



County of Dare

P.O. Box 1000 | Manteo, NC 27954

DARE COUNTY BOARD OF COMMISSIONERS

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

Monday, April 15, 2019

“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** 2019 Governor's Volunteer Service Awards
- ITEM 4** Dare Soil & Water Conservation District Report
- ITEM 5** MedCost Medical Insurance FY 2019-2020
- ITEM 6** Timothy Jennette - Request to Fill Ditch
- ITEM 7** Housing Amendments - Progress Report
- ITEM 8** Health and Human Services Building Expansion and Renovations
- ITEM 9** Consent Agenda
- 1. Approval of Minutes (04.01.19)
 - 2. Water Department NCDOT Right of Way Encroachment Agreement
- ITEM 10** Commissioners' Business & Manager's/Attorney's Business
- ITEM 11** Closed Session

ADJOURN UNTIL 9:00 A.M. ON **TUESDAY**, MAY 7, 2019



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 encourages citizen participation and provides time on the agenda at every regularly scheduled meeting for Public Comments. This is 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.

Comments can be made at the Commissioners Meeting Room in Manteo or through an interactive video link at the Fessenden Center Annex in Buxton.

Commissioners Meeting Room - Administration Building, 954 Marshall Collins Drive, Manteo
Video Link - Fessenden Center Annex, 47017 Buxton Back Road, Buxton

Board Action Requested

Hear Public Comments

Item Presenter

Robert Outten, County Manager



2019 Governor's Volunteer Service Awards

Description

Presentation and Recognition of the 2019 Recipients of the Governor's Volunteer Service Awards.

Board Action Requested

Please recognize and congratulate the nine recipients of the Governor's Volunteer Service Awards and one recipient of the Governor's Medallion Award.

Item Presenter

Lorelei Costa, Executive Director, Outer Banks Community Foundation

2019 North Carolina Governor’s Award Recipients for Dare County

Laura Davis (Serving Youth)

This volunteer has a truly giving heart that shines bright with every community event she volunteers at. Her dedication to the Northern Beaches Division of Dare County Parks & Recreation and to Dare County Special Olympics is truly remarkable. Depending on what weekly events are scheduled throughout the year, she volunteers anywhere from six to more than twenty hours each week in between working two jobs – truly a selfless act on her part! Among her volunteer duties, she helps to teach camps during the summer, never complaining about the physical labor, crazy hours or weather.

During the past year, she has stepped up her volunteer work with the Special Olympics, learning new sports and attending trainings along the way, becoming certified as a Bocce, track and basketball coach. She travels to four different schools for track practices, as well as to meets. She gets the best out of the athletes, encouraging them to push themselves and to try new and more challenging events. As if that wasn’t enough, she also raised funds, obtained donations, prepped meals, created encouraging signs for the athletes, and played a key role with meet logistics. According to her nominator, “No problem is too large and no task too hard for her to tackle. (She) always works with a smile on her face and laughter in her heart and touches everyone around her.” Would **Laura Davis** please come down to receive this award?

Lynda Hester (Health & Human Services, Serving Senior Adults, Youth & Veterans/Military)

This volunteer serves in many capacities at the Dare County Center. She helps to coordinate, plan and work at the Dare County Center’s Annual Toy Drive that serves almost 500 children. She also serves on the Planning Subcommittee, planning future programs and events at the center. She volunteers to teach classes to older adults about safety, finances, relationships, elder abuse, advocacy and more. Her advocacy efforts have helped many older adults (who were being exploited by family or friends) save their homes and helped them advocate for their medical needs, improving their quality of life in the process.

She teaches youth classes about finances at the center, and also volunteers at the center’s Autism Awareness Walk, ALS Awareness Walk, Dare to Scare 5k and Sweet Treat Fun Run, Veteran’s Celebration and Volunteer Celebration. She volunteers at least 10-15 hours per month at the center, and is dedicated, energetic, enthusiastic and always looking for ways to improve the quality of life for our older adults and youth. She has also served on the Dare County Center’s Advisory Board since its opening. Would **Lynda Hester** please come down and receive this award?

Mary Ellen Holland (Health & Human Services)

This individual has been a volunteer with the SHIP (Seniors' Health Information Program) at Dare County's Thomas A. Baum Senior Center for 18 years. She offers guidance to the coordinator, and helps with many aspects of the program. Although she counsels clients year round, each fall during the 2.5 month Open Enrollment Period, she volunteers daily, counseling clients on their Medicare Insurance plans. Her client list fills up quickly each year due to the high volume of client requests for her services. The coordinator of the program doesn't hesitate to recommend this volunteer herself if someone has a very specific and complex need.

In addition to counseling clients, this volunteer promotes SHIPP throughout the community both at health fairs and giving presentations at churches, town hall meetings, etc. The coordinator of the program has so much confidence in this volunteer's expertise that she always recommends that new SHIP volunteers shadow her to help them learn the ropes! Would **Mary Ellen Holland** please come down and receive this award?

Jonna Lewis (Serving Youth)

This individual serves as a volunteer with the Northern Beaches Division of Dare County Parks & Recreation. She has never said "no" when asked to volunteer, and has worked every special event the division has to offer from the annual Easter Egg Hunt to gymnastics "lock-ins". This volunteer has a soft spoken way that makes each child feel special in whatever they are doing. During the past year she has helped make meals for the Special Olympics track meet, has volunteered to help break down and set up gymnastics equipment, as well as all kinds of Girl Scout duties, volunteering at least ten hours a month. Dare County Parks & Recreation is not the only organization that she helps out with, including Girl Scouts, the schools, and cleaning cages at PetSmart for the SPCA . According to her nominator, "Every program she has touched has been made better" and she makes everything seem seamless with every project that is completed. Would **Jonna Lewis** please come down to receive this award?

Dennis Pohl (Animals)

This volunteer has served as the Network for Endangered Sea Turtles (N.E.S.T.) president for the past three years. During the last year, this volunteer has been active in every aspect of the N.E.S.T. organization, logging well over 500 hours of volunteer service both in public and behind the scenes. Among the highlights of this volunteers service during the past year was working with the Simply Southern clothing company to obtain donations from the special “Save the Sea Turtles” shirt that the company sells in several local shops. The company donated \$29,000 to N.E.S.T. to help with sea turtle protection. This will be an ongoing partnership.

He also presided over six board meetings; rode an ATV weekly during nesting season looking for sea turtle crawls; worked at several fundraising events; gave “sea turtle talks” at the Sanderling in Duck; oversaw the distribution of volunteer t-shirts; worked with US Fish & Wildlife to ensure that over 300 volunteers attended training workshops throughout the year; nest sat an active nest for two weeks, untimely witnessing a successful boil, making sure that 130 baby loggerheads made it safely to the ocean; was always quickly on the scene of stranded turtles, and he worked with the NC Aquarium on Roanoke Island, both in helping to transport cold stunned turtles and helping with rehab at the aquarium. Would **Dennis Pohl** please come down to receive this award?

Kathleen Morgan (Health & Human Services)

This volunteer has been the Coordinator for Dare County Special Olympics for the past 8 years. Her duties as a volunteer include attending meetings, coaching the swim team, scheduling practices, completing paperwork, and fundraising. She is the head coach for the swim team, but finds time to help coach many of the other sports teams as well! Her nominator estimates that she serves at least 50 hours each month as a volunteer with the Special Olympics. During the past five years, this volunteer has worked hard to make the program financially stable, and this past year when storm flooding ruined much of the organization’s equipment, this volunteer found solutions via grants and service groups in the community to make sure that the equipment could be replaced without the participants feeling the burden of the loss.

Her fundraising efforts help to assure that local athletes are able to participate and compete at no charge. She has successfully obtained a \$30,000 award of state grant funds to help with the program. According to her nominator, without this volunteer, Dare County Special Olympics would not be where it is today. Would **Kathleen Morgan** please come down to receive this award?

Juliane Kelly (Serving Youth, Health & Human Services)

This volunteer is a mentor with the Dare County Friends of Youth program which serves at-risk young people. She is matched with a 16 year old girl with whom she spends an average of 14-18 hours with each month. While many mentors shy away from working with teens, this volunteer loves the challenge and feels like it is how she can make the biggest impact as a Friends of Youth volunteer. She is an excellent role model and always takes the time to listen closely to her mentee, often engaging in conversations about difficult issues in the teen's life.

She also makes sure to have fun, and throughout the past year she and her mentee have made many special memories together, often doing ordinary things that most young people take for granted. The volunteer is always open to learning new things from her mentee. She also loves to listen to her mentee sing, and encourages her passion for music! The volunteer often makes it a family affair, by including her mentee's brother in their activities. The Dare County Friends of Youth program is extremely fortunate to have Juliane as a volunteer mentor. Many other local organizations also benefit from her outstanding commitment to community service. The youth of Dare County are blessed because of this volunteer's dedicated commitment to making a difference. Would **Juliane Kelly** please come down to receive this award?

Marion & Blair Siefferman (Youth)

This husband and wife team are the long-time Scoutmasters for Boy Scout Troop 116 and Cub Scout Pack 116 in Kill Devil Hills. In early 2018, the parent of a Cub Scout (a local firefighter) who is a part of the scouting family, was diagnosed with cancer. The couple realized that as scouts, the pack and troop had a duty to rally in support of the parent and his family. The couple sprang into action, and organized a car wash fundraiser on June 30th. The scouts and volunteers received support from the Kill Devil Hills and Colington fire departments, and word of the fundraiser spread quickly on radio and social media. Due to the scout masters' leadership and compassion, Boy/Cub Scout Troop 116 raised \$5,569 on the afternoon of the car was in support of parent and his family!

Through this fundraising project, these scout masters taught their scouts the importance of community service and helping others in need. Volunteerism and helping others are traits that are learned, and the nominees used this opportunity to teach the boys the importance of helping others, understanding the crisis that cancer can cause a family and the benefit of serving one's community. Would **Blair & Marion Siefferman** please come down to receive this award?

George Viverette & Sheryl Tillett (Faith Based)

These volunteers are a husband and wife team of retired educators who volunteer with Kitty Hawk United Methodist Church. While they sometimes volunteer separately, they also often assist each other in a variety of church and community activities. The husband in this dynamic duo performs a myriad of volunteer tasks each month including helping with church financial transactions, preparing and conducting adult Bible studies; tutoring community children during KHUMC’s “The Bridge” program; working with the Kairos Prison Ministry at Elizabeth City’s Paquotank Correctional Institution; helping to teach an adult Sunday school class; and working at the Beach Food Pantry by helping to stock shelves and assisting clients on behalf of KHUMC. In his “spare” time, he volunteers wherever he sees the need in the church and the community.

The wife in this amazing couple also spends countless hours volunteering for the church. She is one of the leaders in KHUMC’s Women’s Ministry Fellowship (WMF), organizing fundraisers, group lunches, mission projects, etc. She also volunteers at Peak Resources in Nags Head; organizes and oversees KHUMC’s rotating participation in Ruthie’s Kitchen; and is an active participant in the church’s Prayer Ministry, sending cards to shut-ins and others in need, as well as delivering flowers and food to homes.

The couple partners together on the Kairos Prison Ministry, as well as on the Walk to Emmaus program, a three day retreat on Christianity. They also sponsor young adults in Chrysalis, The Walk to Emmaus program geared toward young people. The team also helps with the annual WMF fundraiser, and serve as ushers and communion stewards, even taking communion to homes when requested. Together, they volunteer with the church for a combined 200+ hours each month! Would George **Viverette & Sheryl Tillett** please come down to receive this award?

Wendy Sisler (Health & Human Services)

The final volunteer has been nominated for, and will receive the Governor's Medallion Award for Volunteer Service at an upcoming ceremony in Raleigh. On January 4, 2017, she lost her son to an overdose, following his long struggle with substance use. Immediately following that date, she began advocating for a local behavioral health services clinic in her hometown of Hatteras. At the same time PORT Health Services and Dare County government had agreed to partner in such a clinic on Hatteras Island, and renovations soon began on the former Hatteras Island Medical Center which was in dire need of repairs and renovations. Wendy utilized her personal experience with her son's struggle with substances to raise \$22,000 in donations and pledges toward the development of the clinic. She also assisted the PORT Health Supervisor throughout the day to day activities of preparing the site. She helped with the building's interior design, including securing donations of local art; helped to find individuals to assist with removal of old cabinetry and taking the new cabinets into the building; and she made sure that those working in the building had the materials needed including bringing them food and drinks.

In an effort to thank her community, this volunteer secured donations of food, space and music to enable PORT to have a community celebration in honor of the completion of the new clinic. PORT Health and Dare County had a strong desire to develop a behavioral health clinic in Hatteras, but the money to renovate the building would not have been available had it not been for the efforts of this volunteer, and work would not have been accomplished within the expected time frame without her assistance. Perhaps her largest accomplishment was to attack the stigma attached to substance use disorders by engaging an entire community in the process of bringing this clinic into being. Would **Wendy Sisler** please come down to be recognized for her Medallion Award?



