



**COUNTY OF DARE**  
PO Box 1000, Manteo, NC 27954

**DARE COUNTY BOARD OF COMMISSIONERS**

Dare County Administration Building  
954 Marshall C. Collins Dr., Manteo, NC

**Monday, October 16, 2017**

**“HOW WILL THESE DECISIONS IMPACT OUR CHILDREN AND FAMILIES?”**

**AGENDA**

- 5:00 PM**            **CONVENE, PRAYER, PLEDGE OF ALLEGIANCE**
- ITEM 1**            Opening Remarks - Chairman's Update
- ITEM 2**            Public Comments
- ITEM 3**            Dare Soil and Water Quarterly Report
- ITEM 4**            Dare Storage LLC Zoning Text Amendment - Request for Public Hearing
- ITEM 5**            Outer Banks Dare Challenge LLC Zoning Amendment - Request for Public Hearing
- ITEM 6**            Flood Map Status Report
- ITEM 7**            **5:30 Public Hearing** - Transportation Dept - NCDOT Grant Applications for FY2019
- ITEM 8**            **5:30 Public Forum** – Public Input on Plans for Development of the COA Dare County Campus
- ITEM 9**            Consent Agenda
- 1. Approval of Minutes (10.02.17)
  - 2. NCDOT Encroachment Agreement - Nor Banks Inc., 1310 Duck Rd
  - 3. DCDHHS, Public Health Division - Additional Healthy Communities Funding
  - 4. DCDHHS, Public Health Division - Community Health Grant
  - 5. DCDHHS, Public Health Division - Tobacco Prevention
  - 6. Schedule of Meeting Dates for 2018
- ITEM 10**          Board Appointments
- 1. Veterans Advisory Council
  - 2. Zoning Board of Adjustment
- ITEM 11**          Commissioners' Business & Manager's/Attorney's Business
- ITEM 12**          Closed Session

**ADJOURN UNTIL 9:00 A.M. ON NOVEMBER 6, 2017**



*Opening Remarks - Chairman's Update*

**Description**

Dare County Chairman Robert Woodard will make opening remarks.

**Board Action Requested**

Informational Presentation

**Item Presenter**

Chairman Robert Woodard



*Public Comments*

**Description**

The Board of Commissioners will provide time on the agenda for Public Comments. Each regularly scheduled meeting begins with an opportunity for anyone to speak directly to the entire Board of Commissioners for up to five minutes on any topic or item of concern.

In an effort to encourage public participation, the Board accepts public comments from 2 locations - - -

- Public Comments can be made at the Commissioners Meeting Room in Manteo.
- Public Comments can be made via a video link at the Fessenden Center in Buxton.

**Board Action Requested**

Hear Public Comments

**Item Presenter**

Robert Outten, County Manager



*Dare Soil and Water Quarterly Report*

**Description**

Ann Daisey from Dare Soil and Water agency will present her quarterly report to the Board.

**Board Action Requested**

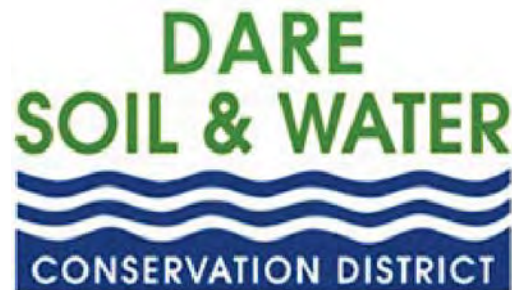
Information item

**Item Presenter**

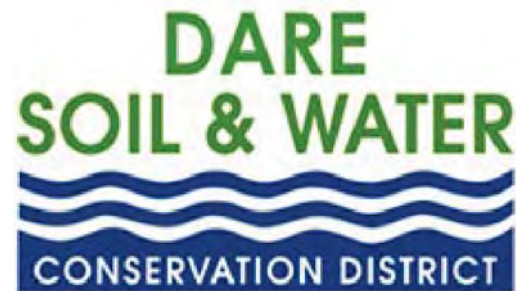
Ann Daisey

# Dare Soil and Water Conservation District

## Quarterly Update



# Community Outreach

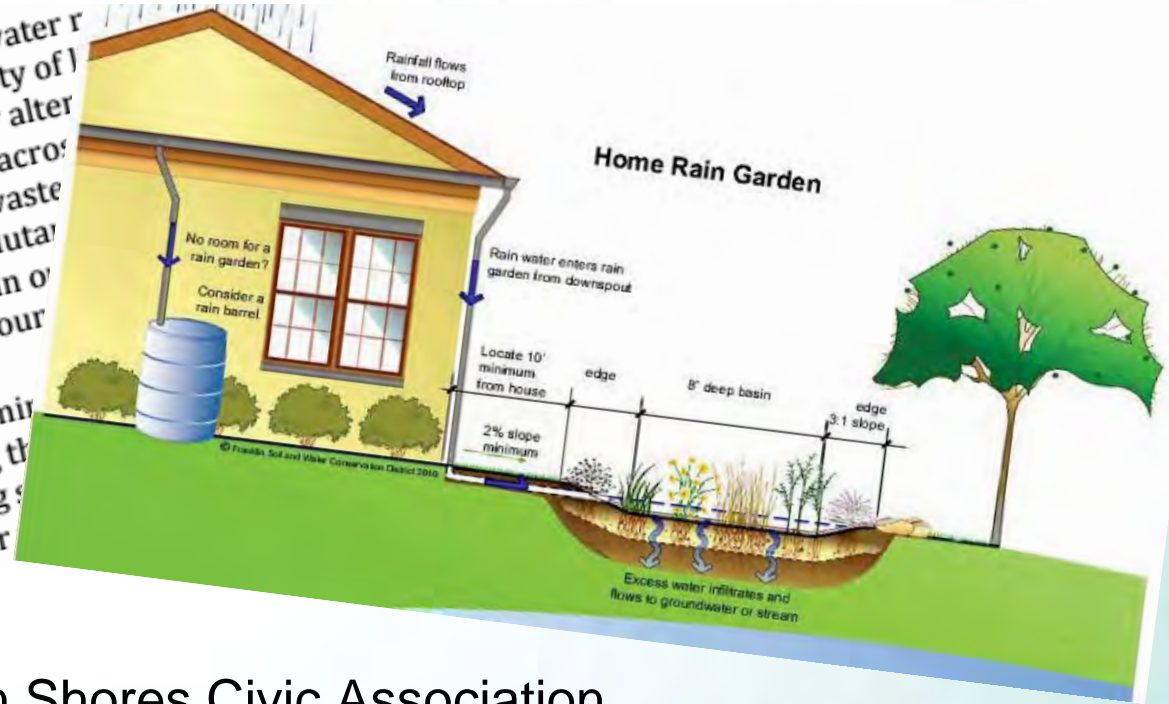




## MANAGING STORM WATER

When our local waterways become polluted by storm water runoff and the wildlife that lives there, it also affects our quality of life. Every time humans negatively alter a home, we create more runoff. As storm water flows across excess sediment, nutrients from human and animal waste, gasoline and pesticides. When too many of these pollutants for swimming and collecting shellfish. Storm water in our storm drains, then through pipes directly into the source.

The best way to manage storm water runoff is to minimize it. The best way to manage storm water runoff is to minimize it – absorb into the ground. Implementing these practices reduces the cost on your water bill and reducing storm water thus reducing your taxes and resulting in cleaner water.



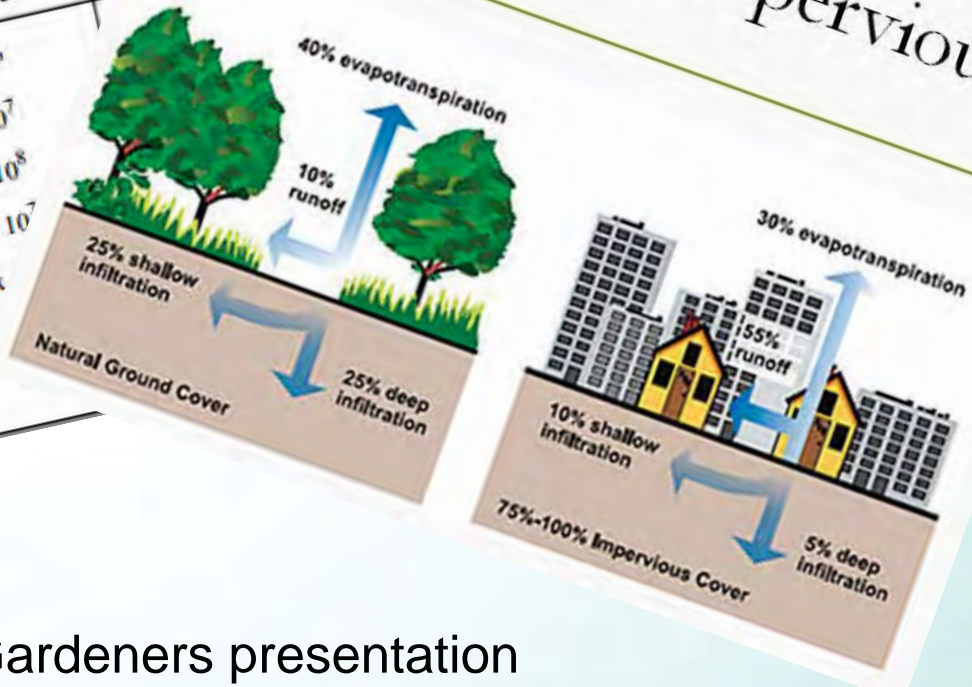
Southern Shores Civic Association  
Quarterly Newsletter



Table 7: Bacterial Densities in Warm-Blooded Animals  
 (Sources: Pitt, 1998; Godfrey, 1992; Geldrich et al., 1962)

Waste stream	Fecal coliform (Density/gm)	Fecal streptococci
Human	$1.3 \times 10^7$	$3.0 \times 10^6$
Cats	$7.9 \times 10^6$	$2.7 \times 10^7$
Dogs	$2.3 \times 10^7$	$9.8 \times 10^8$
Rats	$1.6 \times 10^5$	$4.6 \times 10^7$
Cows	$2.3 \times 10^5$	$1.3 \times 10^8$
Ducks	$3.3 \times 10^7$	$5.1 \times 10^8$
Waterfowl	$3.3 \times 10^7$	

## PERVIOUS vs. Impervious



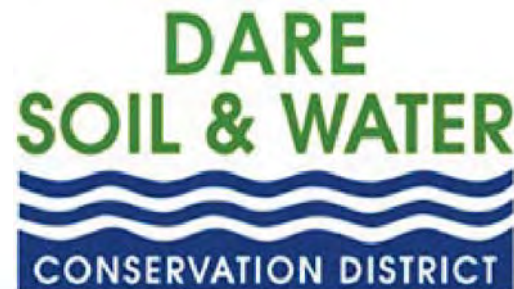
Master Gardeners presentation





Watershed Restoration Plan - Nags Head  
Stakeholder Meeting  
10.12.2017 10:00a.m.  
Jockey's Ridge State Park

# Stream Debris & Drainage





Doughs Creek drainage

# Cost Share Programs





# Ongoing Projects



Marsh Sill – Moor Shore Road



Marsh Sill – Southern Shores

Agriculture Cost Share Program



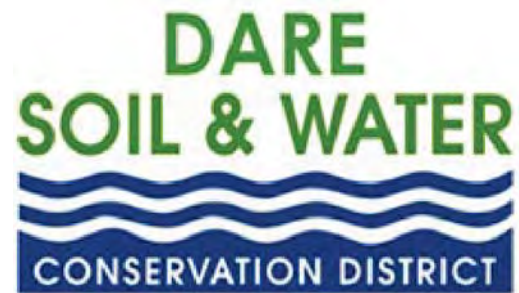
*Cost share program that addresses nonpoint source pollution by providing technical and financial resources*



\$20,000 for cost share assistance for Land Smoothing



# Technical Assistance

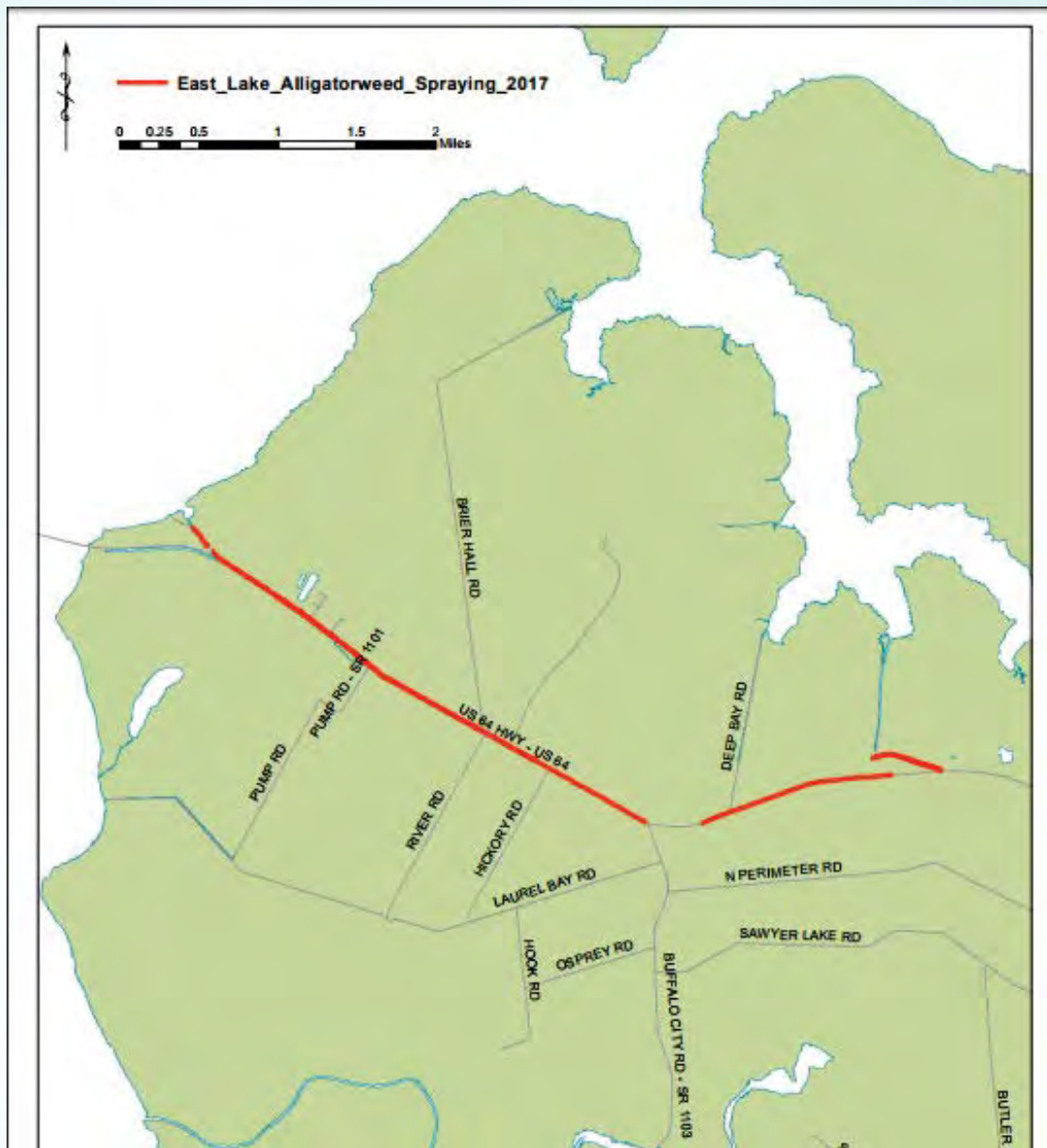


# East Lake Alligator Weed







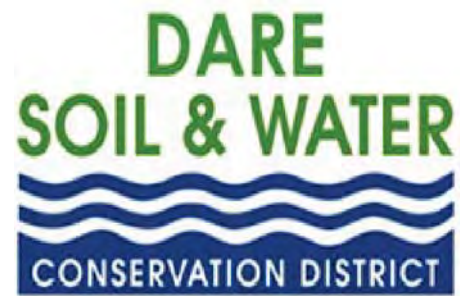


# Southern Shores Pond Management



# Avon Village Flooding









*Dare Storage LLC (Jeb Adams) -- Request for Public Hearing*

**Description**

Dr. William J. Adams, owner of Dare Storage LLC, has filed a zoning text amendment application to add “group developments” to the list of uses allowed in the Skyco Neighborhood Commercial (SNC) district on Roanoke Island. A detailed report of the request is attached. A public hearing on the matter is required before the Board can act on the amendment application. The first available date for such a hearing is November 6 or the Board can choose to hold the hearing on November 20 which is an evening meeting.

**Board Action Requested**

Motion to schedule a public hearing – “I move to schedule a public hearing on (insert date) on the Dare Storage LLC text amendment.

**Item Presenter**

Donna Creef, Planning Director

STAFF REPORT – OCTOBER 16, 2017 DCBC MEETING

FROM: Donna Creef, Planning Director

RE: William Adams for Dare Storage LLC – Text Amendment to Skyco Neighborhood Commercial (SNC) District to add Group Developments

Dr. William J. Adams on behalf of Dare Storage LLC Inc. has submitted a text amendment application to add “group developments” to the list of uses in the Syco Neighborhood Commercial (SNC) district. Dr. Adams owns a storage warehouse facility off Highway 345. The Dare Storage facility is comprised of several buildings on three parcels. In discussing the construction of additional structures on the property with Dr. Adams, it was noted that the SNC district lists storage buildings but does not list group developments as uses permitted in the district. The SNC does list residential group developments. Dr. Adams has applied for a text amendment to the SNC district to add group developments in an effort to clarify the language and provide for potential future structures. If the SNC district is amended as requested, then Section 22-31, Group Developments, would also need to be amended to list SNC.

The SNC district applies to a small area of NC 345 near Skyco Road. The SNC intent statement indicates the SNC district is to provide for the grouping and development of small commercial facilities to serve neighborhood residents and the general public. The range of uses permitted in the district includes storage yards, automobile repair services, sub-contractor offices, single family and multifamily structures, and group residential housing developments. A copy of the entire SNC district is included with the staff report.

The Planning Board conducted a hearing on this matter on October 9. There were no speakers at the hearing. Following the hearing, the Planning Board voted to recommend approval of the text amendment. A copy of the consistency report from the Planning Board is attached with this staff report.

The draft amendment language is as follows:

Section 22-24.2 Skyco Neighborhood Commercial

(c.) Conditional uses

*(13) Group developments according to the provisions of Section 22-31.*

Section 22-31 Group Developments

(d) Group developments may be allowed in the following zoning districts: *(add SNC to this list)*

Before the Board can consider action on this proposed text amendment, a public hearing on the matter is needed. The first available date for such a hearing is November 6 however typically the Board opts to have land use hearings at the second monthly meeting which is the evening meeting.

Motion to schedule a hearing – “I move that a public hearing be scheduled for (insert date) on the proposed SNC text amendment submitted by Dare Storage LLC.”

## ZONING AMENDMENT CONSISTENCY DETERMINATION

On October 9 2017, the Dare County Planning Board considered a zoning text amendment application submitted by William Adams on behalf of Dare Storage LLC. This zoning amendment application seeks to add “group developments” to the list of uses in the Skyco Neighborhood Commercial (SNC) district on Roanoke Island.

The 2009 Dare County Land Use Plan is the comprehensive plan for unincorporated Dare County adopted by the Dare County Board of Commissioners on December 6, 2010.

A review of the Dare County Land Use Plan found the following policies to be applicable to the zoning text amendment:

### Land Use Compatibility Management Topic

#### Policy # LUC # 5

*Dare County encourages the continued existence and development of locally-owned businesses in unincorporated Dare County.*

*Implementation Strategy for LUC #5 – Inventory of older existing commercial businesses and consideration of zoning amendment to ensure their replacement or repair in the event of damage from a natural disaster.*

#### Policy #LUC 6

*Policy #LUC6 Commercial development should be designed to meet the needs of Dare County’s unincorporated village and not serve as regional commercial centers. The gross floor area limitations of the Dare County Zoning Ordinance and other applicable land use codes shall be used as a tool to manage the footprint of commercial structures. The goal is to manage the size of commercial structures, which serve as a disincentive for regional commercial centers for location in villages.*

Based upon a review of these policies, the Dare County Planning Board finds the zoning amendment to be consistent with the 2009 Dare County Land Use Plan since the amendment will allow for the continued existence of an existing commercial facility. This amendment will address the non-conforming status of the existing commercial facility operated by Dare Storage LLC located at 745 Highway 345, 761 Highway 345 and 783 Highway 345 the use of which is not listed in the permitted or conditional uses of the Highway 345 business district.

The Planning Board further acknowledges the intent of the SNC business district is to provide for the grouping and development of small commercial facilities to serve neighborhood residents and the general public. The range of uses permitted in the district include storage yards, automobile repair services, subcontractor offices and single family and multifamily structures, and group residential housing development.

The Dare County Planning Board hereby recommends the Dare Storage LLC zoning text amendment be adopted.

## Dare County, NC Code of Ordinances

## SECTION 22-24.2 SNC SKYCO NEIGHBORHOOD COMMERCIAL DISTRICT

(a) Intent. The SNC District is established to provide proper grouping and development of small commercial facilities to serve neighborhood residents and the general public. Several public water supply wells owned by Dare County are located in the surrounding area as well as large expanses of wetlands. The commercial land uses permitted in this neighborhood district are less numerous and include limitations that are not found in other commercial zoning districts.

(b) Permitted uses. Any use in existence on June 18, 2007 shall be allowed to continue in operation without seeking approval from Dare County. Additions or expansions of uses in existence on June 18, 2007 shall be subject to administrative review and approval by the Dare County Planning Department for compliance with the zoning regulations. Construction of additional principal use structures at existing business sites that would require a conditional use permit if not already established prior to June 18, 2007 shall trigger review and approval under the conditional use permit process.

The following uses shall be permitted by right and any use not permitted herein shall be deemed prohibited:

- (1) Single family dwellings.
- (2) Customary accessory uses.
- (3) Duplexes.
- (4) Greenhouses.
- (5) Small and large bed and breakfast homes as defined in Section 22-2.
- (6) Home occupations as defined in Section 22-2.
- (7) Neighborhood service facilities, including:
  - a. Automotive repair service center including towing and storage. Not to include fuel service.
  - b. Subcontractor (HVAC, plumbing, electrical) sales and service.
  - c. Beauty and barber shops.
  - d. Florist.
  - e. Woodworking and carpentry.
  - f. Fitness centers.
  - g. Nursery and garden shops (retail and wholesale).
  - h. Marine and fishing supply.
  - i. Seafood market as defined in Section 22-2.
  - j. Small engine repair.
  - k. Machine shops.
  - l. Small specialty fabrication.

(8) Crab shedding operations (maximum 50 shedders) including crab pot storage and other crabbing operations.

(9) County owned or leased facilities.

(10) Multifamily dwellings not to exceed 6 dwelling units per acre.

(11) Commercial storage yards as defined in Section 22-2 provided the following conditions are met:

a. Storage areas shall be enclosed with fencing for security purposes. Such fencing shall be at least 6 feet in height but shall not exceed 10 feet in height. The security fencing shall be maintained as needed by the property owner.

b. A vegetative buffer in addition to the security fencing shall be installed and perpetually maintained where the storage yard abuts a residential zone or a residential use to the side or the rear of the site. The vegetative buffer shall be of a sufficient size and height to effectively buffer the site from the abutting residential zone or residential use. A plan detailing the type, size, and species of vegetation proposed for use as a buffer shall be provided to the Zoning Administrator for review and approval. Existing on-site vegetation may be used if deemed to be sufficient by the Zoning Administrator.

c. There shall be no storage of inoperable or junked vehicles and equipment; unoccupied mobile (manufactured) homes; unattached flatbed trailers or container-type trailers designed for connection to tractor-trailer trucks; or large pieces of equipment used in dredging operations, road construction, and other industrial uses. Any vehicle or trailer stored on the site shall have a valid license plate and/or valid owner registration.

d. No recreational vehicles, travel trailers, or campers stored on the site shall be occupied or used for habitation while stored at the site.

e. All vehicles and equipment stored on the site shall be locked, enclosed or otherwise fashioned to such an extent that it is impossible for a child to obtain access or be entrapped in such vehicle or equipment.

f. There shall be no bulk storage of fuel, paint, or other combustible or hazardous materials at the site. (Adopted 8-15-11)

(c) Conditional uses. Any use in existence on June 18, 2007 shall be allowed to continue in operation without seeking approval from Dare County. Additions or expansions of uses in existence on June 18, 2007 shall be subject to administrative review and approval by the Dare County Planning Department for compliance with the zoning regulations. Construction of additional principal use structures at existing business sites that would require a conditional use permit if not already established prior to June 18, 2007 shall trigger review and approval under the conditional use permit process.

The following conditional uses, and not other conditional uses may be permitted, subject to the requirements of this district and additional regulations and requirements imposed by the Board of Commissioners as provided in Article IX of this chapter. Any use not permitted herein shall be deemed prohibited.

(1) Offices including:

a. Business.

b. Financial.

c. Governmental.

d. Medical.

e. Professional.

- (2) Family child care homes and residential child care centers as defined in Section 22-2.
  - (3) Public and private utilities.
  - (4) Fire stations.
  - (5) Retail sales and food stores (not to include fuel service).
  - (6) Churches (excluding day care).
  - (7) Public and private parks.
  - (8) Outdoor recreation facilities provided the following conditions are met:
    - a. The site is not located closer than 500 feet to any residential use or residential zone.
    - b. Paved parking shall be provided at the rate of one parking space per square feet of principal use ground area plus once for each two employees.
    - c. Holding lanes shall be provided on the site for automobiles entering and leaving the site to minimize traffic congestion on public roads.
    - d. Lighting shall be arranged and shielded so that light and glare is directed away from surrounding property.
    - e. Loudspeakers or sound amplification devices which are audible over 100 feet from the site shall not be permitted.
    - f. The entire site shall be buffered by dense vegetation (planted or natural) not less than eight feet in height and ten feet in width.
  - (9) Resident businesses provided that:
    - a. Family members resides on premises plus one other non-residential employee.
    - b. Merchandise produced on or off premises may be sold at the business.
    - c. The total square footage designated as the resident business may not exceed 40% of the total floor area of the home. The business area may be located within the confines of the home or in an accessory building located on the same property provided the 40% maximum area is not exceeded in the accessory building or in combination of the home and the accessory building.
    - d. One indirectly lighted sign, each side not to exceed four square feet may be installed on the site.
    - e. Parking requirements of Section 22-56 for the proposed use shall be applied.
  - (10) Storage buildings provided a vegetative buffer not less than 10 feet in height is provided along public rights-of-way and adjacent to any residential use or zone.
  - (11) Group housing developments consisting of single family homes and subject to the provisions of Section 22-31.
  - (12) Group housing developments consisting of multifamily structures subject to the provisions of Section 22-31. Maximum dwelling density shall not exceed 6 dwelling units per acre.
- (d) Dimensional requirements for residential uses.
- (1) Minimum lot size:
    - a. Single family lots served by a private well and an on-site septic tank/drainfield system: 20,000 contiguous square feet of soil not classified as a coastal wetland.

b. Single family lots served by a central water supply and an on-site septic tank drainfield system: 15,000 contiguous square feet of soil not classified as a coastal wetland.

c. Single family lots served by a central water supply and a central wastewater disposal system: 15,000 contiguous square feet of soil not classified as a coastal wetland.

d. Resident business: 30,000 contiguous square feet of soil not classified as a coastal wetland.

(2) Minimum lot width: 75 feet measured at the building setback line.

(3) Minimum front yard: 25 feet.

(4) Minimum side yard: 10 feet. An additional 10-foot side yard adjacent to the street is required for a corner lot.

(5) Minimum rear yard: 25 feet.

(6) Maximum allowable lot coverage by principal use and all accessory structures: 30%.

(7) Height limitation: 35 feet.

(8) Maximum gross building size: 10,000 square feet excluding decks, porches, and similar non-heated space. Non-heated space shall not be used as retail space, for the display of goods, or other commercial activities.

(e) Dimensional requirement for commercial uses.

(1) Minimum lot size: Commercial lots shall be of sufficient size to meet the requirements of the Dare County Health Department and to provide adequate area for structures, parking, loading and maneuvering space. In addition, a visual buffer of vegetation or fencing is required where is commercial use abuts a residential use or zone.

(2) Minimum front yard: 15 feet.

(3) Minimum side yard: 10 feet. An additional 10-foot side yard adjacent to the street is required for a corner lot.

(4) Minimum rear yard: 20 feet.

(5) Maximum allowable lot coverage by principal use and all accessory structures: 60%.

(6) Height limitation: 35 feet.

(7) Maximum gross building size: 10,000 square feet excluding decks, porches, and similar non-heated space. Non-heated space shall not be used as retail space, for the display of goods, or other commercial activities.

(f) Non-conformities.

(1) In the event a natural disaster or accidental occurrence leads to extensive damage of an existing structure or use, that use or structure may be repaired or replaced to 100% of its status as of June 18, 2007 but no greater and only to the extent that it cannot be built in conformity with these regulations. This right to repair or replace a non-conforming structure or use shall apply in perpetuity.

