



**BOARD OF COMMISSIONERS  
AGENDA**

**NOVEMBER 18, 2013**

Table of Contents

<b>Agenda</b> . . . . .	<b>2</b>
Public Hearing and Action:	
<b>13-19 Cover Sheet</b> . . . . .	<b>4</b>
<b>13-19 Case Analysis</b> . . . . .	<b>5</b>
Public Hearing and Action:	
<b>13-15 Cover Sheet</b> . . . . .	<b>10</b>
<b>13-15 Case Analysis</b> . . . . .	<b>11</b>
Janie Mercer, Economic Improvement Council, to Present 2014 Anti-Poverty Plan	
<b>Anti-Poverty Plan Summary/CSBG Program</b> . . . . .	<b>20</b>
Approval of November 4, 2013 Minutes	
<b>November 4 Minutes</b> . . . . .	<b>25</b>
Resolution to Amend the Biggert-Waters Flood Insurance Reform Act of 2012	
<b>Resolution to Amend Biggert-Waters FIRM</b> . . . . .	<b>44</b>
Resolution to Declare Surplus the Guard Shack at Entrance to Whalehead at Historic Corolla	
<b>Resolution to Surplus Guard Shack</b> . . . . .	<b>46</b>
Fire-EMS Personnel Amendments	
<b>Fire-EMS Cover Letter</b> . . . . .	<b>47</b>
<b>Pay Classification Schedule</b> . . . . .	<b>48</b>
<b>Paramedic/Firefighter-LT Shift Supervisor</b> . . . . .	<b>54</b>
<b>Risk Manager Job Description</b> . . . . .	<b>60</b>
Budget Amendments	
<b>TDA Budget Amendments</b> . . . . .	<b>63</b>

# Currituck County Board of Commissioners Agenda

Historic Currituck County Courthouse

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**Date: Monday, November 18, 2013    Time: 7:00 PM**

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## **Work Sessions**

6:00 PM Farmland Preservation

6:30 PM Foreign Trade Zone

## **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.***

## **Administrative Reports**

- A) **Janie Mercer, Economic Improvement Council, to Present 2014 Anti-Poverty Plan**

## **Public Hearings**

- A) **Public Hearing and Action:** PB 13-19 Ginger Morris: Request to amend the Unified Development Ordinance Chapter 2: Administration to revise the standards regulating family subdivisions to allow for additional family subdivisions to be permitted on the same parent parcel provided a certain amount of time has passed.
- B) **Public Hearing and Action:** PB 13-15 Water Supply Standards: Request to amend the Unified Development Ordinance Chapter 6: Required Infrastructure and Chapter 10: Definitions and Measurement to revise the water supply standards to exempt certain development from connecting to the county water supply system.

**New Business**

**A) Board Appointments:**

1. Appointment of At-Large Member to Albemarle Commission

**B) Consent Agenda:**

1. Approval of November 4, 2013 Minutes
2. Resolution to Amend the Biggert-Waters Flood Insurance Reform Act of 2012
3. Resolution to Declare Surplus the Guard Shack at Entrance to Whalehead at Historic Corolla
4. Fire-EMS Personnel Amendments

**C) Commissioner's Report**

**D) County Manager's Report**

**Special Meeting**

**Tourism Development Authority**

**A) Budget Amendments**

Adjourn



# Currituck County Agenda Item Summary Sheet

## Agenda Item Title

PB 13-19 Ginger Morris: Request to amend the Unified Development Ordinance Chapter 2: Administration to revise the standards regulating family subdivisions to allow for additional family subdivisions to be permitted on the same parent parcel provided a certain amount of time has passed.

## Brief Description of Agenda Item

The enclosed text amendment submitted by Ginger Morris is intended to allow additional family subdivisions (a type of minor subdivision) to be permitted provided a certain amount of time has passed. Currently, only the first five lots created from a parent parcel as it existed on April 2, 1989 can be approved as a minor subdivision. Once a subdivision creates more than five lots, including past divisions, it is subject to the major subdivision standards. This amendment request will allow for the maximum five lot requirement to be reset every 10 years for family subdivisions. Basically, five family subdivisions lots can be created every 10 years on the same parcel.

## Planning Board Recommendation:

At their October 8, 2013 meeting, the Planning Board recommended unanimous **approval** as presented with the removal of the following language:

- *A maximum of one lot shall be conveyed to the individual family member, including family subdivisions on different parent parcels.*

## Board Action Requested

Action

## Person Submitting Agenda Item

Ben Woody

## Presenter of Agenda Item

Ben Woody



## Currituck County

Planning and Community Development Department  
Planning and Zoning Division  
153 Courthouse Road, Suite 110  
Currituck, North Carolina 27929  
252-232-3055 FAX 252-232-3026

To: Board of Commissioners  
From: Planning Staff  
Date: October 28, 2013  
Subject: PB 13-19 Ginger Morris – Family Subdivision Standards

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The enclosed text amendment submitted by Ginger Morris is intended to allow additional family subdivisions to be permitted provided a certain amount of time has passed. Family subdivisions are a type of minor subdivision in which the lots created are deeded to a family member within two degree of kinship of the property owner.

Currently, only the first five lots created from a parent parcel as it existed on April 2, 1989 can be approved as a minor subdivision. Once a subdivision creates more than five lots, including past divisions, it is subject to the major subdivision standards.

This may present some difficulties on families owning only a part of a once large parcel of land. This is because the maximum five lot requirement is administered to the *parent parcel as it existed on April 2, 1989*. For example, in 1990 a 100 acre parcel of land was divided among two separate families, Family A and Family B. Family A then develops a minor 5 lot subdivision on its parcel in 1992. Family B then wants to create one lot for a family member out of its parcel in 2013, but in order to do so; it must meet the major subdivision standards because it would be the sixth lot created from the parent parcel as it existed on April 2, 1989.

The Unified Development Ordinance (UDO) contains the “April 2, 1989” language in order to prevent the creation of a serious of multiple minor subdivisions that do not have to provide the amenities required for major subdivisions, like open space, park land dedication, and waterline extension.

This amendment request will allow for the maximum five lot requirement to be reset every 10 years for family subdivisions. Basically, five family subdivisions lots can be created every 10 years on the same parcel. This request does not modify the standard as it pertains to conventional minor subdivisions (those in which the lots are not deeded to family members), and they would continue to be administered as explained above.

Staff realizes that the “April 2, 1989” language will eventually need to be modified to continue to allow for minor subdivisions in the county. Staff also realizes that family subdivisions are not typically used to bypass ordinance requirements. With that being said, staff is supportive of this request as it allows for additional family subdivisions in a manor which does not create possible circumvention of the UDO and that it:

1. Is consistent with the goals, objectives, and policies of the Land Use Plan and other applicable county-adopted plans;
2. Is not in conflict with any provision of the UDO or the County Code of Ordinances;
3. Addresses a demonstrated community need;
4. Is consistent with the purpose and intent of the zoning districts in the UDO;
5. Would not result in significantly adverse impacts on the natural environment, including but not limited to water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment.

Staff is also taking this opportunity to slightly modify the family subdivision standards. Text has been added to clarify the number of lots that can be conveyed to an individual family member (one lot), and the provision to only allow one family subdivision lot to be created each year has been removed.

At their October 8, 2013 meeting, the Planning Board recommended unanimous **approval** as presented with the removal of the following language:

- *A maximum of one lot shall be conveyed to the individual family member, including family subdivisions on different parent parcels.*

## **PLANNING BOARD DISCUSSION (10-8-13)**

Mr. Cooper asked for clarification on the proposed language that limits a family member to a maximum of one lot.

Mr. Schuler stated an example is if somebody creates a family subdivision in Moyock and deeds the property to three family members, they cannot then come in the next day to create another family subdivision for the same three family members in Point Harbor.

Mr. Woody stated this is to try to make it easy to give a lot to a family member.

Ms. Morris stated if you want to give more than ten acres this text amendment does not apply. Ms. Morris explained they purchased 10 acres and they want to give their son some acreage and have ties to the property themselves.

The Planning Board discussed the difference between giving a lot and the creation of a lot in a family subdivision, and recording a deed.

Mr. Craddock stated in 2, A, #5 the word "Figure" should be changed to "Section".

Mr. Cartwright asked the applicant if this amendment is the way they want it.

Ms. Morris stated yes.

### **ACTION**

Mr. Cooper moved to approved PB 13-19 as presented and to remove the following language:

- A maximum of one lot shall be conveyed to the individual family member, including family subdivisions on different parent parcels.

Mr. Cartwright seconded the motion. Motion carried unanimously.

**PB 13-19 Morris – Family Subdivisions  
UDO AMENDMENT REQUEST**

Amendment to the Unified Development Ordinance Chapter 2: Administration to revise the standards regulating family subdivisions to allow for additional family subdivisions to be permitted on the same parent parcel provided a certain amount of time has passed.

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

**Item 1:** That Section 2.4.8.D Minor Subdivision is amended by adding the following underlined language and deleting the strikethrough language:

**(2) Minor Subdivision Review Standards**

**(a) General Standards**

A minor subdivision shall be approved on a finding that:

- (i)** It complies with all applicable standards in Chapter 6: Subdivision and Infrastructure Standards, the standards for a final plat in Section 2.4.8.E.5.b; and all other applicable standards in this Ordinance;
- (ii)** It will result in lots that are at least 40,000 square feet in size (except in the SFR district, where lots shall be at least 120,000 square feet in size);
- (iii)** It will result in five or fewer lots created from the parent parcel or tract (including the residual parcel or tract of less than ten acres in area), as it existed on April 2, 1989 (except as allowed in Section 2.4.8.D.B Additional Standards for Family Subdivisions);
- (iv)** It does not create a private access street serving more than two lots unless it is a family subdivision; and
- (v)** Any private access street created complies with ~~Figure~~ Section 6.2.1.B.1 Private Access Street Standards.

**(b) Additional Standards for Family Subdivisions**

Family subdivisions shall follow the review procedure for minor subdivisions and shall comply with the general standards in (a) above as well as the following:

- (i)** Lots shall be conveyed solely to family members within two degrees of kinship (e.g., child, grandchild). A maximum of one lot shall be conveyed to the individual family member, including family subdivisions on different parent parcels.
- ~~**(ii)** All lots created from the original parent tract shall be at least 40,000 square feet in area, unless located in the SFR district, where the minimum lot area shall be 120,000 square feet.~~
- ~~**(iii)** No more than five lots are created from the parent parcel or tract (including the residual parcel or tract of less than ten acres in area) as it existed ten years prior to application submittal. No more than one lot shall be created per year.~~
- (iv)** Ingress and egress to a lot shall not be from a major arterial street.
- (v)** Private access streets created shall not serve more than five lots.

(vi) Principal uses shall be limited to single-family detached dwellings and customary accessory uses.

**Item 2:** The provisions of this Ordinance are severable and if any of its provisions or any sentence, clause, or paragraph or the application thereof to any person or circumstance shall be held unconstitutional or violative of the Laws of the State of North Carolina by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions which can be given effect without the invalid provision or application.

**Item 3:** This ordinance amendment shall be in effect from and after the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Board of Commissioners' Chairman  
Attest:

\_\_\_\_\_  
Mary S. Gilbert  
Clerk to the Board

DATE ADOPTED: \_\_\_\_\_  
MOTION TO ADOPT BY COMMISSIONER: \_\_\_\_\_  
SECONDED BY COMMISSIONER: \_\_\_\_\_  
VOTE: \_\_\_\_\_AYES \_\_\_\_\_NAYS \_\_\_\_\_  
.....

PLANNING BOARD DATE: \_\_\_\_\_  
PLANNING BOARD RECOMMENDATION: \_\_\_\_\_  
VOTE: \_\_\_\_\_AYES \_\_\_\_\_NAYS \_\_\_\_\_  
ADVERTISEMENT DATE OF PUBLIC HEARING: \_\_\_\_\_  
BOARD OF COMMISSIONERS PUBLIC HEARING: \_\_\_\_\_  
BOARD OF COMMISSIONERS ACTION: \_\_\_\_\_  
POSTED IN UNIFIED DEVELOPMENT ORDINANCE: \_\_\_\_\_  
AMENDMENT NUMBER: \_\_\_\_\_



# Currituck County Agenda Item Summary Sheet

## Agenda Item Title

PB 13-15 Water Supply Standards – Request to amend the Unified Development Ordinance Chapter 6: Required Infrastructure and Chapter 10: Definitions and Measurement to revise the water supply standards to exempt certain development from connecting to the county water supply system.

