

CURRITUCK COUNTY  
NORTH CAROLINA  
May 21, 2012

The Board of Commissioners met at 6:00 p.m. to review the Department of Transportation Secondary Road Improvement Plan.

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, Etheridge, Martin and Petrey. Commissioner Aydlett was absent.

**A) Invocation**

**B) Pledge of Allegiance**

Scott Finicum, Chaplain Lower Currituck VFD, was present to give the invocation and Pledge of Allegiance.

**C) Approval of Agenda**

Commissioner Petrey moved to approve the agenda by adding a closed session to discuss personnel. Commissioner Gilbert 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. There being no comments, he closed the public comment period.

**Public Hearings**

- A) Public Hearing and Action: PB 12-08 Coastal Explorations: Request for a special use permit for an Outdoor Tour Operator - Horse Tours. The property is located at 1118 Corolla Village Road, Tax Map 114, Parcel 36D, Poplar Branch Township (Beach).**

Sworn testimony was given prior to making statements.

Ben Woody, Planning Director, reviewed the request.

**ITEM:** PB12-08 Coastal Explorations - SUP Outdoor Tour Operator - Horse Tours

**LOCATION:** 1118 Corolla Village Road, Corolla

**TAX ID:** 0114-000-036D-0000

**ZONING DISTRICT:** CD-GB Conditional District- General Business

**PRESENT USE:** Special Use Permit for guided kayak tours  
Special Use Permit for Outdoor Recreation

**OWNER:** TFP, LLC  
PO Box 369  
Corolla, NC 27927

**APPLICANT:** Hadley Twiddy  
1118 Corolla Village Lane  
Corolla, NC 27927

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

	<b>Land Use</b>	<b>Zoning</b>
<b>NORTH:</b>	Vacant Lot	Zoned GB
<b>SOUTH</b>	Vacant Lot/Whalehead Boat House	Zoned R01
<b>EAST:</b>	Residential Lots/Horse Museum	Zoned R01/GB
<b>WEST:</b>	Currituck Sound	N/A

**LAND USE PLAN**

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

**SIZE OF SITE:** 10.87 acres

**I. NARRATIVE OF REQUEST:**

- a. The applicant seeks a Special Use Permit for Outdoor Tour Operator.
- b. The request is for one vehicle (1 guide & 6 patrons) to be used for guided horse tours. Passengers will load and unload at the Coastal Explorations site.
- c. The proposed addition of guided horse tours to the existing guided kayak and boat tours does not require a change to the facility. There are no proposed structures or facilities associated with this request.

- d. The Board of Commissioners has considered limiting the total number of horse tour vehicles; however, no action has been taken to date.
- e. There is an existing wastewater issue. The applicant must resolve this issue or establish an on-site septic system. There is an existing septic system on an adjacent lot. Per the UDO, the permit issuing authority and the owner of two or more contiguous lots may agree to regard the lots as one lot if necessary or convenient to comply with any requirements of the ordinance. If the applicant opts to connect to the existing septic system, an easement must be recorded.

## 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. Outdoor Tour Operators are permitted in the GB zoning district with a Special Use Permit.

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

#### Suggested Findings:

- a. The proposed conditions include all of the provisions for Outdoor Tour Operators in Section 3.7.3 of the Unified Development Ordinance.
- b. Provided outstanding wastewater issues are resolved; this request will meet the requirements of the ordinance

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

**Suggested Findings:**

- a. Based on the submittal, the project will not endanger the public health or safety.
  - b. There are no proposed changes to the existing site.
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 parcel is currently in a well established historical village commercial area that includes specialty retail shops, residences, Currituck Light and Heritage Park.
6. The special use will be in conformity with the Land Use Plan or other officially adopted plan.

**Suggested Findings:**

The 2006 Land Use Plan classifies this site as Conservation within the Corolla subarea. Insert LUP classification narrative. The proposed use is in keeping with the policies of the plan, some of which are:

- a. Policy ED1: new and expanding industries and businesses should be especially encouraged that:  
1) diversify the local economy, 2) train and utilize a more highly skilled labor force, and 3) are compatible with the environmental quality and natural amenity-based economy of Currituck County.
- b. Policy HP3: Development of the tourism and educational potential of the area's architectural, historic and cultural resources shall be encouraged.

The Corolla Village Small Area Plan designates this site as Conservation on the Future Land Use Map.