Dare Soil & Water Conservation District Report

Description

Report on District projects, outreach programs, initiatives and financials

Board Action Requested

none

Item Presenter

Ann Daisey

Dare Soil and Water Conservation District

Report



Projects

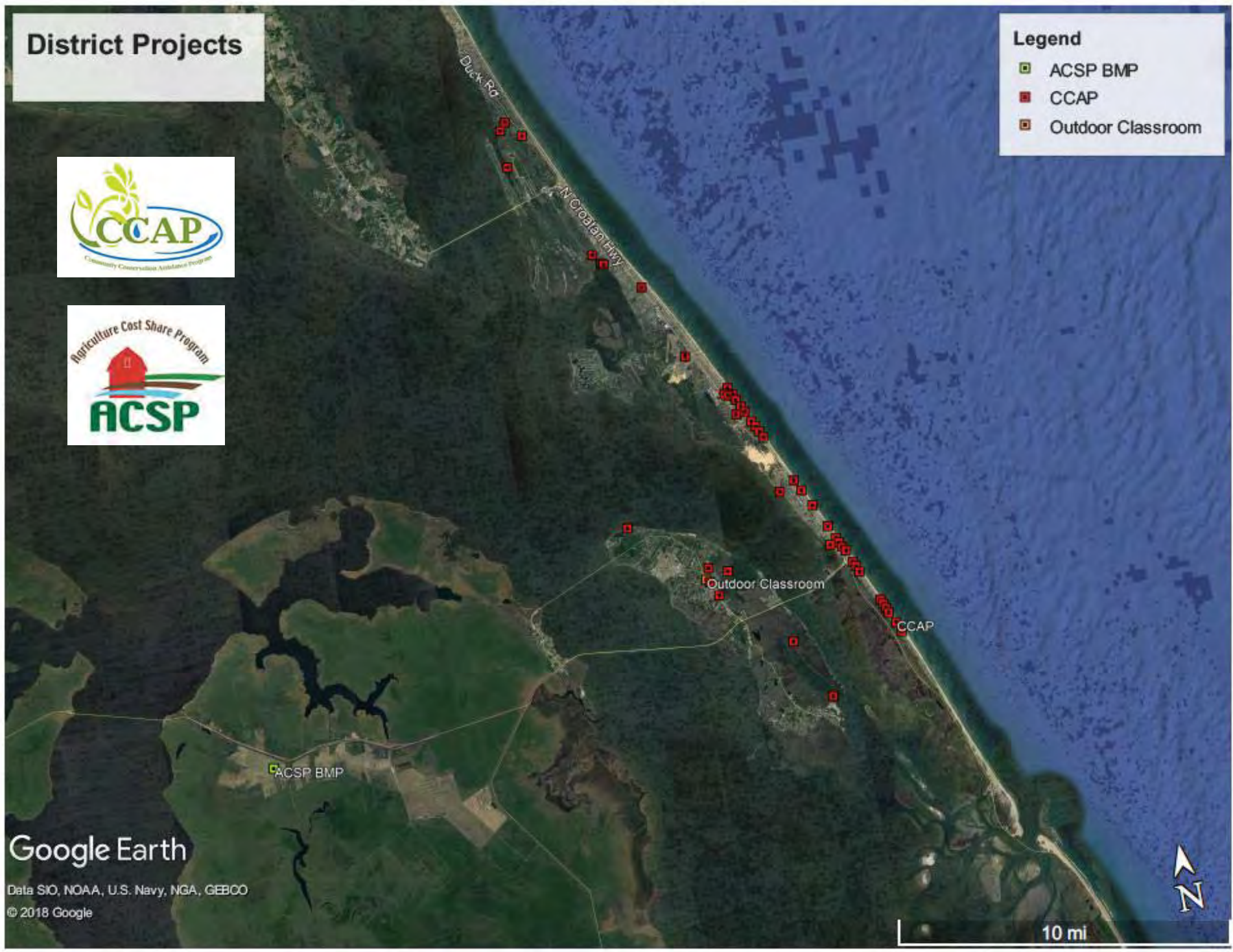


District Projects

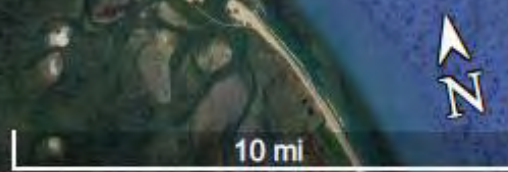


Legend

- ACSP BMP
- CCAP
- Outdoor Classroom



Google Earth
Data SIO, NOAA, U.S. Navy, NGA, GEBCO
© 2018 Google



STREAM DEBRIS REMOVAL



Completed work

Wanchese



Kitty Hawk



East Lake/Highway 64



Doughs Creek

Remaining Work:

- Avon
- Rodanthe
- Buxton/Frisco
- Hatteras
- Stumpy Point
- Mashoes

ALLIGATOR WEED CONTROL: EAST LAKE YEAR 3



Outreach





Dare Soil & Water
Conservation District
2017



by Matte Samson
Kitty Hawk
Elementary
School





NC STATE
EXTENSION



DARE
SOIL & WATER
CONSERVATION DISTRICT

Low Impact Development Basics for Water Quality Protection
A workshop for real estate professionals, property owners, & homeowner associations
Thursday, May 23 – 9:00am – 1:00pm
Coastal Studies Institute
Room R262
850 NC-345, Wanchese, NC 27981



Financials





Each dollar invested by the County of Dare has returned an average \$18.65 in value.

Projects and Funding 2016-present

District Projects	Grant & State Funding	Local Match
2016 Outdoor classroom Manteo Elementary	\$ 2,500	-
2016-2017 Rain Harvesting Workshop	\$ 780	-
2015-2016 State Disaster Recovery Funds: Hurricane Irene – Dare County/Wanchese	\$ 35,000	-
2016 Community Conservation Assistance Program (CCAP) marsh sill private resident	\$ 2,392	-
2017 State Disaster Recovery Funds: Hurricane Matthew – Town of Kitty Hawk/Unincorporated Dare	\$ 473,249	-
2017 CCAP (State Cost Share Program) marsh sill project NC DOT, private property, Town of Kitty Hawk	\$ 45,000	-
2017 NC DWR Aquatic Weed Cost Share Program - East Lake alligator weed	\$ 2,500	\$ 2,500
2018 Agriculture Cost Share Program (ACSP) (State Cost Share Program) East Lake farmer	\$ 20,000	-
2018 CCAP (State Cost Share Program) – multiple projects (marsh sill, rain gardens, permeable pavement)	\$ 20,000	-
2018 NC DWR Aquatic Weed Cost Share Program – East Lake alligator weed year 2	\$ 2,500	\$ 2,500
2019 CCAP (State Cost Share Program) –permeable pavement conversion and riparian buffer	\$ 20,000	-
Yearly State technical assistance funds (salary and operating expenses)	\$ 30,060	\$ 30,060
Total	\$ 653,981	\$ 35,060
TOTAL ROI :	18.65	



Cost Share Programs Program Reviews

The division, under authority of the commission, conducts program reviews of at least 18 districts each year. Program reviews are done on a 5 year rotation to ensure all districts across the state are being reviewed. These reviews address the district's administration of the cost share programs as well as the district's compliance with the commission rules, policies and procedures. Program reviews provide opportunities for the district to improve performance and reduce liability associated with the cost share programs and daily operations.

- **Last completed 2014**
- **Just completed March 2019**
- **0 corrective actions**
- **2 recommendations**
- **5 commendations**



Alone we can do so little; together we can do so much.
— Helen Keller



MedCost Medical Insurance FY 2019-2020

Description

The FY 2019-2020 MedCost medical insurance rates are remaining the same at a 0% increase. All plans will remain the same with a Traditional PPO and High Deductible Health Plan paired with a Health Savings Account.

Board Action Requested

To approve the FY 19-20 MedCost medical insurance plans.

Item Presenter

Elizabeth Reilly, HR Director



Timothy Jennette - Request to Fill Ditch

Description

Timothy Jennette owns parcel 0169679000 in Buxton. The property is vacant and he is requesting permission to fill part of a drainage ditch to access the rear of the site. Section 51.01 of the Dare County code establishes that no ditch, creek, or other water course shall be blocked or filled except by written permission from the Dare County Board of Commissioners following a public hearing on the matter. A copy of a survey and aerial tax map of the Jennette property are included. Mr. Jennette has requested time on the Board's agenda to discuss his plans and request to schedule a public hearing. He had requested the Planning Department to grant permission to fill the ditch and we advised him of the existence of Section 51.01 and the procedures outlined in this code.

Board Action Requested

Consideration of Jennette request.

Item Presenter

Timothy Jennette -- introduction by Donna Creef

[Print](#)

Dare County, NC Code of Ordinances

§ 51.01 RESTRICTING DRAINAGE DITCHES.

(A) It is dangerous and prejudicial to the public health to alter, restrict or impede the flow of water in drainage ditches, creeks, streams, rivers and other water courses.

(B) No drainage ditch, creek, stream, river or other water course shall henceforth be blocked or filled in to any degree with any substance or device whatever such that the flow of water toward natural creeks, rivers and water bodies is restricted or impeded except by a written permit issued by the Board of Commissioners. No permit shall be issued except after a public hearing after 10-days' notice on the question whether the proposed restriction or impediment would result in possible harm to the public health.

(Prior Code, § 51.01) (Ord. passed 7-5-1988)

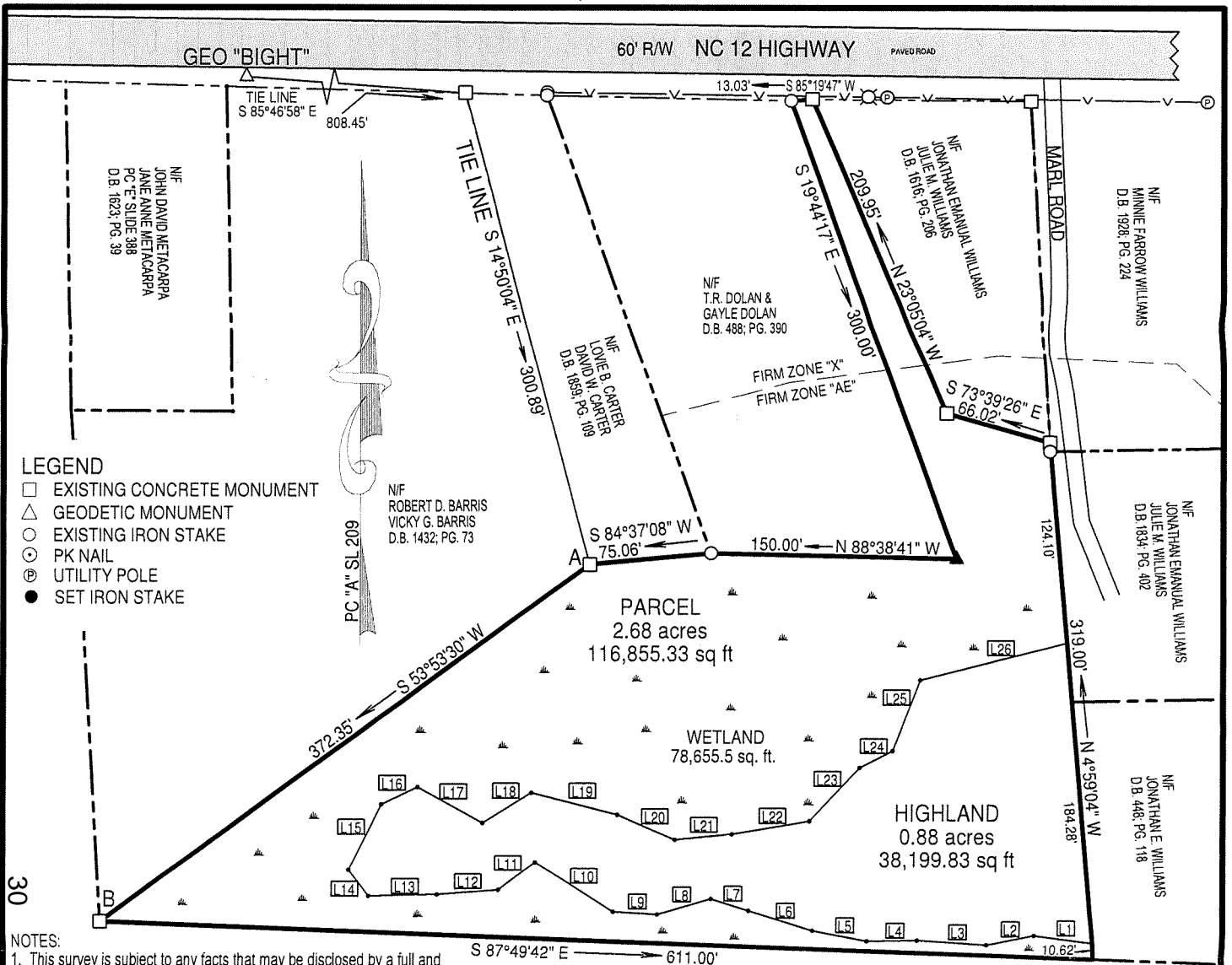
Dear Mrs. Creef

I received your letter dated March 27, 2019 regarding my parcel 01697900 that I would like to fill. The ditch was dug by hand by the W.P.A in the 1930's. In the 1950's when Hwy 12 was put in the highway dept. covered that portion up and there is no culvert running under Hwy 12. The ditch is dry and has full size trees growing in it. I would like to pursue this matter with the Board of Commissioners since this is the only access I have to my property in the back of the parcel. I am enclosing a copy of my latest survey with wetlands assessment.

Thank You.

Timothy W. Jennette

253-305-4436



- LEGEND**
- EXISTING CONCRETE MONUMENT
 - △ GEODETIC MONUMENT
 - EXISTING IRON STAKE
 - ⊙ PK NAIL
 - ⊕ UTILITY POLE
 - SET IRON STAKE

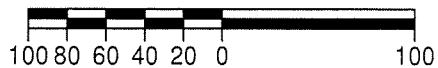
- NOTES:**
1. This survey is subject to any facts that may be disclosed by a full and accurate title search.
 2. Minimum Building Lines (MBL) shown hereon must be verified. The surveyor makes no certification as to zoning and/or restrictive covenant setbacks.
 3. Survey based upon physical evidence found as shown. Meridian for survey based upon recorded bearing N 53°53'30" E for line A-B per PC "A" SLIDE 209.
 4. This lot is located in the Wind-Borne Debris Region.
 5. Some portions of some lots in this subdivision are located in Areas of Environmental Concern. Individual permits may be required before development may take place in these areas.
 6. This property, or portions of this property, are located within a special flood hazard area as designated on Flood Insurance Rate Maps for Dare County. Location in a special flood hazard area represents a one percent (1%) or greater chance of being flooded in any given year. Flood insurance may be required by lending institutions for structures constructed on property located in special flood hazard areas.
 7. All proposed improvements shall conform to sections 22-47 and 22-56 of the Dare County Zoning Ordinance.

I, Freddy D. Rankin, PLS, certify that this survey is of an existing parcel or existing parcels of land and does not create a new street or change an existing street.