## Brief Description of Agenda Item

The enclosed text amendment submitted by Mr. Eugene White is intended to amend the county's water supply standards to exempt subdivisions located more than one mile from a county water main from connecting to the system. Under the current ordinance major subdivisions are required to connect to the county water system (or provide a cash deposit for future connection) based on a formula included in the ordinance.

The proposed amendment creates a narrow exemption for outlying subdivisions, but maintains a reasonable connection distance for existing developed areas and tracts of land already zoned for higher densities.

Planning staff recommends approval because the proposed text amendment is consistent with the land use plan because it focuses water service in existing developed areas and in nearby targeted growth areas (POLICY WS3); and results in a logical and orderly development pattern.

### Planning Board Motion:

Mr. Clark moved to request staff to develop a text amendment that will address reimbursement to the developer anytime they extend a county water line and the interconnectivity aspect. Mr. Craddock seconded the motion. Motion carried unanimously.

Mr. Cooper moved to approve PB 13-15 due to its consistency with the 2006 Land Use Plan and that the request is reasonable and in the public interest and promotes orderly growth and development. Mr. Cartwright seconded the motion. Motion carried unanimously.

## Board Action Requested

Action

## Person Submitting Agenda Item

Ben Woody

## Presenter of Agenda Item

Ben Woody



## Currituck County

Planning and Community Development Department  
Planning and Zoning Division  
153 Courthouse Road, Suite 110  
Currituck, North Carolina 27929  
252-232-3055 FAX 252-232-3026

To: Board of Commissioners  
From: Planning Staff  
Date: October 9, 2013  
Subject: PB 13-15 Water Supply Standards Text Amendment

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The enclosed text amendment submitted by Mr. Eugene White is intended to amend the county's water supply standards to exempt subdivisions located more than one mile from a county water main from connecting to the system. Under the current ordinance major subdivisions are required to connect to the county water system (or provide a cash deposit for future connection) based on a formula included in the ordinance.

The connection requirement has generally been successful in managing growth of the county water system; however, low density subdivisions that are located a long distance from an existing county water main are required to provide a cash deposit at a rate of cost plus 15 percent for future water system improvements. To date, subdivisions that have provided cash deposits have not connected to the county water system due to the lack of waterline extensions. Staff recognizes the current ordinance structure is not practicable for low-density subdivisions in rural areas of the county that are located more than one mile from the county water supply system. While the amendment creates a narrow exemption for outlying subdivisions, it maintains a reasonable connection distance for existing developed areas and tracts of land already zoned for higher densities.

The Technical Review Committee (TRC) reviewed this request and is recommending minor revisions to the original text amendment. Based on an analysis of the county water system, the TRC is recommending the exemption be for major subdivisions located one mile from an existing 6-inch or larger water main. Enclosed find exhibits illustrating general water main locations and connection distances, as well as approximate cost estimates.

The proposed amendment also includes minor text changes recommended by the Technical Review Committee and is intended to clarify terminology, remove the requirement to convert cash deposits to letters of credit, and provide consistency with the NC Fire Code. Revisions recommended by the TRC that are beyond the scope of the original text amendment are indicated in italics.

At the September 16 Board of Commissioners meeting, staff was directed to perform additional due diligence on the text amendment for discussion at a future Board meeting. Planning staff held additional discussions with members of the Technical Review Committee and it was agreed that the text amendment is reasonable and in the public interest. Minor modifications to the wording of the text are included to more clearly demonstrate the ordinance intent. Additionally,

Eugene White  
Water Supply Standards Text Amendment  
Page 1 of 9

staff followed up with the Fire Marshal regarding the TRC recommendation to amend the UDO fire protection standards to provide greater consistency with the NC Fire Code. The Fire Marshal agrees that exempting minor subdivisions not served by county water from fire protection standards is consistent with the intent of the NC Fire Code.

Planning staff recommends **approval** because the proposed text amendment is consistent with the land use plan; because it focuses water service in existing developed areas and in nearby targeted growth areas (POLICY WS3); and results in a logical and orderly development pattern.

The Planning Board recommended unanimous approval at their August 13, 2013 meeting.

**BOARD OF COMMISSIONER DISCUSSION (9/16/13)**

Commissioner Petrey asked for clarification that the cash deposits were not for a bond and that the deposits would be held for three years. He also verified that a homeowner was not required to hook up even if central water were later provided.

Commissioner Aydlett questioned whether funds were for bringing water to site or for infrastructure within the subdivision.

Mr. Woody responded the funds were for water mains within the subdivision.

Chairman O'Neal asked if a developer requested rezoning outside the 1 mile radius, how the county would treat that request.

Mr. Woody responded, by either denying the rezoning or requiring it be served by county water.

Commissioner Aydlett verified that after three years, if water were provided to the subdivision, the onus for the infrastructure within the subdivision would fall on the County. He was concerned about pipe size sufficient for fire flow.

Chairman O'Neal confirmed with Mr. Woody that the Board is not required to follow the staff's recommendation on a rezoning.

Chairman O'Neal opened the Public Hearing.

Eddie Hyman, representing the applicant, Mr. White, supported the request since developers currently were having to put up thousands of dollars when the County's long term plan did not include providing water to those developers' sites. He pointed out that also in the text amendment was the requirement to provide fire protection in all developments of two lots or more. He requested that be changed to exempt minor subdivisions.

Chairman O'Neal questioned the use of minor subdivisions as a way to circumvent the ordinance while planning to develop many more lots; and, if that were the case, how the first five lots should be treated when further development occurs.

There being no further comments, Chairman O'Neal closed the Public Hearing.

Commissioner Martin remarked the County was attempting to perform due diligence for future homeowners. All deserve fire protection. He felt further study was needed.

**ACTION**

Commissioner Martin moved to continue for further discussion. Commissioner McCord seconded the motion. Motion carried unanimously.

**PLANNING BOARD DISCUSSION (8/13/13)**

Mr. Hyman stated he is representing Mr. Eugene White. Mr. Hyman stated this is a good idea for low-density subdivisions in rural areas of the county that are located more than one mile from the county water supply system.

The Planning Board discussed if a developer pays for a water line extension that there is some type of reimbursement for the developer.

Mr. Hyman stated this is a good idea, but not to amend this request.

**ACTION**

Mr. Clark moved to request staff to develop a text amendment that will address reimbursement to the developer anytime they extend a county water line and the interconnectivity aspect. Mr. Craddock seconded the motion. Motion carried unanimously.

Mr. Cooper moved to approve PB 13-15 due to its consistency with the 2006 Land Use Plan and that the request is reasonable and in the public interest and promotes orderly growth and development. Mr. Cartwright seconded the motion. Motion carried unanimously.

**PB 13-15**  
**UDO AMENDMENT REQUEST**

Amendment to the Unified Development Ordinance Chapter 6: Required Infrastructure and Chapter 10: Definitions and Measurement to revise the water supply standards to exempt certain development from connecting to the county water supply system.

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

**Item 1:** That Section 6.2.3 Utility Standards is amended by adding the following underlined language, deleting the strikethrough language, and renumbering accordingly:

**D. Water Supply Standards**

~~Except where exempted by Section 6.2.3.D.1, Exemptions,~~ All development shall incorporate a water supply system in accordance with these standards.

**(1) Water Supply System Required**

- (a)** Every principal use and every buildable lot in a subdivision shall be served by a means of water supply that is adequate to accommodate the reasonable needs of such use or lot and that complies with all applicable health regulations.
- (b)** All buildable lots within a planned unit development or planned development shall be connected and serviced by a centralized water supply system.
- (c)** All multi-family development ~~and townhouse units~~ shall be connected to and serviced by a centralized water supply system.
- ~~**(d)** The developer shall submit whatever information the Planning Director determines necessary to ensure the developer or a successor in interest will be able to comply with this section.~~

**(2) Connection to Public County Water Supply System**

- (a)** Whenever it is legally possible and practicable in terms of topography and the County Engineer determines service is available the following development shall ~~to connect development to the county's water supply system; the developer or subdivider shall install the pipes and accessories necessary to provide water service to all lots or units in a development.~~ ***(Staff Note: this subsection was previously listed as exemptions)***
  - ~~**(i)** Lots in a family subdivision (see Section 2.4.8) Minor subdivision lots (except family subdivisions) abutting an existing water main;~~
  - ~~**(ii)** Subdivisions in the Fruitville and Moyock Gibbs Woods Townships; and;~~
  - ~~**(iii)** Major Subdivisions and multi-family development abutting an where the distance to an existing water main or meeting the formula requirements in subsection (b) below exceeds the formula in Section 6.2.3.D.3 Connection to Public Water Supply System.; and~~
  - ~~**(iv)** Major site plans abutting an existing water main or meeting the requirements in subsection (f) below.~~
  - ~~**(v)** Connection of individual lots to the future water main within an existing subdivision shall be the responsibility of the individual lot owners.~~

- (b) Connection to the county's water supply system shall be ~~considered impractical required~~ if the distance between the closest existing six-inch or larger county water main and the proposed development as measured along the probable route of the service line exceeds ~~a~~ is within the following formula distance: equivalent to 100 feet for each of the first ten units plus 20 feet for each additional unit.

*Example: a proposed subdivision with 30 single-family residential lots ~~would have to be located over 1,400 feet or less from an existing water main to be considered impractical for connection~~ shall connect  $(10 \text{ units} \times 100) + (20 \text{ units} \times 20)$ .*

- (i) ~~However,~~ Where the distance to an existing six-inch or larger water main exceeds the formula above but is less than one mile, the subdivider/developer shall submit a performance guarantee in the form of a cash deposit for the water improvements (including, but not limited to: fire hydrants, laterals, service lines, meter boxes, and yokes) at a rate of cost plus 15 percent. In the event the water supply infrastructure is not constructed within three years of the approval date, the Planning Director shall release the performance guarantee shall ~~automatically convert to an evergreen letter of credit.~~ In no instance shall a performance guarantee be required for a development located more than one mile to an existing six-inch or larger water main.
- (c) The total number of units in a development shall be determined by calculating the maximum number of units allowable for each proposed lot.
- (d) In determining the number of units proposed in a phased development, the number of units for water services relates to the total number of proposed units for the entire tract rather than a single phase of the proposed development.
- (e) Each individual dwelling unit shall be counted as one residential unit for the purposes of determining the maximum distance requirements for multi-family developments.
- (f) The maximum connection distance for nonresidential development shall be determined by converting projected water demand from the development into an equivalent number of residential units and applying the formula in (b) above. For the purposes of this section, an individual residential dwelling unit uses 250 gallons of water per day. A nonresidential use anticipated to use 1,000 gallons per day shall be equivalent to four residential dwelling units.
- Example: a proposed nonresidential development is anticipated to use 7,500 gallons of water per day. This is equivalent to 30 homes  $(7,500/250 = 30)$ , and the development would have to be located over 1,400 feet from an existing water main to be considered impractical for connection  $(10 \text{ units} \times 100) + (20 \text{ units} \times 20)$ .*
- (g) Water lines owned by the Ocean Sands Water and Sewer District shall not be considered part of the county's water supply system for the purposes of this section.

**(3) Centralized Water Supply System Configuration**

The A new centralized water supply system, or proposed connection to an existing centralized water supply system, shall comply with the following requirements:

- (a) The ~~subdivider~~ developer shall install water mains in a subdivision or development so that all lots and uses to be developed will be able to connect to the centralized water supply system.
- (b) Water mains shall be installed within street right-of-ways or dedicated utility easements.
- (c) The ~~subdivider~~ developer shall be required to submit detail drawings with the construction drawings associated with a subdivision, prepared and stamped by a certified and licensed engineer, showing the installation of the required water mains.
- (d) All materials and pipes shall meet or exceed the requirements established for the county water supply system.
- ~~(e) A community water system may be located within an open space set aside.~~

**(4) Connection Fees**

- (a) All connection fees shall be paid for each residential lot or use that is required to be connected to the county water system at the time of issuance of the building permit authorizing construction to begin.
- (b) All connection fees shall be paid for each nonresidential lot or use required to be connected to the county water system at the time of issuance of the building permit authorizing construction to begin.