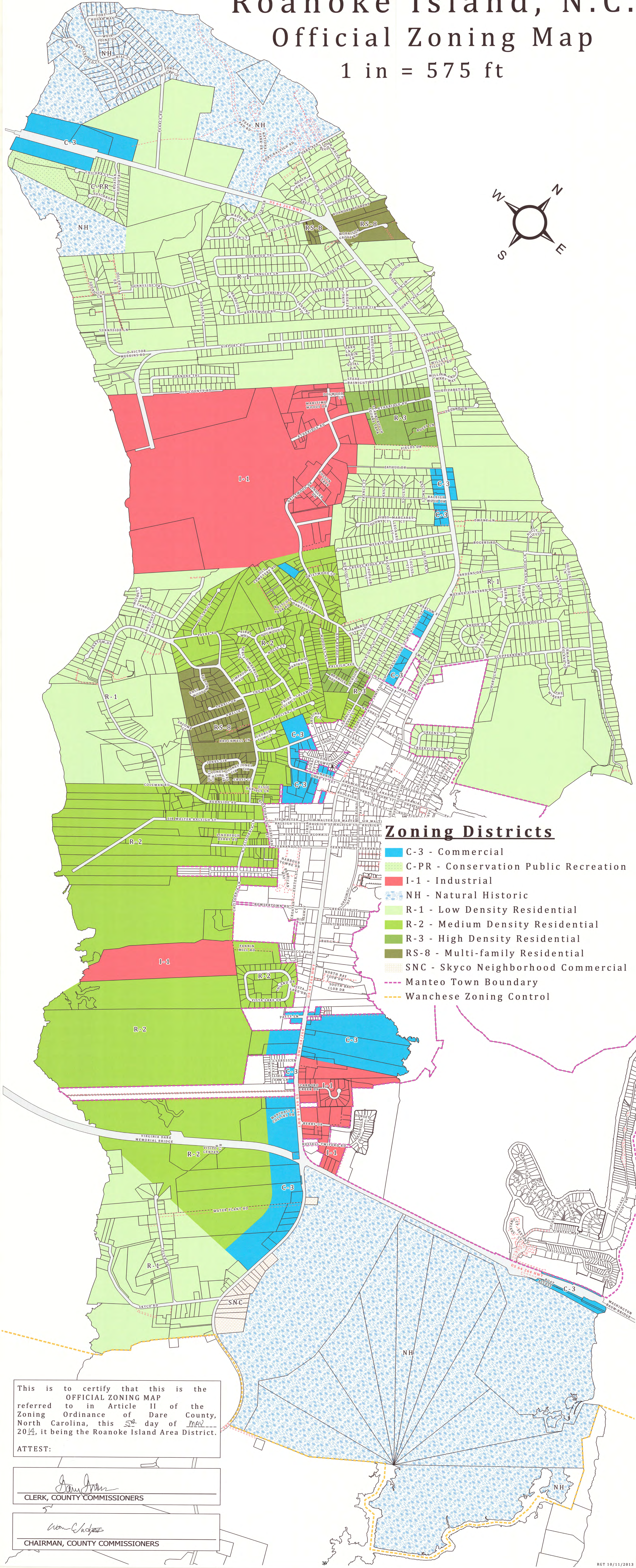
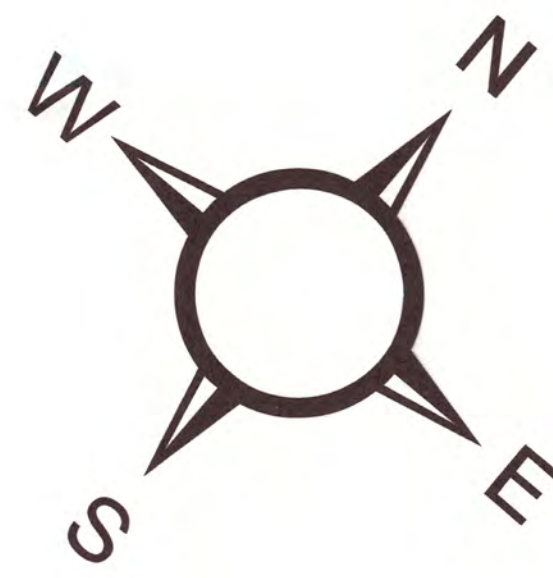
(2) Any proposed addition or alteration to an existing use or structure must conform to those guidelines in effect at the time permit application for such an addition or alteration is made.

(Adopted 6-18-07)



# Roanoke Island, N.C. Official Zoning Map

1 in = 575 ft



## Zoning Districts

- C-3 - Commercial
- C-PR - Conservation Public Recreation
- I-1 - Industrial
- NH - Natural Historic
- R-1 - Low Density Residential
- R-2 - Medium Density Residential
- R-3 - High Density Residential
- RS-8 - Multi-family Residential
- SNC - Skyco Neighborhood Commercial
- Manteo Town Boundary
- Wanchese Zoning Control

This is to certify that this is the  
OFFICIAL ZONING MAP  
referred to in Article II of the  
Zoning Ordinance of Dare County,  
North Carolina, this 5th day of MAY,  
2014, it being the Roanoke Island Area District.

ATTEST:

CLERK, COUNTY COMMISSIONERS

CHAIRMAN, COUNTY COMMISSIONERS



*Outer Banks Dare Challenge LLC Zoning Amendment -- Request for Public Hearing*

**Description**

Outer Banks Dare Challenge LLC has filed a zoning text amendment application to add “residential recovery and treatment centers” to the list of uses allowed in the Highway 345 business zoning district on Roanoke Island. A detailed report of the request is attached. A public hearing on the matter is required before the Board can act on the amendment application. The first available date for such a hearing is November 6 or the Board can choose to hold the hearing on November 20 which is an evening meeting.

**Board Action Requested**

Motion to schedule a public hearing – “I move to schedule a public hearing on (insert date) on the Outer Banks Dare Challenge LLC text amendment.

**Item Presenter**

Donna Creef

## STAFF REPORT – OCTOBER 16, 2017 DCBC MEETING

FROM: Donna Creef, Planning Director

RE: Outer Banks Dare Challenge Inc – Text Amendment to Highway 345 District to add Residential Recovery and Treatment Centers

Outer Banks Dare Challenge Inc. has submitted a text amendment application to add “residential recovery and treatment centers” to the list of uses in the Highway 345 district. They have included a cover letter with their request outlining their current situation and future plans. In discussing the matter with the applicants, the Highway 345 district does not allow this type of use and I advised them to seek a text amendment. They currently occupy an apartment building at 2263 Highway 345. According to the tax records the apartment building was constructed in 1986. The Wanchese zoning map was adopted in 2006. The Highway 345 district does not permit multifamily structures. The Highway 345 includes non-conforming language that would allow for the re-building of this apartment building if it was damaged or destroyed, however the H345 district does not permit multifamily structures and additional apartments cannot be authorized without a text amendment.

The Highway 345 district applies along portions of Highway 345. The Highway 345 intent statement indicates the district is to provide for a mix of residential and commercial neighborhoods that offer a broad range of services and commodities that serve seasonal and local residents. Residential uses permitted in the H345 district include single family homes and duplexes. Commercial uses are extensive and include hotels, boat yards, retail shops, travel trailer parks, boat building, elder in-home care, restaurants, marinas and storage warehouses. I have attached the H345 language so the Board can review the entire list of uses offered in this district.

The Planning Board conducted a hearing on this matter on October 9. There were no speakers at the hearing however we did receive several emails in support of the amendment, as attached. Following the hearing, the Planning Board voted to recommend approval of the text amendment. A copy of the consistency report from the Planning Board is attached with this staff report.

### Draft language:

#### *Section 22-2716 (c ) Permitted Uses*

*17. Residential recovery and treatment center to include housing in multifamily structures and educational training. Center can be located in a single structure or multiple structures on one parcel of land. If more than one structure is proposed for*

*location on a parcel, it will be considered a group development subject to conditional use permit review according to Section 22-31 of the Dare County Zoning Ordinance.* Before the Board can consider action on this proposed text amendment, a public hearing on the matter is needed. The first available date for such a hearing is November 6 however the Board typically opts to conduct hearings on land use matters at the second monthly meeting which is the evening meeting.

Motion to schedule a hearing – “I move that a public hearing be scheduled for (insert date) on the proposed Highway 345 text amendment submitted by Outer Banks Dare Challenge.”

## ZONING AMENDMENT CONSISTENCY DETERMINATION

On October 9 2017, the Dare County Planning Board considered a zoning text amendment application submitted by Outer Banks Dare Challenge LLC. This zoning amendment application seeks to add “residential recovery and treatment centers” to the list of uses in the Highway 345 business district on Roanoke Island.

The 2009 Dare County Land Use Plan is the comprehensive plan for unincorporated Dare County adopted by the Dare County Board of Commissioners on December 6, 2010.

A review of the Dare County Land Use Plan found the following policies to be applicable to the zoning text amendment:

### Land Use Compatibility Management Topic

#### Policy LUC #4

*To address the housing needs of the year-round population, multi-family dwellings and other types of residential structures, such as accessory use dwellings, are considered appropriate alternatives when located in areas zoned for multi-family structures and constructed on lots or parcels greater than the minimum lot size for single family lots established in the individual zoning districts of the Dare County Zoning Ordinance. This diversification of housing opportunities is important to address the needs of Dare County’s workforce.*

#### Policy # LUC # 5

*Dare County encourages the continued existence and development of locally-owned businesses in unincorporated Dare County.*

*Implementation Strategy for LUC #5 – Inventory of older existing commercial businesses and consideration of zoning amendment to ensure their replacement or repair in the event of damage from a natural disaster.*

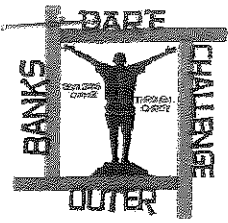
*Policy #LUC6 Commercial development should be designed to meet the needs of Dare County’s unincorporated village and not serve as regional commercial centers. The gross floor area limitations of the Dare County Zoning Ordinance and other applicable land use codes shall be used as a tool to manage the footprint of commercial structures. The goal is to manage the size of commercial structures, which serve as a disincentive for regional commercial centers for location in villages.*

Based upon a review of these policies, the Dare County Planning Board finds the zoning amendment to be consistent with the 2009 Dare County Land Use Plan since the amendment will allow for the continued existence of an existing facility, allow for

diversification of housing opportunities, and will meet a need of the community for recovery centers. This amendment will address the non-conforming status of the existing facility operated by Outer Banks Dare Challenge LLC located at 2263 Highway 345, a residential recovery apartment building, the use of which is not listed in the permitted or conditional uses of the Highway 345 business district.

The Planning Board further acknowledges the intent of the Highway 345 business district and the range of uses permitted in the district including single family and duplex structures, hotels, marinas, restaurants, elder home care, retail sales, and other commercial oriented uses. Substance addition recovery centers including residential housing is consistent with the other commercial and residential uses permitted in the Highway 345 business district.

The Dare County Planning Board hereby recommends the Outer Banks Dare Challenge zoning text amendment be adopted.



## Outer Banks Dare Challenge

"Developing Change Through Christ"

PO Box 123 2263 NC Hwy 345 - Wanchese, NC 27981

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August 20, 2017

Dare County Planning Board:

Outer Banks Dare Challenge is a drug and alcohol rehabilitation facility located at 2263 NC Hwy 345 Wanchese NC currently housing 17 men. Dare Challenge takes in men of all ages and various stages of life with drug and alcohol addiction. During their time with Dare Challenge these men are taught skills to handle everyday life without turning to drugs or alcohol allowing them to successfully re-enter society as contributing members. During their time at Dare Challenge we also endeavor to teach the men trades and skills that will be marketable upon their completion on the program.

Upon zoning amendment to add residential recovery and treatment Dare Challenge would be enabled to expand the scope that they currently operate on. Dare Challenge would expand with a new multipurpose building that would increase our housing ability from 17 to around 25 men, enabling us to help more men become contributing members of society. With expansion, we would also be able to better equip the men with more trade skills and training for their future.

Sincerely,

Dustin Daniels  
Executive Director



Donna Creef <donnac@darenc.com>

**Dare Challenge**

1 message

JoAnn Hummers <jhummers@earthlink.net>  
To: Donna Creef <DonnaC@darenc.com>

Thu, Sep 14, 2017 at 1:51 PM

Hello, Donna. I am writing to support the expansion of Dare Challenge and their text amendment. (I hope that is the correct wording.) I am a Licensed Clinical Addictions Specialist and have worked for the past 20 plus years with a number of people who have encountered difficulties related to their addictions in Dare County. I know that we need more help in Dare County, in the form of residential facilities for substance abuse.

Thank you for your consideration. JoAnn Hummers, EdD, LCAS, CCS

9/19/2017

Dare County Mail - Fwd: OBRF. OBSE Letter. To Dare Challenge



Sharon Flatt <sharon.flatt@darenc.com>

**Fwd: OBRF. OBSE Letter. To Dare Challenge**

1 message

Donna Creef <donnac@darenc.com>  
To: Sharon Flatt <Sharon.Flatt@darenc.com>

Fri, Sep 15, 2017 at 3:24 PM

----- Forwarded message -----

From: John Gillam, III <jbgillam3@earthlink.net>  
Date: Fri, Sep 15, 2017 at 3:17 PM  
Subject: OBRF. OBSE Letter. To Dare Challenge  
To: donnac@darenc.com  
Cc: Bateman Teresa & Ervin <poorridge@charter.net>, elisabeth@dareeducationfoundation.org, pattymcken@gmail.com, jbgillam3@earthlink.com

- >
- > Dear Donna,
- >
- > As president of two Outer Banks nonprofits, the OuterBanks Relief Foundation and the Outer Banks Sporting Events, our foundations strongly support the good work of DARE CHALLENGE.
- >
- > Because of the missions of both foundations, we have seen significant effects of their good work.
- >
- > As a volunteer on the Outer Banks I have spent the last 20 years raising money for people in need.
- >
- > Dare Challenge has been an integral part of my efforts and the efforts of the two foundations I serve as president
- >
- > Please review the good work of Dare Challenge and move positively to help Dare Challenge to continue to serve our community
- >
- > I send you my very best wishes and kindest regards,
- >
- > John Bond Gillam, 111 - President
- > Outer Banks Relief Foundation, Inc.
- > Outer Banks Sporting Events, Inc.





Sharon Flatt &lt;sharon.flatt@darenc.com&gt;

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**Fwd: FW: Dare Challenge**

1 message

Donna Creef <donnac@darenc.com>  
 To: Sharon Flatt <Sharon.Flatt@darenc.com>

Tue, Sep 19, 2017 at 9:18 AM

----- Forwarded message -----  
 From: Steve Daniels <Steve@renconstructobx.com>  
 Date: Tue, Sep 19, 2017 at 9:15 AM  
 Subject: FW: Dare Challenge  
 To: "donnac@darenc.com" <donnac@darenc.com>

To whom it may concern,

I would like to express the good that Dare Challenge does for our beloved county assisting those in need with substance abuse. All the employees of Renaissance Construction Company located in Manteo want to encourage and strongly support the rezoning efforts that would be necessary for the Dare Challenge building expansions. Thank you for your support in matter.

Steve Daniels, President

Renaissance Construction Company, Inc.



Donna Creef &lt;donnac@darenc.com&gt;

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**Dare Challenge**

1 message

Michael Swiger <michael.swiger@dcdss.org>  
 To: Donna Creef <donnac@darenc.com>

Wed, Sep 20, 2017 at 3:09 PM

Hello Donna, on the 9th of October, Dare Challenge will be going to the Public Hearing for the Text Change due to Zoning in the area and I wanted to state that I am in favor of the new zoning. They are an important part to the area and to continue to chisel away at the issue with drugs that we have here. I wanted to voice my support for them. Thank you for listening.

--  
**Michael A. Swiger**  
*Income Maintenance Caseworker II*  
 Department of Health & Human Services  
 P.O. Box 669, Manteo, NC 27954  
 252.475.5502 phone  
 252.475.6421 fax  
 Michael.Swiger@dcdss.org email  
 www.darenc.com



Sharon Flatt &lt;sharon.flatt@darenc.com&gt;

**Fwd: Dare Challenge**

1 message

Donna Creef <donnac@darenc.com>  
 To: Sharon Flatt <Sharon.Flatt@darenc.com>

Wed, Sep 20, 2017 at 11:48 AM

----- Forwarded message -----  
 From: **Maureen Rose** <irishrose322@gmail.com>  
 Date: Wed, Sep 20, 2017 at 11:23 AM  
 Subject: Dare Challenge  
 To: DonnaC@darenc.com, Maureen Ducker <irishrose322@gmail.com>

I am IN FAVOR OF THE NEW ZONING for Dare Challenge, they do such good work! God bless them.



Sharon Flatt &lt;sharon.flatt@darenc.com&gt;

**Fwd: New Zoning**

1 message

Donna Creef <donnac@darenc.com>  
 To: Sharon Flatt <Sharon.Flatt@darenc.com>

Wed, Sep 20, 2017 at 2:28 PM

----- Forwarded message -----  
 From: **Daniels, Amy** <DanielsAm@fnb-corp.com>  
 Date: Wed, Sep 20, 2017 at 2:19 PM  
 Subject: New Zoning  
 To: "DonnaC@darenc.com" <DonnaC@darenc.com>

Dare Challenge is a wonderful place that is changing the lives of so many people in a positive way. Many, if not most, of the men that go there would be either in jail or dead if not for the good of the program and the great success rate that goes along with it. I am very much in favor of the new zoning.

Thank you,

**Amy Daniels**

Personal Banker

First National Bank



Sharon Flatt &lt;sharon.flatt@darenc.com&gt;

**Fwd: Favor of new zoning**

1 message

Donna Creef <donnac@darenc.com>  
 To: Sharon Flatt <Sharon.Flatt@darenc.com>

Wed, Sep 20, 2017 at 1:15 PM

----- Forwarded message -----

From: Tina Trehy <pio258@hotmail.com>  
 Date: Wed, Sep 20, 2017 at 12:03 PM  
 Subject: Favor of new zoning  
 To: "DonnaC@darenc.com" <DonnaC@darenc.com>

Good afternoon,

I am writing to you to express how important the new zoning is for Dare Challenge. Dare Challenge has changed so many lives and helped the community produce productive young men who otherwise would have been doomed for failure. Please please allow this re zoning.

Thank you!

Tina Trehy



Donna Creef &lt;donnac@darenc.com&gt;

**Dare Challenge Zoning Request**

1 message

pastordad57@gmail.com <pastordad57@gmail.com>  
 To: "donnac@darenc.com" <donnac@darenc.com>

Wed, Sep 20, 2017 at 4:09 PM

To Whom it May Concern,

As a local pastor and resident, I am grateful for the tireless efforts of Dare Challenge in bringing freedom from life controlling problems to young men through the love of God.

I wholeheartedly encourage the board to approve of the zoning request that has been presented by Dare Challenge. We must do all we can do to encourage this vital ministry that aims at the heart of the pandemic of addiction afflicting our state.

Sincerely,

Pastor Steve Smith

Manteo First Assembly



Donna Creef <donnac@darenc.com>

**Dare Challenge**

1 message

Linda Chisman <poshtek51@gmail.com>

Thu, Sep 21, 2017 at 9:41 AM

To: donnac@darenc.com

Donna, just wanted to send a message that I support the expansion of Dare Challenge. I believe they are a good influence in the community and deserve an opportunity to expand their services to include more of those in need.

Linda Chisman



Donna Creef <donnac@darenc.com>

**Facility Needs**

1 message

Tess Judge <tessjudgeobx@gmail.com>

Thu, Sep 21, 2017 at 8:02 AM

To: donnac@darenc.com

Good morning Donna,

I am emailing in support of the need for *in-house* facility for Dare County to assist with substance abuse resources. Substance abuse exists in many communities throughout and having in-house facilities to assist people in their recovery journey is so crucial. Substance abuse does not discriminate. It can and does effect people in all demographics and ages. I know our county has been working for years on this issue and is continuing to do this good work. New Horizons was a wonderful addition to our community however we need additional in-house facilities that can assist with this issue. I also want to commend Dare Challenge for their good work .

Thank you,

Tess Judge



Donna Creef <donnac@darenc.com>

**Dare Challenge expansion!**

1 message

David Daniels <danielsdavidj@gmail.com>

Thu, Sep 21, 2017 at 12:12 PM

To: donnac@darenc.com

Dear Donna

Please consider allowing Dustin Daniels and O B Dare Challenge to expand the buildings as the needs of this ministry is so valuable.

Everyone it helps takes the whole county working together.

Thanks for all that Dare County has and is doing.

Respectfully,

David Daniels



Donna Creef <donnac@darenc.com>

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**FW: Dare Challenge**

1 message

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**Fearing, Charles** <cfearing@ncdot.gov>  
To: "donnac@darenc.com" <donnac@darenc.com>

Thu, Sep 21, 2017 at 10:00 AM

Good morning Donna,

I am writing on behalf of Dare Challenge. In the era we now live in programs of this nature are so vitally important have in our communities. Dare County is blessed to have such a program especially with the leadership and upper echelon of support that Dare Challenge is blessed to have. I also whole heartily support Dare Challenge and urge you to do all you can to insure this program is able to continue to grow and expand to meet the life changing needs of so many of our young individuals. I personally know how vitally important it is to Dare County, where I was born, raised and love immensely to have this great program. I am a recovering alcoholic and drug addict with over 28 years of sobriety but for the Grace of God and a program like Dare Challenge I would of not recovered from my addictions. Unfortunately today the acuteness is much greater across our great nation today but thankfully the awareness is also much greater. Dare Challenge goals are to change as many lives as possible, educate, give each skill sets and teach financial management so they can all lead successful and productive lives. It is incumbent for us, as citizens of Dare County, to support such a program as this. I ask of not only your support but for you to encourage our leadership of Dare County to also rise to this occasion.

Best regards,

Charlie

**Charles Fearing**

Assistant Director Maintenance and Materials

NCDOT - Ferry Division

252 473 3461 office

252 725 4189 mobile

cfearing@ncdot.gov

8550 Shipyard Road

Manns Harbor, NC 27953



Donna Creef <donnac@darenc.com>

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## Dare Challenge

1 message

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~Becky Smith~ <beckysmith62@aol.com>

Wed, Oct 4, 2017 at 4:18 PM

To: donnac@darenc.com

I have spent 8 years observing the Dare Challenge ministry and I can say without any doubt that lives are changes there in incredible ways. My husband serves on the board of directors and we have hosted the men in our home for a Thanksgiving meal 6 years in a row.

There are more drug problems than there are drug solutions. We need Dare Challenge to be able to grow and continue to be a part of the solution. Therefore, I am in favor of rezoning to allow Dare Challenge to build and expand.

Becky Smith

(3) Minimum side yard: 10 feet; an additional 5-foot side setback for corner lots adjacent to a street. Lots less than 75 feet in width shall have an 8-foot setback and an additional 5-foot setback for corner lots adjacent to a street.

(4) Minimum rear yard: 20 feet maximum, or 20% of lot depth for interior lots. Zero line setback for waterfront lots.

(5) Lot coverage: 60% as defined in Section 22-2.

(6) Building height: 40 feet to the highest elevation of any feature of the structure or portion of the roof measured from the base flood elevation, from natural ground elevation if natural ground elevation exceeds the base flood elevation, or from an unnatural ground elevation created by placement of fill material on a site on or before March 24, 2006. Chimneys, lightning rods, weather vanes, wind gauges, and other similar roof appurtenances shall not be considered the highest portion of the roof. The pitch of the principal roof shall be no less than 4/12. Principal roof is defined as the largest section of the roof on the structure.

(7) Maximum commercial building size: 10,000 square feet excluding decks, porches, and other non-heated space. Hotels, motels, churches, fire stations, public buildings and schools are exempt from the 10,000 square foot building size.

(8) Density limitations for motels, hotels, and similar seasonal lodging structures:

a. Structures on a lot or tract that has no soils classified as wetlands, coastal marsh or section 404 jurisdictional soils: 10 rental rooms per acre.

b. Structures on a lot or tract that has between .01% and 19.9% of its soils classified as wetlands, coastal marsh, or section 404 jurisdictional soils: 8 rental rooms per acre.

c. Structures on a lot or tract that has more than 20% of its soils classified as wetlands, coastal marsh or section 404 jurisdictional soils: 6 rental rooms per acre.

(f) **Non-conforming uses and non-conforming structures:** The standards of Section 22-27.19 shall apply to this district.

(g) **Performance standards and other information:** The standards of Section 22-27.20 shall apply to this district.

(h) **The sections contained in Articles I, Article III, Article VII, Article VIII, and Article IX of the Dare County Zoning Ordinance shall apply to this district.** (Adopted by the DCBC on March 24, 2006)

#### **SECTION 22-27.16 - HIGHWAY 345 BUSINESS DISTRICT (HWY 345)**

The Highway 345 Business district shown on the Dare County tax map, tax district 17 originally dated November 20, 1975 depicts tracts of land that lie along Highway NC 345 bounded on the east by the Pamlico Sound and on the west by Croatan Sound and Oyster Creek. Moreover, these tracts of land border NC Highway 345, a heavily traveled thoroughfare to the southern portion of Roanoke Island.

(a) **Scope and intent:** This district provides for a mix of residential and commercial neighborhoods that offer a broad range of services and commodities that will serve seasonal and local residents. The mixed residential district includes single family homes and duplex homes in a group housing development setting that support private wells or a central water supply with alternative methods of wastewater treatment facilities approved by the Dare County Environmental Health Department (not to include centralized urban-style wastewater collection and treatment systems). A maximum gross building size of 30,000 square feet (10,000 square feet of heated space and 20,000 square feet of non-heated space) for commercial structures is included in the regulations thereby allowing for future compatible land uses such as hotels and motels and similar lodging structures.

Furthermore, the Highway 345 Business District provides for land uses that allow goods and services for people and industry while strengthening the economic base of Dare County and ensures the

protection of the fragile and pleasant atmosphere at the south end of Roanoke Island. Highway 345 provides the only vehicular transportation route into the Village of Wanchese. There is concern for the large expanses of wetland areas along NC 345 that contain marginal soils and are not suitable for high-density development. A number of water supply wells, which serve the Dare County water system, are located within this district. Land use adjacent to these wells is also a concern and is reflected in the minimum lot size established in this zoning district. Density in this district shall be limited to 20,000 square feet and duplex lots limited to 25,000 square feet. Another goal is to protect the quality of the communities' surface water and ground water supply particularly with the close proximity of this district to Broad Creek, Croatan Sound, Pamlico Sound and the various creeks and canals that serve as nursery areas for fish and wildlife.

**(b) Permitted uses:** Any use in existence on June 5, 2006 shall be allowed to continue in operation without seeking approval from Dare County, regardless if that use is listed as a permitted use or is listed as a conditional use in any of the Wanchese zoning districts. Additions or expansion of uses in existence on June 5, 2006 shall be subject to administrative review and approval by the Dare County Planning Department for compliance with the zoning regulations. Construction of additional principal use structures at existing business sites that would require a conditional use permit if not already established prior to June 5, 2006 shall trigger review and approval under the conditional use permit process.

The following uses and no other uses shall be permitted by right. Any use not permitted herein shall be deemed prohibited.

**(1) Commercial uses:**

- a. Boat yards and repair.
- b. Boat and motor display, sales and service.
- c. Boarding of horses, equestrian related uses and activities, tack shop.

- d. Box making facilities.
- e. Cabinet and woodworking shop.
- f. Contractors' offices, supplies and services.
- g. Crab shedding operations and associated equipment.
- h. Commercial fishing nets, sales, service and storage.
- i. Crab pot storage and other crabbing and commercial fishing gear.
- j. Docks private, public and commercial.
- k. Dry cleaning and laundromats.
- l. Electrical equipment, sales and service.
- m. Electronic equipment, sales and service.
- n. General village store without fuel pumps and not associated with a marina.
- o. Hotels, motels - administrative review for one principal building per site, two or more buildings require conditional use permit for group development -see CUP.
- p. Fish houses, including packing, processing, seafood sales, storage and loading and unloading trawlers.
- q. Fishing - party fishing excursions and associated services.
- r. Food services -carryout (if seating see CUP).
- s. Hardware supplies.
- t. Heating and air, sales, service.



u. Tourist homes as defined in Section 22-2.

v. Mobile home parks according to the Mobile Home Park Ordinance.

w. Plumbing supplies, sales and service.

x. Retail shops, including, but not limited to gifts and imports.

y. Radio, TV broadcasting and film production studio.

z. Seafood processing and seafood market sales – wholesale /retail.

aa. Schools, commercial limited to sailing/marine oriented outdoor lifestyle.

bb. Travel trailer parks and campgrounds according to the Travel Trailer Park Ordinance.

cc. Upholstery, fabric dry goods.

dd. Village general store without fuel pumps and not associated with a marina.

ee. Welding shop and steel fabrication.

(2) Single-family dwelling in conjunction with a commercial business may be located above or in the rear of a commercial building, or a detached structure, provided that all federal, state and local regulations are met. Additional parking for the residential use shall not be needed.

(3) Detached single-family dwelling on individual lots or parcels.

(4) Bed and breakfast homes.

a. Small bed and breakfast home as defined in Section 22-2.

b. Large bed and breakfast home as defined in Section 22-2.

(5) Single-family mobile homes on individual lots, provided that:

a. Compliance with the building code for mobile homes in a hurricane area.

b. Compliance with the building inspector requirements regarding skirting material and skirting area.

(6) Duplexes.

(7) Small childcare homes as defined in Section 22-2.

(8) Customary accessory uses associated with commercial or residential principal use, including windmills, not to exceed height limit of this district, garages, sheds, swimming pools and other accessory uses associated with the commercial and or residential use.

(9) Accessory dwelling unit associated with residential use referred to as a "guesthouse" is permitted, subject to the following requirements:

a. A dwelling unit may be attached to the principal residence or may be detached from the principal residence. The size of the accessory dwelling unit, whether attached to or detached from principal residence, shall not to exceed 900 square feet of heated space.

b. An accessory dwelling unit, whether attached to or detached from the principal residence, shall be located on the lot in conformance with the building setbacks of this zoning district.

c. Owner and/or family members shall occupy either the primary residence or accessory dwelling unit.

d. One additional off-street parking space shall be required.

e. Accessory dwelling unit shall not be subdivided or otherwise segregated in ownership from the primary residence.

f. An outbuilding on a residential lot that exists at the time of adoption of this ordinance may be converted into an accessory building unit, provided that lot coverage is met for the dwelling unit and the primary residence.

g. The accessory dwelling unit shall be constructed according to all applicable federal, state regulations and local building inspection requirements. And, if applicable, compliance with federal flood plain elevation standards.

h. Once permitted, the property owner shall submit annual verification of year round occupancy of the principal structure or the accessory dwelling unit to the Dare County Zoning Administrator, if necessary.

i. Travel trailers, recreational vehicles, and/or mobile homes shall not be used as accessory dwelling units.

j. Accessory dwelling units shall not be used for any commercial or business use.

**(10) Traditional village business** - A commercial accessory use conducted by owner and/or family member residing on the lot or parcel of the principal residence provided the following conditions are met:

a. Property owner and/or family member operates a business and resides on the premises.

b. Merchandise produced on or off of the premises may be sold on premises.

c. An accessory commercial building shall not exceed 1,200 square feet. In addition, 25% of the total floor area of the principal residence may be used for said business.

d. One indirectly lighted freestanding sign, not to exceed 36 square feet, may be posted on the property.

e. On-site parking for up to 4 spaces shall be provided on the site.

f. Visual buffer: A 6-foot opaque wooden fence or vegetative buffer shall be provided for any business established after June 5, 2006. In some instances, existing dense shrubs, trees, and plants may provide screening.

g. In the case where a property owner owns land that is contiguous to the principal residential use and accessory business, said land may be used as an extension and a part of the traditional village business use. The setbacks listed in subsection (d) of this district shall not apply.

h. The traditional village business shall be located a minimum of 15 feet from the front property line and 10 feet from any side or rear property line. The setbacks listed in subsection (d) of this district shall not apply.

i. An average of 3 non-resident employees may be employed.

The following list of uses may be permitted as a traditional village business including, but not limited to:

1. Offices: business, financial, professional, and medical.

2. Retail/wholesale shops:

a. Antiques, furniture, and home decor.

b. Apparel.

c. Artist and art supplies.

d. Bait and tackle supplies.

e. Beehives.

f. Books.

g. Camera and photo supplies.

h. Coffee/tea cakes, pies, bakery goods and edibles.

- i. Florist.
  - j. Fruit and vegetable stand.
  - k. Gifts and imports.
  - l. Hobby goods.
  - m. Hunting and fishing supplies.
  - n. Jewelry.
  - o. Leather goods.
  - p. Millinery shop.
  - q. Music shop.
  - r. Photography equipment sales and service.
  - s. Sewing shop/needle works, dry goods and supplies.
  - t. Tack and equestrian associated sales.
  - u. Toys.
  - v. Upholstery.
  - w. Woodcarving, ducks and other wildlife.
3. Service establishments:
- a. Automobile detailing.
  - b. Barber and beauty shops including tanning and exercise facilities.
  - c. Bicycle rentals with buffered storage area.
  - d. Boarding of horses, equestrian associated activities according to state regulations.
- e. Boat building shop – (not to exceed 1,200 sq. ft. boat size limited to 36 ft.).
  - f. Bricklayer.
  - g. Bake shops – cakes, pastries, edibles and bakery goods.
  - h. Carpenter/cabinet/wood-working.
  - i. Catering business.
  - j. Computer and internet services.
  - k. Concrete finishing business and equipment.
  - l. Crab pot storage and other crabbing and commercial fishing gear.
  - m. Crab shedders and associated operations.
  - n. Craft production and retail sales.
  - o. Electrician.
  - p. Electronics.
  - q. Excavating and equipment.
  - r. Hardwood flooring, carpet, vinyl and ceramic tile installation.
  - s. Heating and air.
  - t. History home place tours and interpretation of village lifestyle.
  - u. Home schooling.
  - v. House and boat moving business.