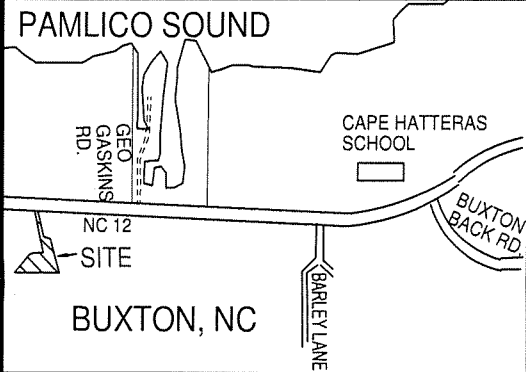
Freddy D. Rankin
 Freddy D. Rankin, PLS, L-2958

WETLAND CERTIFICATION
 This certifies that this copy of this plat accurately depicts the boundary of the jurisdiction of the section 404 of the clean water act under the present law and regulations as determined by the undersigned on this date. Unless there is a change in the law or our published regulations, this determination of section 404 jurisdiction may be relied upon for a period not to exceed five years from this date. This determination was made utilizing the 1987 Corps of Engineers Wetland Delineation Manual.

Name: _____
 Title: _____
 Date: _____



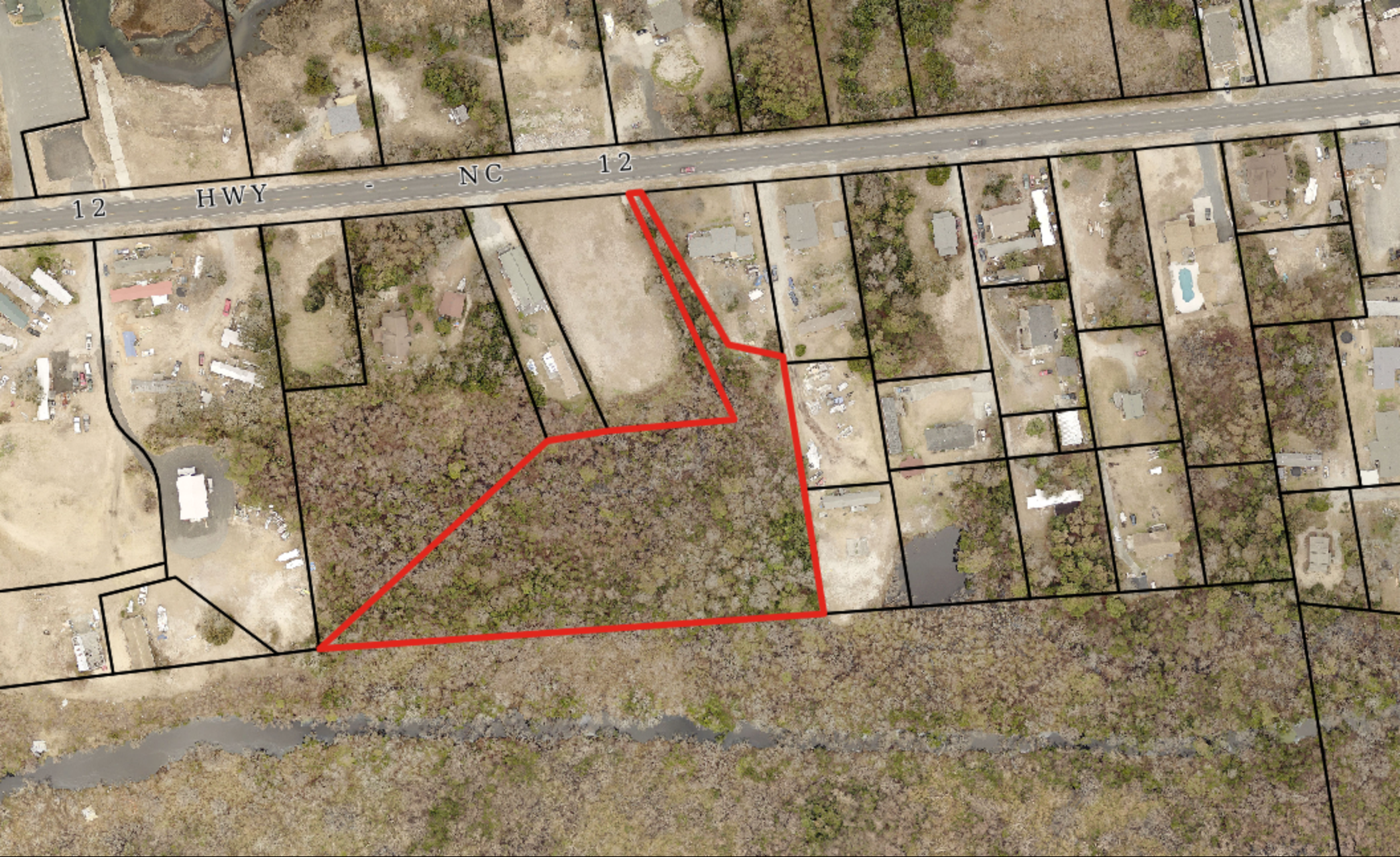
Id	Bearing	Distance
L1	N 82°36'32" W	36.02'
L2	S 78°31'40" W	29.58'
L3	N 86°12'15" W	42.59'
L4	S 89°09'34" W	30.73'
L5	N 79°15'04" W	33.91'
L6	N 72°40'17" W	41.07'
L7	N 72°46'46" W	24.28'
L8	S 73°40'19" W	34.36'
L9	N 86°10'20" W	27.35'
L10	N 57°36'16" W	56.83'
L11	S 52°40'32" W	28.48'
L12	S 85°47'51" W	37.61'
L13	S 88°38'30" W	42.12'
L14	N 36°32'56" W	20.16'
L15	N 26°09'54" E	44.98'
L16	N 65°03'13" E	24.56'
L17	S 61°27'01" E	45.31'
L18	N 58°29'58" E	35.19'
L19	S 75°55'25" E	54.63'
L20	S 66°31'07" E	38.51'
L21	N 84°26'47" E	35.37'
L22	N 80°19'36" E	48.11'
L23	N 43°26'39" E	44.73'
L24	N 62°38'01" E	22.51'
L25	N 21°12'49" E	46.29'
L26	N 75°52'49" E	92.78'



LOCATION SKETCH NOT TO SCALE

Freddy D. Rankin, PLS
 50232 S. Buccaneer Dr., PO Box 121
 Frisco, NC 27936-0121
 (252) 995-4405 Fax: (252) 995-5580

WETLAND SURVEY FOR:
N.F. JENNETTE



This map is prepared from data used for the inventory of the real property for tax purposes. Primary information sources such as recorded deeds, plats, wills, and other primary public records should be consulted for verification of the information contained in this map.

0 Nc 12 HWY
Buxton NC, 27920
Parcel: 016967900
Pin: 052607686387

Owners: Jennette, Timothy W
Jennette, Cindy
Building Value: \$0
Land Value: \$83,000
Misc Value: \$0
Total Value: \$83,000

Tax District: Buxton
Subdivision: Subdivision - None
Lot BLK-Sec: Lot: Blk: Sec:
Property Use: Vacant Land (Private)
Building Type:
Year Built:





Housing Amendments - Progress Report

Description

Last October the Board adopted a series of zoning amendments in an effort to facilitate construction of year-round housing units. At that time, the Board instructed staff to report back to the Board in six months on the progress of the amendments and to discuss other alternatives that may be appropriate for further consideration. I will discuss the progress to date and briefly outline some possible options.

Board Action Requested

Initial consideration of options and instructions to Planning Director.

Item Presenter

Donna Creef

Update on Housing Amendments

Dare County
Board of Commissioners
April 15, 2019



October 2018 Actions

- The Board adopted a series of zoning amendments to facilitate housing opportunities.
- Amendments applied to those zoned areas of unincorporated Dare County that are not considered “single family” zones i.e. R-1.
- Instructed Planning Director to report back after six months on implementation of amendments and identify other options.

Six-Month Statistics

- Accessory dwelling units – No permits
- Duplexes – No permits
- Multi-family Structures – No permits
- Cluster homes– Two projects approved by DCBC. Both on Hatteras Island, a total of nine structures.

Other Options

- Expand cluster homes into single-family zones.
- Expand ADUs into single family zones.
- Develop overlay district for educational housing district.
- Study issue of minimum lot sizes.

Cluster Homes

- Cluster homes – multiple single family homes on one parcel. Homes not to exceed 1,200 sq. ft. individually.
- Extend to NH, RS-1, R-1 SNC,WR1,VR, ELR, and ELNH districts.
- Applicant would need to demonstrate there is no conflict with covenants. This is not anticipated to be a problem, still single family homes.

ADUs

- Extend to NH, RS-1, R-1 SNC,WR1,VR, ELR, and ELNH districts.
- Applicant would need to demonstrate there is no conflict with covenants. Burden of proof on property owner.
- Not proposed for districts such as R-4 and MP-1 where covenants are a known conflict.

Educational Housing

- Identified need for housing in support of Coastal Studies Institute, Dare County Board of Education and College of the Albemarle.
- Develop overlay district that could be applied to specific sites that may be identified for educational housing.
- Overlay could include multi-family and single family regulations.

Minimum Lot Sizes

- Current minimum lot sizes of 15,000 sq. ft. and 20,000 sq. ft. in place since 1982.
- Availability of central water to most areas of unincorporated Dare County eliminates need for separation of septic and private wells.
- 15,000 sq. ft. lot = 2.9 units per acre
- 12,500 sq. ft. lot = 3.5 units per acre
- 10, 000 sq. ft. lot = 4.3 units per acre

Minimum Lot Sizes

- Group development example - 2 acres with 10 homesites = 8,712 sq. ft per homesite with structural improvements in footprint area.
- 30% lot coverage would apply.
- Could link to home size restriction similar to cluster home limitation of 1,200 square feet.
- Alternative seems worthy of additional discussion.

Not An Option

- Recreational vehicles, travel trailers, and other similar units are not constructed for use as year-round dwellings.
- Tiny homes are part of this recreational vehicle group.
- May work for other areas, natural hazards of our area must be considered.

Next Steps

- Planning Board review and analysis of options.
- Draft specific language for zoning amendments.
- Timeframe of three to four months, Planning Board will conduct hearings to solicit public input before reporting back to Board of Commissioners.



Health and Human Services Building Expansion and Renovations

Description

Please see the attached Item Summary and the included Oakley Collier report.

Board Action Requested

The Board is requested to give staff direction to issue a request for qualifications for architects for the design of Option 2.

Item Presenter

David Clawson, Finance Director

Item Summary: DHHS Building Expansion and Renovations

The 2019 CIP included a DHHS facilities expansion study and included the expansion of the DHHS buildings as a part of the 2019 Limited Obligation Bonds (LOBs).

The 2019 LOBs were planned in the approved CIP and will include the Animal Shelter, the College of the Albemarle project, and this DHHS project. The purchase of the Kellogg property in Manteo has been added to the issuance by the Board. Given the preliminary project schedules for DHHS and COA, the LOBs issuance will likely be in early 2020 (and will be the 2020 LOBs).

Oakley Collier (architect for The Dare Center) was selected to perform the DHHS study. The study recommends more than expansion. Three options are presented which includes expansion, renovations, and systems renovations to the 1998 buildings. (The final debt payment for the 1998 COPs issued for the buildings will be 6/1/2019). The full study follows this summary.

The CIP and the Oakley Collier report options were:

Option	Estimate	Work
CIP place holder	\$2,000,000	Expansion
Option 1	\$3,123,120	Expansion, renovation, & systems renovation
Option 2	\$4,849,845	Expansion, renovation, & systems renovation
Option 3	\$8,495,095	Expansion, renovation, & systems renovation

The Board addressed the study at the March 6 Board Retreat and selected Option 2 after being advised that the Option 2 amount will not be a debt capacity issue. The \$4,849,845 is an all-inclusive cost estimate as shown below (from the report).



Year Constructed: 1998
 Total Square Footage: 50,500
 New Square Footage: 8,500

PLANNING COST ANALYSIS			
Option Two			
Scope of Work	SF	Cost	Total
Site Work/Stormwater/Demo			\$250,000
Existing Facility Reno	34,000	\$20	\$680,000
Core Scramble/Phasing	8,000	\$100	\$800,000
Floor Infill (lobby)	2,000	\$137.50	\$275,000
New Addition	6,500	\$300	\$1,950,000
New Exterior Covered Walk	1,800	\$100	\$180,000
New Millwork	320	\$200	\$64,000
Construction Total	50,500		\$4,199,000
5% cont			\$4,408,950
10% A/E			\$4,849,845 /50,500 sf \$96

Option 2:
 Renovated Existing Facility (Flooring, Paint, Ceiling & Minor Wall/ MEP Work)
 Infill 2nd Floor Lobby (Both DSS & HS Buildings)
 Infill Courtyard - 1 levels (Connects Both Buildings)

- BREAK ROOM ■
- CIRCULATION □
- CONFERENCE/ TRAINING ■
- LAB ■
- OFFICE ■
- PATIENT ROOM ■
- RECEPTION ■
- STORAGE ■
- TOILET ■

The Board is requested to give staff direction to issue a request for qualifications for architects for the design of Option 2.

