



COUNTY OF DARE
PO Box 1000, Manteo, NC 27954

DARE COUNTY BOARD OF COMMISSIONERS

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

Monday, February 06, 2017

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

AGENDA

- 9:00 AM** **CONVENE, PRAYER, PLEDGE OF ALLEGIANCE**
- ITEM 1** Presentation of County Service Pins
- ITEM 2** Employee of the Month - February 2017
- ITEM 3** Opening Remarks - Chairman's Update
- ITEM 4** Public Comments
- ITEM 5** DCDHHS, Public Health Division - Saving Lives Task Force 2017 Town Hall Series
- ITEM 6** Town of Southern Shores Beach Nourishment Project
- ITEM 7** Steve Evans -- CUP Amendment for Residential Group Development
- ITEM 8** **11:00 am** - Presentation on Preliminary Flood Maps by Spencer Rogers
- ITEM 9** Request for Public Hearing -- 2016 Supplement to Code of Ordinances
- ITEM 10** Request for Public Hearing -- Wanchese Minimum Lot Size Amendments
- ITEM 11** Resolution to Support Adequate State Funding for the Services Offered by Trillium
- ITEM 12** Consent Agenda
1. Approval of Minutes (01.17.17 & 01.27.17)
 2. Authorization to Participate in the Governor's Crime Commission Grant for 2017
 3. Lease for Computer Equipment - New EOC-911 Center
 4. Budget Amendment for the Dare County Center
 5. Dare County EMS Facilities Assessment Plan

Agenda – Continued On Other Side

- ITEM 13** Board Appointments
1. Aging Advisory Council for the Albemarle Commission
 2. Fessenden Center Advisory Board
 3. NC Senior Tar Heel Delegates
 4. Planning Board
 5. Upcoming Board Appointments for March, April, May
- ITEM 14** Commissioners' Business & Manager's/Attorney's Business

ADJOURN UNTIL 5:00 P.M. ON FEBRUARY 20, 2017



Presentation of County Service Pins - February 2017

Description

The following employees are scheduled to receive service pins this month:

1. Bettie Scarborough, Tax Customer Service Supv., 20 Yr. Pin
2. Tammy Reber, Administrative Officer II, 30 Yr. Pin
3. Rhonda Creef, Veterans Service Officer/Deputy Clerk, 30 Yr. Pin
4. Clyde Gard, Asst. Public Works Director, 35 Yr. Pin

Board Action Requested

None

Item Presenter

Bobby Outten, County Manager

February 6, 2017

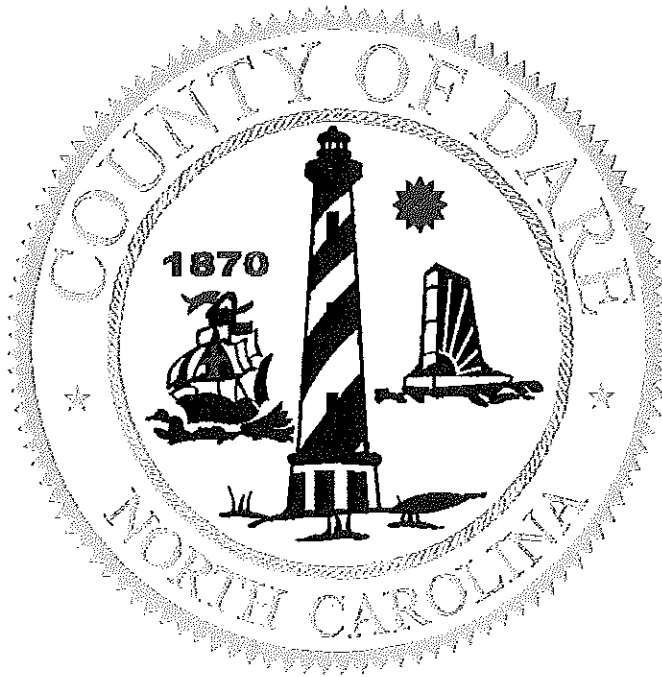
PRESENTATION OF COUNTY SERVICE PINS

1. **Bettie Scarborough, Tax Customer Service Supv., 20 Yr. Pin**
 - Presented by Robin Etheridge, Land Records Manager

2. **Tammy Reber, Administrative Officer II, 30 Yr. Pin**
 - Presented by Jay Burrus, Health and Human Services Director

3. **Rhonda Creef, Veterans Service Officer/Deputy Clerk, 30 Yr. Pin**
 - Presented by Gary Gross, Clerk to the Board

4. **Clyde Gard, Asst. Public Works Director, 35 Yr. Pin**
 - Presented by Edward Mann, Public Works Director



Employee of the Month

Description

The Employee of the Month certificate will be presented.

Board Action Requested

None

Item Presenter

To Be Determined



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 Dare County Board of Commissioners will provide time on the agenda for Public Comments.

Board Action Requested

Hear Public Comments

Item Presenter

Robert Outten, County Manager



*Dare County Department of Health and Human Services
Public Health Division*

*Saving Lives Task Force
2017 Town Hall Series*

Description

Roxana Ballinger, Health Education and Outreach Director will give an update on the Saving Lives Task force.

Board Action Requested

M/A

Item Presenter

Roxana Ballinger

2017 TOWN HALL SERIES

Caring about our community's public health and safety by addressing substance abuse and addiction concerns.

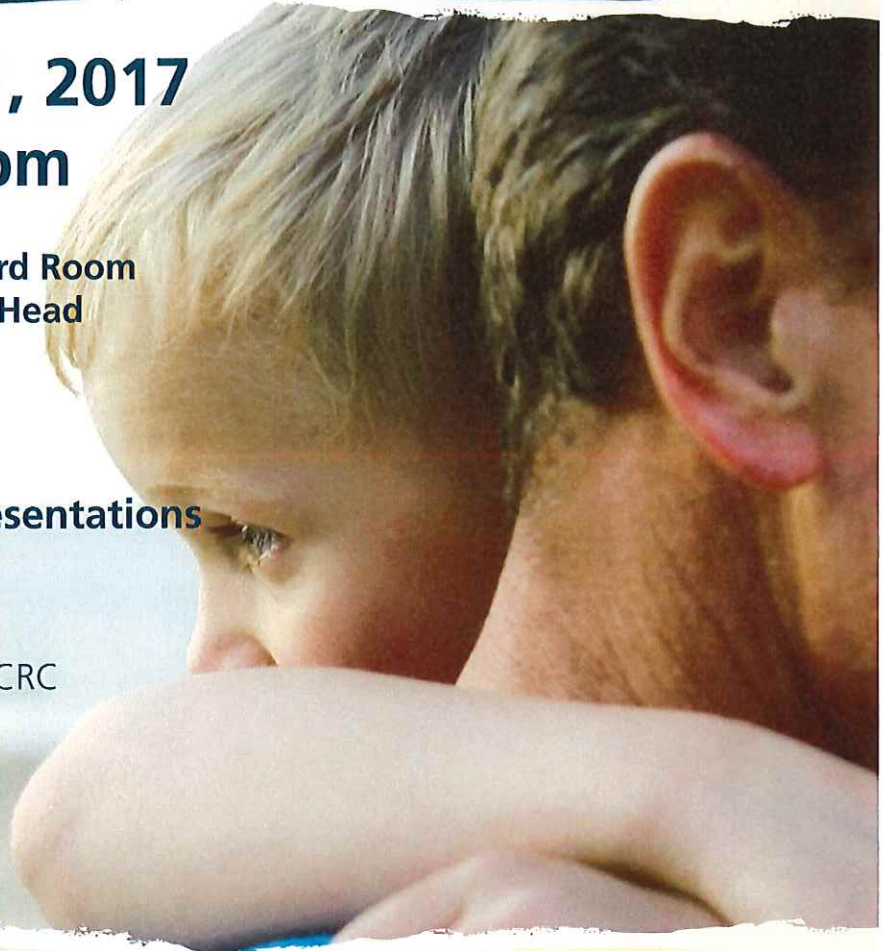
Tuesday, February 21, 2017
5:30 pm to 7:30 pm

Nags Head Municipal Complex Board Room
5401 S. Croatan Highway, Nags Head

5:30 pm—Browse Resource Tables
6:00 pm—Introduction & Panel Presentations

Panel Speakers Include:

- Commissioner Wally Overman
- Dr. Andrea Facci, PhD, LPC, LCAS, CRC
- Dr. Christine Petzing
- Investigator Donnie Varnell
- Amber Bodner Griffith

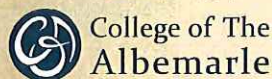


PRESENTED BY:

The Saving Lives Taskforce & Dare Coalition Against Substance Abuse



Saving Lives Taskforce Members Include:



Community Members

Private Providers



Town of Southern Shores Beach Nourishment Project

Description

The Town of Southern Shores requests financial assistance from the Dare County Beach Nourishment Fund for a project that is under consideration for the Town's southern-most portion of ocean beach.

The attached project narrative and PowerPoint outlines the projected nourishment area. Also attached is a letter from Southern Shores Mayor Tom Bennett requesting financial assistance from the Beach Nourishment Fund.