- w. Landscape and lawn care.
  - x. Music lessons.
  - y. Outboard engine repair.
  - z. Painter and dry wall.
  - aa. Photographer.
  - bb. Plumber.
  - cc. Potter, clay works, ceramics .
  - dd. Pressure washing business.
  - ee. Radio, TV broadcasting and film production studio.
  - ff. Roofer.
  - gg. Seafood sales as per North Carolina regulations.
  - hh. Small engine repair.
  - ii. Small trucking business — parking business truck on site.
  - jj. Taxidermist.
  - kk. Tree removal, stump grinding, log splitting and wood sales.
  - ll. Welding shop.
4. Specific waterfront commercial accessory uses associated with principal use:
- a. Commercial fishing and crabbing business, retail and wholesale markets, including all rigging and storage of crab and fish gear.
  - b. Boat dockage of 10 slips or less.
- c. Boat shop not to exceed 1200 square feet of floor area and limited to the construction of 36-foot boats.
  - d. Boathouses and sheds.
  - e. Boat rentals limited to non-motorized watercraft.
  - f. Fishing party excursions 1/2 day and full day trips.
  - g. Private boat ramps for residential use or commercial accessory use.
  - h. Schools offering private lessons for sailing and other outdoor activities.
- (11) Agriculture farming, livestock, waterfowl, poultry and related activities for personal use.
  - (12) Aquaculture and associated activities related to fish farming as regulated by the State.
  - (13) Private home antennas and on-site accessory business use antennas.
  - (14) County, state and U.S. government owned and leased facilities.
  - (15) Heritage gardens — designated areas of land leased to the public for gardening projects.
  - (16) Radio and broadcast studio facilities and associated broadcast transmission towers that existed prior to March 24, 2006. Replacement or reconstruction of towers that existed prior to March 24, 2006 may be authorized as permitted uses provided that such towers have received all necessary Federal Communications Commission license and Federal Aviation Administration license prior to March 24, 2006 and shall not exceed the height authorized by the FCC. The standards of Section 22-29.2 shall not apply to towers that qualify for replacement under this section. Replacement towers shall be located in a manner that maximizes separations from all property lines and in no

case shall the setbacks be less than those of the Highway 345 district. Documentation shall be submitted that is signed and sealed from a North Carolina licensed engineer that the replacement tower meets the structural requirements of the North Carolina building code and a professional engineering certification which states that the structure's construction will cause the tower to crumble inward so that in the event of collapse, no damage to surrounding structures will result. Lighting of the tower shall be according to all Federal Communications Commission and Federal Aviation Association standards.

**(c) Conditional uses:** Any use in existence on June 5, 2006 shall be allowed to continue in operation without seeking approval from Dare County, regardless if that use is listed as a permitted use or is listed as a conditional use in any of the Wanchese zoning districts. Additions or expansion of uses in existence on June 5, 2006 shall be subject to administrative review and approval by the Dare County Planning Department for compliance with the zoning regulations. Construction of additional principal use structures at existing business sites that would require a conditional use permit if not already established prior to June 5, 2006 shall trigger review and approval under the conditional use permit process.

The following conditional uses and no other conditional uses may be permitted, subject to the requirements of this district and the regulations and requirements imposed by the Board of Commissioners as provided by Article IX of this chapter. Any use not permitted herein shall be deemed prohibited.

**(1)** Boat building facilities.

**(2)** Churches, fire stations, cemeteries, and other public buildings.

**(3)** Telecommunication tower only associated with a principal use that is authorized as either a permitted use or conditional use in this district and subject to all standards established in Section 22-29.2 of the Zoning Ordinance.

**(4)** Home occupations as defined in Section 22-2.

**(5)** Elder in-home care, up to 4 non-related patients (private home nursing) provided the following minimum requirements are met:

a. Employee and visitor parking according to Section 22-56 in addition to 1 parking space for each non-resident employee.

b. Other reasonable conditions imposed by the Board of Commissioners.

**(6)** Fuel storage only associated with on-site business use.

**(7)** Group development housing projects according to Section 22-31 plus the following requirements:

a. Density shall not exceed 1 unit per 20,000 square feet of soils not classified as coastal wetlands; duplex home 25,000 square feet of soils not classified as coastal wetlands provided this area may be reduced to 20,000 square feet if duplex is served by central water supply.

b. Every dwelling unit shall be accessible to emergency service vehicles and Dare County Public Works vehicles.

c. Turning lane into project shall be provided with additional setback buffer along state-maintained rights-of-way into the residential neighborhoods.

d. Building height limit of 40 feet as defined in this section.

e. No mooring of permanent floating homes and other permanent floating structures as defined in 15A NCAC 7M00602 in the surrounding public trust waters of Dare County.

f. Accessory dwelling units are not allowed in sites developed as a group housing development.

g. A traditional village business use is not allowed in sites developed as a group housing development.

h. Other requirements that may be imposed by the Board of Commissioners.

(8) Commercial group development projects (more than one principal structure per parcel under single ownership) according to Section 22-31.

(9) Marinas, boat dockage, village marina store with fuel pumps, boat rentals for fishing excursions, and other non-motorized boat rentals provided the following minimum conditions are met:

a. Lot size shall be sufficient to meet requirements of the Dare County Health Department and to provide adequate siting for structures, parking, loading and maneuvering space as provided in Section 22-56.

b. Food and beverage service and/or a restaurant may be associated with a marina.

c. All boat rentals, except for fishing excursion rentals, shall be limited to non-motorized vessels and shall be limited to a total of 10 vessels offered for rent.

d. Fuel pumps shall not be located within 50 feet of a residential zoning district or residential use and that such fuel pumps shall be setback a minimum of 25 feet from all rights-of-way.

e. One 10' x 20' parking space shall be provided for each wet boat slip.

f. Outdoor lighting shall be complete cut-off design, low-profile, shielded and oriented in such a manner to minimize spill across property lines and prevent glare at any location on or off the property. A lighting plan shall be submitted as part of the site plan.

g. Subject to the other requirements of the Zoning Ordinance and other reasonable conditions as may be imposed by the Board of Commissioners.

(10) Public and private utilities (shall provide a planted vegetative buffer 10 feet in height).

(11) Private meeting and recreational facilities such as an event center for weddings and group parties, including private boat launching areas, tennis courts, picnic areas, private swimming pools and beaches, whereby catering is an integral part thereto. The following minimum requirements shall be met:

a. Parking for the event center and associated uses shall be based on the maximum occupancy of the proposed structure. Maximum occupancy shall be determined according to the North Carolina state building codes. One 10' x 20' space for every 4 persons or a minimum of 30 spaces whichever is greater.

(12) Pet grooming provided the following minimum requirements are met:

a. Shall be owner and/or family occupied residential premises.

b. Day care only for grooming – hours of operation limited to 7:00 a.m. to 6:00 p.m.

c. No outdoor run facilities and no overnight guests (not a kennel).

d. Other reasonable conditions imposed by the Board of Commissioners.

(13) Restaurants, food service, café provided the minimum following conditions are met:

a. Lot size shall be sufficient to meet requirements of the Dare County Health Department and to provide adequate siting for structures, parking, loading and maneuvering space as provided in Section 22-56. In addition, a fence or vegetative buffer shall be provided adjacent to residential use or residential zoning district.

b. The restaurant shall not feature drive-thru window service whereby patrons are served while seated in a motor vehicle or drive-up wait service whereby patrons are served while seated in a motor vehicle.

c. The restaurant shall include facilities for indoor and outdoor seating.

d. On-site parking shall be according to Section 22-56 – one 10’ x 20’ parking space for every 3 customer seats plus one 10’ x 20’ space for every 3 employees and loading space.

e. Outdoor lighting shall be complete cut-off design, low-profile, shielded and oriented in such a manner to minimize spill across property lines and prevent glare at any location on or off the property. A lighting plan shall be submitted as part of the site plan.

f. Other reasonable conditions as may be imposed by the Board of Commissioners.

(14) Retail garden shops and landscaping business may be permitted, subject to requirements of this chapter, provided the following minimum conditions are met:

a. Storage of mulch material may be allowed for retail sale only. Storage “stockpiles” shall not exceed 6 feet in height and no more than 3 stockpiles allowed for each site. Industrial production of mulch is not permitted.

b. One accessory greenhouse for storage and outdoor protection of plants is permitted. Greenhouse is not to be used for wholesale growing of plants.

c. Associated equipment used by the landscape business such as trailers, lawn mowers, single-axle trucks and tractors may be stored on the site. Storage area that is well buffered from general public may include draglines, bulldozers backhoes and other heavy equipment.

d. Storage areas of mulch and equipment shall be buffered with fencing.

e. Outdoor display and storage of plants, bags of soil, mulch, fertilizer, landscaping stone, landscape timbers, yard ornaments, and the like shall

not restrict parking areas. Bags of mulch, soil, and the like shall be stacked in an orderly manner.

f. Bulk irrigation piping shall be stored indoors.

g. Other conditions imposed by the Board of Commissioners.

(15) Storage/warehousing and warehouse storage centers, including boat trailers and long-term storage containers and mobile storage, provided the following minimum conditions are met:

a. Site shall be buffered with wooden opaque fencing not to exceed 10 feet in height and also provide sound and site screening as visual and sound buffer to residential homes in and around area of warehouse storage site.

b. Outdoor lighting plan shall be submitted with a site plan.

c. Hours of operation shall be included as part of CUP review.

d. Other reasonable conditions as may be imposed by the Board of Commissioners.

(16) Village center project: a mixed use development situated on single parcel of land under single ownership whereby an existing commercial building, or new structure, may be developed and limited to retail sales units on the lower level of the structure with residential units on upper level. Additional residential units may be situated on the site. The following minimum requirements shall be met:

a. Village center complex site must contain a minimum of 3 acres.

b. Approval of all supplementary local, state and federal permits. Site must be adequate for siting commercial structure, parking, loading and maneuvering space as required by Article VII. Two 10’ x 20’ parking spaces per residential use shall be provided. Overflow parking, if applicable, shall be directed to off peak use of commercial spaces.

c. Site screening - a vegetative or fence buffer not to exceed 10 feet in height. A 10-foot wide setback shall be required where the site abuts a residential use or zone (not subject to 20-foot dimensional requirements in D.1 - Dimensional requirements).

d. Food service shall be limited to packaged items, such as snacks, drinks and ice cream. Food service may be located outside the building on site as a refreshment pavilion to serve patrons in the village complex. Food service shall be exempt from parking as required for restaurants.

(17) Village general store with fuel pumps provided that no principal or accessory building shall be located within 50 feet of a residential use, accessory dwelling unit, or residential district and that such fuel pumps shall be set back at least 25 feet from all rights-of-way. The following minimum requirements shall be met for open canopy lighting to preserve the night time environment :

a. The area directly below the canopy may be illuminated with a minimum foot candle of 4 but not to exceed a foot-candle rating of 10.

b. Parking spaces provided under a canopy shall be 10' x 20' in area.

(18) Spoil sites for maintenance dredging.

(19) Wind energy research facilities according to the standards of Section 22-29.3. (Adopted 4-18-11)

(20) Temporary, portable concrete plant including silos, aggregate bins, dust collector, hoppers, conveyors, batch mix, office and other accessory equipment necessary to the operation of the portable concrete plant including storage of aggregate and other materials necessary for the making of concrete.

a. The lot or parcel upon which the portable concrete plant is located shall contain at least four (4) acres of contiguous non-wetland area.

b. The plant and all accessory equipment shall be mobile and may be not permanently attached to the property. The equipment may be temporarily secured to the property for safety reason but must be removed upon the expiration of the conditional use permit.

c. Notwithstanding any other provision of the Zoning Ordinance, the portable concrete plant when erected shall not exceed 60 feet in height.

d. The concrete plant and storage of aggregate and other materials shall be at least twenty-five (25) feet from any property line and there shall be wooden opaque fence no less than ten (10) feet high between the plant and any residence or residential zone.

e. The concrete plant shall include a dust collection system which collects dust at the load out point and the particulate that is collected is recycled into the system.

f. All aggregate stored on the site shall be kept moist at all times to prevent dust.

g. All outdoor lighting shall be low profile, shielded with glare directed on-site and away from any adjoining properties and streets.

h. No more than eight (8) trucks used for the transport of concrete may be parked overnight on the property.

i. There shall be no concrete transport trucks that enter or exit the site between the hours of 7:00 a.m. to 8:30 a.m. and 2:00 p.m. to 3:30 p.m. on any day public schools in Dare County are in session.

j. The concrete plant shall be operated in accordance with all requirements of the North Carolina Department of Transportation and any other regulatory body.

k. This conditional use permit shall remain in effect for a period of 39 months. This 39-month period shall commence on the date identified



by NC Department of Transportation in the notice to proceed issued by NCDOT to the bridge contractor. Upon the showing of good cause, the Dare County Board of Commissioners may extend the permit for up to 180 additional days. Good cause shall mean unavoidable conditions or events necessitating the continued operation of the plant for the purpose for which it was originally installed.

**l.** Upon expiration of the conditional use permit, operation of the concrete plant shall cease and the concrete plant and all accessory equipment and materials shall be removed from the site and the site returned to its original condition within thirty (30) days.

**m.** A performance bond, satisfactory to Dare County, to be used for removal and reclamation activities shall be established by the permittee at the time a site specific development plan and conditional use permit for a temporary portable concrete plant is authorized by Dare County. The bond shall be in the amount of \$20,000 shall be issued to Dare County to be used in the event the permittee does not remove all equipment from the site and restore the site to its original condition as provided above. If this amount is insufficient to cover the cost of reclamation of the site, then the property owner shall be held accountable for the additional amount and a lien shall be placed on the site for any amount over the \$20,000 bond amount that is incurred by Dare County in the reclamation of the site. The bond shall remain in place until released by Dare County upon certification by Dare County of compliance with the conditions of this permit. Dare County shall be authorized to use the bond to cover all costs and expenses of removal, including but not limited to all legal fees or other costs or expenses associated with enforcement of the provisions of the conditional use permit. This bond shall be forfeited if the concrete plant, all equipment, components and accessories of the concrete plant have not been removed from the site and the site restored to its pre-plant conditions within the time required by this conditional use permit. In lieu of a bond, permittee may post a cash bond with Dare County to be held for the purposes set forth above. (Adopted 11-19-2012)

**(d) Dimensional requirements for residential uses:**

**(1) Minimum lot size:**

**a.** Single-family lots with accessory dwelling units and accessory commercial structures used in association with a single-family use shall be of sufficient size to meet the requirements of the Dare County Environmental Health Department and to provide adequate setbacks for the single-family structure, accessory dwelling unit and all other accessory use structures.

Existing lots – All lots that were subdivide and recorded before June 5, 2006 shall meet the approval of the Dare County Environmental Health Department for well and on-site wastewater systems. The setbacks and lot coverage standards of Section 22-27.18 shall apply to lots recorded June 5, 2006.

**b.** Newly platted lots -- For those lots subdivided and recorded after June 5, 2006:

Single family lots: 20,000 square feet of soils not classified as coastal wetlands.

Duplex lots: 25,000 square feet of soils not classified as coastal wetlands.

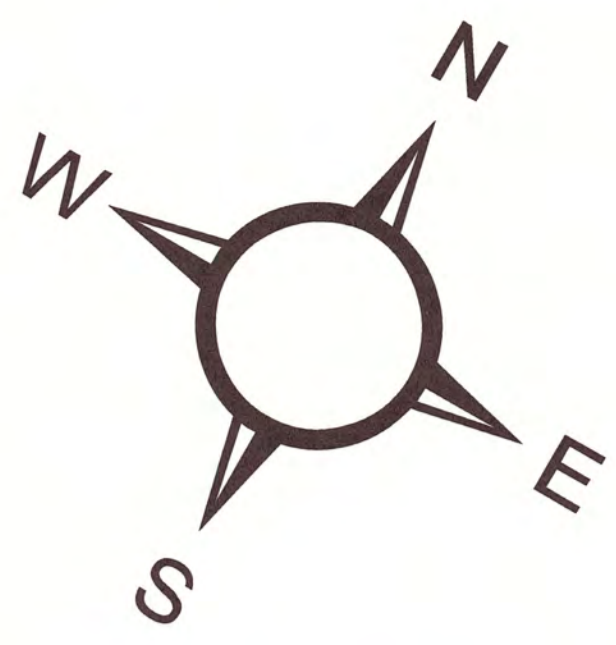
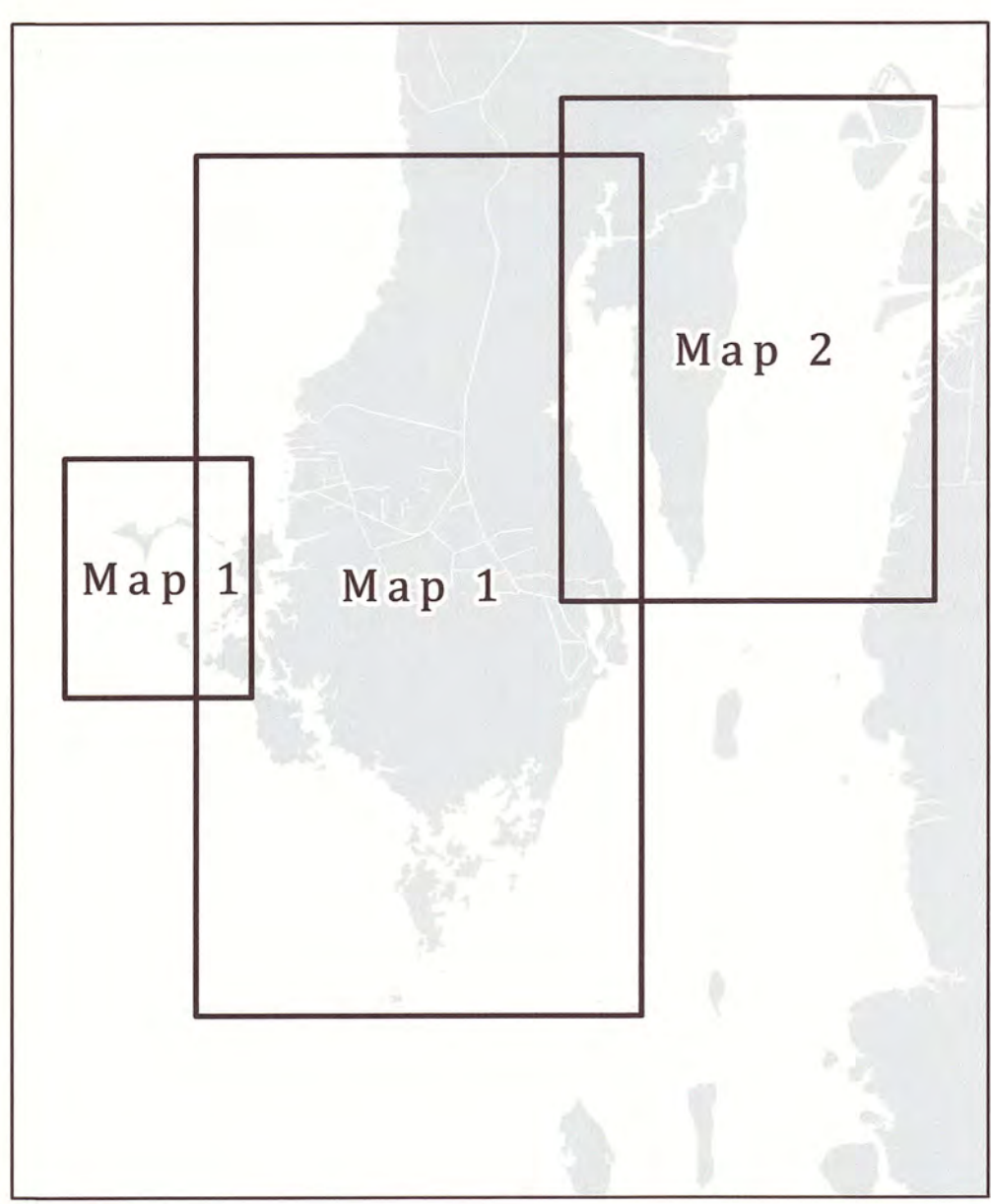
**(2) Minimum lot width:** 75 feet at building setback line.

**(3) Minimum front yard:** 25 feet.

**(4) Minimum side yard:** 10 feet; an additional 5-foot side setback for corner lots adjacent to a street. Lots less than 75 feet in width shall have an 8-foot setback and an additional 5-foot setback for corner lots adjacent to a street.

**(5) Minimum rear yard:** 20 feet maximum, or 20% of lot depth. Zero line setback for waterfront lots.

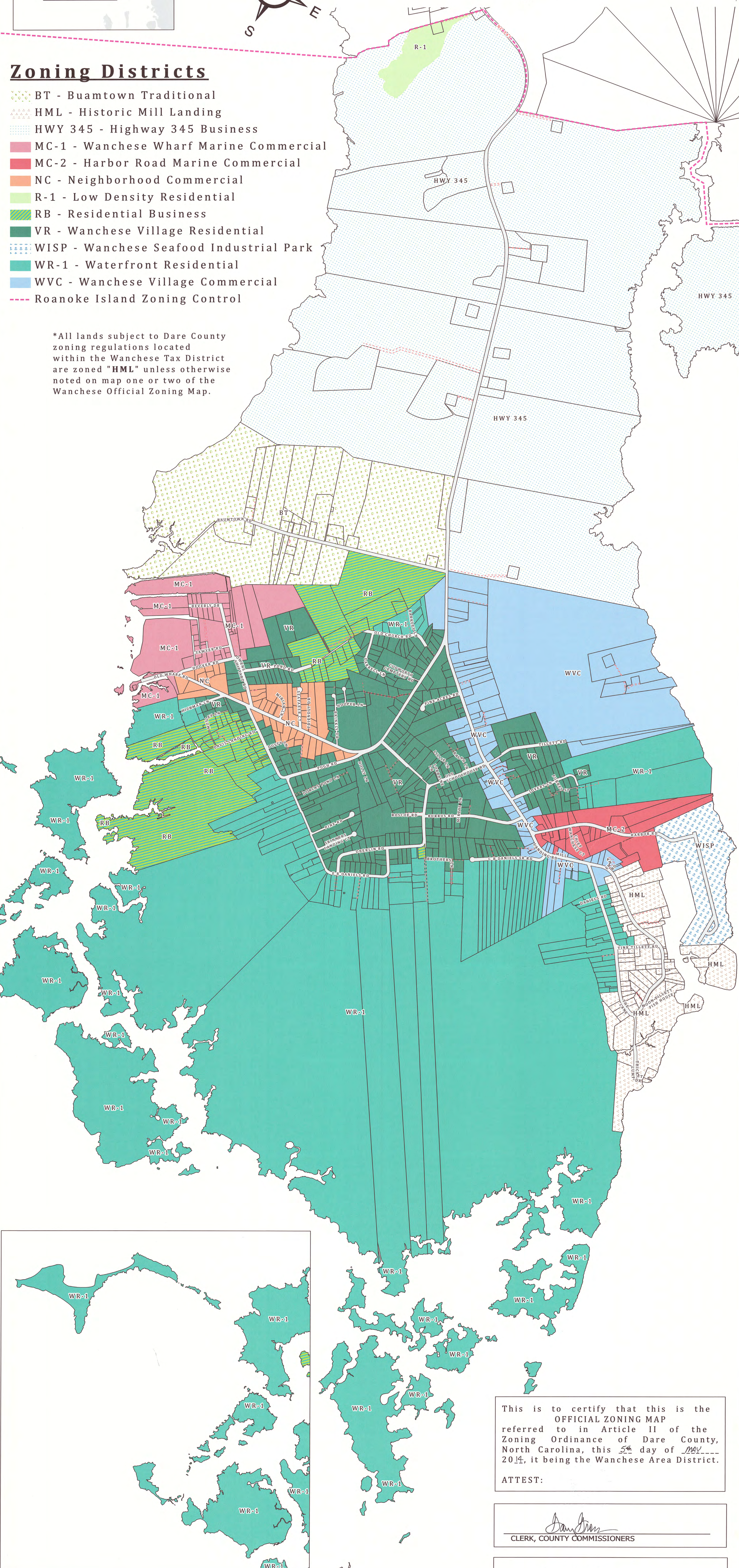
# Wanchese, N.C. Official Zoning Map 1 in = 575 ft Map 1



## Zoning Districts

- BT - Buamtown Traditional
- HML - Historic Mill Landing
- HWY 345 - Highway 345 Business
- MC-1 - Wanchese Wharf Marine Commercial
- MC-2 - Harbor Road Marine Commercial
- NC - Neighborhood Commercial
- R-1 - Low Density Residential
- RB - Residential Business
- VR - Wanchese Village Residential
- WISP - Wanchese Seafood Industrial Park
- WR-1 - Waterfront Residential
- WVC - Wanchese Village Commercial
- Roanoke Island Zoning Control

\*All lands subject to Dare County zoning regulations located within the Wanchese Tax District are zoned "HML" unless otherwise noted on map one or two of the Wanchese Official Zoning Map.



This is to certify that this is the  
OFFICIAL ZONING MAP  
referred to in Article II of the  
Zoning Ordinance of Dare County,  
North Carolina, this 5<sup>th</sup> day of MAY,  
2014, it being the Wanchese Area District.

ATTEST:  
  
  
CLERK, COUNTY COMMISSIONERS

CHAIRMAN, COUNTY COMMISSIONERS



*Flood Map Status Report*

**Description**

I will make a report to the Board of the status of the update flood maps and the associated work on local regulations and CRS outreach activities.

**Board Action Requested**

Feedback from Board of CRS outreach slogan and work on local elevation regulations.

**Item Presenter**

Donna Creef, Planning Director

# Preliminary Flood Maps Status Report

Dare County

Board of Commissioners

October 16, 2017



# Appeal/Comment Period

- 90-day appeal began on August 16, 2017
- Ends November 14, 2017.
- Dare County voted on March 6 to not appeal maps. Towns have voted to not appeal maps.
- Dare County submitted comments to State in early August. Towns have also submitted comments similar to Dare's comments.

# March 6 DCBC Instructions

- Work with Towns on CRS campaign focusing on importance of flood insurance and new flood maps. Community-wide effort. Same message, greater impact.
- Rely on preliminary maps for insurance rating purposes.
- Draft local elevation standards for consideration by Board, work with towns and OB Homebuilders Association on these standards.

# CRS Activities

- Catchphrase -- “LOW RISK” is not “NO RISK”
- Use on stickers and other outreach efforts.
- Develop webpage for map adoption status and notice of ordinance changes.
- Develop brochure for circulation to local stakeholders on what flood maps address (1% annual chance of flooding) and what they do not address (rainfall).

# Community Slogan



**"LOW RISK" Is Not "NO RISK"**

**Don't Be Fooled By The X Zone – Get Flood Insurance**



# Community Slogan



# Local Elevation Standard (LES)

- A local standard to use in conjunction with new maps to address other flood risks not depicted on FIRMs and to address future changes in flood maps.
- The LES would be included as part of updated Flood Damage Prevention Ordinance. Updated ordinance accompanies new maps. Model ordinance provided by NCDPS.

# LES Development

- Input from OBHB Committee to Dare Planning staff – shared with towns.
- Planners are meeting monthly to work on LES and model ordinance changes.
- Both groups to meet later this week to discuss more specific details of the LES.
- Planners to review model FDPO as a group.

# Initial Concept of LES

- AE, AO, Shaded X and X zones – 3 feet of freeboard or 8 feet of elevation, whichever is greater. This would apply to majority of areas.
- VE zones as mapped on new maps or to areas east of NC 12 or immediate oceanfront depending on how VE zones are mapped on 2006 maps – do not want to extend VE standards to non-VE areas on 2006 maps.

# Work in Progress

- Preliminary stages of LES –still being developed.
- Shaded X and X zones --specifics being discussed – elevation numbers, use of flood vents, elevation certificates for compliance, accessory use structures, additions, conversions and remodeling of existing structures.
- Research to support proposed elevations.

# Supporting Research

- Historical comparisons of previous flood maps. What were the base flood elevations on previous maps?
- Empirical knowledge of flood events.
- High water marks from USGS flood event viewer – Hurricane Matthew and Irene.
- Input from local surveying and engineering community.
- Elevation maps from Dare GIS.

# Historical BFEs

VILLAGE	BFEs from 1986 FIRMS	BFEs from 1993 FIRMS	BFEs from 2006 FIRMS	Preliminary Maps
Avon	AE 8	AE8	AE8, AE9, VE9, VE10	AE4
Buxton	AE8, AE9	AE8, AE9	AE6, AE7, AE8, AE9, AE10, VE10, VE 11	AE6, VE10, VE11
Frisco	AE6 AE7, AE8	AE7, AE8	AE6, AE7, AE8, AE9, VE8, VE9, VE10	AE6
Hatteras	AE6	AE6	AE7, AE8,AE9,VE8 VE10	AE3, AE4, VE10
RWS	AE7,AE8	AE8, AE9, AE10, VE11, VE12	AE8, AE9, VE9, VE10, VE11	AE4, AE5, VE10
Manteo Out	AE8, AE9, AE10, VE11	AE 8, AE9, AE10,AE 11	AE7,AE 8, VE10	AE4
Wanchese	AE9, VE10, VE11	AE9, AE10, VE11	AE8, AE9, AE10, VE11	AE4, AE6
East Lake	AE5, AE6	AE5, AE6	AE4, AE5	AE3, AE4
Manns Harbor/Mashoes	AE7, AE8, AE9	AE7, AE8, AE9	AE5, AE6,AE, VE8	AE4
Stumpy Point	AE4, AE5, AE6	AE4, AE5, AE6	AE3, AE4, AE5	AE4, AE5
Colington/KDH Out	AE9	AE9	AE8	AE4
Martin's Point	AE8	AE8	AE7	AE4, AE5

1986 FIRMS did not establish base flood elevations only designated A and V zones.

# USGS Flood Event Viewer



High water marks in Hatteras village, Hurricane Matthew.