Department of Health & Human Services, NC

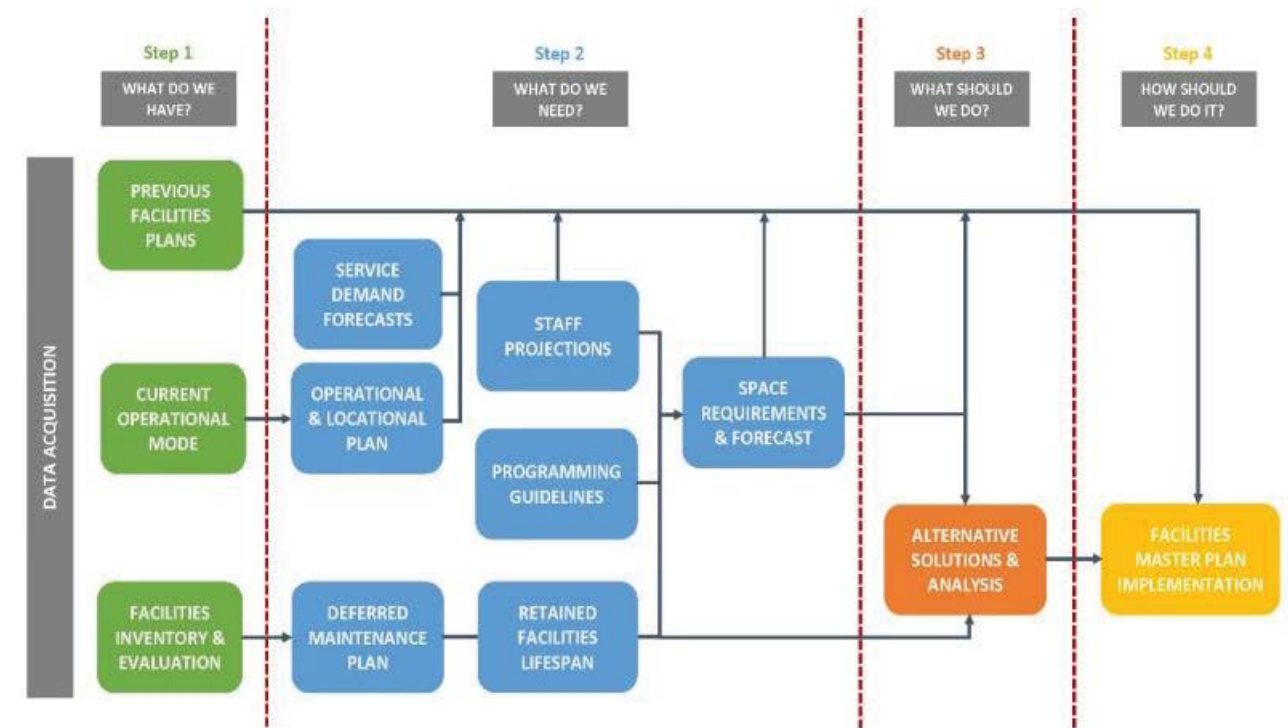
PROPERTY CONDITIONS ASSESSMENT REPORT



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EXECUTIVE SUMMARY



The principal goal of this assessment are to:

- Investigate the existing viability of each facility for the continues use;
- Determine the life cycle remaining in each facility
- Establish an inventory of current needs to create well-organized space for daily operations;
- Establish a long-term plan for future needs, including expansion and/or relocation
- Create estimates of probable costs required to implement these findings

The evaluations are based on the visual observations made during on-site feild visits to each facility. These observations are noted and presented in the option of this document. Note there may be concealed existing conditions not noted.

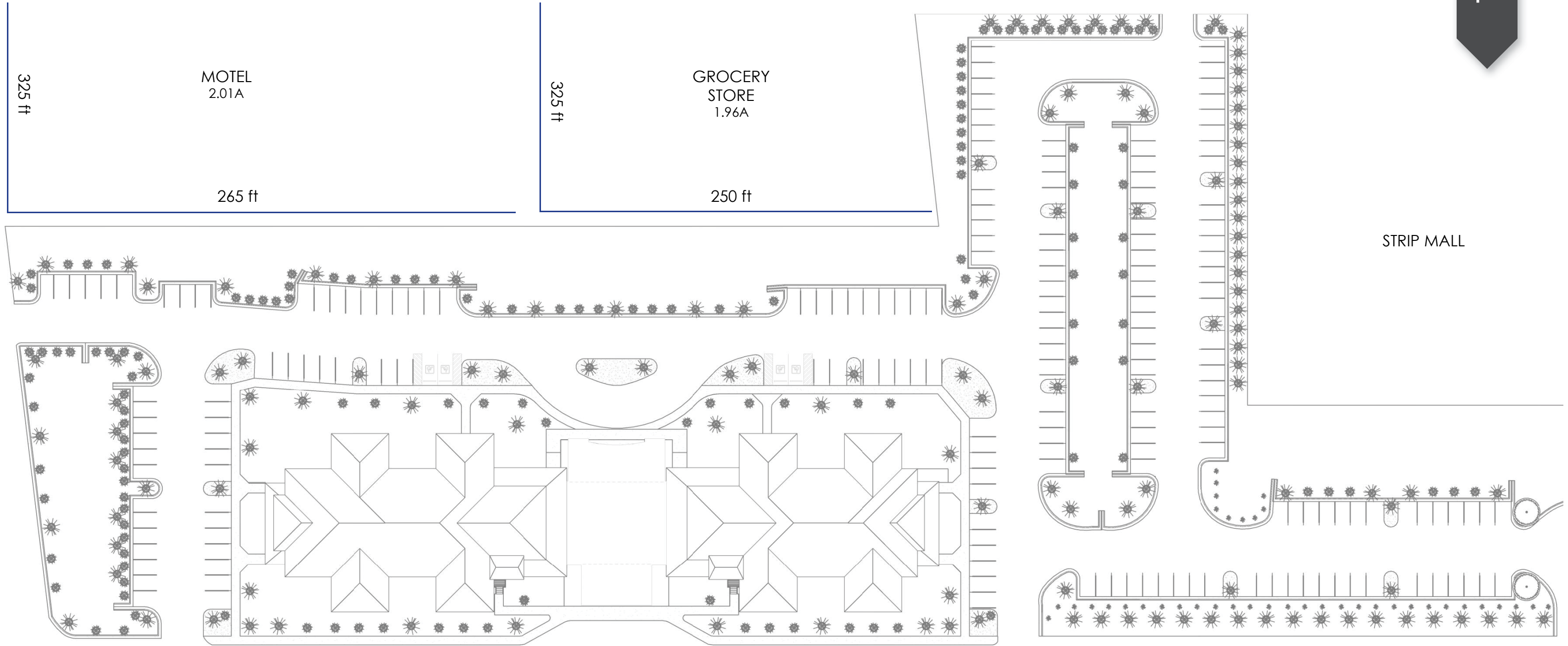
Ultimately, the overall goal for this space assessment is to be used as a long-range tool for DHHS Dare County Buildings.

SITE CONDITIONS

DHHS

DARE COUNTY

VICINITY PLAN



GAS STATION

STRIP MALL



CURRENT BUILDINGS

DEHS

DARE COUNTY

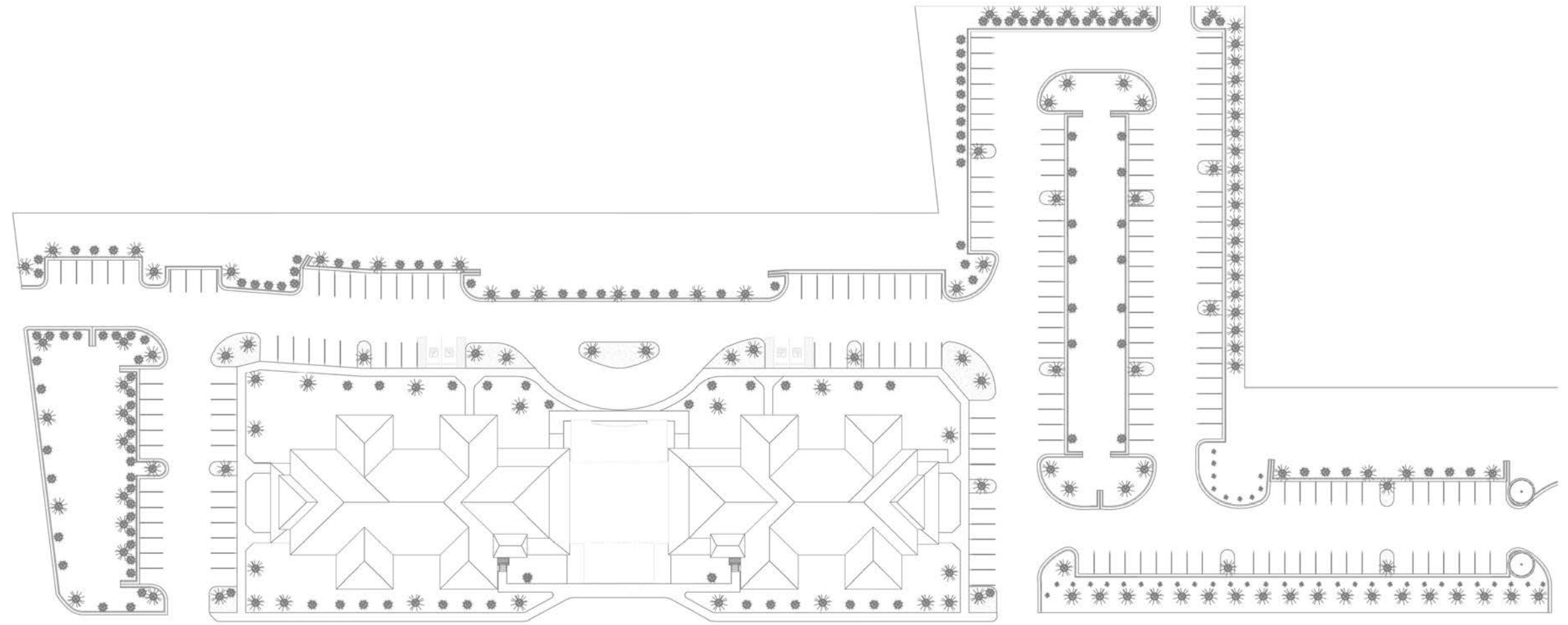
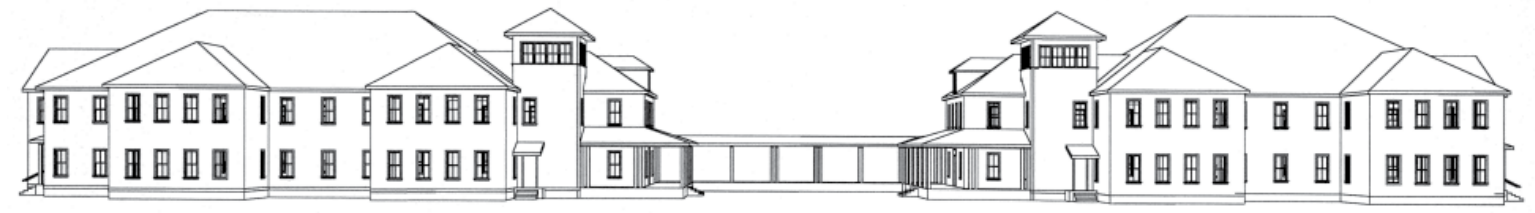
Year Constructed: 1998
Existing Square Footage: 42,000

General Overview:
The current Health Department and Human Services properties are located on the same site. Each housed in their own separate two level buildings, joined by a central covered walk way and courtyard space.

The building was constructed in 1998 and is just under 42,000 square feet

The building includes 196 regular parking spaces and an additional 4 handicap spaces.

The construction of the building is all wood frame construction with a cedar shake exterior facade.



EXISTING SPACE BY DEPARTMENT

LEVEL 2



■	DSS - APS
■	DSS - CHILD PROTECTIVE SERVICES
■	DSS - ECONOMIC SERVICES - P
■	DSS - FAMILY SERVICES
■	HS - ADMIN
■	HS - HEALTH EDUCATION
■	HS - HOME HEALTH HOSPICE
■	ss- ADMIN
■	x- BREAK RM
■	x- CONFERENCE



EXISTING

LEVEL 1



■	DSS - ADMIN
■	DSS - ECONOMIC SERVICES - P
■	DSS - FAMILY SERVICES
■	DSS - VETERAN SERVICES
■	HS - CLINIC - Additional Areas
■	HS - CLINIC - Doctor
■	HS - CLINIC - Front End
■	HS - CLINIC - Nurse
■	HS - HOME HEALTH HOSPICE
■	HS - WIC
■	x- BREAK RM
■	x- CONFERENCE
■	x- STORAGE



FACILITIES CONDITIONS ASSESSMENT CHECK LIST

PROJECT NAME:
PROJECT NUMBER:

Facility Name: DHHS Southern Shores		Source Code:	
Facility Address: 109 Exeter Manteo, North Carolina 27594		FS	Field Survey
Date of Site Visit: January 4th, 2019		OP	Owner Provided
In Attendance: Oakley Collier Architects, PA (OCA)Team			
5	New	New or like-new condition; no issues to report; no expected failures; Plan 8 to 10 years	
4	Good	Good Condition; No reported issues or concerns; consider replacement 6 to 8 years	
3	Fair	Average wear for building age; Not new, but no issues to report; replace within 4 to 6 years	
2	Poor	Worn from use - end of expected life cycle; replace within 2-4 years	
1	Critical	Extremely worn or damaged: replace within 2 years	
		<i>Evaluation Considerations</i>	
		Age of Component	
		Expected Service Life Cycle	
		Maintenance Records	
		Visual Observation Condition	

CIVIL / SITE / LANDSCAPING SYSTEMS										
SITE			CONDITON					SOURCE		NOTES
#	ITEM	MATERIAL / TYPE	5	4	3	2	1	N/A	FS	OP
Site Utilities										
	Electrical Service									
	Gas Distrib System									
	Sanitary / Sewer									
	Storm Water Mgmt									
	Water Distribution									
	Backflow Preventer									
	Voice / Data									
ADA Compliance										
	H/C Parking									
	Exterior Ramps/walks									
	Exterior Stairs/Railings									
	Barrier-free Route									
	Building Entry									
CIVIL			CONDITON					SOURCE		NOTES
#	ITEM	MATERIAL / TYPE	5	4	3	2	1	N/A	FS	OP
	Emerg Vehicle Access									
	Sidewalks									
	Paving - Parking Lot									
	Paving - Access Road									
	Pavement Markings									
	Parking Spaces (#)									
	Curbing									
	Drainage									
	On-Site Signage									
	Ped. Access - Safety									
	Dumpsters									
	Other									