- c. Policy ED1: Promote the growth of existing businesses and the recruitment of new businesses that are compatible with the vision of the 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. Approval of this request should have no impact on public facilities

**III. TECHNICAL REVIEW COMMITTEE RECOMMENDATION:**

Pursuant to the Unified Development Ordinance, the Technical Review Committee recommends **CONDITIONAL APPROVAL** subject to the following:

1. The applicant shall resolve the outstanding wastewater issues to the satisfaction of the County Engineer prior to commencement of this use and issuance of this Special Use Permit.
2. All tours must be guided from Memorial Day to Labor Day. Tag-a-long tours are permitted as long as the lead vehicle is operated by an employee of the tour company and subsequent vehicles are under the employee's supervision.
3. Tour/Rental vehicles shall be labeled with decals or paint markings that clearly display the company name. Label font size shall be a minimum of four inches.
4. Tours shall comply with Chapter 3: Article II. Wild Horses, Chapter 10: Article II. Beaches and all other applicable provisions of the Currituck County Code of Ordinances. Tours shall also operate in accordance with all State and Federal laws.
5. There shall be one parking space required for every vehicle seating 1-5 persons, two parking spaces required for every vehicle seating 6-10 persons etc., and one parking space required for every two employees. If any additional activities or uses occur on-site, additional parking may be required per the Unified Development Ordinance. Currently there is adequate parking available. Parking can be accommodated on-site based on the existing retail and apartment uses; however, if the approved additional retail and accessory apartment are constructed; satellite parking will need to be reviewed and approved.

Use	Parking Requirement	Quantity	Parking Total
Horse Tour Rentals	Tour vehicle seating 6-10 persons = 1 space per vehicle	1	2
Employees (Horse tours)	1 space/2 employees	1	1
Existing Retail Space	1 space/ 400 sq. ft.	528 sq. ft.	2
Existing Accessory Apartment	2 spaces/dwelling unit	1	2
Total Available:	7	Total Proposed	7

6. Vehicles held in reserve in the event of inclement weather or breakdowns may be used as long as the parking requirements and all other conditions of this permit are met. Reserve vehicles must be stored at an approved location.
7. This special use permit shall be reviewed administratively on an annual basis and a report shall be filed with the Currituck County Board of Commissioners detailing the nature of any complaints received by the Planning Department. At the discretion of the Code Enforcement Officer or Board of Commissioners, the special use permit shall be subject to revocation or modification by the permit issuing authority following a public hearing.
8. The Board of Commissioners may establish a maximum number of vehicles as part of the special use permit approval process.

**IV. PLANNING BOARD RECOMMENDATION:**

The Planning Board **recommended approval** of PB 12-08 with the Findings of fact and staff recommendations included in the case analysis and the following condition:

- Provided outstanding wastewater issues are resolved; this request will meet the requirements of the ordinance.

**PLANNING BOARD DISCUSSION (April 10, 2012)**

Mr. Eadus stated they have three options for wastewater: the existing system is tied into the Corolla Light system and permit a new line, an on-site system on the adjacent property, or tie into the Ocean Hill system. Mr. Eadus stated they will have a resolution for the wastewater issue by the time this goes before the Board of Commissioners.

Ms. Everhart asked for clarification on the tag-a-long tours.

Ms. Twiddy stated they will have one vehicle with 6 people.

**PLANNING BOARD ACTION**

Ms. Everhart moved to approve PB 12-08 with the findings of fact and staff recommendations included in the case analysis and the following condition:

- Provided outstanding wastewater issues are resolved; this request will meet the requirements of the ordinance.

Mr. Cartwright seconded the motion. Motion carried unanimously.

Chairman Rorer opened the public hearing.

Warren Eadus, Engineer, stated that he has secured the septic tank and requested the Board to allow him to have 90 days for the cure period or install a central water system.

Commissioner Petrey questioned how many vehicles he had.

Commissioner Martin questioned that he has all year to take care of this issue.

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

Commissioner Etheridge moved to approve with findings of facts and TRC recommendations included in the case analysis and outstanding wastewater issue must be resolved in 90 days. Commissioner Martin seconded the motion. Motion carried.

**B) Public Hearing and Action: PB 12-07 Corolla Jeep Rentals & Tours: Request for a special use permit for an Outdoor Recreation Facility. The property is located in Corolla, NC, Tax Map 102, Parcels 23, 24, and 25, Fruitville Township (Beach).**

Sworn testimony was taken prior to making statements.

Ben Woody, Planning Director, reviewed the request.