# USGS Flood Event Viewer



High water marks in Avon and Wanchese – Hurricane Irene

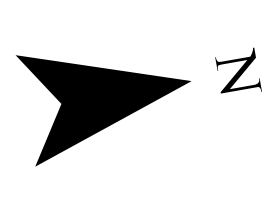
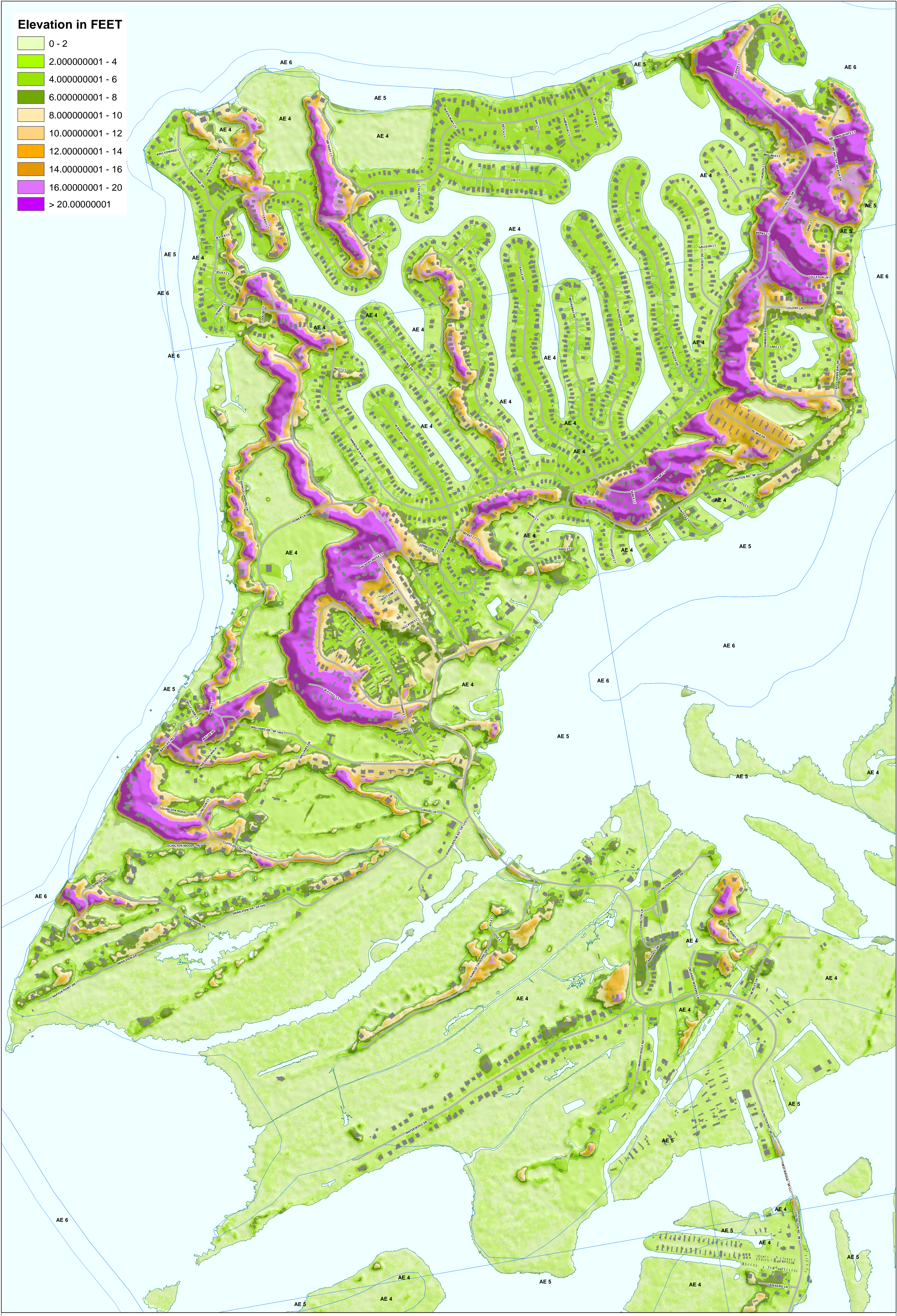
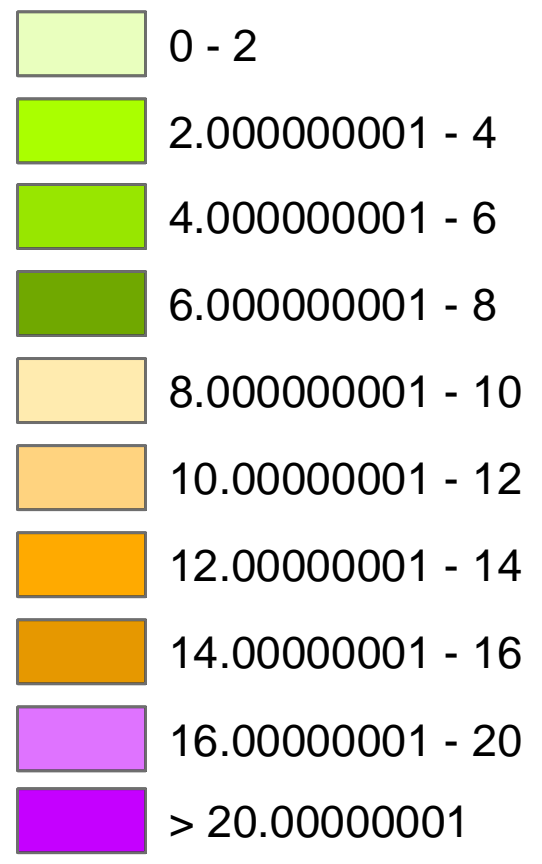
# Topographic Maps

- Dare GIS has prepared a set of maps for unincorporated Dare County and Towns depicting topographic elevations – color coded to illustrate areas that are less than 8 feet and areas that are higher in elevation. Examples are end of Power Point presentation.

# Next Steps/Directions to Staff

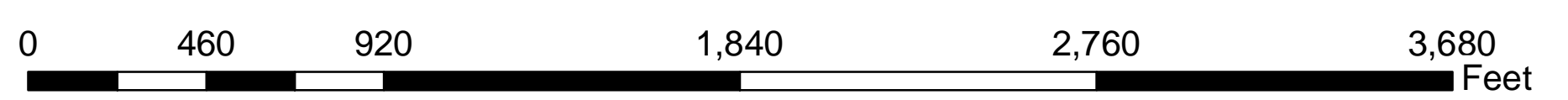
- Feedback on LRNR slogan/CRS outreach.
- Proceed with LES development for consideration by DCBC in early 2018.
- Anticipate start of six-month adoption period in 2018. Goal is to be ready with model ordinance in early to mid 2018.
- Will also need to amend some zoning district – some of our building heights reference base flood elevation replace with LES language.

Elevation in FEET

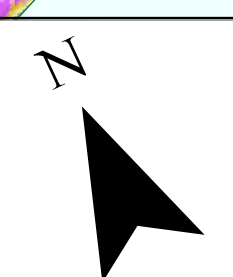
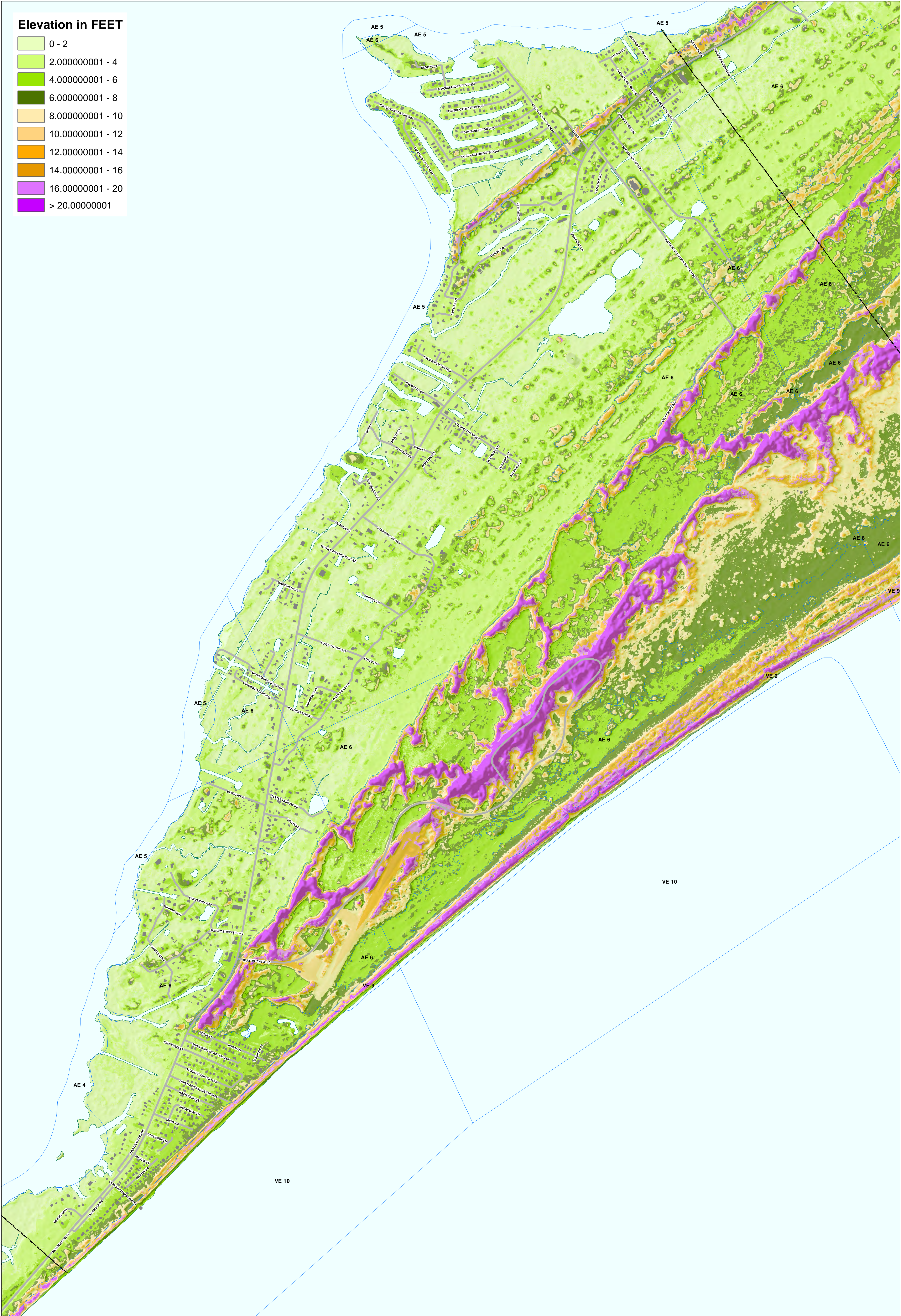
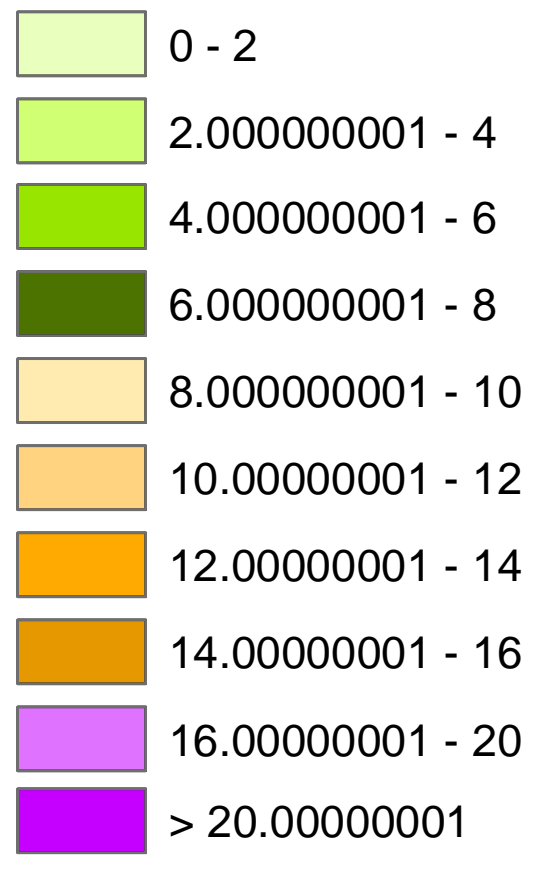


COLINGTON

1:5,000

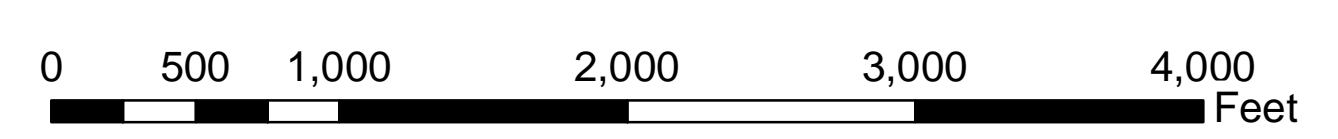


**Elevation in FEET**



FRISCO

1:8,000





*FY2019 NCDOT 5310 & 5311 Program Grant Applications*

**Description**

A public hearing is required for the FY2019 NCDOT 5311 CTP Grant Application and 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program. This is our annual request for funding.

The 5311 Administrative Budget covers salaries for the Transportation Director and Administrative Assistant as well as other administrative expenses in the amount of \$136,631.00, with a required 15% local match in the amount of \$20,496.00. The Capital Budget cover the cost of (4) replacement transportation passenger vans in the amount of \$187,700.00, with a local match of 10% in the amount of \$18,770.00 required. The 5310 grant application in the amount of \$100,000.00 covers a 1-year period and requires a local match of \$50,000.00 which will be provided by the Department's FY2019 ROAP funding.

**Board Action Requested**

Hold Public Hearing, Sign Program CT Resolution, and Local Share Certification documents.

**Item Presenter**

Don Cabana

## Local Share Certification for Funding

**Dare County**  
*(Legal Name of Applicant)*

Local matching funds will be required for all application submittals. For projects requiring operating funds, the required local match is 50 percent of net operating expenses. The state does not offer assistance for operating projects.

The local match must be provided from sources other than federal Department of Transportation funds. Guidance is provided in the 5310 Overview about eligible sources of matching funds. Applicants are responsible for verifying the eligibility of non-USDOT federal funds the applicant proposes to use as their local match.

### Requested Funding Amounts

	Net Project Cost	Local Share	Local Source(s)
<b>Operating</b>	<u>\$ 100,000.00</u>	<u>\$ 50,000.00 (50% of net)</u>	1. ROAP Edtap Funds 2. Local Funds 3.
<b>TOTAL</b>	<u>\$ 100,000.00</u>	<u>\$ 50,000.00</u>	

I, the undersigned representing *(Legal Name of Applicant)* **Dare County** do hereby certify to the North Carolina Department of Transportation, that the required local funds will be available as of **July 1, 2017**.

\_\_\_\_\_  
 Signature of Authorized Official

Bobby Outten, Dare County Manager  
 \_\_\_\_\_  
 Type Name and Title of Authorized Official

\_\_\_\_\_  
 Date

## LOCAL SHARE CERTIFICATION FOR FUNDING

Dare County  
(Legal Name of Applicant)

### Requested Funding Amounts

<u>Project</u>	<u>Total Amount</u>	<u>Local Share</u>
Administrative	\$ <u>136,631</u>	\$ <u>20,496</u> (15%)
5311 Operating (No State Match)	\$ _____	\$ _____ (50%)
5310 Operating (No State Match)	\$ <u>100,000</u>	\$ <u>50,000</u> (50%)
5307 Operating	\$ _____	\$ _____ (50%)
5307 Planning	\$ _____	\$ _____ (20%)
Capital	\$ <u>187,700</u>	\$ <u>18,770</u> (10%)
Mobility Management	\$ _____	\$ _____ (10%)
_____	\$ _____	\$ _____ (___%)
_____	\$ _____	\$ _____ (___%)
_____	\$ _____	\$ _____ (___%)

Funding programs covered are 5311, 5310, 5339 Bus and Bus Facilities, 5307 (Small fixed route, regional, and consolidated urban-rural systems)

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<b>TOTAL</b>	<b>\$ <u>424,331.00</u></b>	<b>\$ <u>89,266.00</u></b>
	<b>Total Funding Requests</b>	<b>Total Local Share</b>

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The Local Share is available from the following sources:

<u>Source of Funds</u>	<u>Grant Applied To</u>	<u>Amount</u>
<b><u>Local/ROAP</u></b>	<b><u>5310</u></b>	<b>\$ <u>50,000</u></b>
<b><u>Local</u></b>	<b><u>5311-Admin</u></b>	<b>\$ <u>20,496</u></b>
<b><u>Local</u></b>	<b><u>5311/Capital</u></b>	<b>\$ <u>18,770</u></b>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
<b>TOTAL</b>		<b>\$ <u>89,266.00</u></b>

\*\* Fare box revenue is not an applicable source for local share funding



FY 2019 Local Share Certificate (page 2 )

I, the undersigned representing (*Legal Name of Applicant*) **Dare County** do hereby certify to the North Carolina Department of Transportation, that the required local funds for the FY2019 Community Transportation Program and 5307 Governors Apportionment will be available as of **July 1, 2018**, which has a period of performance of July 1, 2018 – June 30, 2019.

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Signature of Authorized Official

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Bobby Outten, Dare County Manager

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Date

**PUBLIC TRANSPORTATION 5310 PROGRAM RESOLUTION**

WHEREAS, Article 2B of Chapter 136 of the North Carolina General Status and the Governor of North Carolina have designated the North Carolina Department of Transportation (NCDOT) as the agency responsible for administering federal and state public transportation funds; and

WHEREAS, the North Carolina Department of Transportation will apply for a grant from the US Department of Transportation, Federal Transit Administration and receives funds from the North Carolina General Assembly to provide assistance for public transportation projects; and

WHEREAS, the purpose of the Section 5310 program is to enhance mobility for seniors and individuals with disabilities throughout the country, by removing barriers to transportation services and expanding the transportation mobility options available. Toward this goal, FTA provides financial assistance for transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities in all area.

WHEREAS, NCDOT has been designated as the State agency with principle authority and responsibility for administering the Section 5310 Program for small urbanized and rural areas; and

WHEREAS, (Legal Name of Applicant) Dare County hereby assures and certifies that it will comply with the federal and state statutes, regulations, executive orders, and all small administrative requirements related to the applications made to and grants received from the Federal Transit Administration, as well as the provisions of Section 1001 of Title 18, U.S.C.

NOW, THEREFORE, be it resolved that the (Authorized Official's Title)\* Board Chairman of (Name of Applicant's Governing Body) Dare County Board of Commissioners is hereby authorized to submit a grant for federal and state funding, provide the required local match, make the necessary assurances and certifications and be empowered to enter into an agreement with the NCDOT to provide public transportation services.

I ( Certifying Official's Name)\* Gary Gross (Certifying Official's Title) Clerk to the Board do hereby certify that the above is true and correct copy of an excerpt from the minutes of a meeting of the (Name of Applicant's Governing Board) \_\_\_\_\_ duly held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Certifying Official

\_\_\_\_\_  
Date

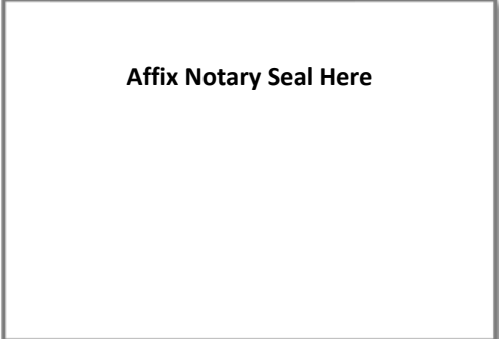
**\*Note that the authorized official, certifying official, and notary public should be three separate individuals.**

Seal Subscribed and sworn to me (date) \_\_\_\_\_

Notary Public Signature \_\_\_\_\_

\_\_\_\_\_  
Printed Name and Address

My commission expires (date) \_\_\_\_\_



# **PUBLIC TRANSPORTATION PROGRAM RESOLUTION**

## **FY 2019 RESOLUTION**

### **Section 5311 (including ADTAP), 5310, 5339, 5307 and applicable State funding, or combination thereof.**

Applicant seeking permission to apply for Public Transportation Program funding, enter into agreement with the North Carolina Department of Transportation, provide the necessary assurances and the required local match.

A motion was made by (*Board Member's Name*) \_\_\_\_\_ and seconded by (*Board Member's Name or N/A, if not required*) \_\_\_\_\_ for the adoption of the following resolution, and upon being put to a vote was duly adopted.

WHEREAS, Article 2B of Chapter 136 of the North Carolina General Statutes and the Governor of North Carolina have designated the North Carolina Department of Transportation (NCDOT) as the agency responsible for administering federal and state public transportation funds; and

WHEREAS, the North Carolina Department of Transportation will apply for a grant from the US Department of Transportation, Federal Transit Administration and receives funds from the North Carolina General Assembly to provide assistance for rural public transportation projects; and

WHEREAS, the purpose of these transportation funds is to provide grant monies to local agencies for the provision of rural, small urban, and urban public transportation services consistent with the policy requirements of each funding source for planning, community and agency involvement, service design, service alternatives, training and conference participation, reporting and other requirements (drug and alcohol testing policy and program, disadvantaged business enterprise program, and fully allocated costs analysis); and

WHEREAS, the funds applied for may be Administrative, Operating, Planning, or Capital funds and will have different percentages of federal, state, and local funds.

WHEREAS, non-Community Transportation applicants may apply for funding for "purchase-of-service" projects under the Section 5310 program.

WHEREAS, (*Legal Name of Applicant*) Dare County hereby assures and certifies that it will provide the required local matching funds; that its staff has the technical capacity to implement and manage the project(s), prepare required reports, obtain required training, attend meetings and conferences; and agrees to comply with the federal and state statutes, regulations, executive orders, Section 5333 (b) Warranty, and all administrative requirements related to the applications made to and grants received from the Federal Transit Administration, as well as the provisions of Section 1001 of Title 18, U. S. C.

WHEREAS, the applicant has or will provide all annual certifications and assurances to the State of North Carolina required for the project;

NOW, THEREFORE, be it resolved that the (Authorized Official's Title)\* \_\_\_\_\_ of (Name of Applicant's Governing Body) Dare County Board of Commissioners is hereby authorized to submit grant application (s) for federal and state funding in response to NCDOT's calls for projects, make the necessary assurances and certifications and be empowered to enter into an agreement with the NCDOT to provide rural, small urban, and urban public transportation services.

I (Certifying Official's Name)\* \_\_\_\_\_ (Certifying Official's Title) \_\_\_\_\_ do hereby certify that the above is a true and correct copy of an excerpt from the minutes of a meeting of the (Name of Applicant's Governing Board) \_\_\_\_\_ duly held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
*Signature of Certifying Official*

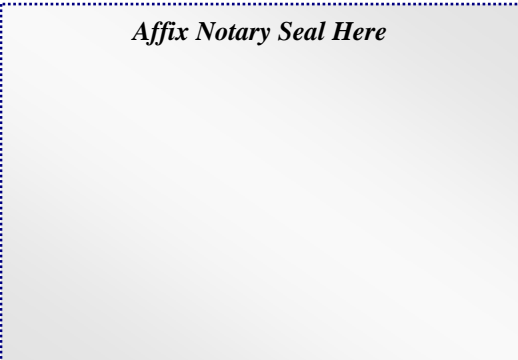
**\*Note that the authorized official, certifying official, and notary public should be three separate individuals.**

Seal Subscribed and sworn to me (date) \_\_\_\_\_

\_\_\_\_\_  
*Notary Public \**

\_\_\_\_\_  
*Printed Name and Address*

My commission expires (date) \_\_\_\_\_



BUDGET SUMMARY

September 2015 - June 2018

DRAFT

Legal Name:	DARE COUNTY				
Address:	PO Box 1000 MANTEO, NC 27954-1000				
County:	DARE COUNTY	Congressional District: 3			
Contact Person:	Don Cabana				
Telephone:	+1 (252) 475-5641				
Fax:	+1 (252) 473-3471				
Email:	donc@darenc.com				
Web Site:	www.darenc.com				
Federal ID Number:	56-6000293	DUNS Number: 082358631			
CFDA #					
Period of Performance:	Sep 1, 2015	to	Jun 30, 2018	Federal Billable/Non-Billable	Billable
<b>I. Total Project Expenditures</b>					
(NCDOT Maximum Participation Amounts)			Requested	NCDOT Use Only	
Total Expenses			\$136,631		
Total Contra Accts and Fare Revenue					
Total Net Expenses/Cost			\$136,631		
<b>II. Proposed Project Funding*</b>					
	Total	Federal	Federal Non-Billing	NCDOT	Local
	100.00%	80.00%		5.00%	15.00%
Total Funding	\$136,631	\$109,304	\$0	\$6,831	\$20,496
<b>IV. Proposed DBE, MBE, WBE Goals (Enter DBE Goal if Federal Funding applies, otherwise enter MBE/WBE Goals)</b>					
	DBE	MBE	WBE		
%					
Amount	\$0	\$0	\$0		

PROPOSED BUDGET  
SALARY AND WAGE DETAIL

Applicant : DARE COUNTY

Object Code	Position Title	No.	Total Annual Salary	Pct. (%) Oper Transp. Tasks	No. of Years	Budgeted Amount	No. of Positions Approved	NCDOT Maximum Participation
<b>FULL TIME EMPLOYEES</b>								
G121	Transportation Dir.	1	\$43,000	100%	1	\$43,000		
G121	Administrative Asst.	1	\$35,000	100%	1	\$35,000		
G121								
G121								
G121								
G121								
G121								
G121								
G121								
G121								
TOTAL G121 SALARIES		2				\$78,000		
<b>PART-TIME EMPLOYEES - RECEIVING BENEFITS</b>								
G125								
G125								
G125								
G125								
G125								
G125								
TOTAL G125 SALARIES								
<b>PART-TIME EMPLOYEES - RECEIVING NO BENEFITS</b>								
G126								
G126								
G126								
G126								
G126								
G126								
TOTAL G126 SALARIES								
TOTAL SALARY & WAGE		2				\$78,000		

Applicant: DARE COUNTY

Project Number : 19-CT-048

PROPOSED BUDGET  
EXPENSES

Object Code	Title	Total Cost	For NCDOT Use Only
<b>G120</b>	<b>Salaries and Wages</b>		
G121	Full-time employees	\$78,000	
G122	Overtime		
G125	Part-time (receives benefits)		
G126	Temporary and part-time (receives no benefits)		
G127	Longevity		
	<b>Subtotal Salaries:</b>	<b>\$78,000</b>	
<b>G180</b>	<b>Fringe Benefits</b>		
G181	Social security contribution (7.65% of total salaries)	\$5,967	
G182	Retirement contribution; total salaries X participating percentage \$78,000 X 6.50%	\$5,070	
G183	Hospitalization insurance; cost per month X no. of months X no. of employees. \$1,030.00 X 12 X 2	\$24,720	
G184	Disability insurance; cost per month X no. of months X no. of employees. X X X		
G185	Unemployment compensation; Number of Employees:		
G186	Workers compensation; Number of Employees:		
G189	Other:		
	<b>Subtotal Fringe:</b>	<b>\$35,757</b>	
	<b>TOTAL SALARY &amp; FRINGE:</b>	<b>\$113,757</b>	
<b>G190</b>	<b>Professional Services</b>		
G191	Accounting		
G192	Legal		
G195	Management Consultant		
G196	Drug & Alcohol Testing Contract		
G197	Drug & Alcohol tests Provide # of employees in test pool:		
G198	Medical review officer		
G199	Other:		
<b>G200</b>	<b>Supplies and Materials</b>		
G211	Janitorial Supplies - (Housekeeping)		
G212	Uniforms		
G233	First Aid supplies (replacement)		
G251	Motor Fuels and Lubricants		
G252	Tires and Tubes		
G253	Associated Capital Maint		

G254	Licenses, tags and fees		
G255	Vehicle cleaning supplies		
G256	Hand tools		
G257	Vehicle signs & Paint Supplies		
G258	Vehicle touch up paint (non-contract)		
G259	Other:		
G261	Office Supplies and Materials	\$1,217	
G281	Air Conditioner / Furnace Filters		
G291	Computer Supplies		
G292	Fire Extinguisher- recharging system		
<b>G300</b>	<b>Travel and Transportation (other than employee development)</b>		
G311	Travel: Anticipated trips: NCDOT Conf., NCPTA, Regional	\$1,000	
G312	Travel subsistence	\$1,200	
G313	Transportation of clients/others		
G314	Travel - Motor-pool or leased vehicles (Does NOT include vehicles used in the provision of contracted transportation services.)		
<b>G320</b>	<b>Communications</b>		
G321	Telephone Service	\$2,700	
G322	Internet Service Fee		
G323	Combined Service Fee		
G325	Postage		
G329	Other Communications:		
<b>G330</b>	<b>Utilities</b>		
G331	Electricity		
G332	Fuel oil		
G333	Natural Gas		
G334	Water		
G335	Sewer		
G336	Trash collection		
G337	Single/combined utility bill		
G339	Other:		
<b>G340</b>	<b>Printing and Binding</b>		
G341	Printing and reproduction		
G349	Other:		
<b>G350</b>	<b>Repairs and Maintenance</b>		
G353	Vehicles (use 257/258 for vehicle signs & in-house paint supplies)		
G354	Shop equipment		
G355	Office and computer equipment		
G357	Communications equipment		
G358	Other Repairs and Maintenance - Office Related		
G359	Other-Describe:		
<b>G370</b>	<b>Advertising/Promotion</b>		



G371	Marketing (paid ads, marketing firm, etc.) Describe: Brochures, Advertisement Minimum Amount (2% of Admin Budget): \$2,551		\$2,459	
G372	Promotional items Describe: Maximum Amount (25% of G371 Total Cost): \$615			
G373	Other:			
<b>G380</b>	<b>Computer Support Services (contracted)</b>			
G381	Computer programming services			
G382	Computer support/technical assistance			
<b>G390</b>	<b>Other Services</b>			
G391	Legal advertising			
G392	Laundry and dry cleaning			
G393	Temporary help services			
G394	Cleaning services			
G395	Training - Employee Education Expense		\$500	
G396	Management services (contracted transit system mgmt/admin services)			
G398	Security services			
G399	Other:			
<b>G410</b>	<b>Rental of Real Property (include copy of current lease agreement)</b>			
G412	Rent of building X number of monthly payments <input checked="" type="checkbox"/>			
G413	Rent of offices X number of monthly payments <input checked="" type="checkbox"/>			
G419	Other:			
<b>G420</b>	<b>Lease of Computer Equipment</b>			
G421	Lease of Computer Hardware			
G422	Lease of Computer Software			
<b>G430</b>	<b>Lease of Equipment</b>			
G431	Lease of Reproduction equipment		\$1,500	
G432	Lease of Postage Meter			
G433	Lease of Communications equipment (includes radio, cable lines and antennae)			
G439	Other:			
<b>G440</b>	<b>Service and Maintenance Contracts</b>			
G441	Communications equipment			
G442	Office equipment			
G443	Reproduction equipment			
G444	Vehicles			
G445	Computer equipment			
G446	Tires			
G448	Other Service and Maintenance Contracts - Office Related			
G449	Other:			
<b>G450</b>	<b>Insurance and Bonding</b>			