Board Action Requested

Discuss and take appropriate action

Item Presenter

Representative from the Town of Southern Shores



Town of Southern Shores

5375 N. Virginia Dare Trail, Southern Shores, NC 27949

Phone 252-261-2394 / Fax 252-255-0876

www.southernshores-nc.gov

January 19, 2017

Hon. Robert Woodard, Chairman
Dare County Board of Commissioners
954 Marshall C. Collins Drive
P.O. Box 1000
Manteo, NC 27954

Dear Bob,

In a Special Meeting held Wednesday January 18, 2017, the Southern Shores Town Council voted to authorize me to formally contact the Dare County Board of Commissioners and request financial assistance from the County's Beach Nourishment Fund. At the same meeting, the Town Council had previously authorized an agreement with Ken Willson of CBI in Wilmington, NC to proceed with conducting a beach profile survey and assessment for the entire length of ocean beach in Southern Shores. Also during the same meeting, the Council had authorized an agreement with Mr. Willson to perform necessary engineering and design work to apply for and obtain all necessary permits for a summer 2017 beach nourishment project in Southern Shores. This project would nourish the southern-most approximate 1,500 feet of ocean beach, along with an approximate 1,000 feet of taper directly to the north of the 1,500 ft area, ranging in compatible sand volumes of approximately 50-60 cubic yards per linear foot. The concept of this small project is that it would be an extension, of both permitting and construction, for the upcoming project in the Town of Kitty Hawk. Mr. Willson was also charged with obtaining firm costs for the work to be performed in the project area of the Town of Southern Shores. Currently Mr. Willson has indicated an approximate range of \$700,000-\$800,000 in costs for the engineering, permitting, and construction. This does not include the costs of beach survey, legal work necessary for maintenance easements and financing, or the cost of re-nourishment of the same area in five years. Once the firm costs are known, the Town Council will decide whether to authorize implementation of the project.

A financial matter for the Council to consider is the availability of funds from the County's Beach Nourishment Fund. I understand the other three local governments participating in the Summer 2017 nourishment project have received a commitment from the County for an approximate average of 50% cost reimbursement from the Fund for all project related costs. I am requesting the Board of Commissioners consider granting the Town of Southern Shores the same 50% reimbursement commitment from the same Fund for any of the Town's costs.

I realize this is an eleventh hour request to participate in the summer 2017 project. However any consideration the Board of Commissioners may extend to the Town of Southern Shores in this regard is very much appreciated.

Sincerely,

Tom Bennett, Mayor

Town of Southern Shores Shoreline Protection Project

The Town of Southern Shores is in the early stages of assessing long term needs to sustain the beaches that support a significant portion of their local economy and maintains the tax base of the Town. Infrastructure protection, storm damage mitigation and rapid recovery from storm events are important considerations. During initial public discussions regarding the assessment of the Town’s beaches, an erosion hot spot spanning approximately 1,500 ft. along the southern most portion of the Town was identified.

Recently, three other beach towns in Dare County (Kill Devil Hills, Kitty Hawk, and Duck) have obtained permits and authorizations to construct beach nourishment projects. These three projects are scheduled to begin construction in May, 2017 (Figure 1). In an attempt to address the immediate erosion hot spot identified along the Town’s southern boundary, while evaluating long-term shoreline management needs, the Town of Southern Shores is seeking their own permits and authorizations to provide a one-time beach nourishment project that would include sand placement along the most critically eroded portion of the Town’s shoreline. This project would coincide with the construction of the other three projects.

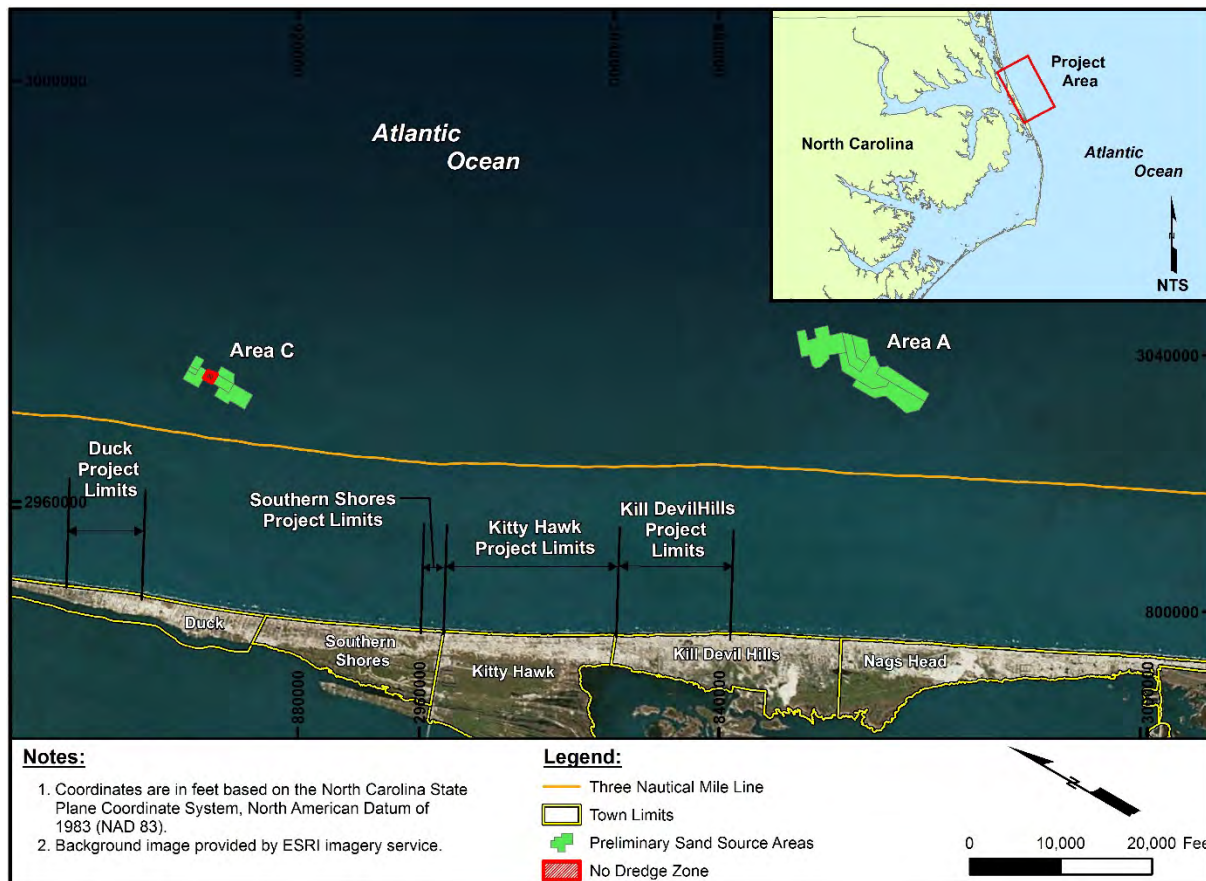


Figure 1. Location of the proposed Duck, Kitty Hawk, Kill Devil Hills, and Southern Shores Shoreline Protection Projects.

The main placement area of the proposed project would begin at the Kitty Hawk/Southern Shores border at baseline station 0+00 and extend 1,500 feet. The proposed construction template consists of a berm ranging from approximately 100 to 160 feet wide, at an elevation of +6 feet NAVD88. A 1,000 foot taper section would tie into the main fill area and terminate at baseline station -25+00 (Figure 2). The amount of material required to construct the main fill template (Station 0+00 to -15+00) is approximately 80,000 cy. Actual dredge volume could be up to 20% higher than the fill volume, dependent upon the loss rate. Using a conservative estimate of 20% loss rate, the total volume dredged from the borrow area would be approximately 96,000 cy.