CIVIL / SITE / LANDSCAPING SYSTEMS										
LANDSCAPING			CONDITON					SOURCE		NOTES
#	ITEM	MATERIAL / TYPE	5	4	3	2	1	N/A	FS	OP
	Exterior Furniture									
	Bike Racks									
	Irrigation System									
	Landscape Vegetation									
	Landscape Walls									
	Trees									
	Shade Systems									
	Paver Systems									
	Playgrounds									
	Other									

STRUCTURAL SYSTEMS										
STRUCTURE			CONDITON					SOURCE		NOTES
#	ITEM	MATERIAL / TYPE	5	4	3	2	1	N/A	FS	OP
Foundations / Footings										
	Structure									
	Dampproofing/ Dewatering									
	Slab on Grade									
	Floor Framing									
Columns / Beams / Walls										
	Structural Frame									
	Roof Structure									
	Applied Fireproofing									
	Covered Walkways									
Code Deficiencies										
	Open Code Issues									

EXTERIOR ENVELOPE SYSTEMS										
			CONDITON					SOURCE		NOTES
#	ITEM	MATERIAL / TYPE	5	4	3	2	1	N/A	FS	OP
Exterior Walls										
	Exterior Veneer									
	Sealants									
	Exp / Control Joints									
	Thermal Condition									
	Soffits / Trim									
	Eaves / Rakes									
	Building Signage									
	General Appearance									
Doors / Windows / Louvers										
	Windows									
	Louvers & Vents									
	Main Entry Doors									
	Main Entry Hardware									
	Other Ext Doors									
	Other Ext Hardware									
	Overhead Doors									
Roofing										
	Roofing System									
	Roof Drainage									
	Gutters / DS									
	Skylights									
54	Access Hatch(es)									

DATA

INTERIOR SYSTEMS		CONDITON						SOURCE		NOTES	
#	ITEM	MATERIAL / TYPE	5	4	3	2	1	N/A	FS	OP	
	Equipment Curbs										
	Leakage										
	Ponding Water										
Walls											
	Walls - Corridor										
	Walls - Office										
	Walls - Toilets										
	Walls - Other										
	Wall Insulation										
	Operable Walls										
Interior Doors											
	Doors										
	Frames										
	Door Hardware										
	Roll-up Doors										
Ceilings											
	ACT										
	Drywall										
	Exposed										
	Other										
Flooring											
	Carpet										
	VCT										
	Tile										
	Terrazzo										
	Wood										
	Sealed Concrete										
	Wall Base										
	Other										
Stairs											
	Stair Construction										
	Landings										
	Stair Treads										
	Stair Nosings										
	Handrails										
	Other										
Toilet Rooms											
	Flooring										
	Walls										
	Partitions										
	ADA Accessibility										
	Accessories										
	Signage										
	Other										
Signage											
	Directional										
	Room										
	Emergency										
	Occupancy										
	Other										

PLUMBING SYSTEMS											
#	ITEM	MATERIAL / TYPE	5	4	3	2	1	N/A	FS	OP	NOTES
Casework											
	Cabinets										
	Countertops										
	Hardware										
Other											
	Auditorium Seating										
	Fixed Equipment										
	Lockers										
	Fire Extinguishers										
General											
	Custodial Closets										
	Showers										
	Kitchenette/Coffee Bars										
	Emerg Eyewash										
	Laboratory Sinks										
	Roof Drain Piping										
	Grease Traps										
	Lift Stations										
	Washer / Dryer										
	Drinking Fountains										
Toilet Rooms											
	Water Closets										
	Urinals										
	Lavatories/Sinks										
	ADA Fixtures										
Water Distribution											
	Service Entrance										
	Supply Piping										
	Sanitary Piping										
	Water Heaters										
	Tanks										
	Booster Pumps										
Gas Systems											
	Piping										
	Service Entry										
	Gas PRV										
	Emerg Shut-off										
Food Service											
	SS Sinks										
	Mop Sinks										
	Service to Equipment										
	Oven/Stove										
	Dishwasher										

MECHANICAL SYSTEMS										
#	ITEM	MATERIAL / TYPE	CONDITON					SOURCE		NOTES
			5	4	3	2	1	N/A	FS	
HVAC Controls										
	Control System				3					
	Communications				3					
	T-stats				3					
Domestic Water Heating										
	Water Heater				3					
	Dedicated Heating									
	Fuel Type									
	Tank Size				3					
	Recirc Pumps									
Dedicated Heating / Air Systems										
	Air-Handling Systems				3					
	Duct Furnaces				2					
	Unit Heaters				2					
	Unit Ventilators				2					
	Water Source HP				2					
	Split Systems				3					
	Unitary Systems				2					
	Bard Unit Systems				2					
	Return Air Path?				3					
	Ducting Material?				3					
Air Distribution										
	Outdoor Air Units				3					
	Rooftop Units									
	Central Station AHUs									
	Duct Detectors				3					
	Smoke Detectors				3					
	Terminal Units									
Refrigeration Systems										
	Freezer Systems									
	Cooler Systems				3					
	Ice Machines									
Exhaust Systems										
	Toilets				3					
	Kitchen Hood System				3					
	Exhaust Fans									
	Specialty Areas									

ELECTRICAL SYSTEMS										
#	ITEM	MATERIAL / TYPE	CONDITON					SOURCE		NOTES
			5	4	3	2	1	N/A	FS	
Electrical Supply										
	Service Switchgear				3					
	Site Transformers				3					
	Multiple Service Feeds									
	Motor Control Centers									
Electrical Distribution										
	Equipment				3					
	Panelboards				3					
	Feeders				3					
	Devices				3					
	TSS - Surge Suppression									
	Transformers				3					
Lighting										
	Offices				3					
	Corridor / Commons				3					
	Toilets				3					
	Multi-Purpose Areas				3					
	Motion Detection									
	Emergency Lighting				3					
	Performance Lighting									
	Exterior Perimeter				3					
	Exterior Walkways				3					
	Lighting Controls				3					
Technology										
	Projection / Screens				3					
	Cameras									
	Audio Enhancements									
	Data Drops									
	Power Drops									
Elevator										
	Machine Room Equip				3					
	Interior Cab				3					
	Signage				3					
	Emerg Phone				3					
	Hoistway Pit				3					
	Hall Fixtures				3					
	Operating Condition				3					
Other										
	Lightning Protection									
	Kitchen Equipment				3					
	Scoreboards									
	Lift Stations									
	Emerg. Generator									
	Intercom / PA system									
	Performance Sound									
	Fire Alarm System				3					
	Annunciator Panels									
	Retractable Screens				3					
	Retractable Shades				3					
	Security Cameras									
	Security Alarm System									

OPTIONS

DHHS

DARE COUNTY

Year Constructed: 1998
 Total Square Footage: 46,000
 New Square Footage: 4,000

Cost Estimate - Existing Building DHHS = 42,000 sf

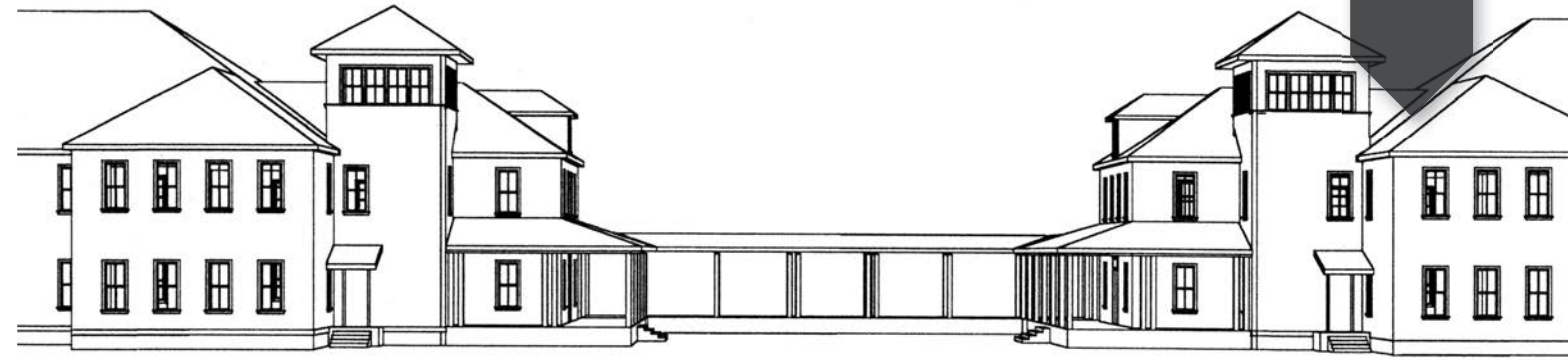
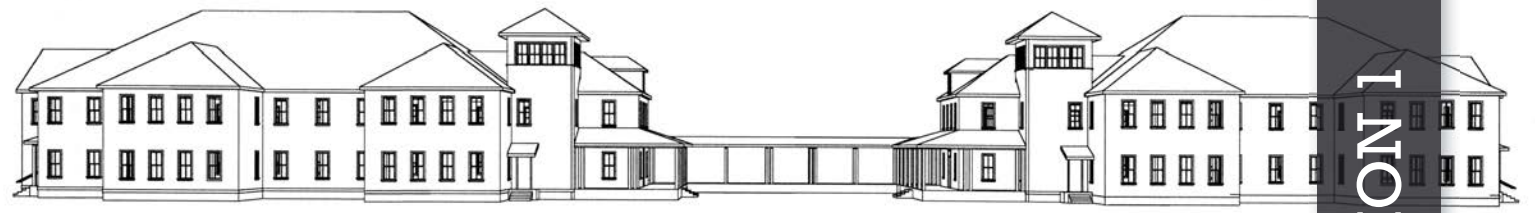
PLANNING COST ANALYSIS			
Option One			
Scope of Work	SF	Cost	Total
Site Work/Stormwater/Demo			\$85,000
Existing Facility Reno	34,000	\$20	\$680,000
Core Scramble/Phasing	8,000	\$125	\$1,000,000
Floor Infill (lobby)	2,000	\$137.50	\$275,000
New Addition (Infill Pods)	2,000	\$300	\$600,000
New Millwork	320	\$200	\$64,000
Construction Total	46,000		\$2,704,000
5% cont			\$2,839,200
10% A/E			\$3,123,120

Option 1:
 Renovated Existing Facility
 (Flooring, Paint, Ceiling &
 Minor Wall/ MEP Work)

Infill 2nd Floor Lobby
 (Both DSS & HS Buildings)

Infill Pods - 2 levels
 (DSS Building)

- BREAK ROOM ■
- CIRCULATION □
- CONFERENCE/ TRAINING ■
- LAB ■
- OFFICE ■
- PATIENT ROOM ■
- RECEPTION ■
- STORAGE ■
- TOILET ■



OPTION 1



DARE COUNTY

- BREAK ROOM ■
- CIRCULATION □
- CONFERENCE/ TRAINING ■
- LAB ■
- OFFICE ■
- PATIENT ROOM ■
- RECEPTION ■
- STORAGE ■
- TOILET ■

PROJECT COST: \$3,100,000

OPTION 1

LEVEL 2



LEVEL 1



LEVEL 2



Department Legend		
	EXISTING	Opt 1
DSS - APS	12	13
HS - HEALTH EDUCATION	13	13
HS - HOME HEALTH HOSPICE	21	22
X- BREAK RM	1	1
X- CONFERENCE	1	2
WS TOTAL	46	48

LEVEL 1



Department Legend		
	EXISTING	Opt 1
HS - ADMIN RECEIPT	8	8
HS - CLINIC - Additional Areas	14	14
HS - CLINIC - Director	1	1
HS - CLINIC - Doctor	3	4
HS - CLINIC - Nurse	11	11
HS - CLINIC - School Nurse	3	3
HS - WIC	4	5
X- BREAK RM	1	1
X- CONFERENCE	0	1
WS TOTAL	30	32

LEVEL 2

Department Legend		EXISTING	Opt 1
	DSS - ADMIN	6	7
	DSS - ECONOMIC SERVICES - C	12	14
	DSS - ECONOMIC SERVICES - P	13	16
	DSS - JANITOR OFFICE	1	1
	DSS - VETERAN SERVICES	1	2
	HS - ADMIN	6	6
	x- BREAK RM	1	1
	x- CONFERENCE	1	3
NS TOTAL		39	46



LEVEL 1

Department Legend		EXISTING	Opt 1
	DSS - ADMIN RECEPT	4	4
	DSS - CHILD PROTECTIVE SERVICES	19	20
	DSS - ECONOMIC SERVICES - F	3	4
	DSS - ECONOMIC SERVICES - W	6	7
	DSS - FAMILY SERVICES	9	10
	x- BREAK RM	1	1
	x- CONFERENCE	1	1
NS TOTAL		41	45



DARE DHHS
PROGRAM SPACES

Health Division

Shared Support Areas:			Existing	Opt. 1
Conference Room - Large (600 each) (9+ppl)			1	2
Conference Room - Small (300 sf each) (0-8ppl)			0	1
Break Room			2	2
Toilets			14	14
Janitor's Office/Closet			1	1
Administration - Health Division			Existing	Opt. 1
Office/Workstations:				
Reception/Intake (8)			8	8
Administrative Offices (6)			6	6
Storage: Files			1	1
Storage: CPR Program			1	1
Copy/Work/Mail			1	1
Clinic			Existing	Opt. 1
Office/Workstations			18	19
Exam Rooms (80 sf each)			8	8
Urine Collection (40 sf each)			2	2
Lab			1	1
Pharmacy			1	1
Nurses Station			0	1
Storage: Clinic Supplies			1	1
Storage: Clinic Outreach			1	1
Storage: Medical Records			1	1
Prenatal Classroom			0	0
1:1 Learning			0	0
Copy/Work/Mail			1	1
Health Education & Outreach			Existing	Opt. 1
Office/Workstations			13	13
Storage: Health Ed. (PH Educator-Kelly Nettnin)			2	2
Copy/Work/Mail			0	1
WIC			Existing	Opt. 1
Office/Workstations			4	5
Storage: WIC			1	0
Copy/Work/Mail			0	1
Home Health / Hospice			Existing	Opt. 1
Office/Workstations			21	22
Storage: HH&H			0	1
Storage: Records			1	1
Storage: Medical Supplies			1	1
Storage: Lab Supplies			1	1
Copy/Work/Mail			1	1
Work Station Total			70	73