G451	Property and general liability (does not include vehicle insurance)		\$2,000
G452	Vehicles		\$6,612
	Number of Fleet Vehicle: 10 Maximum Amount: \$25,000		
G453	Fidelity		
G454	Professional liabilities		
G455	Special liabilities		
<b>G480</b>	<b>Indirect Costs</b>		
G481	Central services: (budget direct cost base) X (percentage rate)		
	\$18,000 X 18.26% Maximum Amount \$3,286.8		\$3,286
	Prior approval of Indirect Cost Percentage Rate required. <b>Questions should be directed to NCDOT Financial Management</b>		
<b>G490</b>	<b>Other Fixed Charges</b>		
G491	Dues and subscriptions: NCPTA Membership		\$400
G499	Other:		
<b>G600</b>	<b>Private / Public Operator Contracts - Purchase Services</b>		
G611	Direct purchase of service from privately owned provider		
G612	User side subsidy		
G621	Volunteer reimbursement		
G641	Direct purchase of service from publicly owned provider		
	<b>Total Expenses:</b>		<b>\$136,631</b>
<b>OPERATING REVENUES</b>			
	<b>Contra Account</b>		
G821	General Fund		
G822	Capital Reserve Fund		
G832	N.C. Sales Taxes		
G833	N.C. Gas Tax Refund		
G834	County Sales Taxes		
G836	Fed Gas Tax Refund		
G839	Other Taxes		
G841	Charter Expenses		
G842	Garage Services		
G843	Advertising Expenses		
G844	Insurance Settlement		
G847	Inc Elderly/Disable		
G849	Other Contra Accts		
G991	Contingency/Prog Res		
	<b>TOTAL CONTRA ACCOUNTS:</b>		
<b>F500</b>	<b>Fare Revenue</b>		
F511	General Public Fares		
F521	Prepaid Fares/Bulk Discounts		
F522	Senior Citizen Fares		
F523	Student Fares		
F524	Child Fares		
F525	Paratransit Fares		

F533	Special Route Guarantees		
F529	Other Special Fares:		
<b>TOTAL FARE REVENUES:</b>			
<b>TOTAL CONTRA ACCOUNTS AND FARE REVENUES:</b>			
<b>TOTAL EXPENSES LESS TOTAL CONTRA ACCOUNTS AND FARE REVENUES = TOTAL NET OPERATING EXPENSES (TNOE):</b>			<b>\$136,631</b>

**North Carolina Department of Transportation (NCDOT)  
Public Transportation Division (PTD)**

Project Number : 19-CT-048

CAPITAL BUDGET

July 2011 - June 2022

Legal Name:	DARE COUNTY		
Address:	PO Box 1000 MANTEO, NC 27954-1000		
County:	DARE COUNTY	Congressional District:	3
Contact Person:	Don Cabana		
Telephone:	+1 (252) 475-5641		
Fax:	+1 (252) 473-3471		
Email:	donc@darenc.com		
Web Site:	www.darenc.com		
Federal ID Number:	56-6000293	DUNS Number:	082358631
CFDA #:			
Period of Performance:	Jul 1, 2011	to	Jun 30, 2022
		Federal Billable/Non-Billable	Billable

**I. Total Project Expenditures**

(NCDOT Maximum Participation Amounts)	Requested	NCDOT Use Only
Replacement Vehicles	\$186,500	\$0
Expansion Vehicles	\$0	\$0
Other Capital Expenses	\$1,200	\$0
Advanced Technology Expenses	\$0	\$0
Baseline Technology Expenses	\$0	\$0
Facility Improvement Expenses	\$0	\$0
Other Expenses	\$0	\$0
<b>Total</b>	<b>\$187,700</b>	<b>\$0</b>

**II. Proposed Project Funding\***

	Total	Federal	Federal Non-Billing	NCDOT	Local
	100.00%	80.00%		10.00%	10.00%
<b>Total Funding</b>	<b>\$187,700</b>	<b>\$150,160</b>	<b>\$0</b>	<b>\$18,770</b>	<b>\$18,770</b>

**IV. Proposed DBE, MBE, WBE Goals (Enter DBE Goal if Federal Funding applies, otherwise enter MBE/WBE Goals)**

	DBE	MBE	WBE
%			
Amount	\$0	\$0	\$0

**North Carolina Department of Transportation (NCDOT)  
Public Transportation Division (PTD)**

Project Number : 19-CT-048

**PROPOSED PROJECT BUDGET  
CAPITAL EXPENSES**

Applicant: DARE COUNTY

Program Profile:ZPT3

Object Code	Title	Total Cost			NCDOT Maximum Participation
<b>ROLLING STOCK: REPLACEMENT VEHICLES</b>					
G541	<b>Description</b>	<b>Budgeted Cost</b>	<b>Qty</b>	<b>Qty</b>	
	<b>35- to 40-Ft. HD Low Floor Transit Bus (Replacement) - 12 yr. Bus</b> Heavy duty EPA 2014 emissions standards diesel bus built as an integral unit.	\$500,000			\$0
	Alternative fuel engine - Hybrid Electric	\$250,000			\$0
	Optional Engine - CNG				
	Optional Engine - Natural Gas				
					\$0
					\$0
G542	<b>Description</b>	<b>Budgeted Cost</b>	<b>Qty</b>	<b>Qty</b>	
	<b>30- to 35-Ft. HD Low Floor Transit Bus (Replacement) - 10 yr. Bus</b> Heavy duty EPA 2014 emissions standards diesel bus built as an integral unit.	\$460,000			\$0
	Alternative fuel engine - Hybrid Electric	\$200,000			\$0
	Optional Engine - CNG				
	Optional Engine - Natural Gas				
					\$0
					\$0
G543	<b>Description</b>	<b>Budgeted Cost</b>	<b>Qty</b>	<b>Qty</b>	
	<b>20' Light Transit Vehicle (Replacement) –</b> Body-on-chassis type vehicle (Cutaway van chassis); retaining the van-type cab; offering increased headroom and wider body; max. capacity - 13 passengers (may be driven w/o CDL)	\$53,500			\$0
	Bike Rack	\$2,820			\$0
	Brake Retarder	\$8,600			\$0
					\$0
					\$0
G545	<b>Description</b>	<b>Budgeted Cost</b>	<b>Qty</b>	<b>Qty</b>	
	<b>Raised Roof Van (Replacement) - Side entry; NO LIFT; maximum capacity-12-13 passengers.</b>	\$52,500	3		\$157,500
	Optional Engine - Diesel	\$3,550			\$0
					\$157,500
					\$0

**North Carolina Department of Transportation (NCDOT)  
Public Transportation Division (PTD)**

G546	Description	Budgeted Cost	Qty	Qty	Qty
	<b>20' Light Transit Vehicle w/wheelchair lift (Replacement)</b> – Body-on-chassis type vehicle (Cutaway van chassis); retaining the van-type cab; offering increased headroom and wider body; fully automatic side lift. <b>2 wheelchair station floor plan. Min. ambulatory capacity -8 pax; Max. ambulatory capacity -10 pax. (may be driven w/o CDL)</b>	\$60,000		\$0	\$0
	Bike Rack	\$2,820		\$0	\$0
				<b>\$0</b>	<b>\$0</b>
G547	Description	Budgeted Cost	Qty	Qty	Qty
	<b>25' Light Transit Vehicle w/wheelchair lift (Replacement)</b> - Body-on-chassis type vehicle (Cutaway van chassis); retaining the van-type cab; offering increased headroom and wider body; fully automatic side lift. <b>2 and 4 Wheelchair Station floor plans Min. ambulatory capacity - 8 pax; Max. ambulatory capacity - 18 pax.</b>	\$70,000		\$0	\$0
	Optional Engine - CNG	\$21,000		\$0	\$0
	Optional Engine - Hybrid Electric	\$30,000		\$0	\$0
	Optional Engine - Diesel	\$26,000		\$0	\$0
	Brake Retarder	\$9,000		\$0	\$0
	Bike Rack	\$2,820		\$0	\$0
				<b>\$0</b>	<b>\$0</b>
G548	Description	Budgeted Cost	Qty	Qty	Qty
	<b>Raised Roof Van w/lift (Replacement)</b> - Side entry; rear fully automatic interior lift. <b>2 to 3 Wheelchair Stations. Min. ambulatory capacity - 3 pax; Max. ambulatory capacity-9 pax.</b>	\$61,000		\$0	\$0
	Optional Engine - Diesel	\$3,550		\$0	\$0
				<b>\$0</b>	<b>\$0</b>
G571	Description	Budgeted Cost	Qty	Qty	Qty
	<b>Minivan / Crossover (Replacement)</b> – Small vehicle; standard production vehicle; <b>maximum capacity - 6 passengers.</b> Crossover vehicle (6 pax) available <b>ONLY for ALL-WHEEL DRIVE</b>	\$29,000	1	\$29,000	\$0
	<b>Option: Accessible Minivan compliant with ADA;</b> Lowered floor, wheelchair ramp and 1 to 2 wheelchair stations.	\$16,000		\$0	\$0
				<b>\$29,000</b>	<b>\$0</b>

**North Carolina Department of Transportation (NCDOT)  
Public Transportation Division (PTD)**

G573	Description	Budgeted Cost	Qty	Qty	
	<b>Support Vehicle (Replacement) - a</b> vehicle used to support the transit system; maintenance needs.	\$40,000			\$0
	Optional Engine - Diesel				
	Optional Engine - Hybrid Electric				
					\$0
					\$0
G575	Description	Budgeted Cost	Qty	Qty	
	<b>28' Light Transit Vehicle w/wheelchair lift</b> <b>(Replacement) –</b> Body-on-chassis type vehicle (Cutaway van chassis); retaining the van-type cab; offering increased headroom and wide body; fully automatic lift. <b>2 and 6</b> <b>Wheelchair Station floor plans Min.</b> <b>ambulatory capacity -8 pax; Max.</b> <b>ambulatory capacity -22 pax.</b>	\$91,000			\$0
	Optional Engine - CNG	\$21,000			\$0
	Optional Engine - Hybrid Electric	\$21,000			\$0
	Optional Engine - Diesel	\$10,000			\$0
	Brake Retarder	\$9,700			\$0
	Bike Rack	\$2,820			\$0
					\$0
					\$0
G576	Description	Budgeted Cost	Qty	Qty	
	<b>22' Light Transit Vehicle w/wheelchair lift</b> <b>(Replacement) –</b> Body-on-chassis type vehicle (Cutaway van chassis); retaining the van-type cab; offering increased headroom and wider body; fully automatic side lift. <b>2 wheelchair</b> <b>station floor plan. Min. ambulatory</b> <b>capacity -12 pax; Max. capacity -14 pax.</b> <b>plus 1 wheelchair passenger.</b> <b>THIS LTV REQUIRES A CDL - LTV</b> <b>seating CANNOT BE MODIFIED.</b>	\$64,500			\$0
	Optional Engine - CNG	\$21,000			\$0
	Optional Engine - Hybrid Electric	\$30,000			\$0
	Brake Retarder	\$9,000			\$0
	Bike Rack	\$2,820			\$0
					\$0
					\$0

**North Carolina Department of Transportation (NCDOT)  
Public Transportation Division (PTD)**

G577	Description			Budgeted Cost	Qty	Qty	
	Other Transit Vehicle (Replacement) - Other transit-type vehicle not otherwise identified in UPTAS. Specify type and if lift equipped. (include estimated cost documentation)						
	Optional Engine - Hybrid Electric						
	Optional Engine - Diesel						
<b>TOTAL REPLACEMENT VEHICLE QUANTITY &amp; EXPENSES:</b>						<b>\$186,500</b>	<b>\$0</b>
*NOTE: If you prefer to use a local vendor for lettering, please budget cost under line code G591 located under "Other Capital". Logos are now eligible under that code also.							
VEHICLE REPLACEMENT INFORMATION						NCDOT	
REPLACED VEHICLES					NEW VEHICLE	APPROVED REPLS.	
Year	Make	Type	Complete VIN	Mileage	Select code below	Y/N	Comment
Example: 2010	FORD	LTV	1FDXE45503HA77633	186,500	G547 - 25' w/ lift	N	Repl. FY16/prior
2013	Ford	Passenger	1FTDS3EL5DDB26191	125,000	G545 - Raised Roof Van (no lift)		
2013	Ford	Passenger	1FTDS3EL7DDB26192	134,000	G545 - Raised Roof Van (no lift)		
2012	Dodge	Mini	2C4RGBG9CR322547	137,000	G571 - MiniVan/Crossover		
2013	Ford	Passenger	1FTDS3EL5EDA39070	126,000	G545 - Raised Roof Van (no lift)		



**North Carolina Department of Transportation (NCDOT)  
Public Transportation Division (PTD)**

Project Number : 19-CT-048

**PROPOSED PROJECT BUDGET  
CAPITAL EXPENSES**

Applicant: DARE COUNTY

Object Code	Title	Total Cost		NCDOT Maximum Participation
<b>ROLLING STOCK: EXPANSION VEHICLES</b>				
G561	<b>Description</b>	<b>Budgeted Cost</b>	<b>Qty</b>	<b>Qty</b>
	<b>35- to 40-FT HD Transit Bus w/Lift (Expansion) - 12 yr. bus</b> Heavy duty diesel bus built as an integral unit.	\$500,000		\$0
	Optional Engine - CNG			\$0
	Alternative fuel Engine - Hybrid Electric	\$250,000		\$0
	Optional Engine - Diesel			\$0
				<b>\$0</b>
G562	<b>Description</b>	<b>Budgeted Cost</b>	<b>Qty</b>	<b>Qty</b>
	<b>30- to 35-FT HD Transit Bus w/Lift (Expansion) - 10 yr. bus</b> Heavy duty diesel bus built as an integral unit.	\$460,000		\$0
	Alternative fuel engine: Hybrid	\$200,000		\$0
	Optional Engine - CNG			\$0
	Optional Engine - Natural Gas			\$0
				<b>\$0</b>
G563	<b>Description</b>	<b>Budgeted Cost</b>	<b>Qty</b>	<b>Qty</b>
	<b>20' Light Transit Vehicle (Expansion) –</b> Body-on-chassis type vehicle (Cutaway van chassis); retaining the van-type cab; offering increased headroom and wider body; max. capacity - 13 passengers (may be driven w/o CDL)	\$58,000		\$0
	Bike Rack	\$2,820		\$0
	Brake Retarder	\$8,600		\$0
				<b>\$0</b>
G565	<b>Description</b>	<b>Budgeted Cost</b>	<b>Qty</b>	<b>Qty</b>
	<b>High - top Vehicle (Expansion) –</b> School bus door entry; lowered stepwell; <b>NO LIFT ; maximum capacity-12 passengers.</b>	\$57,000		\$0
	Optional Engine - Diesel	\$3,550		\$0
				<b>\$0</b>

North Carolina Department of Transportation (NCDOT)  
Public Transportation Division (PTD)

G566	Description	Budgeted Cost	Qty	Qty	
	<b>20' Light Transit Vehicle w/wheelchair lift (Expansion) –</b> Body-on-chassis type vehicle (Cutaway van chassis); retaining the van-type cab; offering increased headroom and wider body; fully automatic side lift. 2 wheelchair station floor plan. Min. ambulatory capacity -8 pax; Max. ambulatory capacity -10 pax. <b>(may be driven w/o CDL)</b>	\$64,500			\$0
	Optional Engine - Diesel				
	Bike Rack	\$2,820			\$0
					<b>\$0</b>
					<b>\$0</b>
G567	Description	Budgeted Cost	Qty	Qty	
	<b>25' Light Transit Vehicle w/Lift (Expansion) –</b> Body-on-chassis type vehicle(Cutaway van chassis);retaining the van-type cab; offering increased headroom and wider body; fully automatic side life. <b>2 &amp; 4 Wheelchair Station floor plans Min. ambulatory capacity - 8 pax; Max. ambulatory capacity - 18 pax.</b>	\$74,500			\$0
	Optional Engine - CNG	\$21,000			\$0
	Optional Engine - Hybrid Electric	\$30,000			\$0
	Optional Engine - Diesel	\$26,000			\$0
	Brake Retarder	\$9,000			\$0
	Bike Rack	\$2,820			\$0
					<b>\$0</b>
					<b>\$0</b>
G568	Description	Budgeted Cost	Qty	Qty	
	<b>Lift-Equipped High-top Vehicle (Expansion) –</b> School bus door entry; stepwell; fully automatic interior lifts. <b>2 to 4 Wheelchair Stations. Min. ambulatory capacity - 5 pax; Max. ambulatory capacity-8 pax.</b>	\$65,500			\$0
	Optional Engine - Diesel	\$3,550			\$0
					<b>\$0</b>
					<b>\$0</b>
G572	Description	Budgeted Cost	Qty	Qty	
	<b>Minivan / Crossover (Expansion) –</b> Small vehicle; standard production vehicle; <b>maximum capacity - 6 passengers.</b> Crossover vehicle (6 pax) available <b>ONLY for ALL-WHEEL DRIVE</b>	\$33,500			\$0
	<b>Option: (a) Accessible Minivan compliant with ADA;</b> Lowered floor, wheelchair ramp and 1 to 2 wheelchair stations.	\$16,000			\$0
					<b>\$0</b>
					<b>\$0</b>

**North Carolina Department of Transportation (NCDOT)  
Public Transportation Division (PTD)**

G574	Description	Budgeted Cost	Qty	Qty	Qty
	<b>Support Vehicle (Expansion) –</b> Vehicle used to support transit system; maintenance needs.	\$40,000			\$0
	Optional Engine - Diesel				
	Optional Engine - Hybrid Electric				
					\$0
					\$0
G578	Description	Budgeted Cost	Qty	Qty	Qty
	<b>28' Light Transit Vehicle w/wheelchair lift (Expansion) –</b> Body-on-chassis type vehicle (Cutaway van chassis); retaining the van-type cab; offering increased headroom and wide body; fully automatic lift; max. capacity - 22 passengers, depending on floor plan.	\$95,500			\$0
	Optional Engine - CNG	\$21,000			\$0
	Optional Engine - Hybrid Electric	\$21,000			\$0
	Optional Engine - Diesel	\$10,000			\$0
	Brake Retarder	\$9,700			\$0
	Bike Rack	\$2,820			\$0
					\$0
					\$0
G579	Description	Budgeted Cost	Qty	Qty	Qty
	<b>22' Light Transit Vehicle w/Lift (Expansion) –</b> Body-on chassis type vehicle (Cutaway van chassis); retaining the van-type cab; offering increased headroom and wider body; fully automatic side life. <b>2 Wheelchair Station floor plan. Min. ambulatory capacity - 12 pax; Max. ambulatory capacity - 14 pax. THIS LTV REQUIRES A CDL - LTV seating CANNOT BE MODIFIED.</b>	\$69,000			\$0
	Optional Engine - Hybrid Electric	\$21,000			\$0
	Optional Engine - Diesel				
	Brake Retarder	\$9,000			\$0
	Optional Engine - CNG	\$21,000			\$0
	Bike Rack	\$2,820			\$0
					\$0
					\$0
G595	Description	Budgeted Cost	Qty	Qty	Qty
	<b>Other Transit Vehicle (Expansion) -</b> Other transit-type vehicle not otherwise identified in UPTAS. Specify type and if lift equipped. (include estimated cost documentation)				
	Optional Engine - Hybrid Electric				
	Optional Engine - Diesel				

North Carolina Department of Transportation (NCDOT)  
Public Transportation Division (PTD)

TOTAL EXPANSION VEHICLE QUANTITY & EXPENSES:	\$0	\$0
*NOTE: If you prefer to use a local vendor for lettering, please budget cost under line code G591 located under "Other Capital". Logos are now eligible under that code also.		

**North Carolina Department of Transportation (NCDOT)  
Public Transportation Division (PTD)**

Project Number : 19-CT-048

PROPOSED PROJECT BUDGET  
CAPITAL EXPENSES

Applicant: DARE COUNTY

Object Code	Title	Total Cost	NCDOT Maximum Participation				
<b>OTHER CAPITAL</b>							
G511	<b>Office Furniture - Cost of tables, desks, chairs, file cabinets, and related furniture for transportation offices or facilities.</b> <b>List one item per line, the no.of units per item, and the estimated cost.</b> <b>(provide one cost estimate for each item requested.)</b>						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
G512	<b>Office Equipment - Cost of fax machines, copiers, calculators, and other equipment for transportation offices and facilities. Does not include computer hardware and software</b> <b>List one item per line, the no. of units per item, and the estimated cost.</b> <b>(provide one cost estimate for each item requested.)</b>						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
G513	<b>Audio-Visual Equipment - Includes the costs of overhead projector, TV and VCR to be used for training purposes.</b> <b>List one item per line, the no. of units per item, and the estimated cost.</b> <b>(provide one cost estimate for each item requested.)</b>						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total

**North Carolina Department of Transportation (NCDOT)  
Public Transportation Division (PTD)**

G551	<p><b>Vehicle Spare Parts</b> - Cost of spare parts for revenue producing vehicles. The spare part must have a unit cost of greater than \$300 and a useful life of more than one (1) year. This expenditure is only available to systems with in-house maintenance facilities which maintain an inventory of spare parts.  <b>List one item per line, the number of units, and the estimated cost per each.</b>  <b>(provide one cost estimate for each item requested.) Must have Maintenance Facility!</b></p>						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
G552	<p><b>Shop Equipment</b> - Purchase of equipment for maintaining vehicles, including, but not limited to, motor hoist, tire balancer, etc.  <b>List one item per line, the no. of units per item, and the estimated cost.</b>  <b>(provide one cost estimate for each item requested.) Must have Maintenance Facility!</b></p>						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
G553	<p><b>Repeater Station</b> - Used to extend the range of the base installation.          Attach estimate of cost from vendor.          Watts:</p>						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
	New						
	Replacement						
G554	<p><b>Radio Base Station</b> - Desk-type unit used to transmit to mobile units in the vehicles. Includes remotes and mobiles with power packs.          Attach estimate of cost from vendor.          Watts:</p>						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
	New						
	Replacement						

**North Carolina Department of Transportation (NCDOT)  
Public Transportation Division (PTD)**

G555	<b>Mobile Radio Unit - 2-way radio installed in vehicle</b> Attach estimate of cost from vendor. Watts:						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
	New						
	Replacement						
	<b>Hand-held Radio Unit - portable 2-way radio (limit 2 per transit system)</b> Attach estimate of cost from vendor. Watts:						
G556	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
	New						
	Replacement						
	<b>Telephone equipment - Individual telephone instruments (does not include new or replacement telephone systems – see G524 in Facility Improvements); may include cellular (digital) phones.</b> List one item per line, the no. per item, and the estimated cost.						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
G557	<b>Fareboxes - Coin collection unit installed on vehicle.</b> List item and indicate no. of units: Attach estimated cost & type.						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
	New						
	Replacement						
	<b>Other Equipment - Specify item if not listed above.</b> List one item per line, the no. per item, and the estimated cost. <b>Provide one cost estimate for each item requested.</b>						
G559	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
G585	<b>Bus Stop Signs - Sign used to indicate location where passengers can board or exit a public transit vehicle.</b> <b>*Do not request Bus Stop Shelters/Benches here. Must request in Facility Improve.</b>						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
	Bus Stop Sign(s)						

**North Carolina Department of Transportation (NCDOT)  
Public Transportation Division (PTD)**

G591	<b>Vehicle Lettering &amp; Logos</b> - Cost of lettering and/or logos and the labor involved in having the transit system name, phone number, and/or logo applied to vehicles. Costs to be incurred by using a local vendor. (Attach cost estimate for reference only.)						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
	Vehicle Lettering & Logos	4	\$300	\$1,200			
G611	<b>Direct Purchase of Service (Private)</b> Purchase of transportation services from a privately owned transportation provider.						
G612	<b>User Side Subsidy</b> Purchase of service contract in which the passenger (user) pays for a portion of the full fare.						
G621	<b>Volunteer Reimbursement</b> Reimbursement to volunteers for mileage on personal vehicle for public transportation.						
G641	<b>Direct Purchase of Service (Public)</b> Purchase of transportation services from a publicly owned transportation provider.						
<b>TOTAL OTHER CAPITAL EXPENSES:</b>						<b>\$1,200</b>	



**North Carolina Department of Transportation (NCDOT)  
Public Transportation Division (PTD)**

Project Number : 19-CT-048

PROPOSED PROJECT BUDGET

CAPITAL EXPENSES

\*All requests must be approved by ITRE & an estimate must be attached

Applicant: DARE COUNTY

Object Code	Title	Total Cost				NCDOT Maximum Participation	
<b>ADVANCED TECHNOLOGY</b>							
G524	<b>Scheduling Software for Advance Technology- Must comply with Technology Plan:</b>						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
G526	<b>Mobile Data Devices (MDTs/MDCs) - Must comply with Technology Plan:</b>						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
	Replacement						
	Expansion						
	<b>Fare Media: Smart Card / Magenetic Stripe Card</b>						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
	Initial Installation						
	Expansion						
G527	<b>Automatic Vehicle Location (AVL) - Must comply with Technology Plan:</b>						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
	Replacement						
	Expansion						
G528	<b>Data Communication Device - Must comply with Technology Plan:</b>						
	<b>Describe Data Communication Device Upgrades that may be necessary for MDT technology:</b>						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
G592	<b>Other Advanced Technology Items - Advance Technology - Must comply with Technology Plan:</b>						
	<b>List other hardware not included above, such as replacement hard drives, network cards, etc.</b>						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total

**North Carolina Department of Transportation (NCDOT)  
Public Transportation Division (PTD)**

G596	<b>Vehicle Security / Surveillance Equipment - Must comply with: Cost and installation of on-board security systems and surveillance equipment. Attach estimate.</b>						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
	Replacement						
	Expansion						
<b>TOTAL ADVANCED TECHNOLOGY EXPENSES:</b>							

**North Carolina Department of Transportation (NCDOT)  
Public Transportation Division (PTD)**

Project Number : 19-CT-048

**PROPOSED PROJECT BUDGET  
CAPITAL EXPENSES - Include estimate for all requests**

Applicant: DARE COUNTY

Object Code	Title	Total Cost				NCDOT Maximum Participation	
<b>BASELINE TECHNOLOGY</b>							
G514	<b>Micro Portable Projector/Laptop -</b> <b>Note: laptop is part of operation of projector</b> <b>NCDOT will participate UP TO \$4,000</b>						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
	Replacement						
	New						
G521	<b>Personal Computer System (PC) -</b> <b>Includes laptop, DESKTOP</b> computers include CPU, Office XP, one 24" monitor, keyboard, mouse and Microsoft Office XP software, 2 yr. technical support contract)						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
	Replacement						
	Expansion						
G522	<b>Printers - Laser jet network and non-network printers</b>						
	Non-network	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
	Replacement						
	Expansion						
	Network	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
	Replacement						
	Expansion						

**North Carolina Department of Transportation (NCDOT)  
Public Transportation Division (PTD)**

G523	<b>Software - Eligible software listed under FY08 Technical Specifications *</b>						
	<b>List software:</b>						
	<b>Item Description</b>	<b>Qty</b>	<b>Estimated Cost Ea.</b>	<b>Total</b>	<b>Qty</b>	<b>Dot Rate</b>	<b>Total</b>
	<b>Operating System Software Upgrade: (Ensure that your current pc has enough RAM) Windows XP PROFESSIONAL operating system</b>						
	<b>Item Description</b>	<b>Qty</b>	<b>Estimated Cost Ea.</b>	<b>Total</b>	<b>Qty</b>	<b>Dot Rate</b>	<b>Total</b>
	Upgrade Version						
	Full Version						
	<b>Microsoft Office Software: (Ensure that your current pc has enough RAM) MS Office XP PROFESSIONAL</b>						
<b>Item Description</b>	<b>Qty</b>	<b>Estimated Cost Ea.</b>	<b>Total</b>	<b>Qty</b>	<b>Dot Rate</b>	<b>Total</b>	
Upgrade Version							
Full Version							
<b>*Scheduling Software requests should be made on the Advanced Technology Budget</b>							
G525	<b>Network Server - For use with network application/programs (Use standard local IT specifications)</b>						
	<b>Item Description</b>	<b>Qty</b>	<b>Estimated Cost Ea.</b>	<b>Total</b>	<b>Qty</b>	<b>Dot Rate</b>	<b>Total</b>
	Replacement						
	Expansion						
G529	<b>Other Technology Items - List other hardware not included above, such as replacement hard drives network cards, etc. (baseline technology)</b>						
	<b>Item Description</b>	<b>Qty</b>	<b>Estimated Cost Ea.</b>	<b>Total</b>	<b>Qty</b>	<b>Dot Rate</b>	<b>Total</b>
<b>TOTAL BASELINE TECHNOLOGY EXPENSES:</b>							

**North Carolina Department of Transportation (NCDOT)  
Public Transportation Division (PTD)**

Project Number : 19-CT-048

**PROPOSED PROJECT BUDGET  
FACILITY EXPENSES**

Applicant: DARE COUNTY

Object Code	Title	Total Cost		NCDOT Maximum Participation
<b>FACILITY BUDGET</b>				
<b>G531</b>	<b>Description</b>	<b>Qty</b>	<b>Estimated Cost Ea.</b>	<b>Total</b>
	<b>New Construction of Transit Facility-</b> New building construction for Administration, Maintenance, Transfer, or Multi-Modal purposes. <b>Attach study and cost estimate</b>			
<b>G532</b>	<b>Description</b>	<b>Qty</b>	<b>Estimated Cost Ea.</b>	<b>Total</b>
	<b>Purchase of Modular Structure -</b> Purchase of modular unit <b>Attach study and cost estimate</b>			
<b>G533</b>	<b>Description</b>	<b>Qty</b>	<b>Estimated Cost Ea.</b>	<b>Total</b>
	<b>Legal Fees, Appraisal, Survey - Fees</b> associated with construction or land acquisition. Survey, Appraisal, Title fees, and closing costs <b>Describe items needed and attach cost estimate.</b>			
<b>G535</b>	<b>Description</b>	<b>Qty</b>	<b>Estimated Cost Ea.</b>	<b>Total</b>
	<b>Land Acquisition - Purchase of parcel</b> of land for construction <b>Attach study or appraisal</b>			
<b>G536</b>	<b>Description</b>	<b>Qty</b>	<b>Estimated Cost Ea.</b>	<b>Total</b>
	<b>Sitework/Grading - Pre-construction</b> work including site prep <b>Describe work to be completed and attach cost estimate.</b>			
<b>G537</b>	<b>Description</b>	<b>Qty</b>	<b>Estimated Cost Ea.</b>	<b>Total</b>
	<b>Utility Work/ Hook-Ups - Costs</b> associated with water, sewer, electrical or telephone lines or wiring, pre or post construction. <b>Describe work to be completed and attach cost estimate.</b>			

**North Carolina Department of Transportation (NCDOT)  
Public Transportation Division (PTD)**

G538	<b>Fencing/Lighting</b> - Exterior building and parking lot lighting. Fencing and gate to secure parking area for vehicles. <b>List one item per line Attach cost estimate for reference only.</b>						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
G539	<b>Accessway/ Signage/Landscaping</b> - Post-construction site work Construction of ramps and and walkways that meet ADA. Permanent signs, such as a facility signs. Soil erosion containment. <b>List one item per line Attach cost estimate for reference only.</b>						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
G558	<b>Telephone system</b> - New or Replacement telephone system <b>Attach cost estimate for reference only.</b>						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
G581	Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
	<b>Construction/ Project Management Services</b> - A firm or individual that acts on behalf of the owner to oversee entire construction project. <b>Attach study and projected cost estimate</b>						
G582	Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
	<b>Facility Acquisition</b> - Purchase of existing structure <b>Attach study and appraisal</b>						
G583	<b>Bus Stop Shelter and Benches</b> - Enclosure and seating provided to passengers at bus stop. <b>*Requires plan approval by city or county regarding location.</b> <b>ADA requirements include minimum size and width of the shelter; min. turning radius in shelter; accessibility to shelter by sidewalk; and concrete pad adjacent to shelter for loading and unloading bus.</b> <b>Provide plan approval with application.</b>						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
	Bus Shelters						
	Benches						

**North Carolina Department of Transportation (NCDOT)  
Public Transportation Division (PTD)**

G584	Description		Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
	Park and Ride Lots - Paved lots for park and ride. Describe work to be completed and attach cost estimate.							
G586	<b>Building Security/Surveillance Equipment</b> - Cost and installation of security system and surveillance equipment for transit system's administrative or maintenance facility and parking area. <b>List one item per line. Attach cost estimate for reference only.</b>							
	Item Description		Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
G587	<b>Paving / Resurfacing</b> - Asphalt surface paving or resurfacing of the facility parking area. Also includes existing Park and Ride Lots. <b>Indicate size (sq.ft.) area to be paved/resurfaced:</b> <b>Attach cost estimate for reference only.</b>							
	Description		Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
G588	<b>Engineering and Design Services</b> - Cost of architectural and engineering services required for construction or renovation projects. <b>Attach study and projected cost estimate</b>							
	Description		Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
G589	<b>Other Facility Improvements</b> - Safety and Security improvements or repairs. <b>Attach cost estimate for reference only.</b>							
	Material Cost		Labor Cost		Item Description		Total	NCDOT Total
<b>TOTAL FACILITY IMPROVEMENT EXPENSES:</b>								
<b>NOTE: YOU MUST OWN THE FACILITY TO BE ELIGIBLE TO APPLY FOR FUNDING FOR THESE PURPOSES.</b>  <b>YOU MUST SUBMIT A COPY OF THE TITLE (DEED) OF OWNERSHIP WITH THIS APPLICATION FOR FUNDING CONSIDERATION.</b>								

**North Carolina Department of Transportation (NCDOT)  
Public Transportation Division (PTD)**

Physical Address of Facility:

Facility Improvement Questionnaire - Must be completed for consideration.