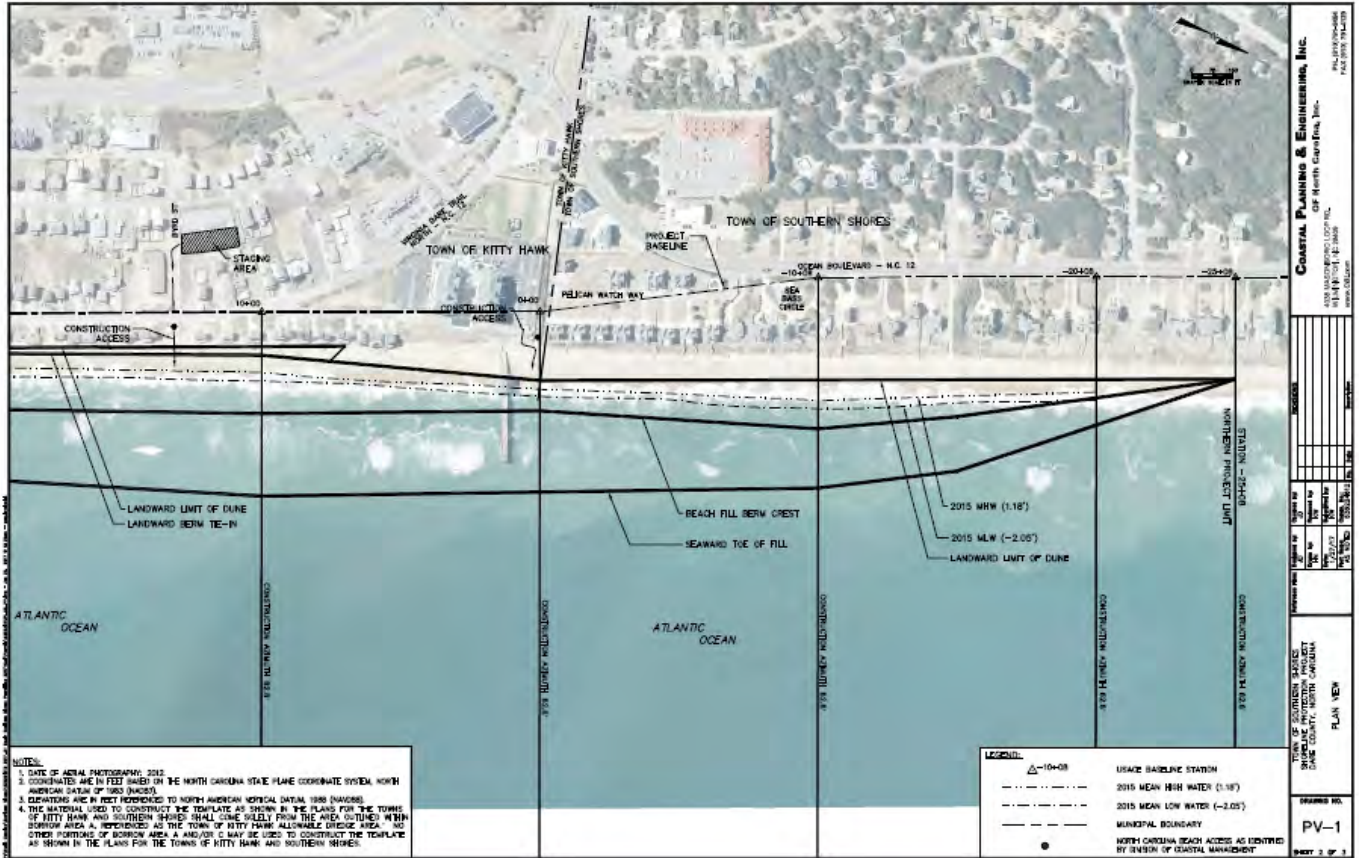


Figure 2. Plan view drawing of the proposed Southern Shores Shoreline Protection Project.

The beach quality sand will be dredged from Outer Continental Shelf borrow areas using a self-contained ocean-certified hopper dredge, a cutterhead pipeline dredge, or a combination of the two. The borrow area utilized for the Southern Shores Shoreline Protection Project is known as Borrow Area A. This borrow area is located entirely within federal waters, i.e. seaward of the Three Nautical Mile Line, placing them under the jurisdiction of BOEM (Figure 1). Dare County has secured a lease from BOEM for the extraction of up to 4,825,000 cubic yards of material to be used for the aforementioned three beach town projects which includes Borrow Area A and Borrow Area C (which will be used for the Town of Duck only). The lease will be modified as needed such that the volumetric limitations of the lease will allow for the inclusion of this proposed project.

Construction Methods

For the use of a cutterhead dredge, sand will be transported from the borrow area to the beach as a slurry via pipeline; use of a hopper dredge would involve transport to a nearshore pump-out location, and subsequent pumping to the beach via pipeline. A sand dike will be constructed on the seaward side of the discharge area. The sand slurry will be discharged behind the temporary dike, and excess water will be directed parallel to the shoreline and around the edge of the dike. Once discharged onto the beach, the material will be shaped and graded using loaders, dozers, and other earth moving equipment. The staging area for this project will be located within the eastern portion of the public parking lot at Byrd Street and the associated construction access includes the portion of Byrd Street extending from the parking lot to the beach. No impervious surfaces or alterations to the dunes will be required for use of this area. A construction access will also be located just north of the Kitty Hawk pier, extending from the public parking lot at the Hilton Garden Inn onto the beach.

Borrow Areas and Sediment Analysis

Coastal Planning & Engineering, Inc. of North Carolina (CPE-NC) conducted a comprehensive sand search using a systematic methodology involving three sequential phases of investigation. Phase I involves a comprehensive desktop study that examined previously collected information within the geologic context of the investigation area in order to identify features with the highest potential of containing project compatible sand. Results of jetprobe investigations of several shoal features offshore Dare County by CPE-NC in 2013 as part of a feasibility study for the Town of Kill Devil Hills were also considered during this phase. Surveying, sampling, and analysis of the Kitty Hawk native beach was also conducted during Phase I. In keeping with the requirements set forth in the North Carolina State Sediment Criteria, CPE-NC performed shore-perpendicular topographic and bathymetric surveys of the native beach to determine the beach profile. The locations of the profiles surveyed by CPE-NC were based off a data set previously collected by the US Army Corps of Engineers, Wilmington District. Each profile was surveyed from a point 150 ft. landward of the vegetation line seaward out to an elevation no less than -20 ft. NAVD88. Of the profiles surveyed, characterization of the Kitty Hawk native beach was generated from samples collected along five generally evenly spaced profiles within the Kitty Hawk project area: 0+00, 50+00, 75+00, 110+00 and 160+00. As required by the State Sediment Criteria, samples were taken at 13 locations along each of the 5 sampling profiles, including: the dune, toe of dune, mid-berm, berm crest, mean high water, mean tide level, mean low water, trough, bar crest and at -12.5, -15.0, -17.5 and -20.0. In total, CPE-NC collected a total of 65 samples within the proposed project area in Kitty Hawk. The composite summary and grain size analysis results are displayed in Table 1 of this project narrative.

Additionally, CPE-NC conducted a survey of 50,000 square foot portion of the Kitty Hawk project area, from a point approximately 545 ft. north to 80 ft. south of Bleriot Street, to determine the total number of clasts greater than 3 inches in diameter. A total of 403 clasts greater than 3 inches in diameter were identified during the survey.

Information gathered during the Phase I archival literature studies regarding the geological setting of the project area give no indication that hardbottom habitats are present within or in the vicinity of the borrow areas. Additionally, previous geotechnical and geophysical investigations

conducted by the USACE have not indicated the presence of hardbottoms in the area. Finally, analysis of the sidescan sonar data acquired by CPE-NC for the present project indicated no presence of hardbottom habitats or consolidated rock exposures or outcroppings within or in the vicinity of the borrow areas.

Phase II investigations involved reconnaissance level geophysical surveys in order to 1) define the extent of sediment layers identified during Phase I research of past jetprobe data and historic vibracore and surface sediment data; 2) develop a vibracore plan to be implemented during Phase III investigations, and 3) identify potential environmental or cultural resources for avoidance during Phase III vibracore investigations.

Results of the geotechnical investigations, including geophysical (sonar) surveys, vibracores, hydrographic surveys, archaeological resource surveys and sand compatibility analyses, were performed to develop the final borrow area designs. Design considerations for the proposed borrow areas included:

- Construction of the project may be accomplished using a hopper or cutterhead dredge
- Location of sufficient sand to construct the three proposed beach nourishment projects for the Towns of Duck, Kitty Hawk, Kill Devil Hills
- Beach compatible sand with similar mean grain size and sorting of the project beaches
- Avoidance of environmentally sensitive areas such as hardbottom, seagrass beds, etc.
- Avoidance of potentially significant cultural resources
- Avoidance of nearshore impacts due to wave refraction over borrow areas

A summary of the sand compatibility analyses for each area is displayed in Table 1, and indicates these areas contain material deemed compliant with the Kitty Hawk native beach according to standards set forth in the NC State Sediment Criteria (15A NCAC 07H.0312). There are no State Standard Allowances for mean grain size or Munsell color, however, these values are listed in the table for comparison between native beach and borrow areas.

Table 1. Results of the compatibility analyses performed for Borrow Area A and C. Allowable limits for the Town of Kitty Hawk native beach are defined by Rule 15A NCAC 07H.0312.

Parameter	Kitty Hawk Native Beach	Allowable Limits	Borrow Area A	Borrow Area C
Wet/Dry Munsell Color	5/7	n/a	5/6	5/6
Mean Grain Size (mm)	0.38	n/a	0.36	0.27
Sorting (Phi)	1.41	n/a	0.90	1.09
Silt (%) (<0.0625mm)	0.94	5.94	0.83	1.59
Granular (%) (2mm < and < 4.76mm)	6.38	11.38	1.48	2.05
Gravel (%) (>4.76mm)	1.64	6.64	0.52	1.07
Carbonate	2.0	17.0	1.0	7.0

To determine the projects effects on potentially significant submerged cultural resources, Tidewater Atlantic Research (TAR) carried out a background literature review and supervised a cultural resource investigation of the proposed borrow area. The cultural resource report compiled by TAR is provided in Appendix B. A registered archaeologist from TAR identified 9 magnetic anomalies in the vicinity of Area A, 4 of which were considered potentially significant (Appendix A, sheet 26). In area C, there were 65 magnetic anomalies, 25 of which were considered potentially significant (Appendix A, sheet 30). As a result, three buffer areas were established within Area A – two are located within the borrow area and one is located outside the western perimeter (Appendix A, sheet 26). Likewise, 14 buffers were established in the vicinity of Area C, five of which are located within or partially within the borrow area. These areas will be avoided during dredging.

Conservation Measures

The same conservation measures described in the NEPA documents and Batched Biological Opinions for the three Dare County beach towns will apply to this proposed project at Southern Shores as well.