**ITEM:** PB 12-07 Corolla Jeep Rentals & Tours -  
Outdoor Recreation

**LOCATION:** Corolla, NC

**TAX IDS:** 0102-000-0025-0000, 0102-000-0024-0000,  
0102-000-0023-0000

**ZONING DISTRICT:** R02 - Outer Banks Limited Access  
Residential District

**PRESENT USE:** Vacant Land

**OWNER:** Banks Meredith  
1070 Ocean Trail  
Corolla, NC 27927

**APPLICANT:** Banks Meredith  
1070 Ocean Trail  
Corolla, NC 27927

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

	<b>Land Use</b>	<b>Zoning</b>
<b>NORTH:</b>	Vacant Land/Penny's Hill	R02
<b>SOUTH</b>	Vacant Land	R02
<b>EAST:</b>	Residential	R02
<b>WEST:</b>	Residential	R02

**LAND USE PLAN**

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

**SIZE OF SITE:** 39.7 acres

**IV. NARRATIVE OF REQUEST:**

- a. The applicant is requesting a Special Use Permit for a Private Outdoor Recreational Facility that includes launching Kayak and Outdoor Utility Vehicle (OUV) tours. Outdoor Utility Vehicles are similar to ATVs.
- b. All tours will originate from the Corolla Jeep Rentals & Tours property at 1070 Ocean Trail in vehicles approved by SUP PB10-05 Corolla Jeep Rentals & Tours Outdoor Tour Operator.
- c. There are no proposed structures.
- d. The applicant is proposing four (4) kayak tours per day with a maximum of 8 persons on a 2-hour tour; and four (4) OUV tours per day with a maximum of 8 persons on a 2-hour tour.
- e. Kayaks and OUVs are proposed to be stored on the property.
- f. The Currituck County Code of Ordinances regulates ATVs, Motorcycles & Mopeds in the R02 area and limits the number of yearly ATV permits to two

- (2) per property owner. OUVs are considered ATVs by the Sheriff's Department.
- g. The applicant is proposing to traverse Penny's Hill and launch kayaks from the Southwest side. A geological analysis of the impact on the significant dune may be required to address this use per Section 4.7.5 of the UDO. The applicant has indicated that he will provide the geological analysis to demonstrate compliance with the UDO.
- h. Planning Staff has requested proof of legal access to the property and has offered the following guidance to satisfy the request: 1. Provide a deed of easement to use Munson Lane (private ROW) or Malbon Lane (private ROW) or 2. Provide documentation and a legal opinion that the ocean access easement shown on the submitted site plan is at least 20' wide per the UDO Section 2.6.1 and the Fire Marshall's requirement.

**V. 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. Private Outdoor Recreational Facilities are permitted in the R02 zoning district with a Special Use Permit.

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

**Suggested Findings:**

- a. Provided access concerns are addressed, the proposed use meets the ordinance.
6. The special use will not endanger the public health or safety:
- Suggested Findings:**
- a. Provided access concerns are addressed, the use will not endanger the public health or safety.
- b. There are no permanent structures and the site will remain in its natural state.
6. 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. Staff has not received or reviewed any information or documents in order to suggest a finding; it is unclear what the impacts will be.
- b. There are no permanent structures and the site will remain in its natural state.
7. The special use will be in conformity with the Land Use Plan or other officially adopted plan.

**Suggested Findings:**

The 2006 Land Use Plan classifies this site as Conservation within the Carova subarea. The proposed use is in keeping with the policies of the plan, some of which are:

- a. Policy ED1: New and expanding businesses should be especially encouraged that: 1) diversify the local economy 2) train and utilize a more highly skilled labor force and 3) are compatible with the environmental quality and natural amenity based economy of Currituck County
- b. Policy PA1: Public access to the sound and ocean waters of Currituck County is essential to the quality of life of residents and visitors, as well as the economy of the area. The County supports the establishment of ADDITIONAL PUBLIC AND PRIVATE ACCESS opportunities to the waters of Currituck County. (Also see Outer Banks Policy Section.)
- c. Policy PA2: The County supports MANY FORMS OF "ACCESS" to the water, including scenic outlooks and boardwalks, boat ramps, marinas and

docks, fishing piers, canoe and kayak launches, and other means of access. Whenever possible, such facilities shall be designed to accommodate the needs of handicapped individuals

- d. Policy HP3: Development of TOURISM AND EDUCATIONAL POTENTIAL of the area's architectural, historic and cultural resources shall be encouraged.

