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>
10550-535000	Credit Card Maintenance Fees	\$ 5,000	
10550-511010	Data Transmission	\$ 300	
10550-513000	Utilities	\$ 2,000	
10550-531002	Aviation Fuel	\$ 75,000	
10320-408000	Franchise Fees		\$ 30,000
10350-467100	Aviation Fuel		\$ 52,300
		<u>\$ 82,300</u>	<u>\$ 82,300</u>

Explanation: *Airport (10550)* - Increase appropriations for operations due to price increased during the year.

Net Budget Effect: Operating Fund (10) - Increased by \$82,300.

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BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 5th day of March , 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>
60808-590000	Capital Outlay	\$ 2,725	
60808-588000	Contingency		\$ 3,125
60808-545100	Credit Card Maintenance Fees	\$ 400	
		<u>\$ 3,125</u>	<u>\$ 3,125</u>

Explanation: *Ocean Sands Water and Sewer (60808)* - Transfer funds to replace pump and for credit card fees for the remainder of this fiscal year.

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

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Clerk to the Board

BUDGET AMENDMENT

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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>
66868-532001	Supplies	2500	
66868-533201	Lab Tests		\$ 2,500
66868-513000	Utilities		\$ 5,000
66868-516001	Repairs and Maintenance	\$ 5,000	
		<u>\$ 7,500</u>	<u>\$ 7,500</u>

Explanation: *Southern Outer Banks Water (66868) - Transfer funds for operations.*

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

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BUDGET AMENDMENT

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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>
10660-514000	Travel	\$ 400	
10660-514500	Training & Education		\$ 400
		<u>\$ 400</u>	<u>\$ 400</u>

Explanation: *Planning (10660) - Transfer for travel to Floodplain Mapper's Conference.*

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

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Clerk to the Board

Knotts Island Vol. Fire Dept., Inc
P.O. Box 115 – 327 Knotts Island Road
Knotts Island, NC 27950
"Neighbors Helping Neighbors"

February 21, 2012

Currituck County Board of Commissioners
153 Courthouse Road
Currituck, NC 27929

Dear Commissioners,

We have an old 1978 Brush Truck that needs to be replaced. The front end of the truck is worn out and it is not practical to continue to pay to maintain the vehicle.

The Department has voted to replace this truck with a new truck body that the brush unit off the old truck can be mounted, along with additional storage cabinets to store Wildland fire tools and equipment.

We are requesting the \$50,000 be transferred from our budget to capital outlay for this purpose. We have reviewed our budget and it appears we have this amount available to make this purchase.

This truck will be diesel, all wheel drive with automatic transmission. Some of our personnel are not comfortable with driving a manual shift vehicle, which the old truck and our existing in-service brush truck procured from Mackay Island NWR are manual shift and gasoline powered.

I believe this purchase will enhance our capabilities of continuing to respond and effectively provide quality fire protection for the residents of our community.

Thank you for your continued support and encouragement of Knotts Island Volunteer Fire Department.

Respectfully submitted,



William A. Thorn, Treasurer
Cc Chief, Secretary, Chair BOD

Knotts Island Vol. Fire Dept., Inc
P.O. Box 115 – 327 Knotts Island Road
Knotts Island, NC 27950
"Neighbors Helping Neighbors"

February 21, 2012

Currituck County Board of Commissioners
153 Courthouse Road
Currituck, NC 27929

Dear Commissioners,

Due to significant communication changes with Virginia Beach Fire Department, and anticipated changes to Currituck County's system, we are requesting to purchase four Motorola 4XT5500 portable radios that Viper capable, flexible and programmable to enable us to function with all entities.

The price of the radios are \$2,704.62 each, and we would like to purchase four at this time in anticipation of adding more in the future so all our Firefighters and EMS team will have reliable communications during emergencies.

I believe we have sufficient funds under our Fire Supplies to cover this purchase.

Thank you for your continued support and encouragement of Knotts Island Volunteer Fire Department.

Respectfully submitted,



William A. Thorn, Treasurer
Cc Chief, Secretary, Chair BOD