Should hopper dredging be utilized, the proposed project will employ relocation trawling as a means to reduce the potential for entrainment of protected species, such as sea turtles and Atlantic sturgeon. The protocols and techniques of relocation trawling were researched and developed by the USACE, and have become a standard practice for reducing lethal sea turtle takes during dredging projects. Two types of trawls are used during hopper dredging projects. Sea turtle abundance trawling is employed several days before commencement of dredging activity, and is used to determine the abundance of sea turtles in the area. Relocation trawling will be performed during active hopper dredging or in coordination with the NMFS. Essentially, this method employs a capture-relocation technique, and is targeted at the active dredging site within the borrow area. The distance covered by each tow may vary as dictated by large vessel traffic in the area, or by the size and configuration of the borrow site. A separate vessel, usually a shrimp trawler, deploys a trawling net ahead of the approaching dredge to remove sea turtles from the dredge's path. Typically, trawlers tow two specially designed 60-foot trawl nets in the vicinity of the dredge on a 12 or 24 hour schedule. The position at the beginning of each tow is determined from GPS positioning equipment, and tow speed is recorded at the approximate midpoint of each tow. Abundance trawling will be employed 5 days prior to the commencement of hopper dredging if SST is above 10°C, to determine relative abundance of sea turtles in the area. If 1 turtle is captured during preliminary abundance trawling, then relocation trawling shall be employed during the remainder of the dredging operation. If no turtles are captured during abundance trawling, relocation trawling shall not be required and dredging may proceed. Water temperature measurements are also taken twice per day, and weather conditions (air temperature, wind velocity and direction, sea state, wave height, precipitation) are recorded by instrumentation and visual observations aboard the trawler. If relocation trawling is implemented, standard relocation trawling conditions will be observed as set forth by NMFS including specification for trawl time, handling, holding conditions, take and release, any tagging, etc.

In addition to relocation trawling, other measures will be implemented to reduce the threat of takes during hopper or cutterhead dredging. These include use of a turtle deflector on the hopper

dredge draghead, insuring pumps are disengaged if a drag head or rotating cutterhead is lifted from the bottom, and use of NMFS-certified Protected Species Observers aboard hopper dredges. On the beach, several steps will be taken to minimize construction impacts to nesting and hatchling sea turtles. Artificial lighting used during nighttime construction activities will be angled and/or shielded to reduce deterrence of sea turtle nesting and hatchling disorientation. Sea turtle nest monitoring is also considered an important part of sea turtle conservation, therefore a sea turtle nest monitoring and avoidance/relocation plan will be implemented through coordination with USFWS and NCWRC. Dare County is included in surveys conducted by Network for Endangered Sea Turtles (N.E.S.T), the volunteer organization which performs systematic surveys of the northern Outer Banks from the Virginia border to the southern tip of Nags Head. Surveys are performed throughout the nesting season (May through August), and include daily morning patrols to mark and protect newly laid nests, as well as monitoring during incubation period and emergence. These surveys have been performed since 1981. Because the Southern Shores project proposes nourishment during the summer months (nesting season), monitoring will be needed to identify, and subsequently avoid burial or excavation of, existing nests during construction. This monitoring will be performed by trained individuals knowledgeable of the beach construction operations. In addition to monitoring surveys, nest relocation will be implemented by highly trained individuals and in coordination with the appropriate agencies.



Southern Shores Shoreline Protection Project



CB&I / Coastal Planning & Engineering of North Carolina, Inc.
January 31, 2017



A World of Solutions



Pelican Watch September 8, 2016 (Post-Hurricane)





Pelican Watch September 8, 2016 (Post-Hermine)