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

**VI. TECHNICAL REVIEW COMMITTEE RECOMMENDATION:**

Pursuant to the Unified Development Ordinance, the Technical Review Committee recommends **CONDITIONAL APPROVAL** subject to the following:

- 1) The applicant shall provide proof of the required 20' legal access.
- 2) The applicant shall address the access concerns and obtain approval of the Fire Marshall.
- 3) This Special Use Permit is valid only in conjunction with a valid Special Use Permit for Outdoor Tour Operator issued to Corolla Jeep Rentals & Tours at 1070 Ocean Trail in Corolla, NC. (PB10-05)
- 4) All tours will originate from the property at 1070 Ocean Trail in vehicles approved by SUP PB10-05 Corolla Jeep Rentals & Tours - Outdoor Tour Operator. All commercial transactions shall occur at the Corolla Storefront at 1070 Ocean Trail.
- 5) There shall be a maximum of four (4) kayak tours and four (4) OUV tours per day. In accordance with the Currituck County Code of Ordinances there shall be no more than two (2) OUV's.

- 6) Kayaks and OUV's shall be labeled with decals or paint markings that clearly display the company name.
- 7) Tours shall operate during daylight hours only.
- 8) Tour patrons have access to restrooms at the Corolla Jeep Rentals & Tours location at 1070 Ocean Trail.
- 9) Tour participants shall not enter upon private property along the canals or the Currituck Sound.
- 10) Tours shall comply with Chapter 3: Article II. Wild Horses, Chapter 10: Article II. Beaches and all other applicable provisions of the Currituck County Code of Ordinances. Tours shall also operate in accordance with State and Federal Laws.

**VII. PLANNING BOARD RECOMMENDATION:**

The Planning Board **recommended denial** of the special use permit due to one of the special use permit criteria not being met; the special use will injure the value of adjoining or abutting property; and will not be in harmony with the area in which it is located.

Chairman Rorer opened the public hearing.

Banks Meredith, applicant, reviewed the history of his company and request.

Commissioner Petrey, questioned the noise and type of mufflers to be installed on ATVs.

Commissioner O'Neal stated that the neighbors can legally have 2 ATV permits per household.

Rebecca Beasley, stated that the vehicles will scare the wild horses and opposes the request.

Mike Long, opposes request because it is not in harmony with the area.

Marie Long, opposes the request.

Mr. Meredith, answered concerns that had been mentioned.

Chairman Rorer closed the public hearing.

Commissioner Petrey moved to approve Kayaks only. Commissioner Martin seconded the motion. Motion failed with Commissioners Rorer, Etheridge, O'Neal and Gilbert voting no.

Commissioner O'Neal moved to approve with findings of fact and TRC recommendations included in the case analysis and to include a muffler system. Commissioner Gilbert seconded the motion. Motion carried with Commissioners Petrey and Martin voting no.

### **Administrative Reports**

#### **A) Presentation of the Currituck County FY 2012-13 Budget**

Dan Scanlon, County Manager, presented the FY 2012-13 Budget. There is no change in the county wide tax rate, no net increase in the General Fund Budget, a 9.5% decrease in the total budget, and a 2% COLA proposed.

The Budget can be reviewed on the county web site and a copy is in the County Manager's office.

Commissioner O'Neal commended the County Manager and Finance Director for a balanced budget.

Commissioner O'Neal moved to hold a public hearing on the budget on June 4, 2012. Commissioner Martin seconded the motion. Motion carried.

### **New Business**

#### **A) Board Appointments:**

1. Appointment to Tourism Advisory Board

Chairman Rorer appointed Shearl Bell. Commissioner O'Neal seconded the motion. Motion carried.

#### **B) Consent Agenda:**

1. Resolution to acquire certain property of William Waters

2. Petition for Addition of Fox Lane to NCDOT System
3. Approval of May 7, 2012 Minutes
4. Barnhill Contracting Company: Change Order #1 to increase contract time and undercut/backfill quantity for Maple Commerce Park. Cost of change order is \$10,307.50.
5. Budget Amendments

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

**RESOLUTION AUTHORIZING CONDEMNATION TO ACQUIRE  
CERTAIN PROPERTY OF WILLIAM WATERS**

**WHEREAS**, the Board of Commissioners for the County of Currituck, North Carolina hereby determines that it is necessary and in the public interest to acquire an easement over certain property owned by William Waters for the following purpose:

To locate, construct, repair, maintain and improve an underground utility line; and

**WHEREAS**, the proper officials or representative of the County of Currituck sought to acquire the needed interest in that certain property of William Waters by negotiated conveyance; and

**WHEREAS**, unable to acquire the needed interest in that certain property William Waters by negotiated conveyance it is necessary to acquire the needed interest through proceedings established by Chapter 40A of the General Statutes of North Carolina.