**Item 2:** That Section 6.2.4 Fire Protection Standards is amended by adding the following underlined language and deleting the strikethrough language:

**B. Water Supply for Fire Protection when not Served by Public Centralized Water Supply System**

*~~Major subdivisions Residential development containing 20 or more dwelling units and every nonresidential subdivision containing 10 or more lots and not served by a public centralized water supply system shall provide a supply of water for fire-fighting purposes in accordance with the following standards:~~*

**Item 3:** That Section 10.5: Definitions is amended by adding the following underlined language, deleting the strikethrough language, and reordering alphabetically:

**CENTRALIZED WATER SUPPLY SYSTEM**

A system for the provision to the public of water for human consumption through pipes and other constructed conveyances if the system serves 15 or more service connections or which regularly serves 25 or more individuals. A centralized water supply system includes any collection, treatment, storage or distribution facility used primarily in connection with the system.

**Item 4:** The provisions of this Ordinance are severable and if any of its provisions or any sentence, clause, or paragraph or the application thereof to any person or circumstance shall be held unconstitutional or violative of the Laws of the State of North Carolina by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions which can be given effect without the invalid provision or application.

**Item 5:** This ordinance amendment shall be in effect from and after the \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
Board of Commissioners' Chairman  
Attest:

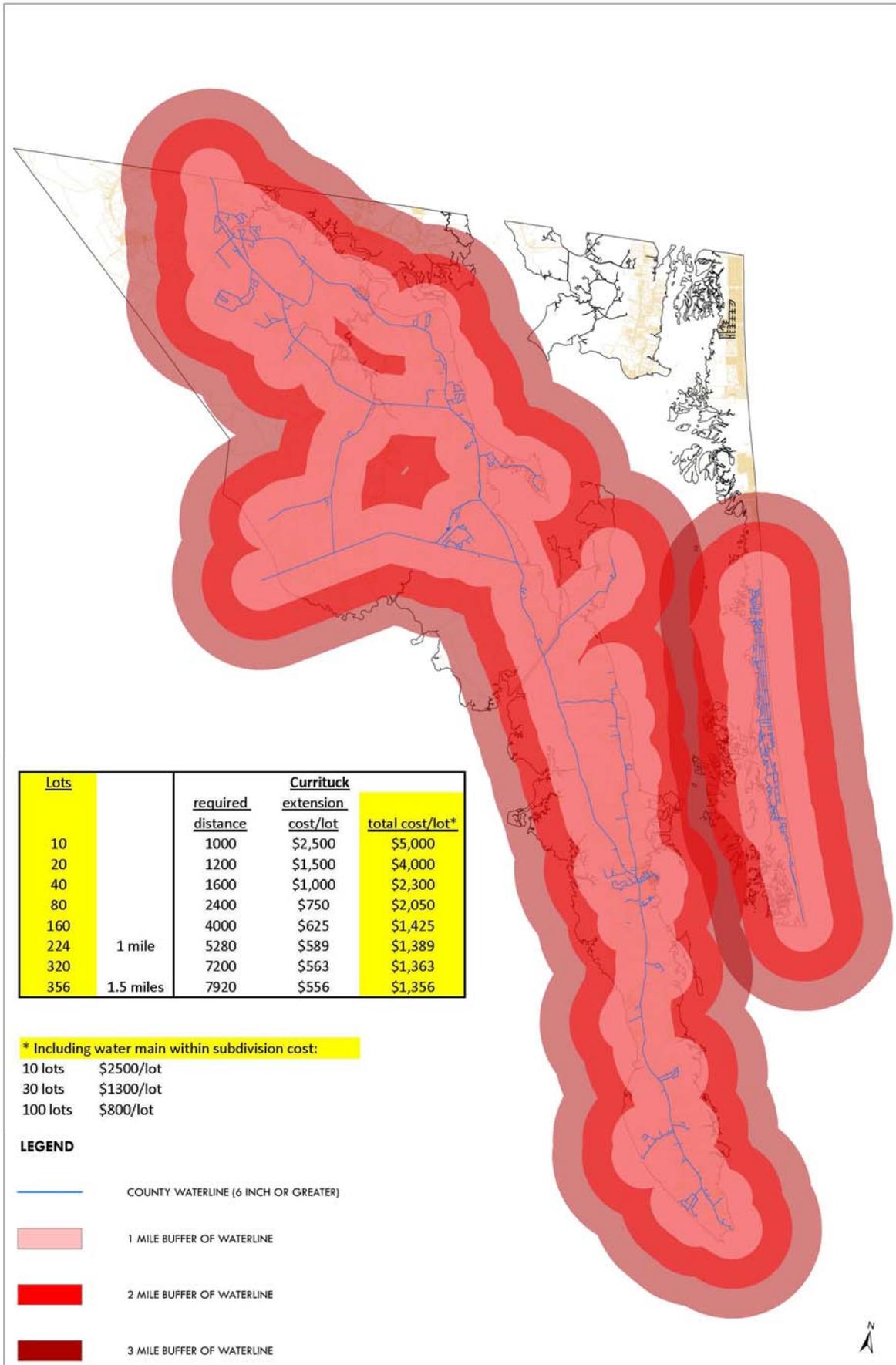
\_\_\_\_\_  
Mary S. Gilbert  
Clerk to the Board

DATE ADOPTED: \_\_\_\_\_  
MOTION TO ADOPT BY COMMISSIONER: \_\_\_\_\_  
SECONDED BY COMMISSIONER: \_\_\_\_\_  
VOTE: \_\_\_\_\_AYES\_\_\_\_\_NAYS\_\_\_\_\_

\*\*\*\*\*

PLANNING BOARD DATE: \_\_\_\_\_  
PLANNING BOARD RECOMMENDATION: \_\_\_\_\_  
VOTE: \_\_\_\_\_AYES\_\_\_\_\_NAYS\_\_\_\_\_

ADVERTISEMENT DATE OF PUBLIC HEARING: \_\_\_\_\_  
BOARD OF COMMISSIONERS PUBLIC HEARING: \_\_\_\_\_  
BOARD OF COMMISSIONERS ACTION: \_\_\_\_\_  
POSTED IN UNIFIED DEVELOPMENT ORDINANCE: \_\_\_\_\_  
AMENDMENT NUMBER: \_\_\_\_\_



**Community Services Block Grant Program  
(CSBG)**

**ANTI-POVERTY PLAN SUMMARY**

**July 1, 2014 - June 30, 2015**

**Economic Improvement Council, Inc.  
712 Virginia Road  
Post Office Box 549  
Edenton, NC 27932  
(252) 482 - 4458, Ext. 113**

**Doris James, Executive Director  
(252) 482-4458, Ext. 137**

**Janie White, CSBG Director  
(252) 482-4458, Ext. 113**

## **1. Executive Summary**

### **Public Hearing on the Initial Plan**

NC Administrative code 10ANCAC97C.111(b)(1)(A) requires agencies to conduct a Public Hearing At the initial stages of the planning process.

#### **A. Public Hearing Requirement**

The Department of HHS requires the Economic Improvement Council to conduct a public hearing on the Community Services Block Grant Program. A Public Hearing is scheduled for November 11 – 15, 2013 at the EIC Resource Centers in each of the ten counties. Notices regarding the public hearings are or will be published in the local newspapers and the satellite offices.

#### **B. EIC Program Operations**

EIC is a Community Action Agency designated by the local elected officials to administer Anti-Poverty Programs within Region "R" of the State of North Carolina. Counties comprising the Region include: Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington.

#### **C. Community Needs Assessment**

The Economic Improvement Council, Inc. is located in the Northeastern section of North Carolina. Its northern boundary joins the State of Virginia. The ten counties are predominately rural with a very high incidence of poverty.

In assessing the needs of the region, (1) lack of affordable housing and (2) limited job opportunities were listed as the two priorities. The EIC Board of Directors selected the Family Self-Sufficiency Program to address the critical needs of the region. The FSS Program addresses the needs of the entire family and gives the CSBG staff the opportunity to coordinate and enhance narrowly focused programs with multiple resources so that clients and community groups can find integrated resources to solve inter-related problems.

#### **D. ROMA Case Management (The CSBG Service)**

Also known as "Self-Sufficiency", at a minimum, the following elements are included in a comprehensive/case management program:

- a. A comprehensive assessment of the issues facing the family is conducted.

- b. A written plan toward self-support for each family member is created.
- c. A comprehensive assortment of services is made available as needed to implement the plan for self-support, including the use of available community resources.
- d. A case management strategy is used to track and evaluate progress and the plan is adjusted.

**E. Board Structure (Tripartite Board)**

The Board of Directors consists of 15 members and is constituted so as to assure that:

- a. One-third of the members of the board are elected public officials, holding office on the date of selection, or their representatives.
  - b. Not less than one-third of the members are persons chosen in accordance with democratic selection procedures adequate to assure that they are representatives of low-income individuals and families in development, planning, implementation, and evaluation of the program to serve low-income communities; and
- F. The remainder of the members are officials or persons from businesses, industries, the labor force, faith community, law enforcement, educational, or other major groups and interests in the community served.

**G. CSBG Program**

**Purposes and Goals:**

To provide assistance and resources for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income individuals toward becoming self-sufficient.

**I. Goals will be accomplished through:**

- i. The strengthening of the community capabilities for planning and coordinating the use of a broad range of Federal, State, and other assistance related to the elimination of poverty.
- ii. The organization of a range of services related to the needs of low-income families and individuals.
- iii. The greater use of innovative and effective community-based approaches of attacking the causes and effects of poverty.
- iv. Maximum participation of residents of the low-income communities.
- v. The broadening of the resources base of programs directed to the elimination of poverty.

**II. Funding**

The EIC/CSBG funding for the year 2014-2015 is \$281,576.

**III. Proposed Project**

Self-Sufficiency: This project will provide the opportunity for 56 low-income families to become self-sufficient through the provision of comprehensive support and self-help.



North Carolina Department of Health and Human Services  
Division of Social Services

Pat McCrory  
Governor

Aidona Z. Wos, M.D.  
Ambassador (Ret.)  
Secretary DHHS

Sherry S. Bradsher  
Division Director

**MEMORANDUM**

TO: Executive Directors

FROM: Verna P. Best

DATE: March 4, 2013

RE: HHS Poverty Guidelines

Listed below are the 2013 HHS poverty income guidelines as published in the Federal Register. These guidelines are to be used in determining income eligibility for the Community Services Block Grant Programs for services beginning July 1, 2013 until updated.

<u>FAMILY SIZE</u>	<u>100%</u>
1	\$11,490
2	\$15,510
3	\$19,530
4	\$23,550
5	\$27,570
6	\$31,590
7	\$35,610
8	\$39,630

For family units with more than 8 members, add \$4,020 for each additional member.

VPB/VLM/mss

Economic and Family Services  
www.ncdhhs.gov • www.ncdhhs.gov/dss  
Tel 919-527-6250 • Fax 919-334-1265

Location: Hargrove Building/Dix Campus • 820 S. Boylan Avenue • Raleigh, NC 27603  
Mailing Address: 2420 Mail Service Center • Raleigh, NC 27699-2420  
An Equal Opportunity / Affirmative Action Employer



CURRITUCK COUNTY  
NORTH CAROLINA  
November 4, 2013

The Board of Commissioners met at 6:00 p.m. in the Historic Courthouse Conference Room with Ben Woody, Planning and Community Development Director, to discuss a public water supply text amendment.

The Board of Commissioners met at 7:00 p.m. for its regularly scheduled meeting at the Historic Courthouse in the Board Meeting Room with the following members present: Chairman Paul O'Neal, Vice-Chair Paul Martin, Commissioners Aydlett, Gilbert, Griggs, McCord, and Petrey.

Chairman O'Neal called the meeting to order at 7:00 PM and announced the Board of Commissioners had met in a work session regarding public water supply in outlying areas.

- A) Invocation**
- B) Pledge of Allegiance**

Reverend Dawne Hollis, Mt. Zion United Methodist Church, gave the invocation and led the Pledge of Allegiance.

- C) Approval of Agenda**

Commissioner Gilbert moved to approve the Agenda. Commissioner Petrey seconded the motion. Motion carried unanimously.