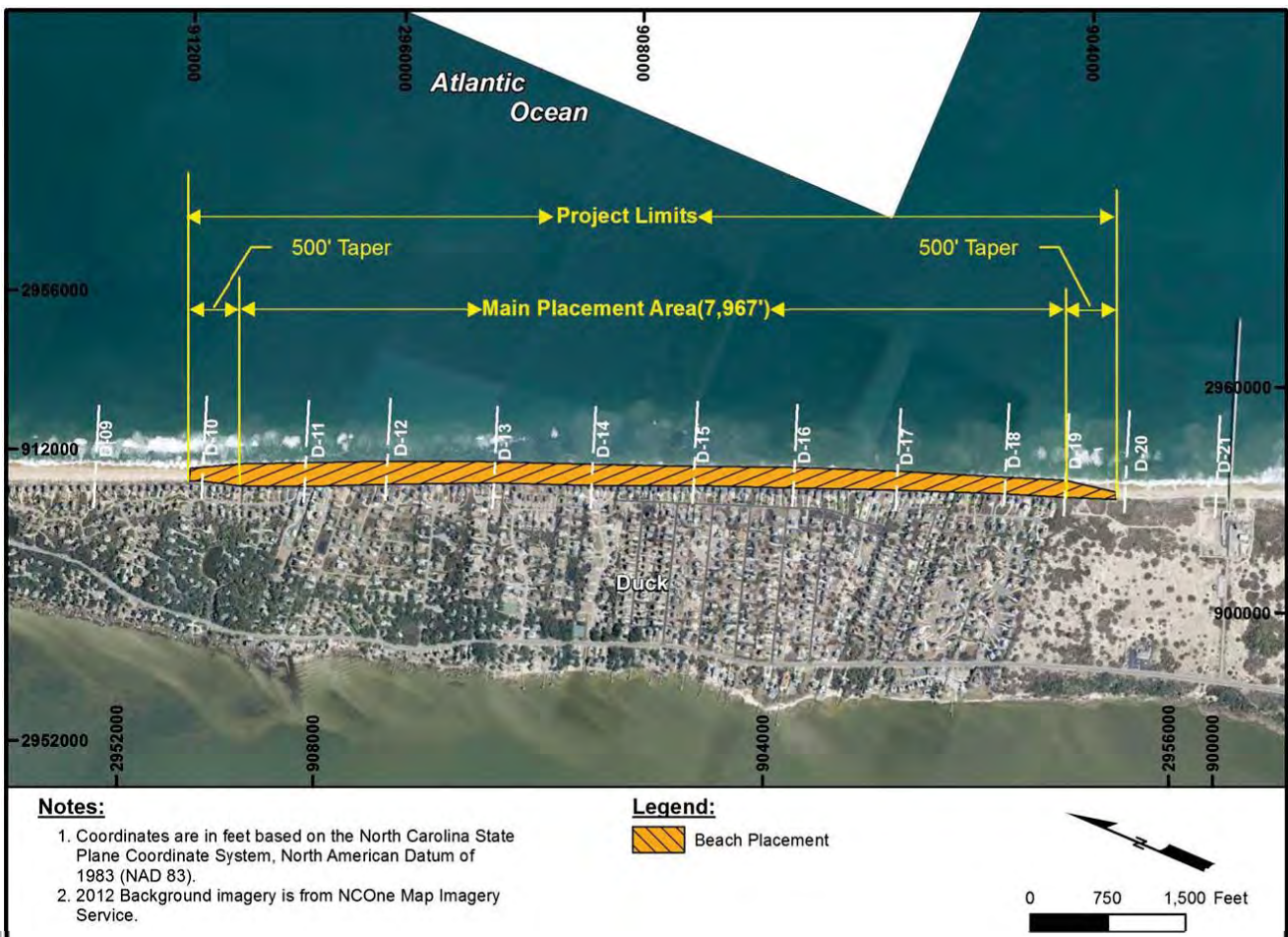
Ocean View Loop October 4, 2016





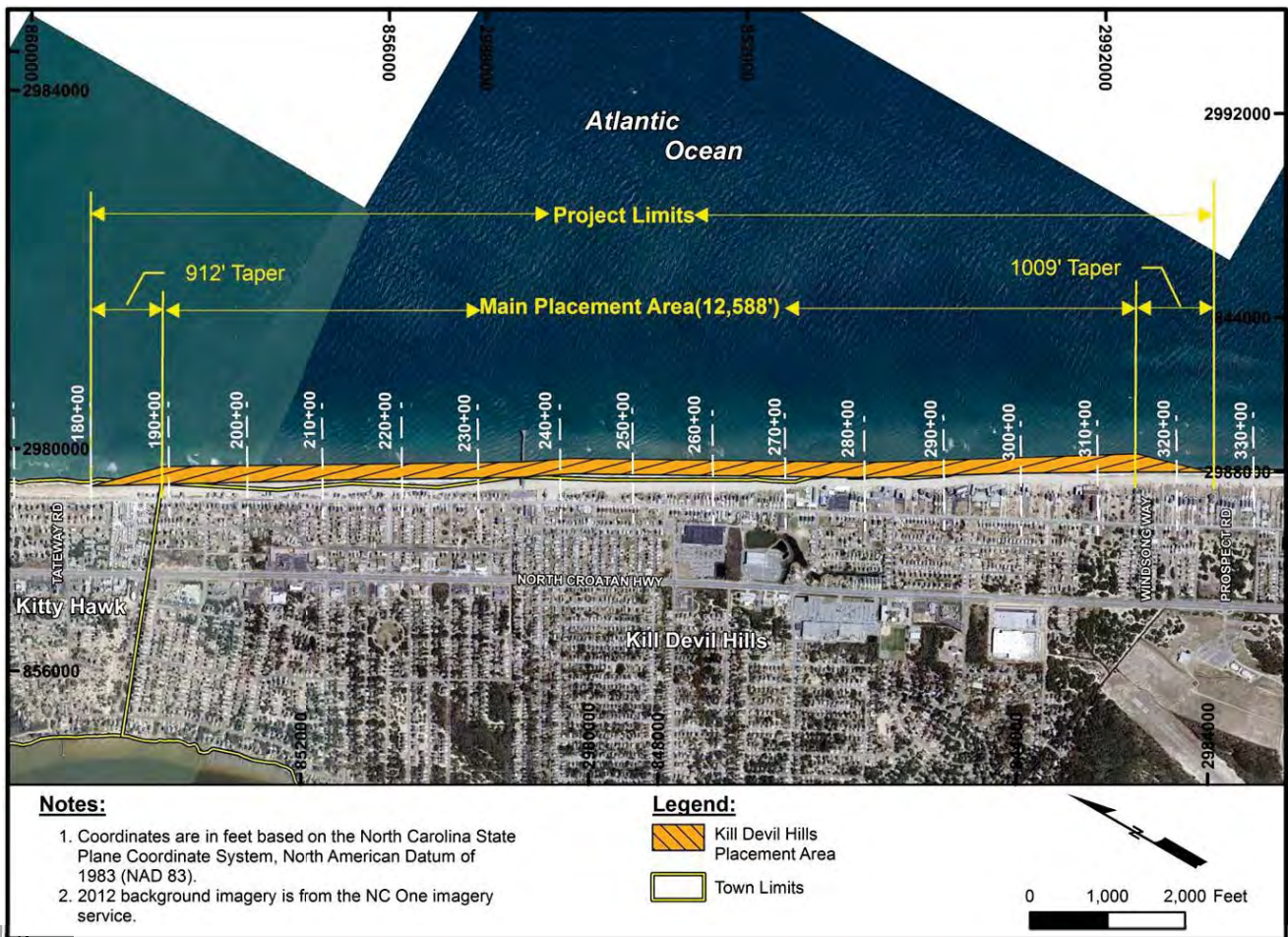


Town of Duck Fill Template (1.6 miles)



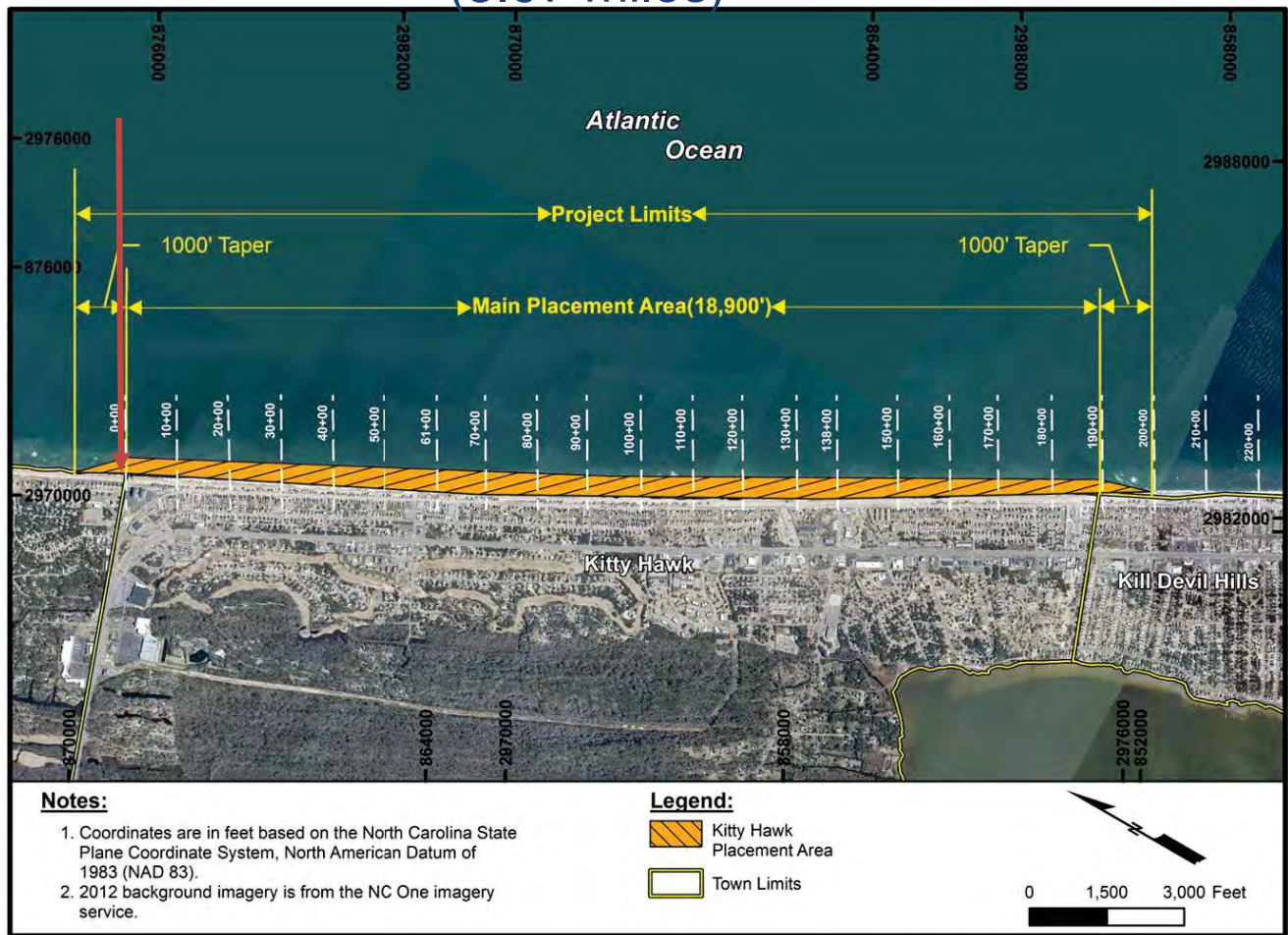


Town of Kill Devil Hills Fill Template (2.74 miles)





Town of Kitty Hawk Fill Template (3.97 miles)