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

Section 1. The County of Currituck shall acquire through the exercise of eminent domain, for the purposes stated above, the necessary easement for the public purpose described above over property owned by William Waters and located in Moyock Township more particularly described in that deed recorded at Deed Book 998, Page 71 of the Currituck County Registry and the county attorney shall institute the necessary proceedings under Chapter 40A of the General Statutes of North Carolina to acquire an easement over, upon, on and through said property.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
28450-532000	Supplies	\$ 2,000	
28380-481000	Investment Earnings		\$ 2,000
		\$ 2,000	\$ 2,000

**Explanation:** *Revaluation (28450)* - Increase appropriations for supplies associated with revaluation.

**Net Budget Effect:** Revaluation Fund (28) - Increased by \$2,000.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10540-532000	Supplies	\$ 1,500	
10540-514000	Travel		\$ 500
10540-516200	Vehicle Maintenance		\$ 1,000
		\$ 1,500	\$ 1,500

**Explanation:** *Inspections (10540)* - Transfer funds to purchase electrical code books for building inspectors.

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

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10660-532000	Supplies	\$ 500	
10660-516200	Vehicle Maintenance	\$ 300	
10660-511000	Telephone & Postage		\$ 500
10660-514800	Fees Paid to Officials		\$ 300
		\$ 800	\$ 800

**Explanation:** *Planning (10660)* - Transfer funds for Planning operations for the remainder of this fiscal year.

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

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or <u>Increase Expense</u>	Increase Revenue or <u>Decrease Expense</u>
10535-502100	Overtime	\$ 2,000	
10535-557100	Software License Fees	\$ 1,436	
10535-521000	Rent	\$ 5,900	
10535-590000	Capital Outlay	\$ 6,000	
10535-502000	Salaries		\$ 10,000
10535-503500	Temporary Services		\$ 2,000
10535-506000	Health Insurance		\$ 1,000
10535-514000	Travel		\$ 900
10535-545000	Contract Services		\$ 1,436
		<u>\$ 15,336</u>	<u>\$ 15,336</u>

**Explanation:** *Communications (10535)* - Transfer funds for operations for the remainder of this fiscal year.

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

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or <u>Increase Expense</u>	Increase Revenue or <u>Decrease Expense</u>
10511-516200	Vehicle Maintenance	\$ 2,500	
10511-531000	Gas	\$ 2,000	
10511-532000	Supplies	\$ 2,000	
10511-536000	Uniforms	\$ 1,200	
10511-514000	Travel		\$ 2,000
10511-516000	Repairs & Maintenance		\$ 2,000
10511-547000	Meals		\$ 3,700
		<u>\$ 7,700</u>	<u>\$ 7,700</u>

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

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

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10512-531000	Gas	\$ 2,000	
10512-532000	Supplies		2,000
		\$ 2,000	\$ 2,000

**Explanation:** *Animal Control (10512)* - Transfer budgeted funds for operations for the remainder of this fiscal year.

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

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10510-502000	Salaries	\$ 47,500	
10510-505000	FICA	\$ 3,634	
10510-507000	Retirement	\$ 3,349	
10510-508000	Supplemental Retirement	\$ 2,375	
10510-531000	Gas	\$ 90,000	
10510-506000	Health Insurance		\$ 1,700
10510-513000	Utilities		\$ 1,000
10510-514000	Travel		\$ 1,500
10510-526000	Advertising		\$ 400
10511-502000	Salaries		\$ 10,000
10511-506000	Health Insurance		\$ 3,852
10330-423000	Jail Fees		\$ 4,500
10330-424000	Officer Fees		\$ 25,000
10310-400011	Ad Valorem Taxes		\$ 98,906
		\$ 146,858	\$ 146,858

**Explanation:** *Sheriff (10510)* - Increase appropriations for shift differentials, position transfers, paid out vacation for separated employees and fuel for the remainder of this fiscal year.