#### **APPROVED AGENDA**

##### **Work Session**

6:00 PM      Public Water Supply Text Amendment

##### **7:00 pm Call to Order**

- A) Invocation – Reverend Dawne Hollis, Mt. Zion United Methodist Church
- 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.***

##### **Administrative Reports**

- A) **Award of Appreciation**

##### **Public Hearings**

- A) **Public Hearing and Action:** PB 06-45 Currituck Crossing: Request for a preliminary plat/(special) use permit modification to permit a minor deviation from the open space standards to allow individual lot access to the Currituck Sound across primary conservation area. The subdivision is located on Aydlett Road approximately 400 feet north of Caroon Road, Tax Map 92D, Parcel PCOA and Tax Map 93,

Parcel 95B, Poplar Branch Township.

- B) **Public Hearing and Action:** PB 13-21 Brumsey Ridge, Phase 1: Request approval of the preliminary plat/use permit for a 4 lot residential subdivision located in Moyock, on the north side of Brumsey Road approximately ¼ mile from the intersection with Tulls Creek Road, Tax Map 49, Parcel 82A, Moyock Township.
- C) **Public Hearing and Action:** PB 13-25 Gee's Group: Request an amendment to the Unified Development Ordinance, Chapter 6, Section 6.2.1.C. Street Design Standards, to reduce the minimum street intersection spacing for planned developments and conservation subdivisions in the full service area.
- D) **Public Hearing and Action:** PB 13-17 Moyock Crossing: Request approval of the preliminary plat/use permit for 90 residential lots in a conservation subdivision located in Moyock on the north side of Shingle Landing Road approximately 260 feet east of Fox Lane, Tax Map 9, Parcel 41, Moyock Township.

### **New Business**

- A) **Consideration of License Agreement Between Currituck County and Farms & Timberland, Inc. for Installation of Water Main Across County Property and Authorize County Manager to Execute License Agreement**
- B) **Consent Agenda:**
  - 1. Approval of October 21, 2013 Minutes
  - 2. Budget Amendments
  - 3. Change Order #1:PARTF Grant for Maple Park Multipurpose Fields
  - 4. Approval of Job Description for Paralegal
  - 5. CDBG Monthly Status Report
  - 6. Performance Bond Execution Authority
  - 7. Request to dispose of Human Resources outdated applications
  - 8. Request from Corolla Office to dispose of 2006-2011 ATV Beach Driving Permit Applications
- C) **Commissioner's Report**
- D) **County Manager's Report**

### **Closed Session**

Closed Session pursuant to NC GS 143-318.11(A)(4) to discuss "Matters relating to the location or expansion of industries or other businesses in Currituck County, including agreement on a tentative list of economic development incentives that may be offered by Currituck County in negotiations."

### **Adjourn**

#### **D) Public Comment**

Chairman O'Neal opened the Public Comment period.

Mary Etheridge, Shawboro, stated she had been involved in litigation with the County since 2011. She answered comments made by two commissioners during the previous meeting, one regarding the appeal by the County and the other regarding a list of supporters from the community meeting on the proposed special use permit for a junkyard. She noted the supporters who attended the Commissioners meeting all lived over a mile from the site. She was only asking to be treated fairly.

Stacy Joseph, Senior Center Coordinator, gave a report on the Home Delivered Meals program, thanked the present volunteers and requested that more people volunteer. This is a valuable service, not only for supplying meals but also providing important interaction with those being served.

Doris Flora, Moyock, a Home Delivered Meals volunteer, stressed the importance of the program and noted more volunteers are needed in Moyock. Meals are picked up for delivery from the Welcome Center. She gave the Senior Center number, 232-3505, to call to volunteer.

There being no further comments, Chairman O'Neal closed the Public Comment period.

### **Administrative Reports**

#### **A) Award of Appreciation**

The Board of Commissioners presented the following Resolution in Recognition and Appreciation to Barbara B. Snowden:

### **RESOLUTION IN RECOGNITION AND APPRECIATION OF BARBARA B. SNOWDEN**

**WHEREAS**, Barbara B. Snowden moved to Currituck County in the 1960's to teach history in Currituck County Schools, married in 1970, and made Currituck County her home; and

**WHEREAS**, Barbara taught at the high school for over 30 years where she instilled in her students a love of history, particularly the rich history of Currituck County; and

**WHEREAS**, Barbara has served as President of the Currituck Historical Society for over 20 years and has received several prestigious awards due to her dedication to the preservation of historic homes, buildings, sites, and documents; and

**WHEREAS**, through her leadership, enthusiasm, and influence, Barbara has inspired many others to take up the task of not only learning the history of their native area but also taking part in helping to save pieces of history; and

**WHEREAS**, Currituck County is appreciative of Barbara's initiative in spearheading the most recent *Two Flags over Currituck* event in commemoration of the 150<sup>th</sup> Anniversary of the Civil War and her attention to the details of Currituck's part in this monumental era of America's history.

**NOW, THEREFORE, BE IT RESOLVED**, that the Currituck County Board of Commissioners recognizes Barbara B. Snowden as a valuable and beloved citizen of Currituck County; and

**BE IT FURTHER RESOLVED**, that the Board of Commissioners expresses its sincere appreciation for Barbara Snowden's many years of dedication and service to the students, visitors, and citizens of Currituck County and extends its best wishes for her future endeavors.

Ms. Snowden thanked the Board and acknowledged the many who participated in the *Two Flags over Currituck* event.

## **Public Hearings**

- A) **Public Hearing and Action: PB 06-45 Currituck Crossing: Request for a preliminary plat/(special) use permit modification to permit a minor deviation from the open space standards to allow individual lot access to the Currituck Sound across primary conservation area. The subdivision is located on Aydlett Road approximately 400 feet north of Caroon Road, Tax Map 92D, Parcel PCOA and Tax Map 93, Parcel 95B, Poplar Branch Township.**

Sworn testimony was given prior to making comments.

Ben Woody, Planning and Community Development Director, reviewed the request and staff recommendations.

Sam Davis and Associates Realty, LLC on behalf of Gateway Bank is requesting a preliminary plat/(special) use permit modification for the Currituck Crossing subdivision. The request is to permit a minor deviation from the open space standards to allow individual lot access to the Currituck Sound across primary conservation area. The 106 lot Currituck Crossing conservation subdivision was approved by the Board of Commissioners on December 18, 2006. Subsequently a portion of the subdivision infrastructure was installed and 48 lots were given preliminary plat approval. To date, 26 lots have been recorded and are eligible for construction of single-family dwellings. An extension of the preliminary plat was recently approved by the Board, therefore this request is considered under the old Unified Development Ordinance (UDO).

Conservation subdivisions require wetland areas to be set-aside as primary conservation areas. The set-aside areas are intended to protect sensitive natural resources and are included as required open space. Consistent with the use of open space, the set-aside areas are restricted from further subdivision and are generally intended for the use and benefit of all property owners.

The Currituck Crossing subdivision includes a primary conservation area (open space) that separates sound side lots from the Currituck Sound. Essentially a majority of the privately owned sound side lots are adjacent to a linear section of commonly owned open space that prevent them from having frontage or direct access to the Currituck Sound.

The representative for the owner of the subdivision approached county staff about permitting individual piers to access the sound. As referenced above, the specific language included in the old UDO does not expressly provide for the individual use of open space. Staff researched the original subdivision approval, and during the approval process of the subdivision plat there was much discussion of the sound front wetlands. The issue appeared to center around whether or not the wetlands could be located on private property or must be placed in a conservation area. The Board required the wetlands be placed in conservation area under the eventual ownership of the homeowners association. Staff is unable to find any documentation of whether or not it was the Board's intent to allow individual piers for the sound front lots.

The representative for the owner of the subdivision subsequently requested a minor deviation from the open space standards. In accordance with Chapter 10, Section 10.4.10 of the old UDO (in effect under the original approval) the permitting issuing body is allowed to permit minor deviations from the open space standards when the board determines:

1. The objectives underlying these standards can be met without strict adherence to them; and,
2. Because of peculiarities in the developer's tract of land or the particular type or configuration of development proposed; it would be unreasonable to require strict adherence to these standards.

Therefore, if the board determines that allowing individual lot access to the Currituck Sound across primary conservation area meets the findings above, the board may authorize a deviation from the open space standards of the UDO. Whenever the permit issuing body authorizes a deviation, the official record of action shall contain a detailed statement of the reasons allowing the deviation.

Commissioner McCord asked how many lots were involved to which Mr. Woody replied 22.

Commissioner Martin asked how this would affect open space to which Mr. Woody replied there was excess open space already allotted but the developer was willing to make allowances elsewhere for the open space lost.

Commissioner Aydlett asked about liability for injury on the piers. Mr. Woody felt this would be addressed in the covenants.

Commissioner Martin questioned whether the pier would be an extension of the lot. Mr. Woody replied this could be use of their riparian rights but he did not have a definitive answer.

Commissioner Aydlett questioned whether the land could be deeded to the owners to which Mr. Woody replied the Board of Commissioners could modify the permit to reflect that.

Commissioner Petrey asked whether there was bulkheading. Mr. Woody and Mr. Davis replied mostly.

Chairman O'Neal noted wetlands cannot be bulkheaded.

Commissioner Petrey asked if a pier could be constructed over wetlands to which Mr. Woody replied it could be.

Chairman O'Neal noted this had been done successfully on the sound side of the outer banks.

Chairman O'Neal opened the Public Hearing.

Barbara Snowden, Currituck, requested awareness that this site is the Baum site, the first recognized National Register Archeological Site for Indian artifacts in the nation. She asked that it be protected.

Chairman O'Neal asked whether the archeological site was marked to which Mr. Woody replied it should be.

Sam Davis, III, Elizabeth City, Sam Davis and Associates Realty, representing the owner, thanked the commissioners for their service to the community. He noted some open space had eroded already. He stated the water is shallow in that area and some owners would not want to construct piers. There is also a common pier already in place. He felt the criteria in the two findings could be met .

Commissioner Petrey asked if piers would stop erosion to which Mr. Davis replied negatively and stated the bulkheading was behind the conservation area.

Commissioner Aydlett confirmed with Mr. Davis that it was the marsh that was eroding.

Chairman O'Neal understood and Mr. Davis concurred that the homeowners association (HOA) would need to approve easements for the piers. CAMA would also have to approve.

Commissioner Griggs questioned the membership of the HOA to which Mr. Davis replied one; however, at the present time the Bank of Hampton Roads is the HOA. Again, this pier approval would also be regulated by CAMA. Commissioner Griggs was comfortable with CAMA handling it.

Ryan Rabino, Quible & Associates, had discussed permitting piers with CAMA and learned general permits could be approved in one of two ways: 1) if the owner has an easement; or 2) if the lot lines extended to the water. The second way would be preferable.

Commissioner Aydlett confirmed with Mr. Rabino that no bulkheading effort would be made to save the wetlands.

Mr. Woody noted that, if lot lines were to extend to the water, replatting of already platted lots would be necessary.

There being no further comments, Chairman O'Neal closed the Public Hearing.

Commissioner Griggs moved to approve a minor deviation for PB 06-45 with the following findings:

- The objective of the required conservation area is met because the area remains protected from further development.
- The conservation area configuration is unique because it is narrow in width, eroding, and located between individual lots and the Currituck Sound.
- Therefore, individual sound side lots may construct piers across conservation areas to allow private water access to the Currituck Sound.

Commissioner McCord seconded the motion. Motion carried unanimously.

**B) Public Hearing and Action: PB 13-21 Brumsey Ridge, Phase 1: Request approval of the preliminary plat/use permit for a 4 lot residential subdivision located in Moyock, on the north side of Brumsey Road approximately ¼ mile from the intersection with Tulls Creek Road, Tax Map 49, Parcel 82A, Moyock Township.**

Sworn testimony was given prior to making comments.

Ben Woody, Planning and Community Development Director, reviewed the request, as well as Technical Review Committee and Planning Board recommendations.

CASE ANALYSIS FOR THE  
Board of Commissioners  
DATE: November 4, 2013  
PB 13-21 Brumsey Ridge

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**ITEM:** PB 13-21 Brumsey Ridge, Preliminary Plat/Use Permit for a 4 lot subdivision. *Note: This is proposed to be an eight lot subdivision; however, septic approval has only been granted for the first four lots at this time. The applicant will submit at a later date for Phase 2 (4 additional lots).*

**LOCATION:** In Moyock, on the north side of Brumsey Road approximately ¼ mile from the intersection with Tulls Creek Road, Moyock Township.