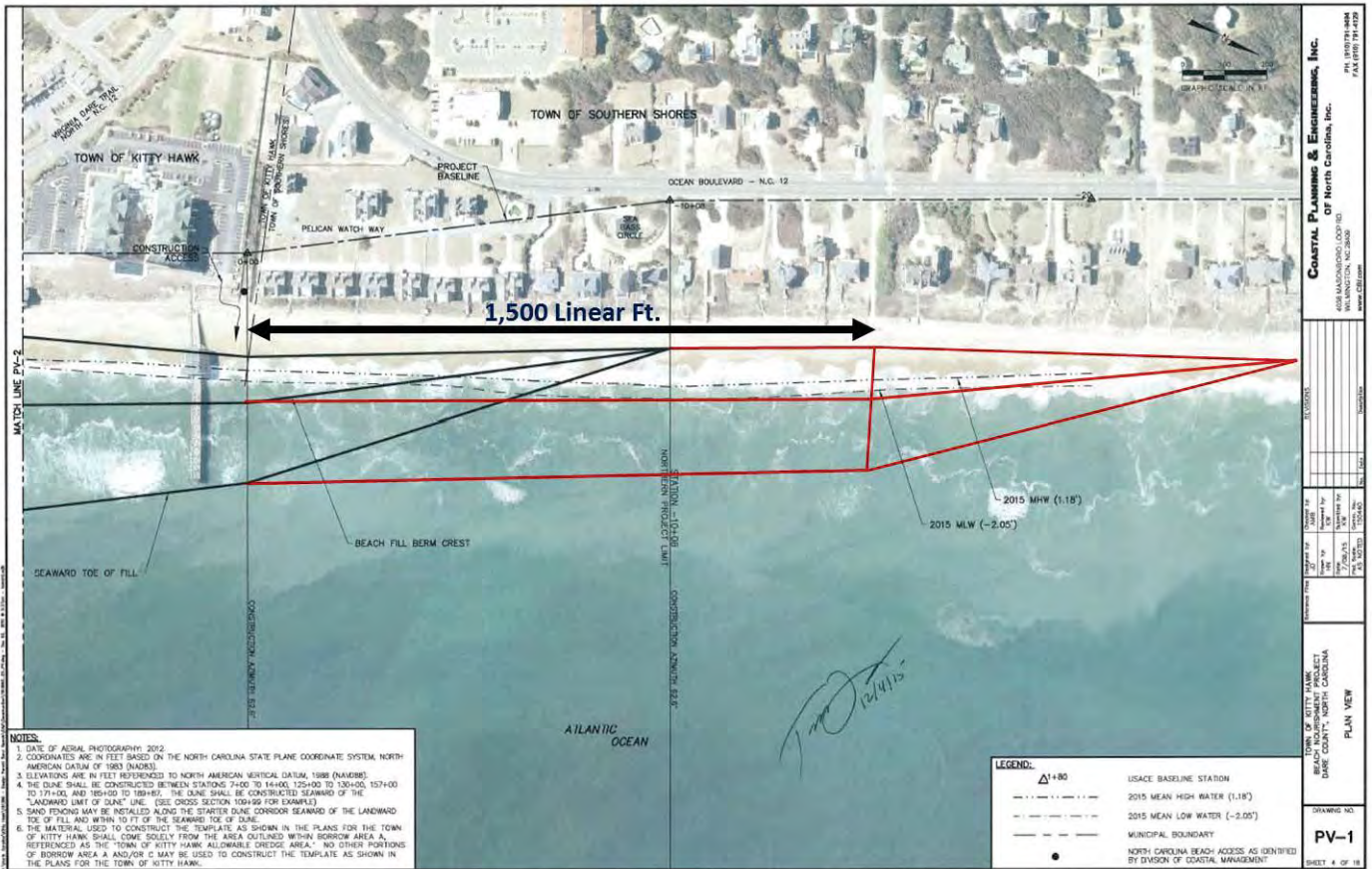


Kitty Hawk Taper Section into Southern Shores



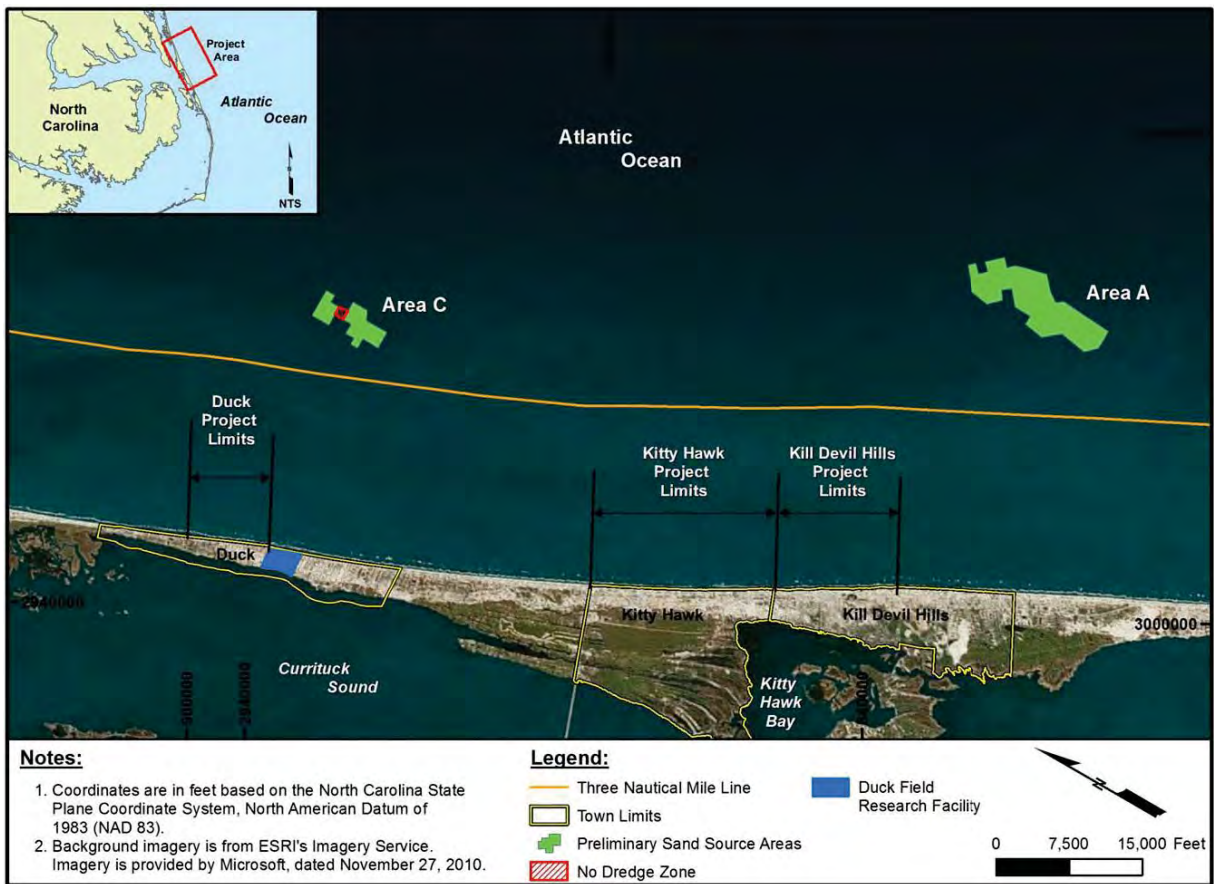


Southern Shores Fill Limits





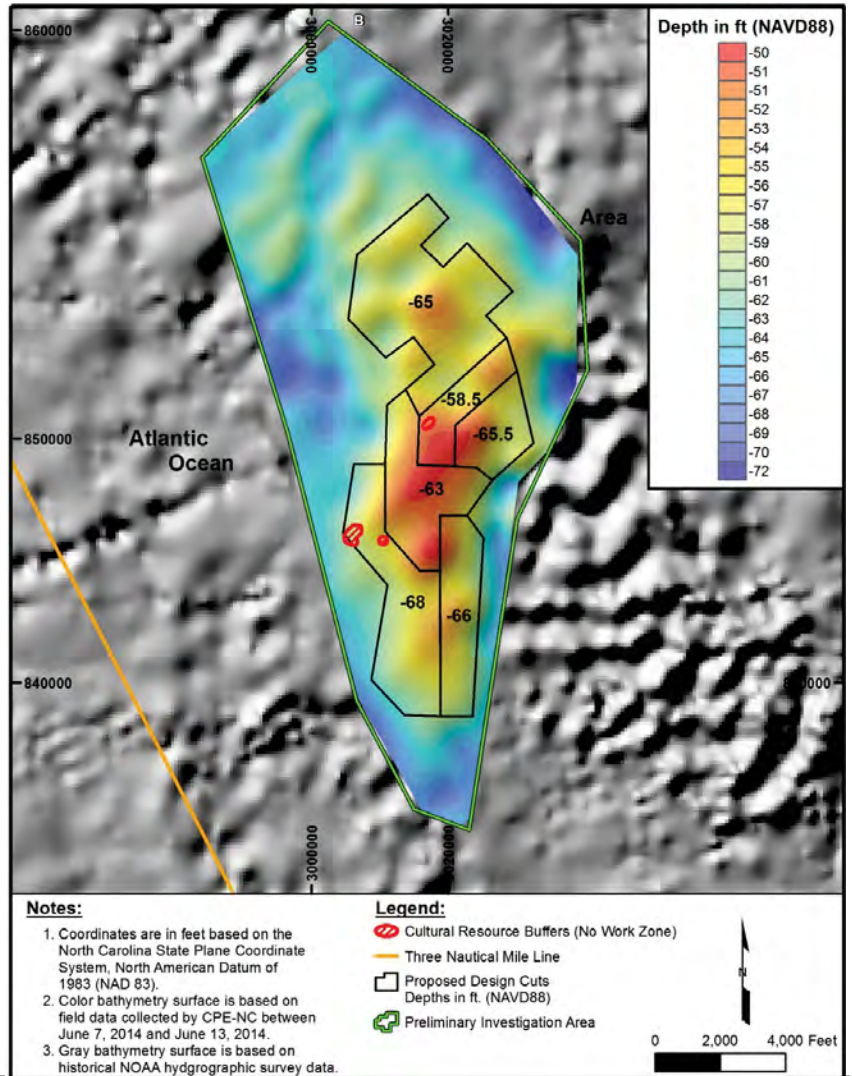
Permitted Borrow Areas for Kitty Hawk, Kill Devil Hills, and Duck





Borrow Area A with Preliminary Max. Design Cuts

Potential volume of Beach quality material = 17.05 million cy





Parameter	Duck	Kitty Hawk	Kill Devil Hills	Southern Shores*	Total
Length of Fill	8,415 lf (1.6 mi.)	20,970 lf (3.97 mi)	14,464 lf (2.74 mi)	2,500 lf (0.47 mi)	46,349 lf (8.78 mi)
Fill Volume (cy)	1,180,000	1,765,000	840,000	80,000	3,885,000
Construction Volume (cy)	1,180,000	1,765,000	840,000	80,000	4,638,000
Dredged Volume (cy)*	1,699,200	2,118,000	1,008,000	96,000	4,92,200
BEOM Lease (cy)					4,825,000

*Represents an additional 20% in volume to account for dredging losses

The Southern Shores component increases the total fill length of the forthcoming “Three Town Project” by ~3% the total fill volume by ~2%



Steve Evans -- CUP Amendment for Residential Group Development

Description

Steve Evans on behalf of D & S Partnership has submitted a request to amend CUP 9-98 for a residential group development. A 2008 amendment to CUP 9-98 authorized construction of a duplex in addition to an existing single family residential dwelling. The site is located at 57249 Eagle Pass Road in Hatteras, NC. The approval period for construction of the duplex has expired. The existing dwelling was flooded during Hurricane Matthew and is slated for demolition. Mr. Evans is requesting renewal of the CUP and site plan as attached. The structures will be constructed according to the group development standards of Section 22-31 of the Zoning Ordinance. The Planning Board reviewed this on January 9 and recommended approval. A 24-month time period to secure permits for the two structures is included in the draft CUP amendment.

Board Action Requested

Motion to grant approval of the CUP amendment and site plan

Item Presenter

Donna Creef, Planning Director



2017 AMENDMENT to CUP No. 9-98

Dare County Sections 22-22.4, and 22-31.

Application of: Steve Evans on behalf of D&S Partnership

On February 6, 2017, the Dare County Board of Commissioners considered an amendment to CUP 9-98 issued to Steve Evans on behalf of the D&S Partnership group development on Hatteras Island. The original CUP was issued in October 1998 by the Dare County Board of Commissioners for the construction of a second single family dwelling. An amendment was approved in 2008 to allow for the construction of a duplex instead of the second single family dwelling. The 2008 amendment has expired. This 2017 amendment is for construction of the duplex and a new single family residence.

On January 9, 2017 the Dare County Planning Board reviewed the proposed amendment and recommended approval of the amendment.