**Net Budget Effect:** Operating Fund (10) - Increased by \$128,406.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10795-545000	Contract Services	\$ 200	
10795-511000	Telephone & Postage	\$ 600	
10795-516000	Maintenance & Repair		\$ 800
		<u>\$ 800</u>	<u>\$ 800</u>

**Explanation:** *Recreation (10795)* - Transfer funds for operations for the remainder of this fiscal year.

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

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10530-516200	Vehicle Maintenance	\$ 7,650	
10530-502100	Overtime	\$ 69,973	
10530-532000	Supplies	\$ 1,000	
10530-513000	Gas	\$ 20,000	
10530-511000	Telephone & Postage	\$ 400	
10530-536000	Uniforms	\$ 1,600	
10530-590000	Capital Outlay	\$ 5,200	
10530-533900	Ambulance Supplies	\$ 4,000	
10530-502000	Salaries		\$ 60,000
10530-502200	Holiday		\$ 20,000
10530-514500	Training & Education		\$ 800
10530-545000	Contract Services		\$ 1,650
10530-514800	Fees Paid to Officials		\$ 1,200
10530-561200	Billing Fees		\$ 7,000
10530-540000	Workers Comp		\$ 9,973
10530-557100	Software License Fees		\$ 9,200
		<u>\$ 109,823</u>	<u>\$ 109,823</u>

**Explanation:** *Emergency Medical Services (10530)* - Transfer funds for operations for the remainder of this fiscal year and to purchase a training manikin from capital outlay.

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



<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10330-430600	Elderly & Disabled Transportation	\$ 112,497	
10560-545000	Contract Services		\$ 112,497
		\$ 112,497	\$ 112,497

**Explanation:** *Inter-County Transportation (10560)* - Adjust budget for the decreased amount the County received in ROAP funding.

**Net Budget Effect:** Operating Fund (10) - Decreased by \$112,497.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10606-511000	Telephone & Postage	\$ 300	
10606-531000	Gas, Oil	\$ 700	
10606-592000	Conservation Projects		\$ 1,000
		\$ 1,000	\$ 1,000

**Explanation:** *Soil Conservation (10606)* - Transfer funds for operations for the remainder of this fiscal year.

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

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
66868-590441	Technology > \$1,000	\$ 646	
66868-590000	Capital Outlay	\$ 234	
66868-545100	Credit Card Fees	\$ 2,000	
66868-545101	Credit Card Fees		\$ 2,000
66868-545102	Credit Card Fees		\$ 1,000
66868-540000	Worker's Comp		\$ 11,216
66868-531000	Gas	\$ 10,000	



<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10750-532000	Supplies		\$ 3,000
10750-514000	Travel		\$ 1,000
10750-531000	Gas, Oil, Etc.		\$ 1,000
10750-561000	Professional Services	\$ 5,000	
10760-585001	Donations-Currituck Kids	\$ 2,000	
10380-487001	Donations-Currituck Kids		\$ 2,000
		<u>\$ 7,000</u>	<u>\$ 7,000</u>

**Explanation:** SOCIAL SERVICES ADMIN (750) - Increase needed for Professional Services due to required psychological evaluations for CPS cases. COUNTY ASSISTANCE (760) - Received additional funds from Currituck Kids organization for summer camp and foster child expenses.

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

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10441-532441	Technology < \$1,000	\$ 2,739	
10441-557100	Software License Fees	\$ 4,199	
10441-545000	Contract Services	\$ 20,740	
10441-590000	Capital Outlay		\$ 27,678
		<u>\$ 27,678</u>	<u>\$ 27,678</u>

**Explanation:** Information Technology (10441) - Transfer budgeted funds from capital outlay for additional firewalls, monitors, annual software/hardware support, Sharepoint configuration and set-up, CITRIX VDI setup and Replay 4 Backup software maintenance.

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

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10450-514500	Training and Education	\$ 150	

10450-514000	Travel		\$	150
10460-516000	Repair & Maintenance	\$	2,500	
10460-513000	Utilities		\$	2,500
10461-511000	Telephone & Postage	\$	400	
10461-536000	Uniforms		\$	5
10461-516200	Vehicle Maintenance		\$	395
10900-582400	Notes Payable	\$	115	
10440-561000	Professional Services		\$	115
			<u>\$</u>	<u>3,165</u>
			<u>\$</u>	<u>3,165</u>

**Explanation:** Various Departments - Transfers for operations for the remainder of this fiscal year.  
**Net Budget Effect:** Operating Fund (10) - No change.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>		<b>Credit</b>	
		Decrease Revenue or Increase Expense		Increase Revenue or Decrease Expense	
10545-561000	Professional Services	\$	5,000		
10310-400011	Ad Valorem Taxes 2011 Levy			\$	5,000
		<u>\$</u>	<u>5,000</u>	<u>\$</u>	<u>5,000</u>