Do you currently operate out of this location? YES  NO

If you DO NOT currently operate out of this location, what is the anticipated date that you will occupy this location?

What is the total square footage of the facility?

Is this facility shared for other uses or with other entities? YES  NO

If yes, list entities, square footage occupied, and purposes:

Entity	Sq. Feet	Purpose

**OTHER EXPENSES**

Code	Code Description	Requested	NCDOT Use Only
M100	M100 - 111201-BUY BUS 40FT REPL	\$0.00	\$0.00
M101	M101 - 111202-BUY BUS 35FT REPL	\$0.00	\$0.00
M102	M102 - 111203-BUY BUS 30FT REPL	\$0.00	\$0.00
M103	M103 - 111204-BUY BUS <30FT REPL	\$0.00	\$0.00
M104	M104 - 111205-BUY SCHOOL BUS RPL	\$0.00	\$0.00
M105	M105 - 111207-BUY BUS C/S REPL	\$0.00	\$0.00
M106	M106 - 111209-BUY BUS TRLEY REPL	\$0.00	\$0.00
M107	M107 - 111215-BUY VANS REPL	\$0.00	\$0.00
M108	M108 - 111216-BUY SDAN/S-WGN RPL	\$0.00	\$0.00
M112	M112 - 111303-BUY BUS 30FT EXP	\$0.00	\$0.00
M160	M160 - 113207-ACQ SURV/SEC SYS	\$0.00	\$0.00
M175	M175 - 113401-REH/REN BUS TRML	\$0.00	\$0.00
M221	M221 - 114301-CONST ADMIN BLDG	\$0.00	\$0.00
M222	M222 - 114302-CONST MAINT FACILI	\$0.00	\$0.00
M223	M223 - 114303-CONST ADM/MNT FAC	\$0.00	\$0.00
M224	M224 - 114304-CONST STORAGE FAC	\$0.00	\$0.00
M225	M225 - 114305-CONST YARDS&SHOPS	\$0.00	\$0.00
M226	M226 - 114306-CONST SHOP EQUIP	\$0.00	\$0.00
M227	M227 - 114307-CONST ADP HARDWARE	\$0.00	\$0.00
M228	M228 - 114308-CONST ADP SOFTWARE	\$0.00	\$0.00
<b>Total</b>		\$0.00	\$0.00



North Carolina Department of Transportation (NCDOT)  
Public Transportation Division (PTD)

AGENCY COMMENTS

NCDOT COMMENTS

**Check**

**Save**

**Submit**

FY19 5310 ELDERLY & DISABLED OPERATING

Project Number : 19-ED-048

BUDGET SUMMARY

September 2014 - June 2018

Legal Name:	DARE COUNTY		
Address:	PO Box 1000 MANTEO, NC 27954-1000		
County:	DARE COUNTY	Congressional District: 3	
Contact Person:	Don Cabana		
Telephone:	+1 (252) 475-5641		
Fax:	+1 (252) 473-3471		
Email:	donc@darenc.com		
Web Site:	www.darenc.com		
Federal ID Number:	56-6000293	DUNS Number: 082358631	
CFDA #			
Period of Performance:	Sep 1, 2014	to	Jun 30, 2018
Federal Billable/Non-Billable	Billable		
<b>I. Total Project Expenditures</b>			
(NCDOT Maximum Participation Amounts)		Requested	NCDOT Use Only
Total Expenses		\$100,000	
Total Contra Accts and Fare Revenue			
Total Net Expenses/Cost		\$100,000	
<b>II. Proposed Project Funding*</b>			
	Total	Federal	Federal Non-Billing
	100.00%	50.00%	
Total Funding	\$100,000	\$50,000	\$0
			NCDOT
			\$0
			Local
			\$50,000
<b>IV. Proposed DBE, MBE, WBE Goals (Enter DBE Goal if Federal Funding applies, otherwise enter MBE/WBE Goals)</b>			
	DBE	MBE	WBE
%			
Amount	\$0	\$0	\$0

FY19 5310 ELDERLY & DISABLED OPERATING

Project Number : 19-ED-048

PROPOSED BUDGET  
SALARY AND WAGE DETAIL

Applicant : DARE COUNTY

Object Code	Position Title	No.	Total Annual Salary	Pct. (%) Oper Transp. Tasks	No. of Years	Budgeted Amount	No. of Positions Approved	NCDOT Maximum Participation
<b>FULL TIME EMPLOYEES</b>								
G121								
G121								
G121								
G121								
G121								
G121								
G121								
G121								
G121								
G121								
TOTAL G121 SALARIES								
<b>PART-TIME EMPLOYEES - RECEIVING BENEFITS</b>								
G125								
G125								
G125								
G125								
G125								
G125								
TOTAL G125 SALARIES								
<b>PART-TIME EMPLOYEES - RECEIVING NO BENEFITS</b>								
G126								
G126								
G126								
G126								
G126								
G126								
TOTAL G126 SALARIES								
TOTAL SALARY & WAGE								

FY19 5310 ELDERLY & DISABLED OPERATING

Applicant: DARE COUNTY

Project Number : 19-ED-048

PROPOSED BUDGET  
EXPENSES

Object Code	Title	Total Cost	For NCDOT Use Only
<b>G120</b>	<b>Salaries and Wages</b>		
G121	Full-time employees		
G122	Overtime		
G125	Part-time (receives benefits)		
G126	Temporary and part-time (receives no benefits)		
G127	Longevity		
<b>Subtotal Salaries:</b>			
<b>G180</b>	<b>Fringe Benefits</b>		
G181	Social security contribution (7.65% of total salaries)	\$0	
G182	Retirement contribution; total salaries X participating percentage <input type="text"/> X <input type="text"/>		
G183	Hospitalization insurance; cost per month X no. of months X no. of employees. <input type="text"/> X <input type="text"/> X <input type="text"/>		
G184	Disability insurance; cost per month X no. of months X no. of employees. <input type="text"/> X <input type="text"/> X <input type="text"/>		
G185	Unemployment compensation; Number of Employees:		
G186	Workers compensation; Number of Employees:		
G189	Other:		
<b>Subtotal Fringe:</b>		\$0	
<b>TOTAL SALARY &amp; FRINGE:</b>		\$0	
<b>G190</b>	<b>Professional Services</b>		
G191	Accounting		
G192	Legal		
G195	Management Consultant		
G196	Drug & Alcohol Testing Contract		
G197	Drug & Alcohol tests Provide # of employees in test pool:		
G198	Medical review officer		
G199	Other:		
<b>G200</b>	<b>Supplies and Materials</b>		
G211	Janitorial Supplies - (Housekeeping)		
G212	Uniforms		
G233	First Aid supplies (replacement)		
G251	Motor Fuels and Lubricants		
G252	Tires and Tubes		
G253	Associated Capital Maint		

G254	Licenses, tags and fees		
G255	Vehicle cleaning supplies		
G256	Hand tools		
G257	Vehicle signs & Paint Supplies		
G258	Vehicle touch up paint (non-contract)		
G259	Other:		
G261	Office Supplies and Materials		
G281	Air Conditioner / Furnace Filters		
G291	Computer Supplies		
G292	Fire Extinguisher- recharging system		
<b>G300</b>	<b>Travel and Transportation (other than employee development)</b>		
G311	Travel: Anticipated trips:		
G312	Travel subsistence		
G313	Transportation of clients/others	\$100,000	
G314	Travel - Motor-pool or leased vehicles (Does NOT include vehicles used in the provision of contracted transportation services.)		
<b>G320</b>	<b>Communications</b>		
G321	Telephone Service		
G322	Internet Service Fee		
G323	Combined Service Fee		
G325	Postage		
G329	Other Communications:		
<b>G330</b>	<b>Utilities</b>		
G331	Electricity		
G332	Fuel oil		
G333	Natural Gas		
G334	Water		
G335	Sewer		
G336	Trash collection		
G337	Single/combined utility bill		
G339	Other:		
<b>G340</b>	<b>Printing and Binding</b>		
G341	Printing and reproduction		
G349	Other:		
<b>G350</b>	<b>Repairs and Maintenance</b>		
G353	Vehicles (use 257/258 for vehicle signs & in-house paint supplies)		
G354	Shop equipment		
G355	Office and computer equipment		
G357	Communications equipment		
G358	Other Repairs and Maintenance - Office Related		
G359	Other-Describe:		
<b>G370</b>	<b>Advertising/Promotion</b>		

G371	Marketing (paid ads, marketing firm, etc.) Describe: Minimum Amount (2% of Admin Budget): \$2,000		
G372	Promotional items Describe: Maximum Amount (25% of G371 Total Cost): \$0		
G373	Other:		
<b>G380</b>	<b>Computer Support Services (contracted)</b>		
G381	Computer programming services		
G382	Computer support/technical assistance		
<b>G390</b>	<b>Other Services</b>		
G391	Legal advertising		
G392	Laundry and dry cleaning		
G393	Temporary help services		
G394	Cleaning services		
G395	Training - Employee Education Expense		
G396	Management services (contracted transit system mgmt/admin services)		
G398	Security services		
G399	Other:		
<b>G410</b>	<b>Rental of Real Property (include copy of current lease agreement)</b>		
G412	Rent of building X number of monthly payments <input checked="" type="checkbox"/>		
G413	Rent of offices X number of monthly payments <input checked="" type="checkbox"/>		
G419	Other:		
<b>G420</b>	<b>Lease of Computer Equipment</b>		
G421	Lease of Computer Hardware		
G422	Lease of Computer Software		
<b>G430</b>	<b>Lease of Equipment</b>		
G431	Lease of Reproduction equipment		
G432	Lease of Postage Meter		
G433	Lease of Communications equipment (includes radio, cable lines and antennae)		
G439	Other:		
<b>G440</b>	<b>Service and Maintenance Contracts</b>		
G441	Communications equipment		
G442	Office equipment		
G443	Reproduction equipment		
G444	Vehicles		
G445	Computer equipment		
G446	Tires		
G448	Other Service and Maintenance Contracts - Office Related		
G449	Other:		
<b>G450</b>	<b>Insurance and Bonding</b>		

G451	Property and general liability (does not include vehicle insurance)		
G452	Vehicles		
	Number of Fleet Vehicle:                      Maximum Amount:                      \$0		
G453	Fidelity		
G454	Professional liabilities		
G455	Special liabilities		
<b>G480</b>	<b>Indirect Costs</b>		
G481	Central services: (budget direct cost base) X (percentage rate)		
	<input type="checkbox"/> X                      Maximum Amount                      \$0		
	Prior approval of Indirect Cost Percentage Rate required. <b>Questions should be directed to NCDOT Financial Management</b>		
<b>G490</b>	<b>Other Fixed Charges</b>		
G491	Dues and subscriptions:		
G499	Other:		
<b>G600</b>	<b>Private / Public Operator Contracts - Purchase Services</b>		
G611	Direct purchase of service from privately owned provider		
G612	User side subsidy		
G621	Volunteer reimbursement		
G641	Direct purchase of service from publicly owned provider		
	<b>Total Expenses:</b>		<b>\$100,000</b>
<b>OPERATING REVENUES</b>			
	<b>Contra Account</b>		
G821	General Fund		
G822	Capital Reserve Fund		
G832	N.C. Sales Taxes		
G833	N.C. Gas Tax Refund		
G834	County Sales Taxes		
G836	Fed Gas Tax Refund		
G839	Other Taxes		
G841	Charter Expenses		
G842	Garage Services		
G843	Advertising Expenses		
G844	Insurance Settlement		
G847	Inc Elderly/Disable		
G849	Other Contra Accts		
G991	Contingency/Prog Res		
	<b>TOTAL CONTRA ACCOUNTS:</b>		
<b>F500</b>	<b>Fare Revenue</b>		
F511	General Public Fares		
F521	Prepaid Fares/Bulk Discounts		
F522	Senior Citizen Fares		
F523	Student Fares		
F524	Child Fares		
F525	Paratransit Fares		

F533	Special Route Guarantees		
F529	Other Special Fares:		
<b>TOTAL FARE REVENUES:</b>			
<b>TOTAL CONTRA ACCOUNTS AND FARE REVENUES:</b>			
<b>TOTAL EXPENSES LESS TOTAL CONTRA ACCOUNTS AND FARE REVENUES = TOTAL NET OPERATING EXPENSES (TNOE):</b>			<b>\$100,000</b>
<b>R400</b>	<b>Contract Service Revenue</b>		
R411	Aging Program		
R412	Department of Social Services		
R413	Sheltered Workshop		
R414	Mental Health Program(s)		
R415	Health Department		
R416	Community Action Program		
R417	Head Start Program		
R418	Daycare		
R419	Medical		
R420	Parks and Recreation		
R421	Public/Private School		
R422	Teen Parent		
R423	Community Living Skills		
R424	Hospital		
R425	Community College		
R426	College/University		
R427	Aging Program Supplement		
R428	Child Development		
R429	Work First		
R431	Blind Services		
R432	Vocational Rehabilitation		
R433	Community Services Block Grant		
R434	Smart Start		
R435	Agricultural Extension		
R436	JTPA		
R437	Nursing Home		
R438	Rest Home		
R439	Private Individual		
R440	Elderly and Disabled Transportation Assistant Program (EDTAP)		\$50,000
R430	Other:		
<b>TOTAL CONTRACT SERVICE REVENUE:</b>			<b>\$50,000</b>
	<b>Miscellaneous Revenue and Income</b>		
R385	Advertising Profits		
R497	Investment Income		
R811	Sale of materials and scrap		
R821	Sale proceeds from fixed assets		
R844	Cash Donations		



R861	Rental Income		
R891	Other revenue not elsewhere classified:		
<b>TOTAL MISCELLANEOUS REVENUE AND INCOME:</b>			
	<b>Local Match</b>		
R264	Federal Vocational Rehabilitation		
R265	Federal Older Americans Act – Title III Fund		
R269	Other non-DOT grant (Specify):		
R362	State Operating - SMAP		
R364	State Operating - RGP		
R369	Non-federal grant (Specify):		
R372	Local Cash (list each source, fares are not an eligible source of matching funds):		
<b>TOTAL LOCAL MATCH:</b>			
<b>A</b>	<b>TOTAL CONTRACT SERVICE REVENUE + TOTAL MISC. REVENUE AND INCOME + TOTAL LOCAL MATCH MUST BE AT LEAST 50.00% OF TNOE (\$50,000)</b>		<b>\$50,000</b>



*Opportunity for Public Input on Plans for Development of the COA Dare County Campus*

**Description**

The College of the Albemarle (COA) is considering plans for future development of their Dare County campus.

The Dare County Board of Commissioners is providing time on the agenda for people to share their thoughts about facilities and programs they want COA to consider as they make plans for the Dare County campus.

Representatives from COA's Leadership Team will attend the Board of Commissioners meeting to receive public input on this issue.

**Board Action Requested**

Provide time for public input

**Item Presenter**

Robert Outten, County Manager



*Consent Agenda*

**Description**

1. Approval of Minutes (10.02.17)
2. NCDOT Encroachment Agreement - Nor Banks, Inc. 1310 Duck Road
3. DCDHHS, Public Health Division - Additional Healthy Communities Funding
4. DCDHHS, Public Health Division - Community Health Grant
5. DCDHHS, Public Health Division - Tobacco Prevention
6. Schedule of Meeting Dates for 2018

**Board Action Requested**

Approval

**Item Presenter**

County Manager, Robert Outten



*Approval of Minutes*

**Description**

The Board of Commissioners will review and approve their previous Minutes, which follow this page.

**Board Action Requested**

Approve Previous Minutes

**Item Presenter**

County Manager, Robert Outten



# COUNTY OF DARE, NORTH CAROLINA

District 1: Roanoke Island & Mainland; District 2: Nags Head, Colington, Kill Devil Hills; District 3: Kitty Hawk, Southern Shores, Duck; District 4: Chicamacomico, Avon, Buxton, Frisco, Hatteras; District 5: At Large

Regularly scheduled Board meetings are videotaped and can be viewed at [www.darenc.com](http://www.darenc.com)

## MINUTES

### DARE COUNTY BOARD OF COMMISSIONERS MEETING

Dare County Administration Building, Manteo, NC

**9:00 a.m., October 2, 2017**

Commissioners present: Chairman Robert Woodard, Vice Chairman Wally Overman  
Jack Shea, Steve House, Rob Ross, Jim Tobin, Danny Couch

Commissioners absent: None

Others present: County Manager/Attorney, Robert Outten  
Deputy County Manager/Finance Director, David Clawson  
Public Information Officer, Dorothy Hester  
Clerk to the Board, Gary Lee Gross

A full and complete account of the entire Board of Commissioners meeting is archived on a video that is available for viewing on the Dare County website [www.darenc.com](http://www.darenc.com).

Chairman Woodard called the meeting to order at 9:03 a.m. He invited Rev. Tom Wilson from All Saints Episcopal Church to share a prayer. Afterward the Chairman called for a moment of silence for the trouble and controversies in the world including the shooting in Las Vegas, Nevada. Chairman Woodard then led the Pledge of Allegiance to the flag.

#### ITEM 1 – OPENING REMARKS – CHAIRMAN’S UPDATE

Chairman Woodard mentioned the following items during his opening remarks –

- He reported on a luncheon he attended with Vice Chairman Overman, Commissioner Ross, and Commissioner Tobin to express appreciation to the staff of the Cape Hatteras Electric Cooperative thanking them for their tireless efforts to restore power following the construction accident at the new Bonner Bridge.
- The Chairman also commented on a meeting that he attended with Vice Chairman Overman, Commissioner Couch, the County Manager, and representatives from the Village of Avon to discuss short-term and long-term goals to address beach erosion.
- A report was given on the Wine Festival to benefit the Lost Colony production.
- Gratitude was expressed that the Outer Banks did not have a direct hit from Hurricane Maria. The Chairman thanked the public for their patience during the storm. He applauded the Sheriff’s Office, the Park Service, NCDOT, and EMS for the services they provided. He also thanked Commissioner Couch for keeping the Board well informed along with Public Information Officer Dorothy Hester and Emergency Manager Drew Pearson.

A video of the Chairman’s update can be seen on the County website [www.darenc.com](http://www.darenc.com).

**ITEM 2 – PRESENTATION OF COUNTY SERVICE PIN**

1) Joshua Coltrain, Public Health Division – Environmental Health, received a 10-year pin.

**ITEM 3 – EMPLOYEE OF THE MONTH – OCTOBER 2017**

Debbie Monday received the Employee of the Month award from Brandi Rheubottom who described the many ways that Ms. Monday is an asset to Older Adult Services.

**ITEM 4 – PUBLIC COMMENTS**

The Manager outlined the procedure for making public comments in Manteo and via the video link to the Fessenden Center in Buxton. Citizen remarks can be seen in their entirety on the county website [www.darenc.com](http://www.darenc.com). Following is a brief summary –

*The following comments were made in Manteo –*

1. Bea Basnight, Chair of the Roanoke Island Historical Association, thanked the Board of Commissioners and the Visitors Bureau for their support of the recent Wine and Culinary Festival to benefit the Lost Colony theatrical production.

*There were no Public Comments via the video link to the Fessenden Center in Buxton.*

**ITEM 5 – PROCLAMATION – OUTER BANKS MARATHON WEEKEND**

Ray Robinson, Executive Director of Outer Banks Sporting Events (OBSE), thanked Commissioners and Dare County citizens for their support of OBSE events. He announced that OBSE has had a \$50,000,000 impact to Dare County. Mr. Robinson presented a proclamation establishing an Outer Banks Marathon Weekend.

**MOTION**

Commissioner Shea motioned to issue a proclamation designating the second weekend in November as Outer Banks Marathon Weekend on the Outer Banks. Commissioner House seconded the motion.

VOTE: AYES unanimous

**ITEM 6 – OUTER BANKS HOSPITAL – EMPLOYEE WELLNESS PROGRAM**

Elizabeth Reilly, Dare County Human Resources Director, introduced Mark Browder from Mark III Employee Benefits, Sarah Kershner and Marielle Silk from The Outer Banks Hospital who gave a comprehensive update on the performance of the Employee Wellness Program. Results were given of biometric screenings, in which 92% of County employees participated resulting in a positive impact on employee health. Statistics were also presented about usage of the employee health clinic, which has resulted in a decrease of Emergency Room visits. In an effort to better control health care costs, a recommendation was made to extend the wellness clinic to spouses and eligible retirees and expand the operating hours to 24 per week. Commissioners expressed gratitude for the impressive results that the wellness program has achieved.

**MOTION**

Commissioner House motioned to approve updating the Employee Wellness Clinic contract to include retirees and spouses on the active MedCost insurance plan (under the age of 65) and spouses of current active employees & authorize the County Manager to sign any necessary documents.

Commissioner Shea seconded the motion.

VOTE: AYES unanimous

**ITEM 7 – CONSENT AGENDA**

The Manager announced the items as they were visually displayed in the meeting room.

**MOTION**

Commissioner Shea motioned to approve the Consent Agenda:

- 1) Approval of Minutes (09.18.17) **(Att. #1)**
- 2) Amend Capital Project Ordinance - Beach Nourishment Project, Kitty Hawk **(Att. #2)**
- 3) Amend Capital Project Ordinance - Scenic Byway Project FY2013 (Wayshowing)**(Att. #3)**
- 4) Agreement for Protection, Development & Improvement of Dare County Forest Land
- 5) Capital Project Ordinance – Salvo Community Cemetery FY2018 **(Att. #4)**
- 6) Budget Amendment for Derivatives Lawsuit Settlement Revenue
- 7) Convenience Center Commingled Recycling Collection Grant
- 8) Budget Amendment – Information Technology/GIS
- 9) Report on Budget Actions for FY2018 CIP **(Att. #5)**
- 10) Tax Collector's Report

Vice Chairman Overman and Commissioner Tobin seconded the motion.

VOTE: AYES unanimous

**ITEM 8 – BOARD APPOINTMENTS**

1) Dare County Transportation Advisory Board

Commissioner Shea motioned to appoint Mandy Earnest to fill a vacancy on the Board.  
Commissioner Couch seconded the motion.

VOTE: AYES unanimous

2) Upcoming Board Appointments

The upcoming appointments for November, December and January were announced.

**ITEM 9 – COMMISSIONERS' BUSINESS & MANAGER'S/ATTORNEY'S BUSINESS**

Following is a brief outline of items raised during this segment. Commissioners and the County Manager frequently make extensive remarks, which can be viewed in their entirety on a video archived on the Dare County website [www.darenc.com](http://www.darenc.com).

Commissioner Couch – complimented the community and county government for the way it prepared for the most recent hurricane threat.

Commissioner Shea – thanked the service pin recipient and the Employee of the Month for helping to make Dare County a great place to live, work, and raise a family. He voiced gratitude that Hurricane Maria did not make landfall on the Outer Banks and thanked all those who served during the storm.

Vice Chairman Overman – congratulated the service pin recipient and the Employee of the Month. The Vice Chairman expressed condolences for the victims of the Las Vegas shooting tragedy.

Commissioner House – added his condolences for the victims of Las Vegas shooting. During the recent hurricane evacuation of Hatteras Island Commissioner House said he was shocked to learn that there are many Dare County hotels that do not rent to local residents. He said during evacuations, these businesses should reconsider this absurd policy. Commissioner House noted that the Kitty Hawk beach nourishment project held throughout the recent storm.

Commissioner Ross – voiced thanks for the words of the invocation offered by Rev. Wilson at the start of the meeting. Commissioner Ross reported that the proposal for a new headquarters building for the Albemarle Commission has encountered some problems and alternatives are being explored. He noted that he would like to attend the next meeting of the Outer Banks SPCA Board of Directors. Commissioner Ross added that he enjoyed spending time with the staff of the Cape Hatteras Electric Cooperative at the recent appreciation luncheon.

Commissioner Tobin – echoed his gratitude for the Cape Hatteras Electric Cooperative and thanked staff for arranging the luncheon. Commissioner Tobin reported on dangerous shoaling that is occurring at the center span of Oregon inlet and gave an update on plans for dredging. A Proclamation was presented by Commissioner Tobin regarding the Constitutional rights that are guaranteed for residents of long-term care facilities.

**MOTION**

Commissioner Shea and Vice Chairman Overman motioned to approve a proclamation setting October 2017 as National Long-Term Care Residents' Rights Month.

Commissioner Tobin seconded the motion.

VOTE: AYES unanimous

Chairman Woodard – reported that at the request of Commissioner Shea a letter has been sent to the White House Chief of Staff requesting increased federal assistance. He noted that the agenda for December 18 Commissioners meeting appears to be light and he recommended cancelling the meeting in view of its closeness to the Christmas holiday.

**MOTION**

Commissioner Shea motioned to cancel the December 18, 2017 Commissioners meeting. Commissioner House and Commissioner Tobin seconded the motion.

VOTE: AYES unanimous



## **MANAGER’S/ATTORNEY’S BUSINESS**

1. The County Manager reported on a major break that occurred to a water pipe on Hatteras Island, which has since been repaired.
2. Mr. Outten briefed the Board on staff efforts to consolidate county operations into as few buildings as possible. He commented on the COA Russell Twiford campus, the old County Administration Building, the Wilkinson Street Building, and the county owned property next to Stan White’s building in Nags Head. The Manager outlined possible services and departments that might be moved in a consolidation effort. By consensus, the Board directed staff to move forward with consolidation as outlined.
3. The County Manager presented a request from the Scenic Byways Committee to approve Albemarle & Associates for Construction Management and Engineering Services for the Scenic Byways interpretive signs project.

### **MOTION**

Commissioner Shea & Commissioner House motioned to approve Albemarle & Associates for Construction Management and Engineering as requested.

Commissioner Couch seconded the motion.

VOTE: AYES unanimous

4. Mr. Outten raised an issue involving non-county residents participating in activities sponsored by Dare County Parks and Recreation. He said in discussing this with Commissioner House, there is a need for a policy that is fair to participants and Dare County taxpayers. By consensus, the Board encouraged staff to develop a policy for presentation at a future meeting.

Public Information Officer, Dorothy Hester, briefed the Board on NCDOT plans for a traffic shift on the eastbound lanes of the Wright Memorial Bridge. She also reported on a group of cyclists that are raising funds by racing across North Carolina who will culminate their trip later this week in Manteo. Ms. Hester showcased a “Transparency Award” that has been received for the beach nourishment updates featured on the Dare County website. She thanked Sara Small for her work coordinating with the municipalities on the “More Beach to Love” informational campaign.

Finance Director, David Clawson, reported that the Insurance Fund has experienced a significant improvement due to the County’s Wellness Program.

Chairman Woodard closed the meeting by commenting on the status of beach nourishment projects throughout the County and then asked for a motion to adjourn.

### **MOTION**

Commissioner Shea motioned to adjourn the meeting.

Commissioner House seconded the motion.

VOTE: AYES unanimous

At 10:46 a.m., the Board of Commissioners adjourned until 5:00 p.m., October 16, 2017.

Respectfully submitted,

[SEAL]

By: \_\_\_\_\_  
Gary Lee Gross, Clerk to the Board

APPROVED: By: \_\_\_\_\_  
Robert Woodard, Chairman  
Dare County Board of Commissioners



*NC DOT Encroachment Agreement  
Nor Banks Inc 1310 Duck Rd, Duck, NC 27948  
(Consent Agenda)*

**Description**

Installation of a fire water line to supply the building fire sprinkler system. The attached encroachment agreement is for the installation of approximately 50 feet of 8-inch HDPE fire line crossing and wet tap connection to an existing 8-inch water line. Installation method of the pipe to be horizontal directional drill. The portion adjoining the asphalt walk to be cut and replaced as necessary to complete the work.

**Board Action Requested**

Approval of NC DOT Encroachment Agreement

**Item Presenter**

Ken Flatt (Consent)

DEPARTMENT OF TRANSPORTATION

THREE PARTY RIGHT OF WAY  
ENCROACHMENT AGREEMENT ON  
PRIMARY AND SECONDARY SYSTEM

-AND-  
Nor Banks, Inc.

1310 Duck Road, Duck NC 27949

-AND-

County of Dare, North Carolina

954 Marshall Collins Drive Manteo, NC 27954

THIS AGREEMENT, made and entered into this the \_\_\_\_\_ day of \_\_\_\_\_, 20 17, by and between the Department of Transportation, party of the first part; and Nor Banks, Inc.

\_\_\_\_\_ party of the second part; and County of Dare, North Carolina  
\_\_\_\_\_ party of the third part,

WITNESSETH

THAT WHEREAS, the party of the second part desires to encroach on the right of way of the public road designated as Route(s) NC 12 (Duck Road), located Approx. 1,400 ft south from its intersection with Widgeon Drive (SR 1479)

with the construction and/or erection of: approx. 50 lf of 8" HDPE fire line crossing and a wet tap connection to an existing 8" Water main along the east side of NC12. Installation method of the pipe to be horizontal direction drill with necessary valves and appurtenances for the wet tap. Portion of adjoining asphalt walk to be cut and replaced as necessary for tap installation.