The following conditions shall be added to the original conditional use permit 9-98 authorized:

1. A duplex structure may be constructed on the property as depicted on the site plan attached to this amendment and labeled as "Appendix B".
2. A new single family dwelling maybe constructed in a new conforming footprint as depicted on Appendix B.
3. All appropriate permits must be obtained for both structures within 24 months of Dare County Board of Commissioners approval.
4. All other terms and conditions as set forth in CUP 9-98 remain in effect.

This 6th day of February 2017

SEAL:

COUNTY OF DARE

By: _____
Robert L Woodard
Dare County Board of Commissioners

ATTEST:

By: _____
Gary Gross
Clerk to the Board

THIS PERMIT AND THE CONDITIONS HEREIN ARE ACCEPTED

By: _____
Steve Evans for D&S Partnership

APPROVED AS TO LEGAL FORM

By: _____
Robert L. Outten
County Attorney

SURVEY / PRELIMINARY SITE PLAN FOR:

D & S PARTNERSHIP

57249 EAGLE PAS ROAD

HATTERAS, NC 27943

Township	County	State
HATTERAS	DARE	N.C.
Date	File Number	Scale
01/23/08	1201-CPX	1"=50'
Parcel Number	Average Ground Elevation	
015761000	3.0'	
Recorded Reference	FB/Pg	
PC "A", SLIDE 226	133/055R	
Zoning	Pin Number	
R-2A	06 9584 08 89 3542	
FIRM ZONE DATA	F.I.R.M. Zone	
	AE	
Base Flood Elevation	Community/Panel/Suffix	
8.00'	375348 9584 J	

I, Freddy D. Rankin, Professional Land Surveyor certify that this plat was drawn from an actual field land survey and that the error of closure as calculated by latitudes and departures is at least 1:10,000.

Witness my hand and seal this 23rd day of January, A.D. 2008.

Freddy D. Rankin

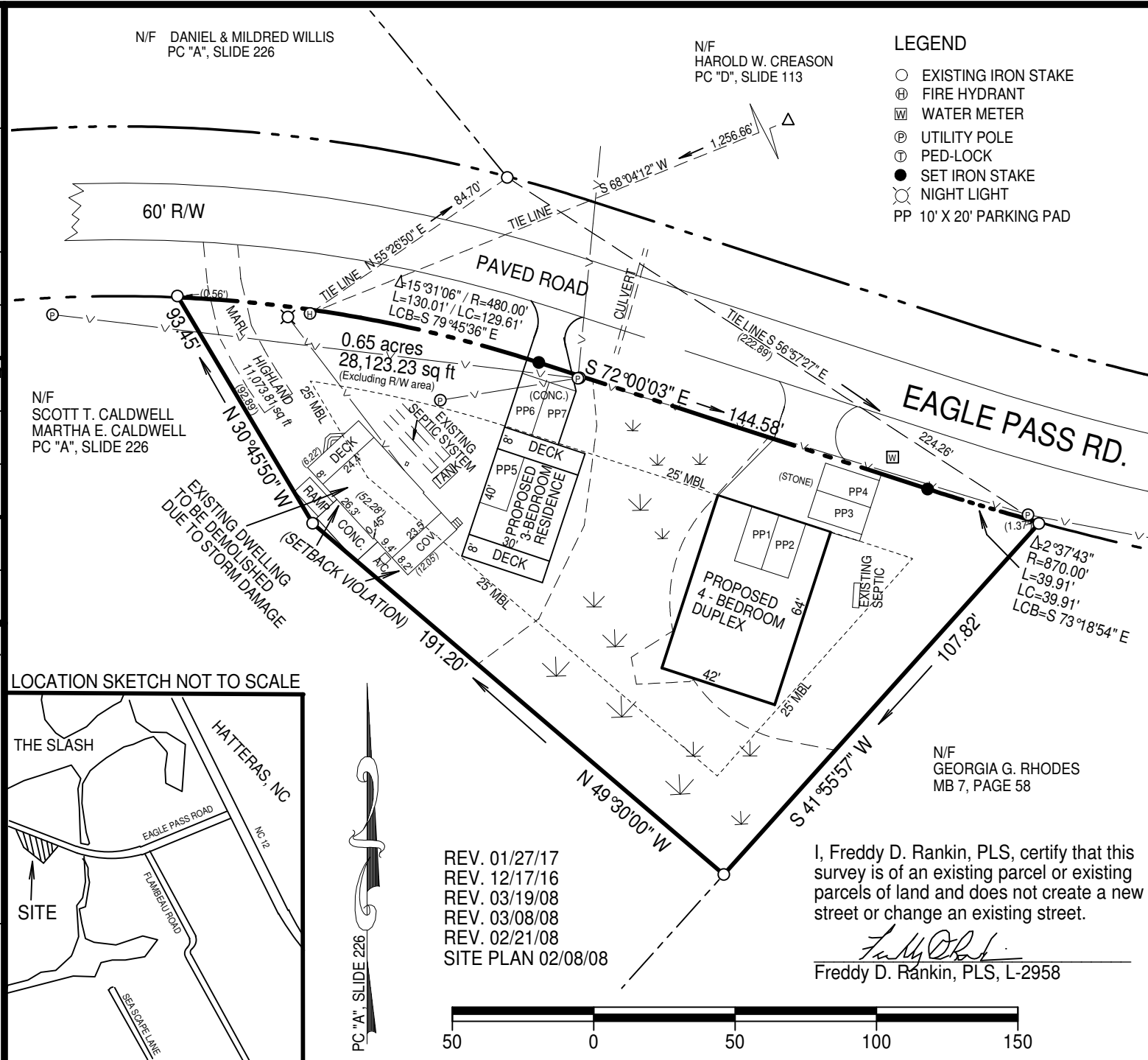
Freddy D. Rankin, P.L.S., L-2958

Freddy D. Rankin, PLS

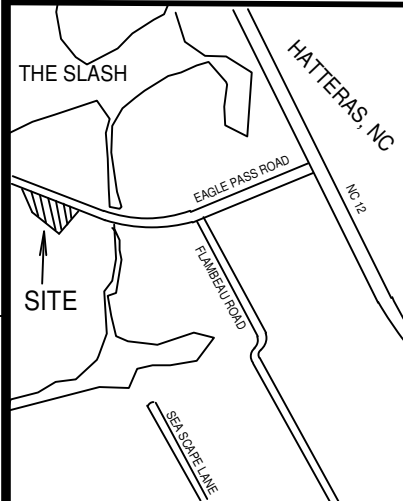
50232 S. Buccaneer Dr., PO Box 121

Frisco, NC 27936-0121

(252) 995-4405 Fax (252) 995-5580



LOCATION SKETCH NOT TO SCALE



PC "A", SLIDE 226

- REV. 01/27/17
- REV. 12/17/16
- REV. 03/19/08
- REV. 03/08/08
- REV. 02/21/08
- SITE PLAN 02/08/08



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

LEGEND

- EXISTING IRON STAKE
- ⊕ FIRE HYDRANT
- ⊞ WATER METER
- ⊙ UTILITY POLE
- ⊕ PED-LOCK
- SET IRON STAKE
- NIGHT LIGHT
- PP 10' X 20' PARKING PAD

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. This lot is located in the Wind-Borne Debris Region.
4. 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 located in special flood hazard areas.
5. Proposed lot coverage is 16%.
6. All proposed improvements shall conform to sections 22-31 and 22-56 of the Dare County Zoning Ordinance.
7. This site plan is not valid until all applicable approvals have been obtained, including but not limited to: Dare County Health Dept., Planning Dept., & Building Inspections; & Cape Hatteras Electric Membership Corp.



Spencer Rogers -- Presentation on Preliminary Flood Maps

Description

Mr. Spencer Rogers from NC SeaGrant will attend the February 6 Board meeting and share a presentation with the Board on the preliminary flood maps. This is a similar presentation to what he has recently presented to the NC Coastal Resources Commission. This is time specific to 11:00 a.m. to accommodate his travel from Wilmington. Notice of his presentation has been provided to the towns should they wish to attend our meeting.

Board Action Requested

Information item only

Item Presenter

Spencer Rogers



Request for Hearing -- 2016 Supplement to Code of Ordinances

Description

American Legal Publishing Company has completed an update of the Dare County Code of Ordinances with all of the amendments that have been adopted since January 2016. Although all of the amendments have previously been adopted, it is recommended that a public hearing on the complete S-8 supplement be held. The first possible date for this hearing is February 20, 2017.

Board Action Requested

Motion to schedule a public hearing on February 20, 2017 on S-9 supplement to Code of Ordinances.

Item Presenter

Donna Creef, Planning Director



Wanchese Minimum Lot Size Amendments -Request for Public Hearing

Description

In December 2016, the Board instructed the Planning Director and Planning Board to initiate proposed amendments to the various Wanchese zoning districts to revise the minimum lot size requirements for lots served by central water. Currently, the Wanchese districts restrict the minimum lot size for newly created lots to 20,000 square feet regardless of the availability of central water. A staff report is attached to this cover sheet.

Board Action Requested

Motion to schedule a public hearing on proposed amendments for 5:30 pm on February 20, 2017.

Item Presenter

Donna Creef

STAFF REPORT FOR FEBRUARY 6, 2017 MEETING

FROM: Donna Creef, Planning Director

RE: Minimum Lot Size for Residential Uses in Wanchese Zoning Districts for Lots Connected to a Central Water Supply.