**TAX ID:** 0049-000-082A-0000

**ZONING DISTRICT:** Single Family Mainland (SFM)

**PRESENT USE:** Agriculture

**OWNER/  
APPLICANT:** H. Kim Old  
104 Tulls Creek Road  
Moyock NC 27958

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

	<b>Land Use</b>	<b>Zoning</b>
<b>NORTH:</b>	Vacant Wetlands	SFM
<b>SOUTH</b>	Residential (Brumsey Landing)	SFM
<b>EAST:</b>	Low density residential	SFM
<b>WEST:</b>	Low density residential/farmland	SFM

**LAND USE PLAN**

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

**SIZE OF SITE:** 11.5 acres

**NUMBER OF UNITS:** 4 Residential Lots (Phase 1)

**PROJECT DENSITY:** .35 units per acre

**OPEN SPACE  
AREA:** 3.45 acres required  
3.62 acres provided

**UTILITIES:** The individual lots will be served by county water and on-site septic systems.

**I. NARRATIVE OF REQUEST:**

Kim Old is requesting preliminary plat/use permit approval of a 4 lot (Phase 1) residential subdivision with an overall project density of .35 units per acre in the SFM zoning district.

**II. QUESTION(S) BEFORE THE BOARD:****Use Permit Criteria and Staff Findings:**

Use permits (UP) are intended to allow the Board of Commissioners flexibility in the administration of the UDO. Through the UP 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 UP, certain criteria must be satisfied. The criteria and suggested findings of fact are outlined as follows:

1. The use will not endanger the public health or safety.

**Suggested Findings:**

- a. The use should have little to no impact on public health or safety.

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

**Suggested Findings:**

- a. The use will not injure the value of adjoining or abutting lands and will be in harmony with the area as the subdivision is of similar density to the surrounding area;

3. The use will be in conformity with the Land Use Plan or other officially adopted plans.

**Suggested Findings:**

The 2006 Land Use Plan classifies this site as Limited Services within the Courthouse subarea. The Limited Services area is to provide for primarily residential development at low densities. The policy emphasis is for the Courthouse area to continue to grow as a small community center. 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. LOCATION AND DENSITY FACTORS shall include whether the development is within an environmentally suitable area, the type and capacity of sewage treatment available to the site, the adequacy of transportation facilities providing access to the site, and the proximity of the site to existing and planned urban services. For example, projects falling within the Full Services areas of the Future Land Use Map would be permitted a higher density because of the availability of infrastructure as well as similarity to the existing development pattern. Such projects could be developed at a density of two (2) or more dwelling units per acre. Projects within areas designated as Limited Service would be permitted a density of one (1) to one and one half (1.5) units per acre depending upon the surrounding development pattern and availability of resources. Projects within areas designated as Rural or Conservation by the Future Land Use Plan would be permitted a much lower density of 1 dwelling unit per 3 acres because of the lack of infrastructure in the area, the existing low density development pattern, and presence of environmentally sensitive natural areas.

POLICY HN3: Currituck County shall especially encourage two forms of residential development, each with the objective of avoiding traditional suburban sprawl:

1. OPEN SPACE DEVELOPMENTS that cluster homes on less land, preserving permanently dedicated open space and often employ on-site or community sewage treatment. These types of developments are likely to occur primarily in the Conservation, Rural, and to a certain extent the Limited Service areas identified on the Future Land Use Map.
2. COMPACT, MIXED USE DEVELOPMENTS or DEVELOPMENTS NEAR A MIXTURE OF USES that promote a return to balanced, self-supporting community centers generally served by centralized water and sewer. The types of development are contemplated for the Full Service Areas identified on the Future Land Use Map.

POLICY AG2: Farms and woodlands shall be recognized as an integral part of the county's OPEN SPACE SYSTEM. Efforts to keep these areas viable as part of the area's resource-based economic sector, shall be encouraged.

4. The 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:

**Suggested Findings:**

- a. The proposed two lot subdivision will not exceed the county's ability to provide adequate public facilities.

**III. TECHNICAL REVIEW COMMITTEE RECOMMENDATION:**

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

1. Twenty five feet of the 50' farmland buffer must remain undisturbed from the edge of the agricultural use. It appears on the site plan that the proposed trees are going within the undisturbed 25' buffer area. Also, you must incorporate a fence, berm, drainage ditch, or any combination of these features to physically separate the agricultural use from the new development. It appears that the existing drainage ditch shown along the farmland buffer does not extend all the way to the front property line. (UDO Section 5.1.5)
2. Open space must be must located so as to be readily accessible and useable by all lots in the development. It appears that Lots 2, 7, and 8 would have to leave the development in order to access the open space from Brumsey Road. One solution would be to provide one pedestrian easement between what will eventually be lots 3-6. (UDO Section 7.1.3)
3. Any impacts to waters or wetlands of the US will require a permit review.

**IV. PLANNING BOARD RECOMMENDATION:**

The Planning Board *recommended approval* of the preliminary plat/use permit as presented.

**PLANNING BOARD DISCUSSION (10-8-13)**

Mr. Bissell stated he was hoping to have this reviewed as an eight lot subdivision, but was having trouble with the health department on one of the lots. It has been reconfigured to a four lot subdivision and the second phase will include the other four lots.

Mr. Craddock asked if the open space is to be accessible by all lots in total, how will the four lots that were initially created access the open space area if there is no road?

Mr. Bissell stated construction on the road will not occur until three or four lots are created.

### **PLANNING BOARD ACTION**

Mr. Cartwright moved to approve PB 13-21 as presented. Mr. Cooper seconded motion. Motion carried unanimously.

Chairman O'Neal opened the Public Hearing.

Mark Bissell, Kitty Hawk, representing the owner, stated the Health Department had approved the other four lots.

There being no further comments, Chairman O'Neal closed the Public Hearing.

Commissioner Aydlett moved to approve PB 13-21 with the staff findings and recommendations included in the case analysis. Commissioner Gilbert seconded the motion. Motion carried unanimously.

**C) Public Hearing and Action: PB 13-25 Gee's Group: Request an amendment to the Unified Development Ordinance, Chapter 6, Section 6.2.1.C. Street Design Standards, to reduce the minimum street intersection spacing for planned developments and conservation subdivisions in the full service area.**

Ben Woody, Planning and Community Development Director, reviewed the request, as well as Technical Review Committee and Planning Board recommendations. He explained that approval of the request would have county-wide scope. Also, Item D (the next agenda item) was contingent upon approval of Item C because the design was based on approval of the text amendment. If the text amendment was denied, the subdivision would have to be re-designed.

The following text amendment submitted by the Gee's Group is intended to reduce the street intersection spacing for planned developments and conservation subdivisions located in the Full Service land use classification. The UDO provides design flexibility for planned developments and conservation subdivisions that generally reduce the amount of infrastructure and preserve the environmentally sensitive areas in exchange for a higher quality development. The developer can establish the minimum lot sizes and setbacks for these types of developments much less than the required minimum lot size for the various zoning districts. The reduction in lot size also has a similar effect on infrastructure such as roads and utilities.

The proposed amendment, if approved, will provide for the reduction in the street intersection spacing for planned developments and conservation subdivisions in Full Service areas. The reduced intersection spacing is typically found in urban developments where small lots are connected to public wastewater.

In addition to the language proposed, the planning staff recommends including a condition that would require the developer to submit a certification from NCDOT that the intersection spacing will not create an extraordinary danger to public safety. Staff is supportive of the proposed text amendment with the recommended NCDOT certification based on the fact that the text amendment will be consistent with the purpose and intent of the UDO and will not conflict with any provision of the UDO or county Code of Ordinances.

At their October 8, 2013 meeting, the Planning Board recommended unanimous **approval** as presented and adding the following language:

- NCDOT or a qualified transportation engineer evaluate the safety of street intersections that are less than 400 foot apart.

**PLANNING BOARD DISCUSSION (10-8-13)**

Staff is recommending that additional language be provided in this text amendment that would require the review of the NCDOT District Engineer's office to evaluate each one of the intersections for safety and will not create a danger to public safety. This language would allow the review of intersections on a case by case basis.

Mr. Cooper stated he is in agreement with adding the additional language.

Mr. Cartwright asked what are the NCDOT standards if it is a state road.

Ms. Voliva stated she spoke to NCDOT last week trying to pinpoint this exact number. NCDOT has a requirement in their Streets and Driveways Manual which deals with driveway safety that is 600 feet. According to NCDOT this does not apply to all intersections or all driveways. The county ordinance requires intersection spacing to be 400 feet.

Mr. Mizelle stated the purpose of a conservation subdivision is to put a larger piece of land into an environmental area. Mr. Mizelle talked about lot sizes, rural vs. urban, and how they evaluated this information. The land which is not used at these intersections will be open space. Mr. Mizelle stated they have worked with NCDOT.

Mr. Cartwright asked what the distance between the intersections is.

Ms. Voliva stated the first intersection is 287 feet and between the next two intersections it is 343 feet. Ms. Voliva stated it should be 400 feet.

Mr. Cooper asked how NCDOT sets speed limits.

Ms. Voliva stated she is not sure.

Mr. Cartwright asked the applicant if they were okay with the way the text amendment is written and adding the additional language.

Mr. Mizelle stated yes.

Ms. Voliva stated the board may want to consider this not going to NCDOT, but hiring a traffic engineer that could review it for safety as well. All roads whether public or private shall meet NCDOT construction standards. Roads in planned developments do not have to meet NCDOT design standards.

Mr. Mizelle stated a planned unit subdivision will have a final plat, which NCDOT will have to sign off on the design standards.

Ms. Voliva stated they have been advised that NCDOT review the asphalt section when signing final plats.

Mr. Craddock suggested that NCDOT should evaluate these intersections when they are intersecting a state maintain road.

The Planning Board discussed using NCDOT for public roads and a traffic engineer for private roads.

Ms. Voliva stated when you do a road it has two parts, a dedication occurs when you are creating a subdivision. You are dedicating all streets for public use unless they are indicated as private; and they have to indicate on the final plat which streets are private. Part 2 is once construction begins and they meet the minimal housing requirements, then they can petition the state to take over the roads. The state then comes out and evaluates the roads, drainage, any physical features which may be in the right-of-way, trees, signs, and utilities. If they meet all the standards, then the state will take over maintenance.

### **PLANNING BOARD ACTION**

Mr. Cartwright moved to approve PB 13-25 as written and adding the following language:

- The applicant shall be required to have NCDOT District Engineer's office or traffic engineer review and assess each one of the intersections for the safety of these intersections, so they will not create a danger to public safety. This requirement shall be done on a case by case basis.

Mr. Cooper seconded the motion.

Mr. Craddock moved to amend the motion to state as written and adding: That NCDOT would evaluate or a qualified transportation engineer evaluate the safety and verify the spacing of all subdivision streets that use the 200 feet rule instead of the 400 feet rule.

Mr. Cartwright accepted the amendment. Ms. Bell seconded the motion. Motion carried unanimously.

### **PB 13-25 GEE'S GROUP UDO AMENDMENT REQUEST**

Amendment to the Unified Development Chapter 6: Subdivision and Infrastructure Standards to reduce the minimum street intersection spacing for Planned Developments and Conservation Subdivisions.

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

**Item 1:** That Section 6.2.1 C. Street Design Standards is amended by adding the following underlined language and reorganizing the existing language:

#### **(5) Street Intersections**

##### **(a) Design**

- (i) Streets shall intersect as nearly as possible at right angles and not intersect any other street at an angle less than 70 degrees (see Figure 6.2.1.C, Street Intersections).

- (ii) No more than two streets shall intersect at any one point unless the NCDOT certifies that such an intersection can be constructed with no extraordinary danger to public safety.

**(b) Spacing**

- (i) Except as provided below, all streets shall be at least 400 feet from another intersection. (all measurements shall be taken from the centerlines of each intersecting street).
  - (A) Streets in Planned Developments and Conservation Subdivisions in Full Service areas shall be at least 200 feet from another intersection.
  - (B) New blocks shall meet the block length and width standards in Section 6.2.2.
- (ii) Street jogs shall maintain centerline offsets that are a minimum of 400 feet apart.
- (iii) Intersections with a major arterial street shall be at least 1,000 feet from another intersection.