4% GROWTH

Social Services Division

Shared Support Areas:			Existing	Opt. 1
Conference Room - Large (600 each) (9+ppl)			1	3
Conference Room - Small (300 sf each) (0-8ppl)			0	1
Break Room			2	2
IT Room			1	1
Toilets			20	19
Janitor's Office/Closet			1	1
Administration - Social Services Division			Existing	Opt. 1
Office/Workstations:				
Reception/Intake (4)			4	4
Administrative Offices (6)			6	7
Storage: Files			1	1
Copy/Work/Mail			1	1
Economic Services			Existing	Opt. 1
Office/Workstations:				
IM Administrator (Department Head)			1	1
Group 1 (Paula's Group)			13	16
Group 2 (Crystal's Group)			12	14
Group 3 (Willer's Group)			6	7
Group 4 (Fee's Group)			3	4
Storage: File (IM Investigator-Karen Stanberry)			4	4
Copy/Work/Mail			4	4
Adult Protective Services			Existing	Opt. 1
Office/Workstations			12	13
Copy/Work/Mail			1	2
Veteran's Affairs			Existing	Opt. 1
Office/Workstations			1	2
Family Services			Existing	Opt. 1
Office/Workstations			9	10
Storage: Seasonal Distribution			1	1
Copy/Work/Mail			0	1
Child Protective Services			Existing	Opt. 1
Office/Workstations			19	20
Visitation Rooms			1	2
Observation Room			1	1
Shower			0	1
Laundry Room			0	1
Storage			1	1
Copy/Work/Mail			1	1
Work Station Total			80	91

13% GROWTH

OPTION 1

DHHS DARE COUNTY



OPTION 2

Year Constructed: 1998
 Total Square Footage: 50,500
 New Square Footage: 8,500

PLANNING COST ANALYSIS			
Option Two			
Scope of Work	SF	Cost	Total
Site Work/Stormwater/Demo			\$250,000
Existing Facility Reno	34,000	\$20	\$680,000
Core Scramble/Phasing	8,000	\$100	\$800,000
Floor Infill (lobby)	2,000	\$137.50	\$275,000
New Addition	6,500	\$300	\$1,950,000
New Exterior Covered Walk	1,800	\$100	\$180,000
New Millwork	320	\$200	\$64,000
Construction Total	50,500		\$4,199,000
5% cont			\$4,408,950
10% A/E			\$4,849,845

Option 2:
 Renovated Existing Facility
 (Flooring, Paint, Ceiling &
 Minor Wall/ MEP Work)

Infill 2nd Floor Lobby
 (Both DSS & HS Buildings)

Infill Courtyard - 1 levels
 (Connects Both Buildings)

- BREAK ROOM ■
- CIRCULATION □
- CONFERENCE/ TRAINING ■
- LAB ■
- OFFICE ■
- PATIENT ROOM ■
- RECEPTION ■
- STORAGE ■
- TOILET ■

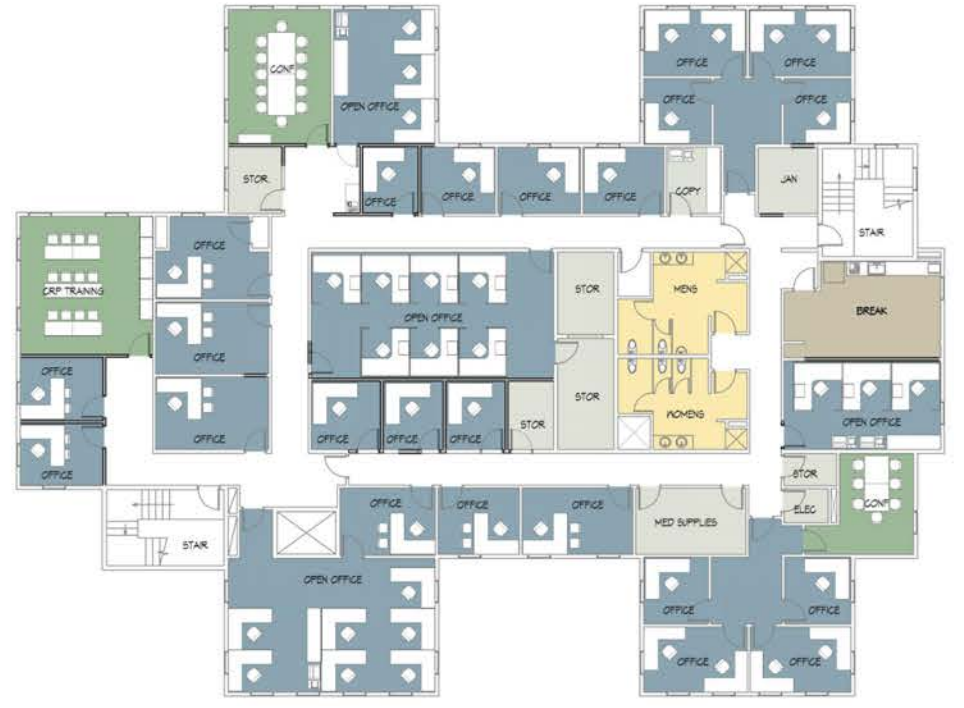
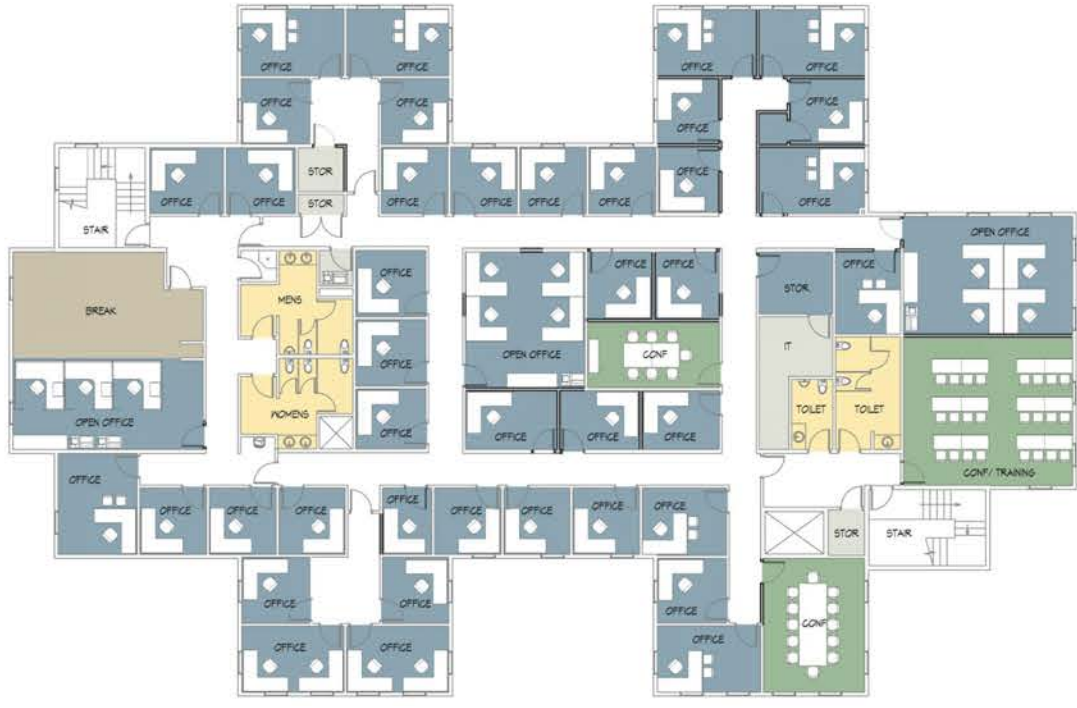


DARE COUNTY

- BREAK ROOM ■
 - CIRCULATION □
 - CONFERENCE/ TRAINING ■
 - LAB ■
 - OFFICE ■
 - PATIENT ROOM ■
 - RECEPTION ■
 - STORAGE ■
 - TOILET ■
- COST: \$4,800,000**

OPTION 2

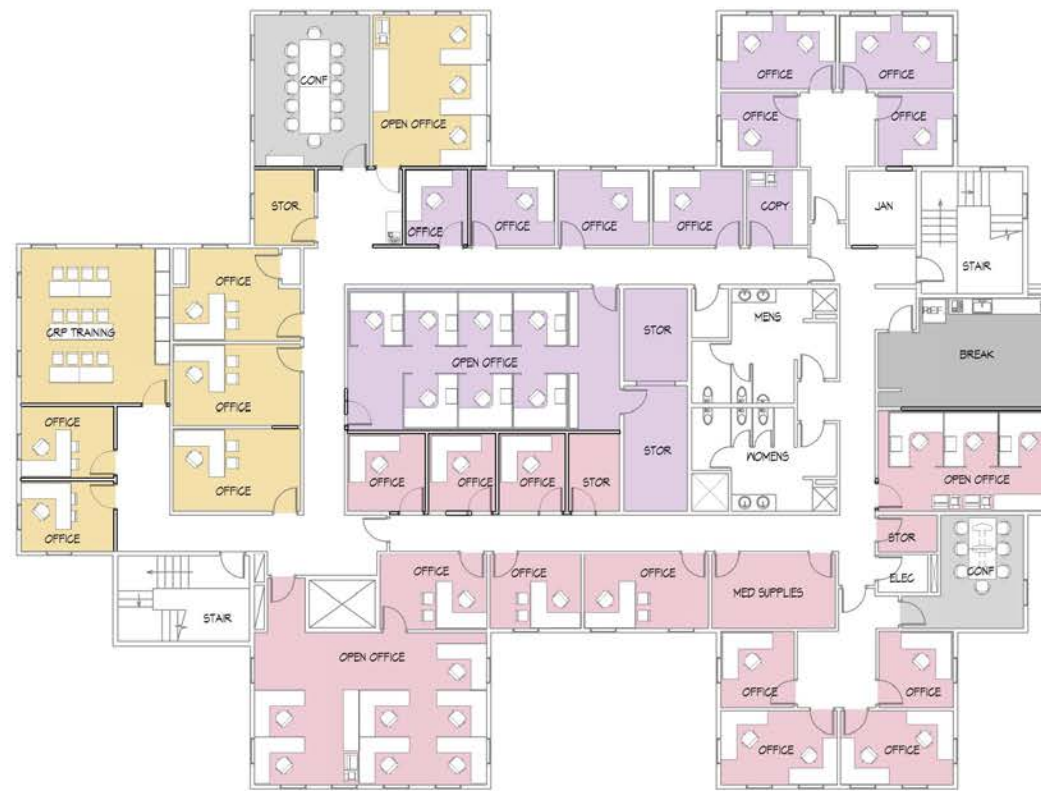
LEVEL 2



LEVEL 1



LEVEL 2



Department Legend		EXISTING	Opt 2
HS - ADMIN		6	8
HS - HEALTH EDUCATION		13	17
HS - HOME HEALTH HOSPICE		21	22
x- BREAK RM		1	1
x- CONFERENCE		1	2
WS TOTAL		40	47

LEVEL 1



Department Legend		EXISTING	Opt 2
HS - CLINIC - Additional Areas		14	19
HS - CLINIC - Director		1	1
HS - CLINIC - Doctor		3	4
HS - CLINIC - Nurse		11	12
HS - CLINIC - School Nurse		3	5
HS - WIC		4	6
SHARED - ADMIN		8	8
x- BREAK RM		0	1
x- CONFERENCE		0	3
WS TOTAL		30	36

LEVEL 2

Department Legend

	EXISTING	Opt 2
DSS - ADMIN	6	7
DSS - APS	12	15
DSS - ECONOMIC SERVICES - C	12	14
DSS - ECONOMIC SERVICES - P	13	15
DSS - JANITOR OFFICE	1	1
DSS - VETERAN SERVICES	1	1
x- BREAK RM	1	1
x- CONFERENCE	1	3
INS TOTAL	46	53



LEVEL 1

Department Legend

	EXISTING	Opt 2
DSS - CHILD PROTECTIVE SERVICES	19	24
DSS - ECONOMIC SERVICES - F	3	4
DSS - ECONOMIC SERVICES - W	6	7
DSS - FAMILY SERVICES	9	11
SHARED - ADMIN	4	4
x- BREAK RM	1	1
x- CONFERENCE	1	5
INS TOTAL	41	50



DARE DHHS
PROGRAM SPACES

Health Division

Shared Support Areas:			Existing	Opt. 2
Conference Room - Large (600 each) (9+ppl)			1	3
Conference Room - Small (300 sf each) (0-8ppl)			0	2
Break Room			2	2
Toilets			14	19
Janitor's Office/Closet			1	1
Administration - Health Division			Existing	Opt. 2
Office/Workstations:				
Reception/Intake (8)			8	8
Administrative Offices (6)			6	8
Storage: Files			1	1
Storage: CPR Program			1	1
Copy/Work/Mail			1	1
Clinic			Existing	Opt. 2
Office/Workstations			18	22
Exam Rooms (80 sf each)			8	9
Urine Collection (40 sf each)			2	2
Lab			1	1
Pharmacy			1	1
Nurses Station			0	1
Storage: Clinic Supplies			1	1
Storage: Clinic Outreach			1	1
Storage: Medical Records			1	1
Prenatal Classroom			0	1
1:1 Learning			0	1
Copy/Work/Mail			1	1
Health Education & Outreach			Existing	Opt. 2
Office/Workstations			13	17
Storage: Health Ed. (PH Educator-Kelly Nettnin)			2	2
Copy/Work/Mail			0	1
WIC			Existing	Opt. 2
Office/Workstations			4	6
Storage: WIC			1	1
Copy/Work/Mail			0	1
Home Health / Hospice			Existing	Opt. 2
Office/Workstations			21	22
Storage: HH&H			0	1
Storage: Records			1	1
Storage: Medical Supplies			1	1
Storage: Lab Supplies			1	1
Copy/Work/Mail			1	1
Work Station Total			70	83