**Explanation:** Medical Examiner (10545) - Increase appropriations for medical examiner services for the remainder of this fiscal year.  
**Net Budget Effect:** Operating Fund (10) - Increased by \$5,000.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>		<b>Credit</b>	
		Decrease Revenue or Increase Expense		Increase Revenue or Decrease Expense	
12543-532103	Fire Supplies	\$	4,000		
12543-544003	Volunteer Assistance			\$	4,000
12546-554006	Insurance	\$	4,933		
12546-544006	Volunteer Assistance			\$	4,933
12548-516115	Buildings and Grounds	\$	2,000		
12548-531015	Gas	\$	21,000		
12548-561015	Professional Services	\$	1,200		
12548-532115	Fire Supplies			\$	24,200

\$	33,133	\$	33,133
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**Explanation:** Moyock Volunteer Fire Department (12543); Corolla Volunteer Fire Department (12546); Knotts Island Volunteer Fire Department (12548) - Transfer budgeted funds for operations for the remainder of this fiscal year.

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

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
26535-590000	Capital Outlay Fund Balance	\$ 13,500	
26390-499900	Appropriated		\$ 13,500
		<u>\$ 13,500</u>	<u>\$ 13,500</u>

**Explanation:** Emergency Telephone (26535) - To appropriate funds for remaining 911 consoles.

**Net Budget Effect:** Emergency Telephone System Fund (26) - Increased by \$13,500.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
40750-587051	T T - School Construction Fund	\$ 998,179	
40750-587050	T T - County Govt Construction Fund		\$ 998,179
		<u>\$ 998,179</u>	<u>\$ 998,179</u>

**Explanation:** Capital Improvements (40750) - Transfer funding for COA facility.

**Net Budget Effect:** Capital Improvements Fund (40) - No change.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
60808-590000	Capital Outlay	\$ 4,400	

60808-588000	Contingency	\$	4,400
		\$	4,400
		\$	4,400

**Explanation:** Ocean Sands Water and Sewer (60808) - Transfer contingency funds to replace pumps.

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

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
		Increase Expense	Expense
63838-545900	Tire Disposal	\$ 7,000	
63838-571500	Recycling		\$ 7,000
		\$ 7,000	\$ 7,000
		\$ 7,000	\$ 7,000

**Explanation:** Solid Waste (63838) - Transfer funds for tire disposal for the remainder of this fiscal year.

**Net Budget Effect:** Solid Waste Fund (63) - No change.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
		Increase Expense	Expense
64360-471000	Tap and Connection Fees		\$ 5,760
64390-495010	T F - Operating Fund		\$ 15,940
64848-511000	Telephone and Postage	\$ 300	
64848-513000	Utilities	\$ 5,500	
64848-532000	Supplies	\$ 3,200	
64848-533200	Lab Tests	\$ 6,500	
64848-533800	Chemicals	\$ 2,500	
64848-553000	Dues & Subscriptions	\$ 2,500	
64848-590000	Capital Outlay	\$ 1,200	
10990-587064	T T - Maple Commerce Park Sewer	\$ 15,940	
10310-400011	Ad Valorem Taxes - 2011 Levy		\$ 15,940
		\$ 37,640	\$ 37,640
		\$ 37,640	\$ 37,640

**Explanation:** Operating Transfers (10990); Maple Commerce Park Sewer (64848) - To establish operating budget for the Maple Commerce Park Sewer.

**Net Budget Effect:** Operating Fund (10) - Increased by \$15,940.  
Maple Commerce Park Sewer Fund (64) - Increased by \$21,700.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
50650-590000	Maple Commerce Pk Roadway/Utilities	\$ 10,308	
50650-588000	Contingency		\$ 10,308
		\$ 10,308	\$ 10,308

**Explanation:** Maple Commerce Park (50650) - Transfer contingency funds for change order #1, Barnhill Contracting Company - increase in undercut/backfill.