**Item 2:** The provisions of this Ordinance are severable and if any of its provisions or any sentence, clause, or paragraph or the application thereof to any person or circumstance shall be held unconstitutional or violative of the Laws of the State of North Carolina by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions which can be given effect without the invalid provision or application.

Commissioners expressed concerns with density, vehicles exceeding the speed limit and public safety.

Chairman O'Neal quoted from the case analysis "The reduced intersection spacing is typically found in urban developments where small lots are connected to public wastewater." He noted citizens had expressed a preference for rural developments, not urban. He stated the Commissioners did not approve construction of the wastewater system to induce residential development.

Chairman O'Neal opened the Public Hearing.

Jo Drago, Moyock, stated she had moved here because of a lack of density. She felt others came for the same reason and was confident that no one wanted to see the type of density evident in the cities across the state line.

Jason Mizelle, Hyman & Robey, Camden, noted the text amendment would condense the footprint of the subdivision and keep driveways off of main roads. This would also provide connectivity to Shingle Landing Road and keep driveways off the connecting road. NCDOT guidelines for rural development had been studied and this design had been discussed with DOT who documented no concerns. He noted that, while this amendment would apply

county-wide, it would only apply to a conservation subdivision in a full-service district.

Commissioner Martin confirmed open space on the proposed design.

Commissioner McCord asked for acreage figures, which were a total of 58.16 acres with 23.67 being open space. The development was showing 90 lots on 26 acres.

Commissioner Aydlett asked for explanation of connecting roads, which was Moyock Landing Drive to the north and Shingle Landing Road to the south. This would also give a second outlet to Shingle Landing subdivision. He also asked about density to which Mr. Woody replied that the UDO and Land Use Plan allows up to 3 units per acre so density is not an issue.

Commissioner Petrey questioned whether an abundance of development could occur due to central sewer. Mr. Woody responded that the density would only apply in a full service area, and only 14% of Moyock Township is designated full service. This could only change by going through the land use process through the state Coastal Resources Commission.

There being no further comments, Chairman O'Neal closed the Public Hearing.

Chairman O'Neal again stated the Moyock Wastewater Plant was not built for residential development although there would be some residential on the system.

Commissioner Gilbert moved to deny PB-13-25 due to its inconsistency with the 2006 Land Use Plan and that the request is not reasonable and not in the public interest, and does not address a demonstrated community need. Commissioner McCord seconded the motion. Motion carried unanimously.

**D) Public Hearing and Action: PB 13-17 Moyock Crossing: Request approval of the preliminary plat/use permit for 90 residential lots in a conservation subdivision located in Moyock on the north side of Shingle Landing Road approximately 260 feet east of Fox Lane, Tax Map 9, Parcel 41, Moyock Township.**

This item was not heard as it was contingent upon approval of PB 13-25; therefore, the Board could not act favorably in any event.

**New Business**

**A) Consideration of License Agreement Between Currituck County and Farms & Timberland, Inc. for Installation of Water Main Across County Property and Authorize County Manager to Execute License Agreement**

County Attorney Ike McRee reviewed the terms and conditions for the license agreement and recommended approval.

Commissioner Gilbert asked if the water line would create any problems for connectivity to which Mr. McRee replied it should not. Eventually development will form a water supply loop which will be good for fire safety and protection.

Commissioner Petrey moved for approval of the License Agreement. Commissioner Aydlett seconded the motion. Motion carried unanimously.

**B) Consent Agenda:**

1. Approval of October 21, 2013 Minutes
2. Budget Amendments
3. Change Order #1:PARTF Grant for Maple Park Multipurpose Fields
4. Approval of Job Description for Paralegal
5. CDBG Monthly Status Report
6. Performance Bond Execution Authority
7. Request to dispose of Human Resources outdated applications
8. Request from Corolla Office to dispose of 2006-2011 ATV Beach Driving Permit Applications

Commissioner Gilbert stated a correction was needed to the October 21 minutes to change the second for the Closed Session motion from Commissioner Petrey to Commissioner Gilbert.

Commissioner Martin moved to approve the Consent Agenda with correction to the October 21 minutes. Commissioner Gilbert seconded the motion. Motion carried unanimously.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
50795 494501	Soccer Fields - PARTF Grant	\$ 530,000	
50795 494500	Soccer Fields		\$ 265,000
50330 476001	PARTF Grant		\$ 265,000
		<u>\$ 530,000</u>	<u>\$ 530,000</u>

**Explanation:** *Community Park Soccer Fields (50795) - Increase appropriations to record receipt of PARTF Grant Contract 5574/Project 2013-742 for the period October 1, 2013 through September 30, 2016.*

**Net Budget Effect:** County Governmental Construction Fund (50) - Increased by \$265,000.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
50795	590003	Maintenance Building	
		\$ 500,000	
50795	545000	Contract Services	
		\$ 44,129	
50795	590000	Furnishings & Equipment	
		\$ 2	
50795	594500	Soccer Fields T F - Capital	\$ 44,131
50390	495040	Improvements	\$ 500,000
		<u>\$ 544,131</u>	<u>\$ 544,131</u>

**Explanation:** *Community Park (50795) - Increase appropriations for Maintenance Building for Parks & Recreation equipment storage and to close out YMCA/Recreation building.*

**Net Budget Effect:** County Governmental Construction Fund (50) - Increased by \$500,000.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
50390	495040	T F - Capital Improvements Fund	
		\$ 750,000	
50330	447000	Grant - Commerce Park	\$ 750,000
		<u>\$ 750,000</u>	<u>\$ 750,000</u>

**Explanation:** *Maple Commerce Park (50390) - Reallocate funding to record NC DOT grant funding for roads at Maple Commerce Park.*

**Net Budget Effect:** County Governmental Construction Fund (50) - 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	
10415	540000	Worker's Compensation	\$ 24	
10461	540000	Worker's Compensation	\$ 1,335	
10460	540000	Worker's Compensation	\$ 27	
10510	540000	Worker's Compensation	\$ 6,042	
10512	540000	Worker's Compensation	\$ 148	
10530	540000	Worker's Compensation	\$ 8,635	
10550	540000	Worker's Compensation	\$ 142	
10750	540000	Worker's Compensation	\$ 389	
10795	540000	Worker's Compensation	\$ 948	
10320	411000	Article 39 Sales Tax		\$ 17,690
61818	540000	Worker's Compensation	\$ 2,686	
61360	470000	Utilities Charges		\$ 2,686
66868	540000	Worker's Compensation	\$ 2,687	
66360	470000	Utilities Charges		\$ 2,687
		\$ 23,063	\$ 23,063	

**Explanation:** *Various Departments* - Increase appropriations for additional worker's compensation for FY 2013 resulting from the final audit.

**Net Budget Effect:** Operating Fund (10) - Increased by \$17,690.  
 Mainland Water Fund (61) - Increased by \$2,686.  
 Southern Outer Banks Water Fund (66) - Increased by \$2,687.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>	
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense	
61818	590002	Waterline extension	\$ 47,000	
61360	470000	Utility charges		\$ 47,000
		\$ 47,000	\$ 47,000	

**Explanation:** *Mainland Water (61818)* - Increase appropriations for betterment costs to upsize waterline as per Farms and Timberland Inc license agreement.

**Net Budget Effect:** Mainland Water Fund (61) - Increased by \$47,000.

<u>Account Number</u>		<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
			Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10795	576003	Flag Football	\$ 1,400	
10350	469001	Flag Football		\$ 585
10350	469015	Tackle Football		\$ 55
10795	576009	Soccer		\$ 760
			<u>\$ 1,400</u>	<u>\$ 1,400</u>

**Explanation:** *Recreation (10795)* - Increase flag football funding due to increased participation this fall.

**Net Budget Effect:** Operating Fund (10) - Increased by \$640.

**C) Commissioner’s Report**

Commissioner Aydlett thanked Commissioner Gilbert for attending the Knotts Island VFD dedication ceremony.

Commissioner Gilbert announced the next Moyock Small Area Plan meeting on November 19 and encouraged attendance.

Commissioner McCord commended the high school football team on a great game against Northeastern, which Currituck won. He also commended Animal Control and the Sheriff’s Office on a job well done in the recent case of the capture of escaped monkeys in Wedgewood Lakes.

Commissioner Martin questioned whether the Affordable Care Act would affect the county government health plan. Mr. Scanlon responded that, other than the requirement to furnish health insurance to employees working 30 hours or more, the ACA would have no impact on the County’s group health plan.

Chairman O’Neal expressed the need for a county-wide roadside trash cleanup and requested the County Manager to contact the Sheriff about using inmates to provide trash pick-up. He also mentioned hearing a commercial for a golf resort saying not to sit in traffic but to come to their resort. He stated that message needs to go to our representatives in Raleigh that the traffic situation is being used against Currituck County as well as Dare County and affecting tourism.

**D) County Manager's Report**

No report.

**Closed Session**

Commissioner Aydlett moved to enter closed session pursuant to N.C. Gen. Stat. §143-318.11(a)(4) to discuss "Matters relating to the location or expansion of industries or other businesses in Currituck County, including agreement on a tentative list of economic development incentives that may be offered by Currituck County in negotiations."

Commissioner Gilbert seconded the motion. Motion carried.

**Adjourn**

After returning to open session, no action was taken. There being no further business, Commissioner Aydlett moved to adjourn. Chairman O'Neal seconded the motion. The meeting was adjourned.



## **COUNTY OF CURRITUCK**

### **RESOLUTION TO AMEND THE BIGGERT-WATERS FLOOD INSURANCE REFORM ACT OF 2012**

**WHEREAS**, the home building and real estate industries are major economic drivers throughout the State as well as Northeastern North Carolina; and

**WHEREAS**, Congress passed the National Flood Insurance Act of 1968 specifically to ensure flood insurance coverage was available on reasonable terms and conditions to citizens who have a need for such protections; and

**WHEREAS**, the National Flood Insurance Program (NFIP) plays a critical role in the location, placement, and construction of homes and structures within a community, and provides for an estimated 5.68 million National Flood Insurance Program (NFIP) policies nationwide; and

**WHEREAS**, under the National Flood Insurance Program (NFIP), participating communities with structures located and built in the Special Flood Hazard Areas (Flood Zones A and V), that are backed by federal lender institutions, are required to purchase mandatory flood insurance policies; and

**WHEREAS**, on July 6, 2012, the President signed into law the Surface Transportation Bill (R.R. 4348), which included the Biggert-Waters Flood Insurance Reform Act (BW-12); and

**WHEREAS**, the Biggert-Waters Flood Insurance Reform Act re-authorizes the National Flood Insurance Program (NFIP) through 2017, but also puts into place many significant reforms as a result of the high losses incurred by the program in 2005 from Hurricane Katrina and in 2012 from Super Storm Sandy to restore the program's financial solvency; and

**WHEREAS**, these reforms outlined below include dramatic and in many cases immediate changes for structures built Pre-Firm (Section 205 of the Act), and structures that were built Post-Firm (Section 207 of the Act), as well as, lowering the threshold for what is deemed to be a substantial improvement; and

**WHEREAS**, the Biggert-Waters Flood Insurance Reform Act will implement actuary insurance rates for homeowners, business owners, and prospective buyers upon the sale or purchase of real property or a lapse in insurance coverage after July 1, 2012; and

**WHEREAS**, Section 205 of the Biggert-Waters Flood Insurance Reform Act removes historical subsidized insurance rates for all non-primary residences and business properties that were lawfully constructed prior to the first Flood Insurance Rate Maps (Pre-Firm) and are now subject to receive "Full Risk Rates" at a rate increase of twenty-five percent (25%) per year until the "Full Risk Rate" is achieved; and

**WHEREAS**, Section 207 of the Biggert-Waters Flood Insurance Reform Act removes historical subsidies for any structure (formerly grandfathered or non-subsidized) that is affected by a FIRM designation to a Special Flood Hazard Area and will be subject to receive "Full Risk Rates" at a rate increase of twenty percent (20%) per year until the "Full Risk Rate" is achieved; and

**WHEREAS**, the Biggert -Waters Flood Insurance Reform Act redefines the term "substantial improvement," thereby discouraging the remodeling and renovation of existing structures by lowering the threshold for "substantial improvement" from fifty percent (50%) of the value of the structure to thirty percent (30%); and

**WHEREAS**, nationwide the National Oceanic and Atmospheric Administration (NOAA) data shows that fifty-two percent (52%) of the United States population lives in a coastal watershed county, and more than fifty percent (50%) of the United States population lives near a river, creek, bay, sound, lake, stream, or ocean; and

**WHEREAS**, Currituck County is extremely concerned that the Biggert-Waters Flood Insurance Reform Act will financially impact home and business owners, negatively affect property values, discourage construction activities, hinder real estate transactions, and may result in foreclosures to owners who have lawfully constructed their homes and businesses in accordance with National Flood Insurance Program (NFIP) requirements and the North Carolina State Building Code.