19% GROWTH

Social Services Division

Shared Support Areas:			Existing	Opt. 2
Conference Room - Large (600 each) (9+ppl)			1	5
Conference Room - Small (300 sf each) (0-8ppl)			0	3
Break Room			2	2
IT Room			1	1
Toilets			20	22
Janitor's Office/Closet			1	1
Administration - Social Services Division			Existing	Opt. 2
Office/Workstations:				
Reception/Intake (4)			4	4
Administrative Offices (6)			6	7
Storage: Files			1	1
Copy/Work/Mail			1	1
Economic Services			Existing	Opt. 2
Office/Workstations:				
IM Administrator (Department Head)			1	1
Group 1 (Paula's Group)			13	15
Group 2 (Crystal's Group)			12	14
Group 3 (Willer's Group)			6	7
Group 4 (Fee's Group)			3	4
Storage: File (IM Investigator-Karen Stanberry)			4	4
Copy/Work/Mail			4	4
Adult Protective Services			Existing	Opt. 2
Office/Workstations			12	15
Copy/Work/Mail			1	1
Veteran's Affairs			Existing	Opt. 2
Office/Workstations			1	1
Family Services			Existing	Opt. 2
Office/Workstations			9	11
Storage: Seasonal Distribution			1	1
Copy/Work/Mail			0	1
Child Protective Services			Existing	Opt. 2
Office/Workstations			19	24
Visitation Rooms			1	2
Observation Room			1	1
Shower			0	1
Laundry Room			0	1
Storage			1	1
Copy/Work/Mail			1	1
Work Station Total			80	96

20% GROWTH

OPTION 2

DMHS DARE COUNTY



OPTION 3

Year Constructed: 1998
 Total Square Footage: 61,000
 New Square Footage: 19,000

PLANNING COST ANALYSIS			
Option Three			
Scope of Work	SF	Cost	Total
Site Work/Stormwater/Demo			\$250,000
Existing Facility Reno	34,000	\$20	\$680,000
Core Scramble	8,000	\$100	\$800,000
Floor Infill (lobby)	2,000	\$137.50	\$275,000
New Addition	17,000	\$300	\$5,100,000
New Exterior Covered Walk	1,800	\$100	\$180,000
New Millwork	350	\$200	\$70,000
Construction Total	61,000		\$7,355,000
5% cont			\$7,722,750
10% A/E			\$8,495,025 /61,000 sf \$139

Option 3:
 Renovated Existing Facility
 (Flooring, Paint, Ceiling &
 Minor Wall/ MEP Work)
 Infill 2nd Floor Lobby
 (Both DSS & HS Buildings)
 Infill Courtyard - 2 levels
 (Connects Both Buildings)
 Infill Pods - 2 levels
 (Both DSS & HS Buildings)

- BREAK ROOM ■
- CIRCULATION □
- CONFERENCE/ TRAINING ■
- LAB ■
- OFFICE ■
- PATIENT ROOM ■
- RECEPTION ■
- STORAGE ■
- TOILET ■



DARE COUNTY

- BREAK ROOM ■
 - CIRCULATION □
 - CONFERENCE/ TRAINING ■
 - LAB ■
 - OFFICE ■
 - PATIENT ROOM ■
 - RECEPTION ■
 - STORAGE ■
 - TOILET ■
- COST: \$8,500,000**

OPTION 3

LEVEL 2



LEVEL 1



LEVEL 2











Department Legend		EXISTING	Opt 3
HS - ADMIN		6	15
HS - HEALTH ED		13	25
HS - HOME HEALTH HOSPICE		21	29
x- BREAK RM		1	1
x- CONFERENCE		1	2
WORKSTATION TOTAL		40	69

LEVEL 1










Department Legend		EXISTING	Opt 3
HS - ADMIN RECEIPT		8	7
HS - CLINIC - Additional Area		14	19
HS - CLINIC - Director		1	1
HS - CLINIC - Doctor		3	6
HS - CLINIC - Nurse		11	16
HS - CLINIC - School Nurse		3	3
HS - WIC		4	6
x- BREAK RM		1	1
x- CONFERENCE		0	1
WORKSTATION TOTAL		30	39

LEVEL 2

Department Legend		EXISTING	Opt 3
	DSS - ADMIN	6	12
	DSS - ECONOMIC SERVICES - C	12	16
	DSS - ECONOMIC SERVICES - F	3	5
	DSS - ECONOMIC SERVICES - P	13	17
	DSS - ECONOMIC SERVICES - W	6	8
	DSS - VETERAN SERVICES	1	2
	x- BREAK RM	1	1
	x- CONFERENCE	1	3
WORKSTATION TOTAL		41	60



LEVEL 1

Department Legend		EXISTING	Opt 3
	DSS - ADMIN RECEP	4	4
	DSS - APS	12	14
	DSS - CHILD PROTECTIVE SERVICES	19	19
	DSS - FAMILY SERVICES	9	11
	ss- JANITOR OFFICE	1	1
	x- BREAK RM	1	1
	x- CONFERENCE	1	4
WORKSTATION TOTAL		45	49



DARE DHHS
PROGRAM SPACES

Health Division

Shared Support Areas:			Existing	Opt. 3
Conference Room - Large (600 each) (9+ppl)			1	4
Conference Room - Small (300 sf each) (0-8ppl)			0	2
Break Room			2	2
Toilets			14	15
Janitor's Office/Closet			1	1
Administration - Health Division			Existing	Opt. 3
Office/Workstations:				
Reception/Intake (8)			8	7
Administrative Offices (6)			6	15
Storage: Files			1	1
Storage: CPR Program			1	1
Copy/Work/Mail			1	1
Clinic			Existing	Opt. 3
Office/Workstations			18	26
Exam Rooms (80 sf each)			8	10
Urine Collection (40 sf each)			2	2
Lab			1	1
Pharmacy			1	1
Nurses Station			0	1
Storage: Clinic Supplies			1	1
Storage: Clinic Outreach			1	1
Storage: Medical Records			1	1
Prenatal Classroom			0	1
1:1 Learning			0	1
Copy/Work/Mail			1	1
Health Education & Outreach			Existing	Opt. 3
Office/Workstations			13	25
Storage: Health Ed. (PH Educator-Kelly Nettnin)			2	2
Copy/Work/Mail			0	2
WIC			Existing	Opt. 3
Office/Workstations			4	6
Storage: WIC			1	1
Copy/Work/Mail			0	1
Home Health / Hospice			Existing	Opt. 3
Office/Workstations			21	29
Storage: HH&H			0	1
Storage: Records			1	1
Storage: Medical Supplies			1	1
Storage: Lab Supplies			1	1
Copy/Work/Mail			1	2
Work Station Total			70	108

54% GROWTH

Social Services Division

Shared Support Areas:			Existing	Opt. 3
Conference Room - Large (600 each) (9+ppl)			1	5
Conference Room - Small (300 sf each) (0-8ppl)			0	3
Break Room			2	2
IT Room			1	1
Toilets			20	22
Janitor's Office/Closet			1	1
Administration - Social Services Division			Existing	Opt. 3
Office/Workstations:				
Reception/Intake (4)			4	4
Administrative Offices (6)			6	12
Storage: Files			1	1
Copy/Work/Mail			1	1
Economic Services			Existing	Opt. 3
Office/Workstations:				
IM Administrator (Department Head)			1	1
Group 1 (Paula's Group)			13	17
Group 2 (Crystal's Group)			12	16
Group 3 (Willer's Group)			6	8
Group 4 (Fee's Group)			3	5
Storage: File (IM Investigator-Karen Stanberry)			4	4
Copy/Work/Mail			4	4
Adult Protective Services			Existing	Opt. 3
Office/Workstations			12	14
Copy/Work/Mail			1	1
Veteran's Affairs			Existing	Opt. 3
Office/Workstations			1	2
Family Services			Existing	Opt. 3
Office/Workstations			9	11
Storage: Seasonal Distribution			1	1
Copy/Work/Mail			0	1
Child Protective Services			Existing	Opt. 3
Office/Workstations			19	19
Visitation Rooms			1	2
Observation Room			1	1
Shower			0	1
Laundry Room			0	1
Storage			1	1
Copy/Work/Mail			1	1
Work Station Total			80	97

21% GROWTH

OPTION 3



Consent Agenda

Description

1. Approval of Minutes (04.01.19)
2. Water Department NCDOT Right of Way Encroachment Agreement

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

P.O. Box 1000 | Manteo, NC 27954

MINUTES

DARE COUNTY BOARD OF COMMISSIONERS MEETING

Dare County Administration Building, Manteo, NC

9:00 a.m., April 1, 2019

Commissioners present: Chairman Robert Woodard, Vice Chairman Wally Overman
Rob Ross, Steve House, Danny Couch, Ervin Bateman

Commissioners absent: Jim Tobin

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.

At 9:01 a.m. the Chairman called to order the regularly scheduled meeting with appropriate prior public notice having been given. He invited Rev. Tanta Luckhardt-Hendricks to share a prayer, and then he led the Pledge of Allegiance to the flag. Chairman Woodard announced that Commissioner Tobin was unable to attend due to a flu related medical absence.

ITEM 1 – OPENING REMARKS – CHAIRMAN’S UPDATE

Following is a brief outline of the items mentioned by Chairman Woodard during his opening remarks, which can be viewed in their entirety in a video on the Dare County website –

- Announced that Dr. Wynegar has resigned as President of the College of the Albemarle (COA) and said the Board of Trustees has a game plan for finding a replacement.
- Described a recent gathering of the municipal mayors where the topic of offshore drilling and seismic testing was discussed.
- Reported on a meeting with Roanoke Island residents to address NCDOT’s timetable for the stormwater engineering study. He said the full written report is expected in July and advised that the information will be shared with the public when it is received.
- Noted that we can now move forward with the new COA facility planned for Dare County because the construction bill has been cleared through the North Carolina Legislature. The Chairman also gave an update on the presentation he is giving to groups throughout the community encouraging students to attend COA.

- Briefed the Board on a recent presentation by Peg Howell who is a knowledgeable and articulate advocate against offshore drilling and seismic testing. The Chairman noted that Acting Interior Secretary David Bernhardt previously was a lobbyist for the oil industry and urged everyone to keep the pressure on in the effort to safeguard our coastline.
- Gave a report on a meeting that was recently held in Dare County with staff from Senator Tillis' office to show them first-hand the importance of our beaches.
- Advised that on April 15 the public comments video link to Buxton will temporarily move from the Annex Building back to the Fessenden Center in order to accommodate early voting. He noted that this is a temporary measure just for early voting, after which the video link will move back to the Annex Building.

ITEM 2 – PRESENTATION OF COUNTY SERVICE PINS

- 1) Shelia Hassell, In Home Service Aid, received a 15-year pin.
- 2) Laura Youmans, Public Health School Nurse, received a 20-year pin.

ITEM 3 – EMPLOYEE OF THE MONTH – APRIL

Emily Cunningham received the Employee of the Month award from Debbie Dutton and Marge Whitley who described the many ways that Ms. Cunningham is an asset to the Public Health Division.

ITEM 4 – PUBLIC COMMENTS

At 9:27 a.m. the Manager outlined the procedure for making public comments in Manteo and via the video link to the Fessenden Center Annex in Buxton. Following is a summary of all citizen remarks, which can be viewed in their entirety in a video on the County website –

The following comments were made in Manteo –

1. Rob Rollason spoke in support of jetties, which he said would help stabilize Oregon Inlet and benefit our commercial and recreational fishermen and boaters. He urged the Board to keep fighting on this because current inlet conditions are unacceptable.
2. Mike Burrus reported that he was terminated from his job at Dare County Public Works due to coming forward to report the theft of county materials. He said there are unqualified people in leadership positions and he called for the immediate resignation of the County Manager.

There were no comments made in Buxton –

The County Manager closed Public Comments at 9:32 p.m.

ITEM 5 – PROCLAMATIONS

WEEK OF THE YOUNG CHILD & CHILD ABUSE PREVENTION MONTH

Sara Sampson and Leigh Bracy appeared before the Board with two proclamations on behalf of the Children & Youth Partnership and Dare County Health & Human Services. They presented information about the Week of the Young Child Open House and showcased an "I Make a Difference for Young Children" sticker. They also provided details about activities

that will be featured at the upcoming KidsFest celebration. A photograph was displayed of an exhibit that will appear throughout the community to create awareness about Child Abuse Prevention Month and information was provided on how to report suspected abuse.

MOTION

Vice Chairman Overman motioned to adopt the Week of the Young Child proclamation. Commissioner House seconded the motion.

VOTE: AYES unanimous

MOTION

Commissioner House motioned to adopt the Child Abuse Prevention Month proclamation with the correction of a typographical error in the second paragraph.

Vice Chairman Overman and Commissioner Bateman seconded the motion.

VOTE: AYES unanimous

ITEM 6 – TOURISM BOARD LONG TERM RESTRICTED FUND SPENDING REQUEST

Diane Bognich, Director of Administration at the Outer Banks Visitors Bureau, presented a Long Term Restricted Fund spending request in the amount of \$2.3 million for the purchase of property in Nags Head plus \$20,000 for associated closing costs.

MOTION

Vice Chairman Overman motioned to approve expenditures totaling \$2,320,000.

Commissioner Bateman seconded the motion.

VOTE: AYES unanimous

ITEM 7 – GUTMANN CLUSTER HOME GROUP DEVELOPMENT

This agenda item was handled as a quasi-judicial proceeding. Planner Noah Gillam and the applicant, Jeffrey Gutmann, were both duly sworn by the Clerk to the Board before offering any testimony. Mr. Gillam outlined a Conditional Use Permit (CUP) application for a cluster home group development on the applicant's property in Rodanthe. The County Manager asked the applicant if he agrees to the admission into evidence of the material submitted by the Planner, which is on file in the Planning Department, the facts presented by the Planner, and the terms and conditions outlined in the CUP. Mr. Gutmann indicated his agreement.

MOTION

Commissioner Couch motioned to approve the proposed cluster home group development and site plan submitted by Jeffrey Gutmann as recommended by the Planning Board.

Vice Chairman Overman seconded the motion.