**Net Budget Effect:** County Governmental Construction (50650) - No change.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10440-532000	Supplies	\$ 454	
10440-514000	Travel	\$ 1,000	
10445-532000	Supplies	\$ 562	
10980-545000	Contract Services	\$ 10,568	
10980-502100	Overtime	\$ 50,100	
10980-503500	Temporary Salaries	\$ 1,500	
10980-505000	FICA	\$ 3,947	
10980-507000	Retirement	\$ 6,213	
10530-531000	Gas	\$ 17,730	
10330-445100	Public Assistance/FEMA		\$ 92,074
		\$ 92,074	\$ 92,074

**Explanation:** Disaster Recovery (10980) - EMS/Fire claims from Hurricane Irene - PW 699 .

**Net Budget Effect:** Operating Fund (10) - Increased by \$92,074.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10980-590000	Capital Outlay	\$ 4,146	
10980-545000	Contract Services	\$ 100,453	
10460-531000	Gas	\$ 878	
10440-514500	Training & Education	\$ 485	
10330-445100	Public Assistance/FEMA		\$ 105,962
		<u>\$ 105,962</u>	<u>\$ 105,962</u>

**Explanation:** Disaster Recovery (10980) - Debris removal from Hurricane Irene - PW 800 .

**Net Budget Effect:** Operating Fund (10) - Increased by \$105,962.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
57878-588000	Contingency	\$ 216,045	
57878-597000	Reimbursable Expenses	\$ 79,690	
57878-596100	Professional Services	\$ 283,466	
57878-594500	Contract Services	\$ 2,120,799	
57390-490000	Proceeds from debt		\$ 2,700,000
		<u>\$ 2,700,000</u>	<u>\$ 2,700,000</u>

**Explanation:** Moyock Central Sewer (57878) - To record debt proceeds for the Moyock Central Sewer construction.

**Net Budget Effect:** Moyock Central Sewer Fund (57) - Increased by \$2,700,000.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10440-511000	Telephone & Postage	\$ 800	
10440-535000	Safekeeping Fees		\$ 800
10750-514500	Training & Education	\$ 440	
10750-540000	Worker's Comp		\$ 440

10795-576001	Youth Baseball/Softball	\$	490		
10795-576003	Flag Football			\$	500
10795-590441	Technology > \$1,000	\$	10		
12546-531006	Gas	\$	2,500		
12546-544006	Volunteer Assistance			\$	2,500
			\$ 4,240		\$ 4,240

**Explanation:** Various Departments - Transfers for operations.

**Net Budget Effect:** Operating Fund (10) - No change.  
 Fire Services Fund (12) - No change.

**C) Commissioner's Report**

Commissioner Gilbert stated that there will be a meeting for the Launch Landing residents next week.

**D) County Manager's Report**

No comments

**Special Meeting**

**Tourism Development Authority**

Chairman Rorer called the meeting to order

**Presentation of Tourism Development Authority Budget**

Dan Scanlon, County Manager, presented the FY 2012-13 budget. A public hearing will be scheduled for the June 4, 2012 meeting.

**Budget Amendments**

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

<u>Account Number</u>	<u>Account Description</u>	<u>Debit</u>	<u>Credit</u>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
15447-545000	Contract Services	\$ 18,507	
15320-415000	Occupancy Tax		\$ 18,507

\$	18,507	\$	18,507
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**Explanation:** Occupancy Tax; Tourism Related Expenditures (15447) - Increase appropriations for repairs caused by erosion and Sound Park.

**Net Budget Effect:** Occupancy Tax Fund (15) -Increased by \$18,507.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
15442-532500	Retail Merchandise	\$ 20,000	
15442-545000	Contract Services	\$ 200	
15442-590000	Capital Outlay	\$ 17,300	
15442-590441	Technology > \$1,000	\$ 2,500	
15320-415000	Occupancy Tax		\$ 40,000
		\$ 40,000	\$ 40,000

**Explanation:** Occupancy Tax; Tourism Promotion (15442) - Increase appropriations for equipment and merchandise for start-up of retail sales and Corolla and Moyock Visitor's Centers.

**Net Budget Effect:** Occupancy Tax Fund (15) -Increased by \$40,000.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
15447-532460	Building Supplies	\$ 1,000	
15447-545000	Contract Services	\$ 13,000	
15447-561000	Professional Services		\$ 7,500
15447-532160	Maintenance Supplies		\$ 4,000
15447-590000	Capital Outlay		\$ 2,500
		\$ 14,000	\$ 14,000

**Explanation:** Occupancy Tax; Tourism Related Expenditures (15447) -Transfer funds for operations for remainder of this fiscal year.

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

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
15447-516002	Outer Banks Access Ramps	\$ 22,000	
15320-415000	Occupancy Tax		\$ 22,000
		\$ 22,000	\$ 22,000

**Explanation:** Occupancy Tax; Tourism Related Expenditures (15447) -Increase appropriations to maintain the beach access ramp.

**Net Budget Effect:** Occupancy Tax Fund (15) -Increased by \$22,000.

**Adjourn**

There being no further business, the meeting was adjourned.