**NOW, THEREFORE, BE IT RESOLVED** that the Currituck County Board of Commissioners urges Congress to amend the Biggert-Waters Flood Insurance Reform Act to:

- Provide a slower rate of increase to flood insurance rates for policy holders required to meet "Full Risk Rates."
- Extend the grandfathering provisions for all existing policy holders who lawfully constructed their homes per the National Flood Insurance Program (NFIP) requirements and the North Carolina State Building Code (in affect at the time of construction).
- Reinstate the substantial improvement threshold at the historical limit of fifty percent (50%) of the value of the structure.
- Address the cost savings that could be incurred through the rate-making processes by participating National Flood Insurance Program (NFIP) communities that engage in Federal Storm Damage Reduction projects, or have specific State building codes, or utilize enhanced construction standards that would further limit flood loss and decrease the likelihood of widespread damage.

**BE IT FURTHER RESOLVED** that the Currituck County Board of Commissioners urges Congress to direct an independent examination to:

- Review the National Flood Insurance Program's (NFIP) proposed actuarial rates, issues and alternative solutions regarding the National Flood Insurance Program's (NFIP) solvency, and assess the burden that the Biggert-Waters Flood Insurance Reform Act of 2012 will impose on insurance policy holders.

Adopted this the 18<sup>th</sup> day of November, 2013.

ATTEST:

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S. Paul O'Neal, Chairman  
Board of Commissioners

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Mary S. Gilbert  
Clerk to the Board

**RESOLUTION  
SURPLUS PROPERTY**

**WHEREAS**, the Board of Commissioners of Currituck County, North Carolina, during its regular meeting held on November 18, 2013, authorized the following property listed below be declared surplus and disposed of:

**Guard Shack at the entrance to Whalehead in Historic Corolla**

**ADOPTED** this the 18<sup>th</sup> day of November, 2013.

ATTEST:

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S. Paul O'Neal  
Chairman  
Board of Commissioners

---

Mary S. Gilbert  
Clerk to the Board



Robert L. Glover, Jr  
Chief

**Currituck County**  
***FIRE-EMS***

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



Samantha R. Furia, M.D.  
Medical Director

***“Positive, Progressive and Professional in Service”***

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## MEMO

**To:** Dan Scanlon, County Manager  
**From:** R. L. Glover, Chief  
**Cc:**  
**Date:** November 12, 2013

**Subject:** CCFEMS Personnel Reclassification

As per our meeting this afternoon, I would like to eliminate the Deputy Chief position and reclassify the following positions to reallocate these duties:

Reclassify eight (8) current Paramedic employees to Lieutenants; Grade 59 to Grade 60. These positions will increase the supervisory span of control; provide oversight of daily assignments, shift personnel; coordinate station level training; and coordination of CCFEMS resources. These positions will continue to be assigned as a Paramedic on a medic unit to respond on calls and perform advanced life support and firefighting duties.

Reclassify 6 current Captains from Grade 63 to Grade 65. These positions will absorb the duties of the Deputy Chief position that is being eliminated.

Reclassify current Admin Secretary to Administrative Assistant I; Grade 54 to Grade 55. This position is required to assist in the EOC during disasters and performs duties in line with the Administrative Assistant I job description that currently exists.

Reclassify Chief position from Grade 73 to Grade 75 to reflect additional responsibilities from elimination of the Deputy Chief position.

Add a Risk Manager, Grade 60 @ 30 hours per week, position that will oversee the Worker’s Comp and General Liability insurance for the entire County; manage the department’s hiring process; coordinate employee and new hire physicals; coordinate OSHA compliances; assist with scheduling of CCFEMS personnel and workplace safety/OSHA training.

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

**CURRITUCK COUNTY  
CLASSIFICATION BY SALARY GRADE  
FOR THE FISCAL YEAR ENDING JUNE 30, 2014**

SALARY GRADE	SALARY RANGE	CLASSIFICATION
50	\$22,440	Custodian Human Resource Aide Senior Center Asst. Coordinator
51	\$24,261	Maintenance Helper Park Attendant SOS Assistant
52	\$26,082	4H-SOS Associate Accounting Clerk I Community Social Services Asst. DCI CP/Clerk Deputy Register of Deeds Library Assistant I Line Maint Mechanic Helper Meter Reader Permit Officer Processing/Public Information Assistant IV Recreation Assistant Secretary I Tax Clerk Visitor Relations Coordinator
53	\$27,904	Detention Officer EMT Basic/Firefighter Library Assistant II Maintenance/Repair Worker Public Info Asst V Rural Center Manager Sales & Market Associate Tax Clerk II Utilities Customer Serv Rep
54	\$31,547	4H Program Assistant Accounting Clerk II Administrative Secretary Agricultural Technician

		Animal Control Officer Asst Register of Deeds Deputy Director of Elections District Administrator F&C Sciences Associate Income Main Caseworker I Intake Officer Library Associate I Recreation Specialist Secretary II Supervisor Visitor Centers Telecommunication Trainee
55	\$31,547	*Library Associate II Accounting Clerk III Administrative Assist I Deputy Tax Collector Emerg Mgt Program Asst EMT Intermediate FF Line Maint. Mechanic Maintenance/Repair Worker Electrician Promo Coordinator Superintendent of Parks Telecommunicator I Tourism Event Coordinator Utilities Customer Serv Supervisor
56	\$33,370	Animal Control Supervisor Deputy Trainee Income Maint Caseworker II Planner Technician Sergeant Detention Officer Sergeant Detention Officer Support Technician Telecommunicator II Video Production Assistant Wastewater ORC Trainee Water Plant Operator Trainee
57	\$35,190	*Administrative Assistant II Accounting Technician Building Inspector I Deputy Emerg Management Coord

		Deputy Sheriff I Development Code Enforcement Officer Human Resources Asst Maintenance Supervisor Rural Center Director Social Worker I Wastewater ORC Water Plant Operator Water Plant Operator/Lab Technician
58	\$37,011	Deputy Sheriff II Income Maint Caseworker III Income Maint Investigator II Tax Appraiser Training Officer
59	\$38,833	Building Inspector II probationary/ FQ Inspect I Deputy Sheriff III Detective I EMT Paramedic/Firefighter Financial & Budget Asst <del>Legal Assistant</del> *Lieutenant Detention Officer Marketing Program Mgr Planner I
60	\$40,655	*Communications Supervisor Detective II E-Marketing/Web Development Specialist Fire Marshal GIS Coordinator GIS Tax Mapper *Income Maint Supervisor II Information and Communicator Officer <b>Lieutenant - EMS</b> <b>Risk Manager</b> Social Worker II Soil & Water Technician Sr Center Coordinator Web/AV Specialist
61	\$42,477	Building Inspector III probationary/ FQ BI II Detective Sergeant Director of Elections

		<b>Paralegal</b> Patrol Sergeant Planner II Water Distribution Supervisor
62	\$44,298	*Building Superintendent *Jail Superintendent Social Worker III Social Worker Invest/Assess Treatment
63	\$46,118	*Administrative Lieutenant Building Inspector III FQ <del>*Captain Shift Supervisor</del> <del>*Captain Training</del> Engineering Technician *Patrol Lieutenant *Recreation Director *Social Work Supervisor II *Water Treatment Plant Supervisor
64	\$47,941	* Chief Building Inspector *Senior Planner *Sheriff Captain
65	\$50,153	*Admin Assistant/ Clerk to Board *Airport Manager <b>*Captain - EMS</b> *Chief Deputy Sheriff Dept *Deputy Chief Fire and EMS
66	\$51,585	*Public Utilities Superintendent *Social Worker Supv III *Tourism Director
67	\$53,404	*Emerg Mgmt Director
68	\$55,226	*Human Resources Director *IT Director *Tax Administrator
69	\$57,047	
70	\$58,924	
71	\$60,690	
72	\$62,512	
73	\$64,333	*Director of Social Services *Chief of EMS *Economic Development Director *Finance Director

74	\$66,155	
75	\$67,975	<b>Chief of EMS</b>
76	\$69,798	*Public Utilities Director
77	\$71,618	
78	\$73,441	*Planning Director
79	\$75,262	
80	\$76,860	

\* indicates exempt status

Board determined

\*County Manager's salary

Board determined

\*Sheriff's salary

Board determined

\*Register of Deeds' salary

Board determined

\*Attorney's salary



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: LIEUTENANT DEPARTMENT OF FIRE-EMERGENCY MEDICAL SERVICES**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, assists in developing, designing, coordinating, implementing and monitoring standards and policies of the Currituck County Emergency Medical Services system; functions as key liaison and consultant with all EMS and volunteer fire department personnel, and other essential public safety departments within the county. Serves as an immediate supervisor to an assigned group of department personnel; managing and supervising staff engaged in Fire/EMS duties, daily operations of the department, and resource management. Performs in accordance with established emergency medical procedures and protocols approved by the local medical director at the NC EMT-Paramedic level and must exercise considerable independent judgment to assess conditions of patients and administer appropriate medical treatment. Work is subject to both inside and outside environmental conditions, extremes in temperatures, noise, vibrations, exposure to fumes, odors, dusts, mists, gases, poor ventilation, and oils. Due to the nature of the work, employee is exposed to human blood and is subject to the OSHA requirements on blood borne pathogens. Participates in firefighting activities to include: driving fire apparatus, operating fire department equipment, fighting fires and extricating patients. Reports to the Shift Captain.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS (LIEUTENANT)**

Assist EMS Captain with the development, coordination, and implementation of the policies, procedures, and guidelines for the department; reviewing system plan and other applicable policies for accuracy and compliance with local, state, and federal regulations.

Manage shift schedule, vacation and sick time requests, and exchange of duty requests; ensuring each shift and EMS unit is staffed appropriately; employee's requests for vacation, sick time, and exchange of duties are within department and county policies.

Procurement and maintenance of supply inventory and equipment; develop cost effective measures for the purchasing of supplies and equipment; submit monthly requests to the Appropriate Captain/Supervisor for supplies needed; evaluate new products and equipment for future use; establish and update preventive maintenance procedures for equipment in accordance with manufacture recommendations; monitor use for budgetary planning; keep perpetual inventory of supplies and equipment using an electronic database.

Implement, coordinate, and maintain a vehicle maintenance program for all department vehicles that is consistent with manufacture's recommendations; schedule vehicles for required maintenance and repair, ensuring vehicles are delivered and retrieved appropriately; conduct routine repairs and maintenance procedures not requiring an automotive technician (i.e. changing light bulbs, checking fluid levels, replacing fuses, etc); develop and maintain electronic database of repair requests and maintenance.

Ensure daily operations of the department are met; personnel are reporting to work on-time and in proper dress and with appropriate personnel protective equipment; delegate assignments and instructions to shift personnel; keeps department personnel abreast of pertinent information to their mission and daily operations; if required, fills in as crew member on opens shifts until a suitable replacement can be found; delivery and retrieval of supplies and equipment; retrieving and reviewing patient care reports for accuracy and compliance with applicable policies, forwarding discrepancies to EMS Captain and/or Deputy Chief for review.

Conduct on-shift training and skills assessment with shift personnel; develop cohesiveness between shift personnel, EMS and fire department volunteers; training shall be done in cooperation with the EMS Captain and shall include equipment and product in-service, skills and procedure development, annual required training, and other such training deemed necessary by the Shift Captain, Training Captain or Deputy Chief.