WHEREAS, it is to the material advantage of the party of the second part to effect this encroachment, and the party of the first part in the exercise of authority conferred upon it by statute, is willing to permit the encroachment within the limits of the right of way as indicated, subject to the conditions of this agreement;

NOW, THEREFORE, IT IS AGREED that the party of the first part hereby grants to the party of the second part the right and privilege to make this encroachment as shown on attached plan sheet(s), specifications and special provisions which are made a part hereof upon the following conditions, to wit:

That the installation, operation, and maintenance of the above described facility will be accomplished in accordance with the party of the first part's latest POLICIES AND PROCEDURES FOR ACCOMMODATING UTILITIES ON HIGHWAY RIGHTS-OF-WAY, and such revisions and amendments thereto as may be in effect at the date of this agreement. Information as to these policies and procedures may be obtained from the Division Engineer or State Utility Agent of the party of the first part.

That the said party of the second part binds and obligates himself to install and maintain the encroaching facility in such safe and proper condition that it will not interfere with or endanger travel upon said highway, nor obstruct nor interfere with the proper maintenance thereof, to reimburse the party of the first part for the cost incurred for any repairs or maintenance to its roadways and structures necessary due to installation and existence of the facilities of the party of the second part, and if at any time the party of the first part shall require the removal of or changes in the location of the said facilities, that the said party of the second part binds himself, his successors and assigns, to promptly remove or alter the said facilities, in order to conform to the said requirement, without any cost to the party of the first part.

That the party of the second part agrees to provide during construction and any subsequent maintenance proper signs, signal lights, flagmen and other warning devices for the protection of traffic in conformance with the latest Manual on Uniform Traffic Control Devices for Streets and Highways and Amendments or Supplements thereto. Information as to the above rules and regulations may be obtained from the Division Engineer of the party of the first.

That the party of the second part hereby agrees to indemnify and save harmless the party of the first part from all damages and claims for damage that may arise by reason of the installation and maintenance of this encroachment.

That the party of the second part agrees to restore all areas disturbed during installation and maintenance to the satisfaction of the Division Engineer of the party of the first part. The party of the second part agrees to exercise every reasonable precaution during construction and maintenance to prevent eroding of soil; silt or pollution of rivers, streams, lakes, reservoirs, other water impoundments, ground surfaces or other property; or pollution of the air. There shall be compliance with applicable rules and regulations of the North Carolina Division of Environmental Management, North Carolina Sedimentation Control Commission, and with ordinances and regulations of various counties, municipalities and other official agencies relating to pollution prevention and control. When any installation or maintenance operation disturbs the ground surface and existing ground cover, the party of the second part agrees to remove and replace the sod or otherwise reestablish the grass cover to meet the satisfaction of the Division Engineer of the party of the first part.

That the party of the second part agrees to assume the actual cost of any inspection of the work considered to be necessary by the Division Engineer of the party of the first part.

That the party of the second part agrees to have available at the construction site, at all times during construction, a copy of this agreement showing evidence of approval by the party of the first part. The party of the first part reserves the right to stop all work unless evidence of approval can be shown.

Provided the work contained in this agreement is being performed on a completed highway open to traffic; the party of the second part agrees to give written notice to the Division Engineer of the party of the first part when all work contained herein has been completed. Unless specifically requested by the party of the first part, written notice of completion of work on highway projects under construction will not be required.

That in the case of noncompliance with the terms of this agreement by the party of the second part, the party of the first part reserves the right to stop all work until the facility has been brought into compliance or removed from the right of way at no cost to the party of the first part.

That it is agreed by both parties that this agreement shall become void if actual construction of the work contemplated herein is not begun within one (1) year from the date of authorization by the party of the first part unless written waiver is secured by the party of the second part from the party of the first part.

During the performance of this contract, the second party, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor"), agrees as follows:

- a. Compliance with Regulations: The contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U. S. Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- b. Nondiscrimination: The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- c. Solicitations for Subcontracts, including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
- d. Information and Reports: The contractor shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Department of Transportation or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the Department of Transportation, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
- e. Sanctions for Noncompliance: In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Department of Transportation shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to,
  - (1) withholding of payments to the contractor under the contract until the contractor complies, and/or
  - (2) cancellation, termination or suspension of the contract, in whole or in part.
- f. Incorporation of Provisions: The contractor shall include the provisions of paragraphs "a" through "f" in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the Department of Transportation or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the Department of Transportation to enter into such litigation to protect the interests of the State, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

That when title to the subject that constitutes the aforesaid encroachment passes from the party of the second part and vests in the party of the third part, the party of the third part agrees to assume all responsibilities and rights and to perform all obligations as agreed to herein by the party of the second part.

RW (166) : Party of the Second Part certifies that this agreement is true and accurate copy of the form RW (166) incorporating all revisions to date.

IN WITNESS WHEREOF, each of the parties to this agreement has caused the same to be executed the day and year first above written.

DEPARTMENT OF TRANSPORTATION

BY: \_\_\_\_\_  
DIVISION ENGINEER

WITNESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nor Banks, Inc  
\_\_\_\_\_  
\_\_\_\_\_  
President, J Britt Inc

Second Party

WITNESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

County of Dare  
\_\_\_\_\_  
\_\_\_\_\_

Third Party



*DHHS-Public Health Division  
Additional Healthy Communities Funding*

**Description**

The Public Health Division has received additional funding from the NC Division of Public Health, Chronic Disease & Injury Section for the Healthy Communities grant program. The purpose of this grant is to address poor nutrition, physical inactivity, tobacco use, violence & unintentional injury, and chronic disease screening and management for everyone in Dare County regardless of ethnicity, socioeconomic status, location, education, disability or sexual orientation. The additional funding will be used to implement mass media or messaging campaigns through radio & web ads and billboards that increase awareness of diabetes prevention and the risks of opioid poisoning, signs and symptoms of opioid overdose, where to access and how to administer naloxone in the event of an overdose.

**Board Action Requested**

Approve Budget Amendment

**Item Presenter**

N/A

# DARE COUNTY

## BUDGET AMENDMENT

F/Y 2017-2018

ACCOUNT	CODE			INCREASE	DECREASE
	Org	Object	Project		
<b>Department:</b>					
Human Services-Public Health					
<u>Revenues:</u>					
State/Federal-Healthy Communities	103027	424263	55030		\$3,810
<u>Expenditures:</u>					
Advertising & Promotion	104600	525600	55030		\$3,810

Explanation:

Additional State funding to be used for mass media & messaging campaigns.

**Approved by:**

Board of Commissioners: \_\_\_\_\_

Date: \_\_\_\_\_

County Manager: \_\_\_\_\_

Date: \_\_\_\_\_

(sign in red)

*Finance only:*

Date entered: \_\_\_\_\_ Entered by: \_\_\_\_\_ Reference number: \_\_\_\_\_

# Division of Public Health Agreement Addendum FY 17-18

Dare County Department of Health & Human  
Services — Public Health Division

**Local Health Department Legal Name**

886 Healthy Communities

**Activity Number and Description**

06/01/2017 – 05/31/2018

**Service Period**

07/01/2017 – 06/30/2018

**Payment Period**

Chronic Disease and Injury Section

**DPH Section / Branch Name**

Sharon Nelson, 919-707-5207,  
Sharon.boss.nelson@dhhs.nc.gov

**DPH Program Contact**

(name, phone number, and email)

**DPH Program Signature**

**Date**

(only required for a negotiable agreement addendum)

- Original Agreement Addendum  
 Agreement Addendum Revision # 1

**I. Background:**

No change.

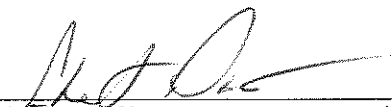
**II. Purpose:**

This Agreement Addendum Revision #1 enables health departments to (1) pay for staff and community partners to attend training on health equity and/or topics directly related to the FY17-18 Community Action Plan strategies and/or (2) implement mass media or messaging campaigns promoting the FY 17-18 Community Action Plan strategies. Additional performance measures are described in Section IV below.

**III. Scope of Work and Deliverables:**

*As of June 1, 2017, this Agreement Addendum Revision #1 adds Paragraph F as follows:*

- F. Pay for staff and community partners to receive training on health equity, and/or how to implement the strategies included in the FY 17-18 Community Action Plan. Staff must receive approval to attend training from their Healthy Communities Program Consultant. Funds may also be used to implement mass media or messaging campaigns to promote the FY 17-18 Community Action Plan strategies. This includes print, radio, television, billboards, web and social media. Coordinators must contact their Project Consultant before placing media and all media purchases over \$500 must receive prior approval.

  
\_\_\_\_\_  
Health Director Signature (use blue ink)

7/21/17  
\_\_\_\_\_  
Date

Local Health Department to complete: (If follow-up information is needed by DPH)	LHD program contact name: <u>Roxana Ballinger</u>	Phone number with area code: <u>252-475-5619</u>
	Email address: <u>Roxana.Ballinger@darenc.com</u>	

**Signature on this page signifies you have read and accepted all pages of this document.**



**IV. Performance Measures/Reporting Requirements:**

*As of June 1, 2017, this Agreement Addendum Revision #1 adds Subparagraph 6 to Paragraph A. Performance Measures, as follows:*

6. Evidence that staff and community partners received training on health equity and/or training on how to implement strategies addressed in the FY 17-18 Community Action Plan. Number of mass media messages or messaging campaigns promoting the FY 17-18 Community Action Plan strategies.

**V. Performance Monitoring and Quality Assurance:**

No change.

**VI. Funding Guidelines or Restrictions:**

No change.

DPH-Aid-To-Counties

For Fiscal Year: 17/18

Budgetary Estimate Number : 1

Activity 886	AA	1261 5503 00	1261 5503 PF	Proposed Total	New Total
Service Period		06/01-05/31	06/01-05/31		
Payment Period		07/01-06/30	07/01-06/30		
01 Alamance	* 1	3,810	0	3,810	39,984
D1 Albemarle	* 1	26,670	0	26,670	279,915
02 Alexander	* 1	3,810	0	3,810	39,984
04 Anson		0	0	0	0
D2 Appalachian	* 1	11,430	0	11,430	119,955
07 Beaufort	* 1	3,810	0	3,810	39,984
09 Bladen	* 1	3,810	0	3,810	39,984
10 Brunswick	* 1	3,810	0	3,810	39,984
11 Buncombe	* 1	3,810	0	3,810	39,984
12 Burke	* 1	3,810	0	3,810	39,984
13 Cabarrus	* 1	3,810	0	3,810	39,984
14 Caldwell	* 1	3,810	0	3,810	39,984
16 Carteret	* 1	3,810	0	3,810	39,984
17 Caswell	* 1	3,810	0	3,810	39,984
18 Catawba	* 1	3,810	0	3,810	39,984
19 Chatham	* 1	3,810	0	3,810	39,984
20 Cherokee	* 1	3,810	0	3,810	39,984
22 Clay	* 1	3,810	0	3,810	39,984
23 Cleveland	* 1	3,810	0	3,810	39,984
24 Columbus	* 1	3,810	0	3,810	39,984
25 Craven	* 1	3,810	0	3,810	39,984
26 Cumberland	* 1	3,810	0	3,810	39,984
28 Dare	* 1	3,810	0	3,810	39,984
29 Davidson	* 1	3,810	0	3,810	39,984
30 Davie	* 1	3,810	0	3,810	39,984
31 Duplin	* 1	3,810	0	3,810	39,984
32 Durham	* 1	40,006	0	40,006	76,180
33 Edgecombe	* 1	3,810	0	3,810	39,984
34 Forsyth	* 1	3,810	0	3,810	39,984
35 Franklin	* 1	3,810	0	3,810	39,984
36 Gaston	* 1	3,810	0	3,810	39,984
38 Graham	* 1	3,810	0	3,810	39,984
D3 Gran-Vance	* 1	7,620	0	7,620	79,970
40 Greene	* 1	3,810	0	3,810	39,984
41 Guilford	* 1	3,810	0	3,810	39,984
42 Halifax	* 1	3,810	0	3,810	39,984
43 Harnett	* 1	3,810	0	3,810	39,984
44 Haywood	* 1	3,810	0	3,810	39,984
45 Henderson	* 1	3,810	0	3,810	39,984
46 Hertford	* 1	3,810	0	3,810	39,984
47 Hoke	* 1	3,810	0	3,810	39,984
48 Hyde	* 1	3,810	0	3,810	39,984
49 Iredell	* 1	3,810	0	3,810	39,984
50 Jackson	* 1	3,810	0	3,810	39,984
51 Johnston	* 1	3,810	0	3,810	39,984

52 Jones	* 1	3,810	0	3,810	39,984
53 Lee	* 1	3,810	0	3,810	39,984
54 Lenoir	* 1	3,810	0	3,810	39,984
55 Lincoln	* 1	3,810	0	3,810	39,984
56 Macon	* 1	3,810	0	3,810	39,984
57 Madison	* 1	3,810	0	3,810	39,984
D4 M-T-W	* 1	11,430	0	11,430	119,955
60 Mecklenburg	* 1	3,810	0	3,810	39,984
62 Montgomery	* 1	3,810	0	3,810	39,984
63 Moore		0	0	0	0
64 Nash	* 1	3,810	0	3,810	39,984
65 New Hanover	* 1	3,810	0	3,810	39,984
66 Northampton	* 1	3,810	0	3,810	39,984
67 Onslow	* 1	3,810	0	3,810	39,984
68 Orange	* 1	3,810	0	3,810	39,984
69 Pamlico	* 1	3,810	0	3,810	39,984
71 Pender	* 1	3,810	0	3,810	39,984
73 Person	* 1	3,810	0	3,810	39,984
74 Pitt	* 1	3,810	0	3,810	39,984
76 Randolph	* 1	3,810	0	3,810	39,984
77 Richmond	* 1	3,810	0	3,810	39,984
78 Robeson	* 1	3,810	0	3,810	39,984
79 Rockingham	* 1	3,810	0	3,810	39,984
80 Rowan	* 1	3,810	0	3,810	39,984
D5 R-P-M	* 1	11,430	0	11,430	119,955
82 Sampson	* 1	3,810	0	3,810	39,984
83 Scotland	* 1	3,810	0	3,810	39,984
84 Stanly	* 1	3,810	0	3,810	39,984
85 Stokes	* 1	3,810	0	3,810	39,984
86 Surry	* 1	3,810	0	3,810	39,984
87 Swain	* 1	3,810	0	3,810	39,984
D6 Toe River	* 1	11,430	0	11,430	119,955
88 Transylvania	* 1	3,810	0	3,810	39,984
90 Union	* 1	3,810	0	3,810	39,984
92 Wake	* 1	3,810	0	3,810	39,984
93 Warren	* 1	3,810	0	3,810	39,984
96 Wayne	* 1	3,810	0	3,810	39,984
97 Wilkes	* 1	3,810	0	3,810	39,984
98 Wilson	* 1	3,810	0	3,810	39,984
99 Yadkin	* 1	3,810	0	3,810	39,984
Totals		409,576	0	409,576	3,954,669

Sign and Date - DPH Program Administrator <i>Sharon Nelson / JSW</i> 5/22/17	Sign and Date - DPH Section Chief <i>MD</i> 5/22/17
Sign and Date - DRH Contracts Office <i>Wanda Hill</i> 5-22-17	Sign and Date - DPH Budget Officer <i>Camela Gall</i> 5/22/17

*bpamott 5-22-17*



*DHHS Public Health Division-Community Health Grant*

**Description**

The Public Health Division has applied for and been awarded one-time grant funding from the North Carolina Department of Health and Human Services-Office of Rural Health, Community Health Grant Medical Access Program (MAP). The purpose of this grant is to assure access to care and preventive care for vulnerable, underserved and medically indigent patients. This funding will be used to provide medical services to underserved residents by providing face-to-face provider contact to identify patients that are high risk for chronic disease and to provide counseling interventions.

**Board Action Requested**

Approve Budget Amendment

**Item Presenter**

N/A

# DARE COUNTY

## BUDGET AMENDMENT

F/Y 2017-2018

ACCOUNT	CODE			INCREASE	DECREASE
	Org	Object	Project		
<b>Department:</b>					
Human Services-Public Health					
<u>Revenues:</u>					
State/Federal-NCDHHS Ofc of Rural Hth	103027	tbd	51510	\$25,000	
<u>Expenditures:</u>					
Salary	104600	500200	51510	\$18,905	
FICA	104600	500300	51510	\$1,446	
Retirement	104600	500400	51510	\$1,435	
Health	104600	500500	51510	\$3,214	

Explanation:

Community Health grant funding to provide primary medical care through face-to-face provider visits to underserved residents. Patients visits are reimbursed at \$100 per visit. Grant period is September 1, 2017 - June 30, 2018

**Approved by:**

Board of Commissioners: \_\_\_\_\_

Date: \_\_\_\_\_

County Manager: \_\_\_\_\_

Date: \_\_\_\_\_

(sign in red)

*Finance only:*

Date entered: \_\_\_\_\_ Entered by: \_\_\_\_\_ Reference number: \_\_\_\_\_

**GENERAL CONTRACT COVER**

This contract is hereby entered into by and between the North Carolina Department of Health and Human Services, Central Management and Support - Office of Rural Health (the "Division") and County of Dare, Dare County Department of Health and Human Services (the "Contractor") (referred to collectively as the "Parties").

**1. Contract Documents:**

This contract consists of the following documents, which are incorporated herein by reference:

- (a) This contract cover
- (b) The General Terms and Conditions
- (c) Scope of Work
- (d) Performance Measures Chart
- (e) The Line Item Budget
- (f) State Certification

**Incorporated By Reference**

The following documents are reference materials and are available by going to the following website, [Open Window](http://dhhsopenwindow.nc.gov/index.aspx?pid=doc_ReferenceDocuments) ([http://dhhsopenwindow.nc.gov/index.aspx?pid=doc\\_ReferenceDocuments](http://dhhsopenwindow.nc.gov/index.aspx?pid=doc_ReferenceDocuments)).

- (a) Travel: Policies Governing Travel Related Expenses for Contractors
- (b) General Statutes G.S.143C6 NonState Entities Receiving State Funds
- (c) Subchapter 03M Uniform Administration of State Grants

These documents constitute the entire agreement between the Parties and supersede all prior oral or written statements or agreements.

**2. Precedence Among Contract Documents:**

In the event of a conflict between or among the terms of the Contract Documents, the terms in the Contract Document with the highest relative precedence shall prevail. The order of precedence shall be the order of documents as listed in the contract document section, with the first-listed document having the highest precedence and the last-listed document having the lowest precedence. If there are multiple contract amendments, the most recent amendment shall have the highest precedence and the oldest amendment shall have the lowest precedence.

**3. Effective Period:**

This contract shall be effective on 9/1/2017 and shall terminate on 6/30/2018, with the option to extend, if mutually agreed upon, through a written amendment as provided for in the General Terms and Conditions.

**4. Contractor's Duties:**

The Contractor shall provide the services as described in the scope of work and in accordance with the approved budget.

**5. Division's Duties:**

The Division shall pay the Contractor in the manner and in the amounts specified in the contract documents. The total amount paid by the Division to the Contractor under this contract shall not exceed \$25,000. This amount consists of \$25,000 in State funds, \$0 in Local funds, \$0 in Other funds and \$0 in Federal funds.

The total contract amount is \$25,000.

**6. Conflict of Interest Policy:**

The division has determined that this contract is not subject to N.C.G.S. 143C-6-22 & 23.

**7. Reversion of Unexpended Funds:**

Any unexpended grant funds shall revert to the Division upon termination of this contract.

**8. Grants:**

The Contractor/Grantee has the responsibility to ensure that all sub-grantees, if any, provide all information necessary to permit the Contractor/Grantee to comply with the standards set forth in this contract.

**9. Reporting Requirements:**

The Division has determined that this is a contract for financial assistance with a Public Entity. Local governmental agencies are subject to N.C.G.S. § 159-34, annual independent audit, rules and regulations, OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and N.C.G.S. § 143C-6-22, use of state funds by non state entities. If subgranting is allowable, a nongovernmental subgrantee is subject to the reporting requirements described on the Notice of Certain Reporting and Audit Requirements. Regulations and Reporting Requirements of N.C. General Statute 143C-6.23 can be found at [ncgrants.gov](http://ncgrants.gov).

**10. Payment Provisions:**

Upon execution of this contract, the Contractor shall submit to the Division contract administrator, a monthly reimbursement request for services rendered the previous month by the 10th of each month and, upon approval by the Division, receive payment within 30 days. The Division must make all payments to the Contractor by June 30. Therefore, the Contractor shall submit any adjusted reimbursement request for services, the final request for reimbursement and return any unearned funds, relating to this contract period, to the Division no later than June 10 of the current state fiscal year. The Division shall have no obligation for payment of reimbursement request received later than June 10. If this contract is terminated prior to the original end date, the Contractor is required to submit a final reimbursement report and to return any unearned funds to the Division within 30 days of the contract termination date or no later than June 10. All payments are contingent upon fund availability.

**11. Contract Administrators:**

All notices permitted or required to be given by one Party to the other and all questions about the contract from one Party to the other shall be addressed and delivered to the other Party's contract administrator. The name, post office address, street address, telephone number, fax number, and email address of the Parties' respective initial contract administrators are set out below. Either Party may change the name, post office address, street address, telephone number, fax number, or email address of its contract administrator by giving timely written notice to the other Party.

For the Division:

IF DELIVERED BY US POSTAL SERVICE	IF DELIVERED BY ANY OTHER MEANS
Ginny Ingram Central Management and Support - Office of Rural Health 2009 Mail Service Center Raleigh, NC 27699  <b>Telephone :</b> (919)-527-6440 <b>Fax:</b> ()-- <b>Email:</b> ginny.ingram@dhhs.nc.gov	Ginny Ingram Central Management and Support - Office of Rural Health 311 Ashe Avenue Raleigh, NC 27699

For the Contractor:

IF DELIVERED BY US POSTAL SERVICE	IF DELIVERED BY ANY OTHER MEANS
Debbie Dutton, Clinical and Community Services Nursing Director Dare County Department of Health and Human Services PO Box 669 Manteo, NC 27954  <b>Telephone:</b> (252)-475-9366 <b>Fax:</b> ()-- <b>Email:</b> debbie.dutton@darenc.com	Debbie Dutton, Clinical and Community Services Nursing Director Dare County Department of Health and Human Services PO Box 669 Manteo, NC 27954

**12. Supplementation of Expenditure of Public Funds:**

The Contractor assures that funds received pursuant to this contract shall be used only to supplement, not to supplant, the total amount of federal, state and local public funds that the Contractor otherwise expends for contract services and related programs. Funds received under this contract shall be used to provide additional public funding for such services; the funds shall not be used to reduce the Contractor's total expenditure of other public funds for such services.

**13. Disbursements:**

As a condition of this contract, the Contractor acknowledges and agrees to make disbursements in accordance with the following requirements:

- (a) Implement adequate internal controls over disbursements;
- (b) Pre-audit all vouchers presented for payment to determine:
  - Validity and accuracy of payment
  - Payment due date
  - Adequacy of documentation supporting payment
  - Legality of disbursement
- (c) Assure adequate control of signature stamps/plates;
- (d) Assure adequate control of negotiable instruments; and
- (e) Implement procedures to insure that account balance is solvent and reconcile the account monthly.

**14. Outsourcing to Other Countries:**



The Contractor certifies that it has identified to the Division all jobs related to the contract that have been outsourced to other countries, if any. The Contractor further agrees that it will not outsource any such jobs during the term of this contract without providing notice to the Division.

**15. Other Requirements:**

Any changes to the budget must be requested in writing by the Contractor, and written approval granted by the Division. Changes that exceed 15% of any budgeted line item will require a formal contract amendment.

**16. Signature Warranty:**

The undersigned represent and warrant that they are authorized to bind their principals to the terms of this agreement.

Signatures follow on next page

In Witness Whereof, the Contractor and the Division have executed this contract in duplicate originals, with one original being retained by each party.

**County of Dare, Dare County Department of Health and Human Services**

\_\_\_\_\_  
Signature  
Jay Burrus  
\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date  
Director  
\_\_\_\_\_  
Title

WITNESS

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date  
\_\_\_\_\_  
Title

**Central Management and Support - Office of Rural Health, North Carolina Department of Health and Human Services**

\_\_\_\_\_  
Signature  
Margaret L. Sauer  
\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date  
Director  
\_\_\_\_\_  
Title

## GENERAL TERMS AND CONDITIONS

### Relationships of the Parties

**Independent Contractor:** The Contractor is and shall be deemed to be an independent contractor in the performance of this contract and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. The Contractor represents that it has, or shall secure at its own expense, all personnel required in performing the services under this agreement. Such employees shall not be employees of, or have any individual contractual relationship with, the Division.

**Subcontracting:** The Contractor shall not subcontract any of the work contemplated under this contract without prior written approval from the Division. Any approved subcontract shall be subject to all conditions of this contract. Only the subcontractors specified in the contract documents are to be considered approved upon award of the contract. The Division shall not be obligated to pay for any work performed by any unapproved subcontractor. The Contractor shall be responsible for the performance of all of its subcontractors.

**Assignment:** No assignment of the Contractor's obligations or the Contractor's right to receive payment hereunder shall be permitted. However, upon written request approved by the issuing purchasing authority, the State may: (a) Forward the Contractor's payment check directly to any person or entity designated by the Contractor, or (b) Include any person or entity designated by Contractor as a joint payee on the Contractor's payment check. In no event shall such approval and action obligate the State to anyone other than the Contractor and the Contractor shall remain responsible for fulfillment of all contract obligations.

**Beneficiaries:** Except as herein specifically provided otherwise, this contract shall inure to the benefit of and be binding upon the parties hereto and their respective successors. It is expressly understood and agreed that the enforcement of the terms and conditions of this contract, and all rights of action relating to such enforcement, shall be strictly reserved to the Division and the named Contractor. Nothing contained in this document shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of the Division and Contractor that any such person or entity, other than the Division or the Contractor, receiving services or benefits under this contract shall be deemed an incidental beneficiary only.

### Indemnity and Insurance

**Indemnification:** The Contractor agrees to indemnify and hold harmless the Division, the State of North Carolina, and any of their officers, agents and employees, from any claims of third parties arising out of any act or omission of the Contractor in connection with the

performance of this contract to the extent permitted by law.

### Default and Termination

**Termination Without Cause:** The Division may terminate this contract without cause by giving 30 days written notice to the Contractor.

**Termination for Cause:** If, through any cause, the Contractor shall fail to fulfill its obligations under this contract in a timely and proper manner, the Division shall have the right to terminate this contract by giving written notice to the Contractor and specifying the effective date thereof. In that event, all finished or unfinished deliverable items prepared by the Contractor under this contract shall, at the option of the Division, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such materials, minus any payment or compensation previously made. Notwithstanding the foregoing provision, the Contractor shall not be relieved of liability to the Division for damages sustained by the Division by virtue of the Contractor's breach of this agreement, and the Division may withhold any payment due the Contractor for the purpose of setoff until such time as the exact amount of damages due the Division from such breach can be determined. In case of default by the Contractor, without limiting any other remedies for breach available to it, the Division may procure the contract services from other sources and hold the Contractor responsible for any excess cost occasioned thereby. The filing of a petition for bankruptcy by the Contractor shall be an act of default under this contract.

**Waiver of Default:** Waiver by the Division of any default or breach in compliance with the terms of this contract by the Contractor shall not be deemed a waiver of any subsequent default or breach and shall not be construed to be modification of the terms of this contract unless stated to be such in writing, signed by an authorized representative of the Department and the Contractor and attached to the contract.

**Availability of Funds:** The parties to this contract agree and understand that the payment of the sums specified in this contract is dependent and contingent upon and subject to the appropriation, allocation, and availability of funds for this purpose to the Division.

**Force Majeure:** Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by any act of war, hostile foreign action, nuclear explosion, riot, strikes, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.

**Survival of Promises:** All promises, requirements, terms, conditions, provisions, representations,

guarantees, and warranties contained herein shall survive the contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable Federal or State statutes of limitation.

**Intellectual Property Rights**

**Copyrights and Ownership of Deliverables:** All deliverable items produced pursuant to this contract are the exclusive property of the Division. The Contractor shall not assert a claim of copyright or other property interest in such deliverables.

**Compliance with Applicable Laws**

**Compliance with Laws:** The Contractor shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business, including those of federal, state, and local agencies having jurisdiction and/or authority.

**Equal Employment Opportunity:** The Contractor shall comply with all federal and State laws relating to equal employment opportunity.

**Health Insurance Portability and Accountability Act (HIPAA):** The Contractor agrees that, if the Division determines that some or all of the activities within the scope of this contract are subject to the Health Insurance Portability and Accountability Act of 1996, P.L. 104-91, as amended ("HIPAA"), or its implementing regulations, it will comply with the HIPAA requirements and will execute such agreements and practices as the Division may require to ensure compliance.

**Confidentiality**

**Confidentiality:** Any information, data, instruments, documents, studies or reports given to or prepared or assembled by the Contractor under this agreement shall be kept as confidential and not divulged or made available to any individual or organization without the prior written approval of the Division. The Contractor acknowledges that in receiving, storing, processing or otherwise dealing with any confidential information it will safeguard and not further disclose the information except as otherwise provided in this contract.

**Data Security:** The Contractor shall adopt and apply data security standards and procedures that comply with all applicable federal, state, and local laws, regulations, and rules.

**Duty to Report:** The Contractor shall report a suspected or confirmed security breach to the Division's Contract Administrator within twenty-four (24) hours after the breach is first discovered, provided that the Contractor shall report a breach involving Social Security Administration data or Internal Revenue Service data within one (1) hour after the breach is first discovered.

During the performance of this contract, the contractor is to notify the Division contract administrator of any contact by the federal Office for Civil Rights (OCR) received by the contractor.

**Cost Borne by Contractor:** If any applicable federal, state, or local law, regulation, or rule requires the Division or the Contractor to give affected persons written notice of a security breach arising out of the Contractor's performance under this contract, the Contractor shall bear the cost of the notice.

**Oversight**

**Access to Persons and Records:** The State Auditor shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions in accordance with General Statute 147-64.7. Additionally, as the State funding authority, the Department of Health and Human Services shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions.

**Record Retention:** Records shall not be destroyed, purged or disposed of without the express written consent of the Division. State basic records retention policy requires all grant records to be retained for a minimum of five years or until all audit exceptions have been resolved, whichever is longer. If the contract is subject to Federal policy and regulations, record retention may be longer than five years. Records must be retained for a period of three years following submission of the final Federal Financial Status Report, if applicable, or three years following the submission of a revised final Federal Financial Status Report. Also, if any litigation, claim, negotiation, audit, disallowance action, or other action involving this Contract has been started before expiration of the five-year retention period described above, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five-year period described above, whichever is later. The record retention period for Temporary Assistance for Needy Families (TANF) and MEDICAID and Medical Assistance grants and programs must be retained for a minimum of ten years.

## Miscellaneous

**Choice of Law:** The validity of this contract and any of its terms or provisions, as well as the rights and duties of the parties to this contract, are governed by the laws of North Carolina. The Contractor, by signing this contract, agrees and submits, solely for matters concerning this Contract, to the exclusive jurisdiction of the courts of North Carolina and agrees, solely for such purpose, that the exclusive venue for any legal proceedings shall be Wake County, North Carolina. The place of this contract and all transactions and agreements relating to it, and their situs and forum, shall be Wake County, North Carolina, where all matters, whether sounding in contract or tort, relating to the validity, construction, interpretation, and enforcement shall be determined.

**Amendment:** This contract may not be amended orally or by performance. Any amendment must be made in written form and executed by duly authorized representatives of the Division and the Contractor. The Purchase and Contract Divisions of the NC Department of Administration and the NC Department of Health and Human Services shall give prior approval to any amendment to a contract awarded through those offices.