VOTE: AYES unanimous

ITEM 8 – LETTER & RESOLUTION OPPOSING OFFSHORE DRILLING/TESTING (Att. #1)

Chairman Woodard asked the Board to consider authorizing a letter to be sent to Commerce Secretary Wilbur Ross and Department of the Interior Acting Secretary David Bernhardt. The letter outlines adverse impacts associated with the decision to issue Incidental Harassment Authorization (IHA) permits for seismic testing and the inclusion of Carolina's coast in the OCS Oil & Gas Leasing Program for 2019-2024. The Chairman also presented an updated resolution reaffirming the Board's continued opposition to offshore drilling and seismic testing.

MOTION

Commissioner House motioned to the resolution as presented
Vice Chairman Overman seconded the motion.

VOTE: AYES unanimous

MOTION

Commissioner House motioned to authorize the letter as presented.
Commissioner Bateman seconded the motion.

VOTE: AYES unanimous

ITEM 9 – RULES OF PROCEDURE

The County Manager presented suggested rules of procedure in follow-up to discussion that occurred at the recent Board retreat. He explained that the suggested rules are based on a model provided by the UNC School of Government. Mr. Outten noted that since Robert's Rules of Order can be very complicated, the proposed rules would provide structure in the event a procedural problem were ever to arise.

MOTION

Vice Chairman Overman motioned to adopt the suggested rules of procedure as presented.
Commissioner House seconded the motion.

VOTE: AYES unanimous

ITEM 10 – CONSENT AGENDA

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

MOTION

Commissioner House motioned to approve the Consent Agenda:

- 1) Approval of Minutes (03.18.19) **(Att. #2)**
- 2) Dare County Center Budget Amendment

Commissioner Ross seconded the motion.

VOTE: AYES unanimous

ITEM 11 – BOARD APPOINTMENTS

1) Airport Authority

Vice Chairman Overman motioned to reappoint William Pope.

Commissioner Bateman seconded the motion.

VOTE: AYES unanimous

2) Health and Human Services Board

Vice Chairman Overman motioned to appoint Ashley Jackson.

Commissioner Couch and Commissioner House seconded the motion.

VOTE: AYES unanimous

3) Library Board - Regional

Commissioner Ross motioned to appoint Mike Hogan.

Vice Chairman Overman seconded the motion.

VOTE: AYES unanimous

4) Manns Harbor Commission

Vice Chairman Overman motioned to reappoint Ladd Bayliss, Cyndy Holda, Jonathan Oglesby, and Jessie “Troy” Outland, Jr.

Commissioner House and Commissioner Bateman seconded the motion.

VOTE: AYES unanimous

5) Upcoming Board Appointments

The upcoming Board appointments for May, June and July 2019 were announced.

ITEM 12 – COMMISSIONERS BUSINESS & MANAGER/ATTORNEY BUSINESS (Att. #3)

Commissioners and the County Manager frequently make extensive remarks, which can be viewed in their entirety in a video on the Dare County website. Following is a brief summary outline of the items mentioned by Commissioners during this segment –

Commissioner Bateman

- Reported on the EMS Open House noting that the Dare MedFlight helicopter is amazing.
- Showcased a photograph featuring young people from Roanoke College who recently performed community service in Dare County.

Commissioner House

- Briefed the Board on the first meeting of the Commission for Working Watermen. He reported that Jamie Reibel was named Vice Chair of the group. He added that he was sad to announce that Sara Mirabilio has resigned from the non-voting science advisor seat on the Commission. He noted that efforts are underway to find another marine biologist to fill the position.
- Commissioner House presented a letter to the Governor expressing concern about action taken at an “Emergency Meeting” called by the NC Marine Fisheries Commission. He described the action taken and noted that it sets a bad precedent. In discussing the proposed letter, Commissioner Ross suggested changes to the final paragraph to further condemn the MFC’s action.

MOTION

Vice Chairman Overman motioned to authorize sending a letter to the Governor with amendments to be made by Commissioner Ross.

Commissioner Bateman seconded the motion.

VOTE: AYES unanimous

- Commissioner House presented a resolution pertaining to geographic discrimination by federal agencies regarding blue fin tuna. He explained that the measure was discussed at the recent meeting of the Commission for Working Watermen and asked the Board to approve a resolution expressing the County’s opposition to geographic discrimination.

MOTION (Att. #3)

Vice Chairman Overman motioned to adopt the resolution as presented.

Commissioner House seconded the motion.

VOTE: AYES unanimous

- He outlined two bills under consideration in the North Carolina Legislature and advised that we will need to watch them closely as they develop.

- Commissioner House commented on the EMS Open House at Dare MedFlight by showcasing a memorial ribbon in honor of C.C. Duvall and Stephanie Willoughby who died in a fatal helicopter accident 30 years ago.

Commissioner Ross

- Mentioned the upcoming Legislative Fish Fry in Raleigh showcasing local seafood.
- Commented on tomorrow's ribbon cutting and dedication ceremony for the Marc Basnight Bridge over Oregon Inlet.
- Said Senator Steinburg will be attending the May meeting of the Albemarle Commission.
- Advised that Liza Wainwright, CEO of Trillium, will be in Dare County on April 23rd to address changes that were previously outlined in a presentation by David Peterson.
- Thanked Rev. Tanta Luckhardt-Hendricks for the moving words in her invocation.
- Noted that invitations to an upcoming event have been extended to the Chairman and Managers of the counties served by the Albemarle Commission.
- Gave an update on the design phase of the new Dare County Animal Shelter.

Commissioner Couch

- Described sensitive areas of the beach, in the area of the Cape Hatteras Lighthouse, which need to be addressed. He cited the need for jetties to be restored and bolstered.
- Called attention to House Bill 353 that would appropriate State funds for a new maritime museum in Beaufort. He noted that the Outer Banks should not be treated like second class citizens in view of our significant maritime heritage and commended the Graveyard of the Atlantic Museum on Hatteras Island, which depends on its dedicated volunteers.

Vice Chairman Overman

- Congratulated the service pin recipients and the Employee of the Month.
- Vice Chairman Overman presented a revised resolution supporting jetties, which reflected changes to the resolution that was presented and tabled at the March 18th meeting. He noted that it is time to construct a jetty system at Oregon Inlet and said the revised resolution does not conflict with any other attempt to maintain the waterway.

MOTION (Att. #3)

Commissioner Bateman motioned to adopt the revised resolution as presented.

Commissioner Ross seconded the motion.

VOTE: AYES unanimous

- Commented on the new Butterfly House exhibit at the Elizabethan Gardens.
- In the spirit of April Fools' day, he had an old photograph displayed of Commissioner Couch.

Chairman Woodard

- Chairman Woodard presented a request from the Veterans Advisory Council to appoint Ellen Aidock to the seat held by Kelli Harmon, who has resigned from the Commission.

MOTION

Vice Chairman Overman motioned to appoint Ellen Aidock to the seat held by Kelli Harmon.

Commissioner House seconded the motion.

VOTE: AYES unanimous

MANAGER'S/ATTORNEY'S BUSINESS & STAFF BUSINESS

Public Information Officer Dorothy Hester advised the Board that the presentation on offshore drilling and testing recently given by Peg Howell was videotaped and will be displayed on Current TV. She also gave an update on the Public Works large item pickup schedule.

The County Manager asked for a Closed Session pursuant to the following statutes - - -

- NCGS 143-318.11(a)(3) to consult with an attorney employed or retained by the County in order to preserve the attorney-client privilege.
- NCGS 143-318.11(a)(5) to instruct the County staff, or negotiating agents, concerning the position to be taken by or on behalf of the County in negotiating the price and other material terms of a contract, or proposed contract, for the acquisition of real property by purchase, option, exchange, or lease.
- NCGS 143-318.11(a)(6) to review the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.
- And to approve the minutes of the last Closed Session.

MOTION

Vice Chairman Overman motioned to go into Closed Session pursuant to the provisions of the North Carolina General Statutes cited by the County Manager.

Commissioner Bateman seconded the motion.

VOTE: AYES unanimous

- At 10:57 a.m., the Commissioners exited the room to meet in Closed Session. They reconvened at 11:39 a.m. and Mr. Outten reported that during the Closed Session the Board approved previous Closed Session Minutes, had discussion with the County Attorney on personnel, gave guidance on a real estate matter, and took no action.

Prior to adjourning the meeting, Chairman Woodard responded to remarks made by Mike Burrus during Public Comments. He said the County is aware of the items that he raised. He noted that they are several years old and advised that appropriate action was taken. The Chairman added that he could not speak further on the issue since it is a personnel action.

The County Manager reported that tomorrow is the last day for the filing of bills at the North Carolina General Assembly. He outlined the need to be able to react quickly for any items introduced at the last minute. He asked the Board for authorization to oppose any bills that would impose an unfunded mandate on the County and direct our lobbyist accordingly.

MOTION

Commissioner Ross motioned to approve the request as outlined by the County Manager.

Commissioner Bateman seconded the motion.

VOTE: AYES unanimous

At the conclusion of the meeting, Chairman Woodard asked for a motion to adjourn.

MOTION

Commissioner House motioned to adjourn the meeting.

Commissioner Bateman seconded the motion.

VOTE: AYES unanimous

At 11:42 a.m., the Board of Commissioners adjourned until 5:00 p.m., April 15, 2019.

Respectfully submitted,

[SEAL]

By: _____
Gary Lee Gross, Clerk to the Board

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

Note: copies of attachments (Att.), ordinances, resolutions, contracts, presentations, and supporting material considered by the Board of Commissioners at this meeting are on file in the office of the Clerk to Board.



Water Department NCDOT Right of Way Encroachment Agreement

Description

The Dare County Water Department is requesting that the Right of Way Encroachment Agreement be approved for a water line replacement Leslie Lane, Avon.

Board Action Requested

Approval

Item Presenter

Patrick Irwin, Assistant Utilities Director

DEPARTMENT OF TRANSPORTATION

RIGHT OF WAY ENCROACHMENT AGREEMENT

-AND-

PRIMARY AND SECONDARY HIGHWAYS

Dare County

THIS AGREEMENT, made and entered into this the ____ day of _____ 20 ____ by and between the Department of Transportation, party of the first part; and _____ party of the second 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 Hwy 12 & SR 2199, located At the intersection of NC Hwy 12 and SR 1299 (Leslie Lane) & SR 1472 (Down East)

with the construction and/or erection of: Connection to existing watermain on the east side of NC 12 south of SR 1472 and crossing NC 12 by means of directional bore and continuing installation of 6" and 4" PVC waterline, a fire hydrant, and water services along SR 1299 within the street right-of-way. Existing service lines in the r/w will be abandoned.

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 the 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 part.

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; silting 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.

R/W (161) : Party of the Second Part certifies that this agreement is true and accurate copy of the form R/W (161) 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

ATTEST OR WITNESS:

Dare County

Dare County

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Second Party

INSTRUCTIONS

When the applicant is a corporation or a municipality, this agreement must have the corporate seal and be attested by the corporation secretary or by the empowered city official, unless a waiver of corporate seal and attestation by the secretary or by the empowered City official is on file in the Raleigh office of the Manager of Right of Way. In the space provided in this agreement for execution, the name of the corporation or municipality shall be typed above the name, and title of all persons signing the agreement should be typed directly below their signature.

When the applicant is not a corporation, then his signature must be witnessed by one person. The address should be included in this agreement and the names of all persons signing the agreement should be typed directly below their signature.

This agreement must be accompanied, in the form of an attachment, by plans or drawings showing the following applicable information:

1. All roadways and ramps.
2. Right of way lines and where applicable, the control of access lines.
3. Location of the existing and/or proposed encroachment.
4. Length, size and type of encroachment.
5. Method of installation.
6. Dimensions showing the distance from the encroachment to edge of pavement, shoulders, etc.
7. Location by highway survey station number. If station number cannot be obtained, location should be shown by distance from some identifiable point, such as a bridge, road, intersection, etc. (To assist in preparation of the encroachment plan, the Department's roadway plans may be seen at the various Highway Division Offices, or at the Raleigh office.)
8. Drainage structures or bridges if affected by encroachment (show vertical and horizontal dimensions from encroachment to nearest part of structure).
9. Method of attachment to drainage structures or bridges.
10. Manhole design.
11. On underground utilities, the depth of bury under all traveled lanes, shoulders, ditches, sidewalks, etc.
12. Length, size and type of encasement where required.
13. On underground crossings, notation as to method of crossing - boring and jacking, open cut, etc.
14. Location of vents.

GENERAL REQUIREMENTS

1. Any attachment to a bridge or other drainage structure must be approved by the Head of Structure Design in Raleigh prior to submission of encroachment agreement to the Division Engineer.
2. All crossings should be as near as possible normal to the centerline of the highway.
3. Minimum vertical clearances of overhead wires and cables above all roadways must conform to clearances set out in the National Electric Safety Code.
4. Encasements shall extend from ditch line to ditch line in cut sections and 5' beyond toe of slopes in fill sections.
5. All vents should be extended to the right of way line or as otherwise required by the Department.
6. All pipe encasements as to material and strength shall meet the standards and specifications of the Department.
7. Any special provisions or specifications as to the performance of the work or the method of construction that may be required by the Department must be shown on a separate sheet attached to encroachment agreement provided that such information cannot be shown on plans or drawings.
8. The Department's Division Engineer should be given notice by the applicant prior to actual starting of installation included in this agreement.



Closed Session

The Dare County Board of Commissioners will go into Closed Session pursuant to the following - - -

Description

NCGS 143-318.11(a)(3) consult with the attorney in order to preserve the attorney-client privilege including the matter of the opioid lawsuit.
NCGS 143-318.11(a)(5) concerning the position to be taken by or on behalf of the County in negotiating the price and other material terms of a contract or proposed contract, for the acquisition of real property by purchase, option, exchange, or lease in the matter of the parcel adjoining the Buxton Transfer Station
NCGS 143-318.11(a)(6) consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.
The Board will also approve previous Closed Session Minutes.

Board Action Requested

Approve Going Into Closed Session

Item Presenter

County Manager, Robert Outten

COMMISSIONERS' BUSINESS

MANAGER'S / ATTORNEY'S BUSINESS