### **ESSENTIAL JOB FUNCTIONS**

Responds to calls for medical aid including motor vehicle collisions, rescue operations, and any other incident were EMS has been requested. Provides prehospital care at the EMT-Paramedic level including, but not limited to, examining patients and monitoring vital signs, administration of medications, insertion of airway devices including a blind insertion airway device, tracheal intubation and cricothyrotomy; use of cardiac monitors to acquire, interpret and transmit 12-Lead EKG's, defibrillation, synchronized cardioversion, and external transcutaneous pacing; chest decompression; collection of blood for laboratory analysis, establishes peripheral and intraosseous intravenous access; other basic and advanced first aid and life support actions as approved by the North Carolina Medical Board and the Currituck County EMS Medical Director; communicates with hospital and/or health care professionals in person or by radio; completes required reports. Restocks supplies and maintains emergency vehicles and equipment in proper working conditions.

Conduct and participate in drills and training exercises; develop skills in fire suppression, complete 36 hours of fire department training annually. Participates in a continuous training program to improve competence in medical clinical work and in ambulance service and operation; maintains knowledge of new or modified operational protocols; complete 36 hours of EMS continuing education training annually.

In a fire emergency, assists the volunteer fire departments, performing basic firefighting duties and responsibilities within permissible limits; drive and operate fire apparatus with specific ability to respond a pumper or tanker to the scene of an incident and obtain water flow, perform exterior fire ground operations; assist firefighters in the handling of fire hoses, ladders, SCBA equipment, manpower rehabilitation, and other vital equipment and functions; assists with the extrication and removal of entrapped or confined patients.

Prepare, submit, and maintain reports on emergency medical services activities, fire suppression activities, incidents and accidents, and other related information; prepare clear and concise documentation; obtaining medical data including patient identification, medical history, type of accident or nature of illness, rescue measures, preceding emergency care, care given at an emergency medical scene; direct patient care and transport.

Operate, inspect, inventory, and maintain emergency response equipment and vehicles; perform minor repairs on equipment and vehicles or report deficiencies to proper staff for other disposition; order necessary supplies; clean and maintain patient compartment and cabinets of emergency vehicles; ensures proper supplies and equipment are stocked and functions properly.

Perform general maintenance and cleaning of station; sweep and mop floors, light dusting, and clean windows; cleaning of restrooms and bathrooms, keeping bunkrooms neat with beds made in a neat and clean manner; changing sheets and pillow cases after each use, laundry as necessary.

Work with the community in a variety of educational, public relations, and service programs; fire prevention, safety awareness, community CPR training, and public school activities for EMS standby.

### **ADDITIONAL JOB FUNCTIONS**

Ensure that all personnel maintain current skills and develop additional ones as appropriate by conducting needs assessments, and/or developing, administering and participating in training activities.

Meet with shift personnel to discuss problems, events, current information, and the handling of past emergencies to improve future performance.

Assist the Shift Captains in employee performance appraisals for department personnel assigned to their shift; document performance measures, commendation and disciplinary actions, and needs assessment; establish appropriate goals and objectives for individuals, provide encouragement and resources for those goals to be met.

Explain and enforce policies and procedures, disciplining staff in a fair and equal manner as necessary; properly and effectively intervene to settle an argument or some interpersonal problem among staff; notify a superior of a problem and recommend a course of action for solution.

Work with the EMS and fire department volunteers to enhance the overall operation and function of the departments, local volunteer fire departments and other county entities.

Performs duties as assigned by the County Manager, Fire-EMS Chief or his designee, during a State of Emergency or other disaster.

Performs other related work as required.

### **JOB RESPONSIBILITIES RELATED TO HIPAA COMPLIANCE**

Is expected to protect the privacy and security of all protected health information (PHI) and electronic PHI (e-PHI) in accordance with Department privacy and security policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the Department's policies and procedures regarding the privacy and security of PHI and e-PHI may result in disciplinary action up to and including termination of employment.

May access PHI and e-PHI only to the extent that is necessary to complete job duties and may only share such information with those who have a need to know specific patient information to complete their job responsibilities related to treatment, payment or other company operations.

Is encouraged and expected to report, without the threat of retaliation, any concerns regarding the Department's policies and procedures on patient privacy or security and any observed practices in violation of those policies to the designated Privacy/Information Security Officer.

Is expected to actively participate in Department privacy and security training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with Department policy.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent with vocational or technical school training as an Emergency Medical Technician-Paramedic; NC Firefighter II certification. Any equivalent combination of training and experience which provides the required skills for the job functions, knowledge and abilities may be substituted; and

Credentialed by the North Carolina Office of Emergency Medical Services as an Emergency Medical Technician-Paramedic as outlined in 10A NCAC 13P .0502;

Current Basic Life Support, Healthcare Provider (CPR) provider certification, or equivalent;

Current Advanced Cardiac Life Support, Pediatric Advanced Life Support, or equivalent.

Emergency Vehicle Operator Certification, CEVO or equivalent.

### **SPECIAL REQUIREMENTS**

Residents of North Carolina must have, at a minimum, a valid North Carolina class B driver's license for weighted vehicles; Out-of-state residents must have an equivalent driver's license.

Successfully complete Incident Command System–100, 200, 300 and the National Incident Management System–700 and 800

Maintain the privilege to practice within the Currituck County EMS system; Technical Scope of Practice evaluation, valid Basic Life Support, Healthcare Provider (CPR) certification, Advanced Cardiac Life Support, Pediatric Advanced Life Support, 36 hours of continuing education per year,.

Completion of Bloodborne Pathogens and HIPAA compliance training, and participates in an annual refresher.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including stretchers, stair chairs, backboards, ladders, various fire hoses, and extrication equipment. Must be physically able to operate a motor vehicle, including fire apparatus and other emergency vehicles. Must be able to exert in excess of 100 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 20 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are for Very Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, logs, etc. Requires the ability to prepare a variety of reports, forms, logs, invoices, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including medical terminology and emergency response codes.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability coordinate hands and eyes rapidly and accurately in lifting and positioning or transporting objects, and operating motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as control knobs, toggle switches, syringe plungers, levers, hand tools, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, and in emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone and two-way radio.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of the Currituck County emergency medical policies, procedures, and treatment protocols.

Working knowledge of equipment and supplies employed in the emergency care of patients and emergency scenes.

Working knowledge of Incident Management Systems and procedures.

Working knowledge of Mass Casualty Incident Management processes and procedures.

Working knowledge of County geography and of the location of roads and streets within the County, including location of frequently utilized medical facilities and landing zones.

Working knowledge of procedures of extrication, movement of patients, rescue techniques, transportation and psychological needs of a patient.

Working knowledge of radio communications equipment.

Ability to supervise and manage personnel.

Ability to coordinate and manage emergency and non-emergency incident scenes.

Ability to respond quickly and calmly to emergency situations.

Ability to lift substantial weight.

Ability to understand and follow oral and written instructions.

Ability to deal tactfully, courteously and firmly with the general public.

Ability to establish and maintain effective working relationships with as necessitated by work assignments.



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: RISK MANAGEMENT/SAFETY COORDINATOR DEPARTMENT OF FIRE-EMERGENCY MEDICAL SERVICES 30 Hours Per Week**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, coordinates risk management and employee-workplace safety functions and activities within county government, including loss prevention and control, safety/liability issues, workers compensation claims administration, employment physical agility testing, employee health physicals, and return to work program. Coordinates assigned activities with other county departments, divisions and agencies. Work environment is office/field and working closely with others. Reports to the Chief of Fire-EMS.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Responsible for services and activities relating to the county risk management and safety functions: including loss prevention and control, safety and liability activities, workers compensation claims administration, employee return to work process, and employee physicals, health and wellness. An employee in this class also performs a variety of research, program development, coordination and management, and other professional level tasks for the department.

##### **ADDITIONAL JOB FUNCTIONS**

Develops, recommends and assists in the implementation of goals and objectives for the risk management function; implements policies and procedures.

Conducts work with a high level of discretion, judgment, and diplomacy.

Establishes and maintains the privacy and confidentiality of information, records, situations and incidents regarding employee and workplace situations.

Evaluates risk management operations and activities; recommends improvements and modifications; prepares various reports.

Participates in the development and administration of the risk management and safety budget.

Prepares and distributes claims management and financial reports to departments, divisions and agencies.

Identifies, evaluates, controls and minimizes the loss of or damage to physical assets and losses arising out of liability claims.

Serves as liaison with the department of Human Resources and insurance representatives and rehabilitation specialists; responds to inquires.

Investigates accidents involving employees or county property; reviews and evaluates accident and injury records and reports and identifies trends; monitors loss potential and ensures compliance with policies and procedures.

Works with the county Fire Marshal with the coordination and management of the county safety program, including conducting safety meetings and accident review boards.

Conducts and coordinates on-site inspections and observations with assistance of the Fire Marshal to obtain information regarding loss reduction and prevention; evaluates the need for future risk management, safety training and related programs.

Ensures compliance with state and federal laws; develops and administers policies and programs to comply with such laws.

Coordinates employee pre-employment and annual medical/physical evaluations and manages employee medical information and files.

Coordinates employee hiring and promotional processes for the department.

Willing to work a flexible schedule when required.

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other related work as required.

### **SPECIAL REQUIREMENTS**

Possession of a valid North Carolina driver's license.

### **MINIMUM TRAINING AND EXPERIENCE**

Three years of increasingly responsible experience in risk management and safety or related field. A Bachelors degree from an accredited college or university with major course work in risk management, business administration, public administration, or a related field; or an equivalent combination of education and experience.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

#### **Physical Requirements:**

Must be able to perform the basic life operational skills of stooping, reaching, walking, fingering, talking, hearing, and repetitive motions.

Must be able to perform medium level work, exerting up to 30 pounds of force occasionally, and/or 10 pounds of force frequently or constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal and other office equipment and machines, and do extensive research and reading.

Must be able to communicate effectively orally and in writing.

Must have the ability to organize, supervise and implement a comprehensive safety and risk management program.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Ability to prepare clear and present concise technical and administrative reports.

Ability to analyze problems, identify solutions, project consequences of proposed actions and implement recommendations in support of goals.

Ability to work independently and with workgroups, teams and committees.

Ability to establish and maintain effective working relationships with allied health organizations, partners, and governmental agencies.

Ability to operate standard office equipment, such as personal computers.

Ability to inspect county facilities, equipment, materials and employee work practices to determine unsafe conditions and regulatory compliance.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to develop, recommend, and implement goals, policies and procedures for effective and efficient employee and workplace safety and risk management services.

Knowledge of and the ability to interpret federal, state and local laws, codes and regulations pertaining to workers compensation and occupational safety.

Knowledge of and ability to coordinate safety and risk management program development, services, activities and administration.

Experience with problem solving and conflict management processes and techniques.

Experience with policy and regulatory compliance.

Experience with budget preparation and administration.

## BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 18th day of November, 2013, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2014.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
15447-554000	Insurance & Bonds	\$ 835	
15320-415000	Occupancy Tax		\$ 835
		<u>\$ 835</u>	<u>\$ 835</u>

**Explanation:** Occupancy Tax - Tourism Related (15447) - Increase appropriations for increase in flood insurance for the Whalehead Club.

**Net Budget Effect:** Occupancy Tax Fund (15) - Increased by \$835.

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

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

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Clerk to the Board

## BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 18th day of November, 2013, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2014.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
15447-590000	Capital Outlay	\$ 147,604	
15380-482000	Miscellaneous		\$ 72,500
10320-415000	Occupancy Tax		\$ 75,104
		<u>\$ 147,604</u>	<u>\$ 147,604</u>

**Explanation:** Occupancy Tax - Tourism Related (15447) - Increase appropriations to purchase property for Corolla Village Beach Access Facility.

**Net Budget Effect:** Occupancy Tax Fund (15) - Increased by \$147,604.

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

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

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## BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 18th day of November, 2013 , passed the following amendment to the budget resolution for the fiscal year ending June 30, 2014.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
15447-592001	Whalehead Construction	\$ 200,000	
15380-482000	Miscellaneous		\$ 100,000
10320-415000	Occupancy Tax		\$ 100,000
		<u>\$ 200,000</u>	<u>\$ 200,000</u>

**Explanation:** Occupancy Tax - Tourism Related (15447) - Increase appropriations for construction project at the Whalehead Club. This will be a joint project with \$100,000 County funding and \$100,000 from the Whalehead Preservation Trust.

**Net Budget Effect:** Occupancy Tax Fund (15) - Increased by \$200,000.

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

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

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Clerk to the Board