**Severability:** In the event that a court of competent jurisdiction holds that a provision or requirement of this contract violates any applicable law, each such provision or requirement shall continue to be enforced to the extent it is not in violation of law or is not otherwise unenforceable and all other provisions and requirements of this contract shall remain in full force and effect.

**Headings:** The Section and Paragraph headings in these General Terms and Conditions are not material parts of the agreement and should not be used to construe the meaning thereof.

**Gender and Number:** Masculine pronouns shall be read to include feminine pronouns and the singular of any word

or phrase shall be read to include the plural and vice versa.

**Time of the Essence:** Time is of the essence in the performance of this contract.

**Key Personnel:** The Contractor shall not replace any of the key personnel assigned to the performance of this contract without the prior written approval of the Division. The term "key personnel" includes any and all persons identified as such in the contract documents and any other persons subsequently identified as key personnel by the written agreement of the parties.

**Care of Property:** The Contractor agrees that it shall be responsible for the proper custody and care of any property furnished to it for use in connection with the performance of this contract and will reimburse the Division for loss of, or damage to, such property. At the termination of this contract, the Contractor shall contact the Division for instructions as to the disposition of such property and shall comply with these instructions.

**Travel Expenses:** Reimbursement to the Contractor for travel mileage, meals, lodging and other travel expenses incurred in the performance of this contract shall not exceed the rates published in the applicable State rules or approved local government travel policy. International travel shall not be reimbursed under this contract.

**Sales/Use Tax Refunds:** If eligible, the Contractor and all subcontractors shall: (a) ask the North Carolina Department of Revenue for a refund of all sales and use taxes paid by them in the performance of this contract, pursuant to G.S. 105-164.14; and (b) exclude all refundable sales and use taxes from all reportable expenditures before the expenses are entered in their reimbursement reports.

**Advertising:** The Contractor shall not use the award of this contract as a part of any news release or commercial advertising.

## **Scope of Work**

### **Community Health Medical Access Plan (MAP) Grant**

#### **Background**

Access to health services remains a serious problem faced by North Carolina's medically vulnerable residents. Many of the state's residents have lost health insurance coverage due to layoffs in an economy that has seen numerous textiles, furniture, and other industries close their doors. While geographic access has been addressed over the past thirty years, the economic access issues are growing worse with rising health care costs. Community Health Grant funding is earmarked by the General Assembly especially for this vulnerable population. This one-time award supports efforts to provide much needed primary care access to medically vulnerable and indigent residents through the Medical Access Plan (MAP) program.

MAP is a program that helps residents of North Carolina access primary health care services they could otherwise not afford. Patient visits are reimbursable through MAP for medically necessary, on-site, face-to-face provider encounters at \$100 per visit.

#### **Purpose**

The purpose of this contract is to grant Community Health MAP support to provide primary medical care services to underserved residents in the Contractor's service area. Through this award, the Contractor enables the Division to meet its mission of providing access to underserved populations who would otherwise be unable to receive primary care due to geographic, economic, or other barriers. Specifically, this contract provides reimbursement to the Contractor at a rate of \$100 per face-to-face provider encounter for patients who qualify for MAP. It is expected that this funding will be used to support ongoing operations (including staffing) necessary to ensure the Contractor remains accessible to residents in its service area.

#### **Scope**

The Contractor will provide primary medical services to residents living within its service area. The highest priority is the underserved population. The Contractor agrees to identify patients at higher risk for chronic disease through tracking metrics associated with generally accepted best practice protocols in the performance measures outlined in this contract. Grant funds provided under this contract are for the provision of care to underserved patients.

Visits will be reimbursed through MAP for the following services. Medically necessary on-site, face-to-face provider encounters include but are not limited to:

- On-site X-rays (both technical and professional components), in-house laboratory work, and any surgical procedures provided in the office
- The portion of medically necessary hospital, nursing home, and home care services performed by practice providers
- The use of telemedicine to provide visits reimbursed through MAP: Telemedicine is the practice of medicine using electronic communication, information technology, or other means between a physician in one location and a patient in another
- Any prophylaxis for high-risk patients recommended by the Centers for Disease Control (CDC) as a standard protocol (including but not limited to flu and pneumonia)

In addition to direct medical care, primary care may include any of the following: care coordination/care management by a primary care entity, behavioral health, oral health, women's health, maternal and child health that supports health care services in a primary care setting.

### **Performance Standards**

MAP face-to-face provider visits are based on Medicaid guidelines.

MAP visits are defined as face-to-face encounters with a physician, nurse practitioner, physician assistant, or certified nurse midwife.

The Contractor will submit performance reports per the following schedule:

- By January 15, 2018 that will reflect work performed during the first four months of the grant period (September 1, 2017 through December 31, 2017)
- By April 15, 2018 that will reflect work performed during the first seven months of the grant period (September 1, 2017 through March 31, 2018)
- By July 31, 2018 that will reflect work performed during the entire grant period (September 1, 2017 through June 30, 2018)

The Contractor will maintain all relevant records (e.g., invoices, payroll records, de-identified patient data, etc.) as described in the General Terms and Conditions and in accordance with the approved budget and performance measures. The Contractor will make such records available to the Division upon request.

### **Performance Monitoring/Quality Assurance Plan**

The contract will be monitored per the following plan:

- Performance reporting: The Contractor will submit performance reports to the Division in the manner described above. The Division will review these reports to measure the Contractor's progress towards meeting the performance targets and objectives listed in the contract package. Failure to submit reports will result in a corrective action plan, up to and including suspension of funding.
- On-site reviews and/or desk reviews: The Division will conduct on-site reviews, interview Contractor staff regarding program goals and accomplishments, and review key performance and financial documentation to ensure compliance with the contract terms.
- Other periodic contact with Contractor, consulting and referring sites/providers: Meetings, teleconferences, and other periodic contact with all stakeholders will be undertaken to facilitate participation, review progress, and discuss any questions that may arise.

If the contract performance is deemed to be out of compliance, the Division will work with the Contractor to correct any deficiencies. If performance issues are not resolved within 30 days of an identified deficiency, a corrective action plan will be developed and implemented within the ensuing 30 days. Failure to resolve deficiencies within the timeframe prescribed in the corrective action plan may result in suspension of funding or other alternative management decisions.

### **Reimbursement**

Community Health MAP Grant funds may only be reimbursed upon completion of a MAP Withdrawal Worksheet/monthly expense report that accurately reflects MAP visits and MAP reimbursement due from the Division. Monthly reimbursement requests must be completed and returned to the Division in the specified format by the 10th of the month to ensure prompt payment. Final reconciliation of expenditures will be made within sixty (60) days of the contract's termination date.



**PERFORMANCE MEASURES CHART**

The Department of Health and Human Services uses performance measures rubrics as a tool to determine the success of a project and how well services and products are being delivered. Together they enable the Department to gauge efficiency, determine progress toward desired results and assess whether the Department is on track with meeting its goals. The contractor shall adhere to all of the performance requirements/standards in the scope of work, including performance measures in the performance measures chart below.

<b>Measure Type</b>	Output	<b>Reporting Frequency</b>	Annual
<b>Measure</b>	Number of face-to-face MAP encounters		

<b>Budget Year</b>	1	<b>Trend</b>	Increase
<b>Baseline Value</b>	0		
<b>Target Value</b>	250		
<b>Data Source</b>	Contractor's Electronic Health Record system		
<b>Collection Process and Calculation</b>	Contractor will generate reports from Electronic Health Records		
<b>Collection Frequency</b>	Quarterly		

<b>Measure Type</b>	Output	<b>Reporting Frequency</b>	Annual
<b>Measure</b>	Number of unduplicated patients served		

<b>Budget Year</b>	1	<b>Trend</b>	Increase
<b>Baseline Value</b>	1,058		
<b>Target Value</b>	1,108		
<b>Data Source</b>	Contractor's Electronic Health Record system		
<b>Collection Process and Calculation</b>	Contractor will generate reports from Electronic Health Records		

<b>Collection Frequency</b>	Quarterly
-----------------------------	-----------

<b>Measure Type</b>	Quality	<b>Reporting Frequency</b>	Annual
<b>Measure</b>	Percentage of prenatal care patients who entered prenatal care during their first trimester		

<b>Budget Year</b>	1	<b>Trend</b>	Increase
<b>Baseline Value</b>	0%		
<b>Target Value</b>	50%		
<b>Data Source</b>	Contractor's Electronic Health Record system		
<b>Collection Process and Calculation</b>	Contractor will generate reports from Electronic Health Records		
<b>Collection Frequency</b>	Quarterly		

<b>Measure Type</b>	Quality	<b>Reporting Frequency</b>	Annual
<b>Measure</b>	Percentage of patients aged 18 years and older who were screened for tobacco use one or more times within 24 months AND if identified as a tobacco user, received cessation counseling intervention		

<b>Budget Year</b>	1	<b>Trend</b>	Increase
<b>Baseline Value</b>	0%		
<b>Target Value</b>	100%		
<b>Data Source</b>	Contractor's Electronic Health Record system		
<b>Collection Process and Calculation</b>	Contractor will generate reports from Electronic Health Records		

<b>Collection Frequency</b>	Quarterly
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**LINE ITEM BUDGET**

**This begins the line item budget for year 1**

<b>Budget Detail - Year 1</b>			
<b>Category</b>	<b>Item</b>	<b>Narrative</b>	<b>Amount</b>
Salary\Wages			\$0.00
Fringe Benefits			\$0.00
Other			\$0.00
Repair and Maintenance			\$0.00
Staff Development			\$0.00
Dues and Subscriptions			\$0.00
Operational Other	Not Otherwise Classified	Monthly reimbursement based on documented encounters at \$100 each	\$25,000.00
Subcontracts and Grants			\$0.00
Match			\$0.00

Budget Detail - Year 1			
Category	Item	Narrative	Amount
Cost Per Service			\$0.00
<b>Sub Total</b>			\$25,000.00
Indirect Cost			\$0.00
<b>Total Budget</b>			\$25,000.00

Subcontracting and Grants Budget Detail - Year 1			
Category	Item	Narrative	Amount
			\$0.00
<b>Sub Total</b>			\$0.00

Salaries - Year 1								
Persons	Position or Title	Annual Salary	Hourly Rate	Months	Work %	Fringe Amount Total	Fringe Percent Total	Total
0		\$0.00	0.0000	0	0%	\$0.00	\$0.00	\$0.00

**State Certifications**  
**Contractor Certifications Required by North Carolina Law**

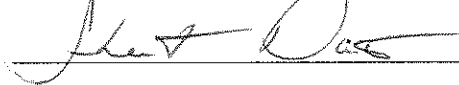
**Instructions:** The person who signs this document should read the text of the statutes and Executive Order listed below and consult with counsel and other knowledgeable persons before signing. The text of each North Carolina General Statutes and of the Executive Order can be found online at:

- Article 2 of Chapter 64: [http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/ByArticle/Chapter\\_64/Article\\_2.pdf](http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/ByArticle/Chapter_64/Article_2.pdf)
- G.S. 133-32: <http://www.ncga.state.nc.us/gascripts/statutes/statutelookup.pl?statute=133-32>
- Executive Order No. 24 (Perdue, Gov., Oct. 1, 2009): <http://www.ethicscommission.nc.gov/library/pdfs/Laws/EO24.pdf>
- G.S. 105-164.8(b): [http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter\\_105/GS\\_105-164.8.pdf](http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_105/GS_105-164.8.pdf)
- G.S. 143-48.5: [http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter\\_143/GS\\_143-48.5.html](http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter_143/GS_143-48.5.html)
- G.S. 143-59.1: [http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter\\_143/GS\\_143-59.1.pdf](http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_143/GS_143-59.1.pdf)
- G.S. 143-59.2: [http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter\\_143/GS\\_143-59.2.pdf](http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_143/GS_143-59.2.pdf)
- G.S. 143-133.3: [http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter\\_143/GS\\_143-133.3.html](http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter_143/GS_143-133.3.html)
- G.S. 143B-139.6C: [http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter\\_143B/GS\\_143B-139.6C.pdf](http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_143B/GS_143B-139.6C.pdf)

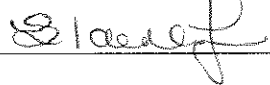
**Certifications**

- (1) Pursuant to G.S. 133-32 and Executive Order No. 24 (Perdue, Gov., Oct. 1, 2009), the undersigned hereby certifies that the Contractor named below is in compliance with, and has not violated, the provisions of either said statute or Executive Order.
- (2) Pursuant to G.S. 143-48.5 and G.S. 143-133.3, the undersigned hereby certifies that the Contractor named below, and the Contractor's subcontractors, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system." E-Verify System Link: [www.uscis.gov](http://www.uscis.gov)
- (3) Pursuant to G.S. 143-59.1(b), the undersigned hereby certifies that the Contractor named below is not an "ineligible Contractor" as set forth in G.S. 143-59.1(a) because:
- (a) Neither the Contractor nor any of its affiliates has refused to collect the use tax levied under Article 5 of Chapter 105 of the General Statutes on its sales delivered to North Carolina when the sales met one or more of the conditions of G.S. 105-164.8(b); and
- (b) [check one of the following boxes]
- Neither the Contractor nor any of its affiliates has incorporated or reincorporated in a "tax haven country" as set forth in G.S. 143-59.1(c)(2) after December 31, 2001; or
- The Contractor or one of its affiliates has incorporated or reincorporated in a "tax haven country" as set forth in G.S. 143-59.1(c)(2) after December 31, 2001 but the United States is not the principal market for the public trading of the stock of the corporation incorporated in the tax haven country.
- (4) Pursuant to G.S. 143-59.2(b), the undersigned hereby certifies that none of the Contractor's officers, directors, or owners (if the Contractor is an unincorporated business entity) has been convicted of any violation of Chapter 78A of the General Statutes or the Securities Act of 1933 or the Securities Exchange Act of 1934 within 10 years immediately prior to the date of the bid solicitation.
- (5) Pursuant to G.S. 143B-139.6C, the undersigned hereby certifies that the Contractor will not use a former employee, as defined by G.S. 143B-139.6C(d)(2), of the North Carolina Department of Health and Human Services in the administration of a contract with the Department in violation of G.S. 143B-139.6C and that a violation of that statute shall void the Agreement.
- (6) The undersigned hereby certifies further that:
- (a) He or she is a duly authorized representative of the Contractor named below;
- (b) He or she is authorized to make, and does hereby make, the foregoing certifications on behalf of the Contractor; and
- (c) He or she understands that any person who knowingly submits a false certification in response to the requirements of G.S. 143-59.1 and -59.2 shall be guilty of a Class I felony.

Contractor's Name: Dare County Dept. of Health & Human Services, Public Health Division

Contractor's Authorized Agent: Signature  Date 8/3/17

Printed Name Sheila Davies Title Public Health Director

Witness: Signature  Date 8/3/2017

Printed Name Elaine Jordan Title Sr. Administrative Assistant

The witness should be present when the Contractor's Authorized Agent signs this certification and should sign and date this document immediately thereafter.



*DCDHHS Public Health Division-Tobacco Prevention*

**Description**

The Public Health Division has received funding through a MOU from Albemarle Regional Health Services to prevent the use of new and emerging tobacco products by young and people of child bearing age. The funding will be used to create and extend the current billboard signage to illustrate the negative effects of E-Cigarettes.

**Board Action Requested**

Approve Budget Amendment

**Item Presenter**

N/A

# DARE COUNTY

## BUDGET AMENDMENT

F/Y 2017-2018

ACCOUNT	CODE			INCREASE	DECREASE
	Org	Object	Project		
<b>Department:</b>					
Human Services-Public Health					
<u>Revenues:</u>					
State/Federal-ARHS	103027	464718	55781	\$5,250	
<u>Expenditures:</u>					
Advertising/Promotion	104600	52560	55781	\$5,250	

Explanation:

ARHS funding to be used to extend the current billboard signage on negative effects of E-Cigs

**Approved by:**

Board of Commissioners: \_\_\_\_\_

Date: \_\_\_\_\_

County Manager: \_\_\_\_\_

Date: \_\_\_\_\_

(sign in red)

*Finance only:*

Date entered: \_\_\_\_\_ Entered by: \_\_\_\_\_ Reference number: \_\_\_\_\_





## Memorandum of Agreement

Date: September 18, 2017

Subject: **451 Tobacco Prevention CDC-Core – Dare County**

Albemarle Regional Health Services has received funding through the North Carolina Department of Public Health, Chronic Disease and Injury Section Tobacco Prevention and Control Branch from the North Carolina General Assembly. This budget provides funding to develop strategies to prevent the use of new and emerging tobacco products, including e-cigarettes by youth and people of child bearing age.

By virtue of appropriate signatures on this agreement, Albemarle Regional Health Services agrees to provide technical assistance and resources through the services of the Tobacco Prevention Manager.

### **Period of Performance:**

September 1, 2017 – May 31, 2018

### **Scope of Work & Deliverables:**

1. Identify a staff member within the local health department to be an engaged member of the Tobacco Free Living Coalition and participate in meetings and trainings conducted and work between meetings (if applicable) to implement deliverables of the Core Annual Action Plan (AAP).
  - a. Prevent initiation among youth and young adults
  - b. Eliminate exposure to Secondhand Smoke
  - c. Promote quitting among adults and youth
2. Identify and involve key stakeholders to support the implementation of goals and deliverables.
3. Work with existing youth groups or establish new ones.
4. Work with schools to promote available best practice interventions and curriculum for tobacco use prevention and the risks of e-cigarette use.
5. Educate, parents, teachers, coaches, college-aged young people, civic and community leaders, dental and health care professionals, public health, mental health and substance abuse prevention professionals, and other influencers of youth about the risks of all tobacco product use, including e-cigarettes, among youth and young adults.
6. Ensure the 100% tobacco-free schools policies are being implemented effectively to prohibit all tobacco product use, including e-cigarettes and other emerging tobacco products.
7. Identify a policy strategy, to implement or improve, to reduce tobacco use by including e-cigarettes in the policy related to smoking and tobacco use.
8. Ensure that youth and young adults who use tobacco products receive tobacco use cessation messages and information on QuitlineNC services.
9. Attend or participate in tobacco related trainings, workshops, or meetings.

Northeastern North Carolina Partnership for Public Health



10. Provide consistent and evidence-based messages about the health risks of all tobacco product use, including new and emerging tobacco products, such as e-cigarettes, cigars, little cigars, and hookah and exposure to secondhand smoke and aerosol from e-cigarettes and other tobacco products.


**Method of Accountability:**


The progress and performance of the Health Department will be monitored via participation of a selected Health Department representative at bi-monthly Coalition meetings as well as through a quarterly written report denoting progress to date related to the scope of work and deliverables.

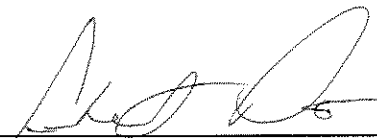
**Budget and Justification:**

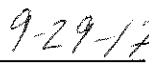
Approved Tobacco Free Living Project expenses;  
Amount will be \$5,250.00 for use in salary, supplies, trainings, and/or travel (mileage, reservations, registration, meals, and/or other: parking, ferry tolls) for Dare County.

This Memorandum of Agreement is effective on the date of signatures and will remain in effect for the duration of the funded Core grant period with Albemarle Regional Health Services.

  
\_\_\_\_\_  
R. Battle Betts Jr., MPA  
Health Director  
Albemarle Regional Health Services

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Sheila Davies  
Health Director  
Dare County Department of Health & Human Services

  
\_\_\_\_\_  
Date



*Schedule of Meeting Dates for 2018*

**Description**

The Board of Commissioners will consider the attached schedule of 2018 meeting dates.

**Board Action Requested**

Approval

**Item Presenter**

County Manager, Robert Outten

## Dare County Board of Commissioners

### 2018 – Meeting Schedule

<b>January</b>	<b>02 (Tuesday)</b>	<b>9:00 a.m.</b>
	<b>16 (Tuesday)</b>	<b>5:00 p.m.</b>
<b>February</b>	<b>05</b>	<b>9:00 a.m.</b>
	<b>19</b>	<b>5:00 p.m.</b>
<b>March</b>	<b>05</b>	<b>9:00 a.m.</b>
	<b>19</b>	<b>5:00 p.m.</b>
<b>April</b>	<b>02</b>	<b>9:00 a.m.</b>
	<b>16</b>	<b>5:00 p.m.</b>
<b>May</b>	<b>07</b>	<b>9:00 a.m.</b>
	<b>21</b>	<b>5:00 p.m.</b>
<b>June</b>	<b>04</b>	<b>9:00 a.m.</b>
	<b>18</b>	<b>5:00 p.m.</b>
<b>July</b>	<b>16</b>	<b>5:00 p.m.</b>
<b>August</b>	<b>06</b>	<b>9:00 a.m.</b>
	<b>20</b>	<b>5:00 p.m.</b>
<b>September</b>	<b>04 (Tuesday)</b>	<b>9:00 a.m.</b>
	<b>17</b>	<b>5:00 p.m.</b>
<b>October</b>	<b>01</b>	<b>9:00 a.m.</b>
	<b>15</b>	<b>5:00 p.m.</b>
<b>November</b>	<b>05</b>	<b>9:00 a.m.</b>
	<b>19</b>	<b>5:00 p.m.</b>
<b>December</b>	<b>03</b>	<b>9:00 a.m.</b>



*Board Appointments*

**Description**

Following are Boards that have vacancies this month.

1. Veterans Advisory Council
2. Zoning Board of Adjustment

**Board Action Requested**

Take Appropriate Action

**Item Presenter**

Robert Outten, County Manager



*Board Appointment - Veterans Advisory Council*

**Description**

See Attached Summary

**Board Action Requested**

Take Appropriate Action

**Item Presenter**

Robert Outten, County Manager

**Board Appointment**  
**Veterans Advisory Council**  
**(Staggered Three Year Term)**

Jeff Slaker has resigned from the Veterans Advisory Council.

The Veterans Advisory Council recommends Mr. Frederick Lamm  
be appointed to fill the vacancy.

Applications have been received from:

George H. Berry  
Michael A. Keating  
Frederick W. Lamm  
William J. Overman, Jr.

## Dare County Veterans Advisory Council

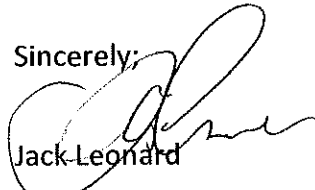
Mr. Bob Woodard  
Chairman Dare County Board of Commissioners  
Dare County Administrative Building  
954 Marshall C. Collins Dr.  
P.O. Box 1000  
Manteo' NC 27959

September 27, 2017

Dear Chairman Woodard,

With the resignation of Mr. Jeff Slaker from the Advisory Council there remains an opening for the Board to fill. The Council members highly recommend that the next member of the Council be Mr. Fred Lamm. He has been a leader in the veteran community, serving as the Veterans Service Officer and Trustee of the Outer Banks Veterans of Foreign Wars Post 10950, and as a member of the advisory committee for the Fort Raleigh American Legion Post 26. We feel that his resourcefulness, energy and devotion to the Veterans of Dare County will be a most welcome addition to the Council membership.

Sincerely;



Jack Leonard  
Chairman



1

**APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES**

The Dare County Board of Commissioners believes all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member on one of the county's advisory boards or committees. If you would like to be considered for appointment to an advisory board or committee, please complete the form below and mail to Rhonda Creef, Dare County Deputy Clerk to the Board, P.O. Box 1000, Manteo, N.C. 27954 or fax it to her at 473-6312.

Advisory Board or Committee interested in:

1<sup>st</sup> choice Dare County ABC Board

2<sup>nd</sup> choice Dare County Veteran Advisory Board

3<sup>rd</sup> choice ~~Dare County Planning Board~~ <sup>Apptd. 7/16</sup> Parks & Recreation Advisory Board GB

Name: George H. Berry

Address: 230 North Dogwood Trail

City/State/Zip Southern Shores, NC 27949

Telephone Home: (252) 261-1278

Business: (703) 473-0528

Resident of Dare County:  yes  no

Occupation: CEO Starfish Services, Inc.

Business Address: Same as above

Educational background:  
U of Utah 1972, Navy Postgraduate School 1978, Retired Navy Commander

Business and civic experience and skills:  
National Security Intelligence support for over 45 years. Manage beach rental business over 20 years. Currently attending Vet Adv Board meetings. Member of OBX Home brewers Club.

Other Boards/Committees/Commissioners presently serving on:

Board, Committee, or Commission:

None

Have been attending VET advisory board mtgs

Expiration Date of Terms: \_\_\_\_\_

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Wally Overman, Commissioner			
Beverly Boswell, Commissioner			
Jack Shea, Commissioner			

I understand this application will be kept on the active file for five years and I hereby authorize Dare County to verify all information included in this application.

Date: 6/29/16 Signature of applicant: [Signature]

FOR OFFICE USE ONLY:

Date received: 6/29/16

Date forwarded to County Commissioners: \_\_\_\_\_

### APPLICATION FOR APPOINTMENT TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

The Dare County Board of Commissioners believes all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member on one of the county's advisory boards or committees. If you would like to be considered for appointment to an advisory board or committee, please complete the form below and mail to Rhonda Creef, Dare County Deputy Clerk to the Board, P.O. Box 1000, Manteo, N.C. 27954 or fax it to her at 473-6312.

Advisory Board or Committee interested in:

1<sup>st</sup> choice Dare County Veterans Advisory Council

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name: Michael A. Keating

Address: 5213 Lunar Drive

City/State/Zip Kitty Hawk, N.C. 27949

Telephone Home: 252-489-7311

Business: N/A

Resident of Dare County:  yes  no

Occupation: Retired

Business Address: N/A

Educational background:

Associates Degree CoA Dare County Campus

Business and civic experience and skills:

Retired as Customer Sv. Mgr. from City Beverage Co  
Assistant Jr. Vice Commandant Marine Corps League O BX  
In my younger years I coached Little League Baseball  
Six years total Marine Corps  
Also a member of the Eagles Club where I have  
assisted with several fundraisers.

Other Boards/Committees/Commissioners presently serving on:

Board, Committee, or Commission:

N/A

Expiration Date of Terms: N/A

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Frank Droper	retired	P.O. Box 574 Kitty Hawk, N.C.	252-255-0619
Robert Yanceek	sect. Mgr. Walmart	1718 Creek St Kill Devil Hills, N.C.	252-305-8026
Don Hudson	retired	P.O. Box 231 Corolla, N.C.	703-863-1786

I understand this application will be kept on the active file for five years and I hereby authorize Dare County to verify all information included in this application.

Date: 10 May 2016 Signature of applicant: Michael A. Keating

FOR OFFICE USE ONLY:

Date received: 5/26/16

Date forwarded to County Commissioners: \_\_\_\_\_

APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1<sup>st</sup> choice Dare County Veterans Advisory Council

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name Frederick W. Lamm

Address 28 Duck Woods Dr.

City/State/Zip Kitty Hawk, NC 27949

Email Address fredwlamm@charter.net

Telephone Home: 304-702-0768

Business: \_\_\_\_\_

Resident of Dare County:  yes  no

Occupation: Retired

Business Address: \_\_\_\_\_

Educational background:

MS Business Administration - Boston University

BS Mech Engr - Pennsylvania State University

Business and civic experience and skills:

Program Management Professional - PMI

Certified Professional Logistician - SOLE

Other Boards/Committees/Commissions on which you presently serve:

American Legion Post 26 - Executive Committee

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Clark Twiddy		217 Colington Ridge, KDH, NC	252-457-1174
Jack Leonard		181 Happy Indian Ct. Southern Shores	252-255-4631
Carl Reiber		117 E. Bergen Ct. Nags Head, NC	571-236-9823

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 06/10/2017 Signature of applicant: *Frederick W. Jann*

FOR OFFICE USE ONLY:

Date received: 6-12-17

APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1<sup>st</sup> choice Airport Authority

2<sup>nd</sup> choice PLANNING BOARD

3<sup>rd</sup> choice Veterans Advisory Council

Name William J. Overman, Jr.

Address 110 Puddle Lane

City/State/Zip Manteo, NC 27954-9595

Email Address four6ranch@earthlink.net

Telephone Home: 252-473-2126

Business: —

Resident of Dare County:  yes  no

Occupation: Retired U.S. Navy

Business Address: —

Educational background:

B.S. Wake Forest University

Post Grad U of Pitt

Business and civic experience and skills:

Airport Authority early 2000s

Albemarle Commission

First Fit Society Bd 20 yrs

1<sup>st</sup> Fit military Officers Ass. (MOAA) Local chapter 4 yrs Pres

MOAA State President & Bd of Directors

4<sup>th</sup> Branch Bd (Federal AFB chair)

Other Boards/Committees/Commissions on which you presently serve:

NONE

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
<u>CLARENCE SKINNER</u>			
<u>DR. CHARLES DAVIDSON</u>			
<u>DAY WHEELER</u>			

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 1/26/17 Signature of applicant: [Signature]

FOR OFFICE USE ONLY:

Date received: 1/26/17





*Board Appointment - Zoning Board of Adjustment*

**Description**

See Attached Summary

**Board Action Requested**

Take Appropriate Action

**Item Presenter**

Robert Outten, County Manager

**Board Appointment**  
**Zoning Board of Adjustment**  
**(Three Year Term)**

David Jones has moved and is no longer a resident of Dare County.

An application has been received from Shelly R. Jones to fill the vacancy on the Zoning Board of Adjustment.

APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1<sup>st</sup> choice Dare County Board of Adjustment

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name Shelly R. Jones

Address 5013 Martins Point Road

City/State/Zip Kitty Hawk, NC 27949

Email Address shellyjones@gmail.com

Telephone Home: 252-261-8878

Business: \_\_\_\_\_

Resident of Dare County:  yes  no

Occupation: Home

Business Address: \_\_\_\_\_

Educational background:

Bachelor of Science, Appalachian State University 1987

Business and civic experience and skills:

Licensed NC Insurance Agent & past volunteer Beach Food Pantry & past PTA president and various volunteer positions at school

Other Boards/Committees/Commissions on which you presently serve:

Martins Point Home Owners Association BOD

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
<u>John Finelli</u>	<u>Chairman, Dare Co. Planning Board</u>		<u>261-8786</u>
<u>Joe Staten</u>	<u>Realtor Sun Realty</u>	<u>Duck, NC</u>	<u>252-982-6136</u>
<u>Tim Baker</u>	<u>Retired CDC Manager</u>	<u>Martins Point, NC</u>	<u>252-722-3821</u>

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 9/25/2017 Signature of applicant: Jilly R Jones

FOR OFFICE USE ONLY:

Date received: 9/29/17

**COMMISSIONERS' BUSINESS**

**MANAGER'S / ATTORNEY'S BUSINESS**



*Closed Session*

**Description**

The Dare County Board of Commissioners will go into Closed Session pursuant to NCGS 143-318.11(a)(3) to consult with an attorney employed or retained by the County to preserve the attorney-client privilege in the matter involving Sink v. Dare County. The Board will also consider a personnel matter pursuant to the provisions of NCGS 143-318.11(a)(6) and approve previous Closed Session minutes.

**Board Action Requested**

Approve Going Into Closed Session

**Item Presenter**

County Manager, Robert Outten