In December 2016, the Board instructed the Planning staff and the Planning Board to implement procedures for amendments to the Zoning Ordinance to amend the Wanchese minimum lot size requirements for property connected to a central water supply. Currently, the Wanchese zoning districts (except for the Highway 345 district) include the following minimum lot size requirement:

Newly platted lots—For those lots subdivided and recorded after March 24, 2006:

Single family lots: 20,000 square feet of soils not classified as coastal wetlands regardless of the method of drinking water or wastewater disposal.

The Highway 345 district has the following minimum lot size language:

For those lots platted after June 5, 2006 -- Single family lots: 20,000 square feet of soils not classified as coastal wetlands

The majority of zoning districts throughout unincorporated Dare County allow for a reduction in the minimum lot size from 20,000 square feet to 15,000 square feet for lots served by a central water supply. The only areas that do not allow for a reduction in the minimum lot size are the East Lake districts and the Manns Harbor districts. These areas are not served by central water. The Wanchese zoning districts do not allow for any reduction in lot size if the property is connected to a central water supply. In 2006, when the Wanchese zoning map was adopted, there was not a central water system available in the village. A central water system was installed for all of Roanoke Island in 2013. At the time of the development of the Wanchese map, it was the consensus of the community zoning committee to include a minimum lot size requirement of 20,000 square feet regardless of the source of potable water in an effort to keep residential density to 2 units per acre. The development of a central water system did not begin until several years after the adoption of the Wanchese zoning map.

The Planning Board conducted a public hearing on these proposed amendments at their January 9 meeting. There were no speakers at the hearing. Following

discussion of the matter, the Planning Board voted to recommend amendments to the various Wanchese zoning district to allow for a reduction in the minimum lot size to 15,000 square feet for lots served by a central water system. This recommendation included a finding of consistency with the 2009 Land Use Plan. During its discussion, the Planning Board members noted that such amendments were consistent and equitable with other requirements for unincorporated Dare County. A finding of consistency/inconsistency is required as part of the recommendation. I have included the narrative and accompanying policy on Water from the 2009 Land Use Plan. Concerns about greater density on Roanoke Island if a central water system was built are mentioned in the narrative. This language was written at the time when the County was just beginning engineering work on the Roanoke Island water system. I have also included the narrative of the Community Village land classification that applies in Wanchese. It notes that the minimum lot size for Wanchese is 20,000 square feet regardless of the source of potable water. The language also states that central water is appropriate for areas designated as Community Village as a means of insuring a water supply that is not vulnerable to fluctuations in the water table and the introduction of pollution from on-site septic systems. The Community Village land classifications applies to Hatteras, Avon and Colington, all of which have minimum lot sizes of 15,000 square feet for property connected to a central water supply.

The draft language for use in the Wanchese districts is as follows:

Newly platted lots—For those lots subdivided and recorded after March 24, 2006:

Single family lots: 15,000 square feet of soils not classified as coastal wetlands for lots connected to a central water supply.

20,000 square feet of soils not classified as coastal wetlands for lots connected to a private well.

Should it be the pleasure of the Board to move forward with consideration of these zoning amendments, a public hearing on these amendments is required. The first possible date for such a hearing is February 20, 2017.

Dare County except for the Stumpy Point system, such systems may be beneficial alternatives in terms of water quality protection.

Implementation Strategy:

1. Require the establishment of escrow accounts for maintenance and repairs for any new privately-owned centralized wastewater facilities approved for development in unincorporated Dare County. (2010-2015)

Policy ICC #4

Wastewater treatment facilities subject to review and authorization by the NC Division of Water Quality that employ drip irrigation of treated effluent or other non-traditional systems should not be considered for location in Dare County and particularly should not be located in areas subject to storm surge inundation or located in designated flood hazard VE zones as depicted on FIRM (flood insurance rate map) maps.

Implementation Strategies:

1. Consider standards to address the use of drip irrigation wastewater facilities, especially in VE flood zones. (2011)
2. Require the establishment of escrow accounts for maintenance and repairs for any new privately-owned centralized wastewater facilities approved for development in unincorporated Dare County. (2010-2015)

Water

Most areas of unincorporated Dare County are served by a central water supply. The Mainland villages of East Lake, Mashoes and Manns Harbor use private wells for potable water. A central water system for Stumpy Point was constructed in 2002. On Roanoke Island, some areas are connected to the Dare County central water system, however most residents and businesses rely on private wells for drinking water. All of the municipal areas are connected to a central water system supplied by water from the Dare County regional water service.

Throughout the history of Dare County, the provision of central water and construction of water infrastructure has been completed under the auspices of providing a clean, safe drinking water supply for the residents and visitors of Dare County. The expansion of waterline improvements to encourage economic development has never been the goal of Dare County as is the case in other North Carolina communities. In areas not currently served by a central water supply, expansions for private sector development have been approved on a case by case basis with the expenses of infrastructure construction paid by the developer.

In 2007, the Dare County investigated the feasibility of expansion of central water to all areas of Roanoke Island. The Roanoke Island Fire Department had expressed concerns about the lack

of a central system and the ability to adequately fight fires on Roanoke Island. Several public meetings on the topic were conducted by the Dare County Board of Commissioners. Many residents were opposed to the expansion of a central water supply with mandatory hook-up and payment of an impact fee for connection to the system. Others expressed the concern that the availability of central water would lead to increased dwelling density and greater development levels. In 2009, the Board hired an engineering firm to begin work on the expansion of central water to all parts of Roanoke Island. It is hoped that the infrastructure will be installed and completed in 2012.

Policy ICC #5

Public services shall be provided to meet the needs of our permanent and seasonal population and provide a residual capacity for unanticipated contingencies.

Implementation Strategy:

1. Copies of proposed site plans and subdivisions shall be sent to appropriate Dare County agencies and State agencies for review and comment. (2010-2015)

Transportation

Transportation improvements are of great concern to the residents of Dare County. The linear geography of Dare County limits the transportation alternatives available to residents and visitors. The huge influx of seasonal visitors places great demands on existing infrastructure improvements. This concern was voiced numerous times at the public input workshops held in the autumn of 2007 and on the Citizen Involvement Poll.

The most pressing transportation issue for Dare County is the replacement of the Bonner Bridge over Oregon Inlet. Bonner Bridge is the sole access for Hatteras Island from the northern beaches. Ferry service from Ocracoke and Hyde County provides access from the south but this is not a practical transportation route for travel to the northern beaches and other areas to the north and west of Dare County. The Bonner Bridge is critical for the daily transportation needs of the residents of Hatteras Island and Dare County and provides access for the 2.5 million visitors to the Cape Hatteras National Seashore. Summertime traffic counts for Bonner Bridge can exceed 10,000 vehicles per day. Its role in the evacuation of Hatteras Island and Ocracoke Island prior to hurricanes is essential. For sixteen years, the replacement of Bonner Bridge has been studied. The discussion of the replacement bridge has focused on a 17-mile long alternative or a shorter 2.5 mile alternative adjacent to the current location. The long bridge alternative would place the southern-most landing closer to the village of Rodanthe and preclude access to many areas of the Pea Island Wildlife Refuge including the beaches along this stretch of NC 12. The cost of construction of this bridge is in excess of \$1 billion dollars. The short bridge alternative is favored by the Dare County Board of Commissioners and after


served by a central water system. A central water supply may be provided in these areas as noted in each area discussion. Central wastewater treatment facilities are not available except as noted in the individual village discussions and then only to serve specific areas where soil conditions preclude the use of on-site septic systems. The areas designated as Community are colored purple [REDACTED] on the future land use map. Individual village discussions are as follows:

East Lake – East Lake is largely rural in nature with a handful of commercial uses located along the US 64 highway frontage. Although the area is unzoned, a gross floor area of 20,000 square feet was established for East Lake in 2006. It is anticipated that a zoning map for East Lake will be adopted during the next 5-year planning period. Soil conditions are severely limiting in the East Lake community thus impacting the scope of future development activities. On-site septic tank/drainfield systems are used for wastewater treatment and private wells are used for potable water. Central water is not available in East Lake. Minimum lot sizes are set at 20,000 square feet for new lots served by private wells which equates to a dwelling density of 2 units per acre. The planned four-lane expansion of US 64 through the village is anticipated to result in some increased development activity however the poor soil conditions and lack of central water and wastewater facilities will serve as limiting factors.

Stumpy Point - Since the 2003 LUP update, a zoning map for Stumpy Point has been adopted by the Dare County Board of Commissioners. Residential development is limited to single family structures and mobile homes. Commercial uses are designed to serve neighborhood needs. Central water is available in Stumpy Point. Wastewater has historically been managed by on-site septic tank drainfield systems however a central wastewater collection and treatment facility is scheduled for completion in 2010 to mitigate existing public health concerns that exist in Stumpy Point due to the use of malfunctioning or outdated septic systems. The minimum lot size for newly platted lots is 15,000 square feet for lots served by central water/central wastewater. This equates to a density of less than 3 units per acre. Future development in the Stumpy Point area is anticipated to be limited by its remoteness from the more populated communities of Dare County. Residential homes with very limited commercial development is expected over the next planning period.

Community Village

This is a sub-classification of the Community classification that was developed during the 2003 land use plan update process. The purpose of this sub-class is to identify areas with a mixture of low-density residential dwellings, various commercial services and small retail businesses in a village environment. Water-related land uses and facilities such as boat building, fishing, fish processing and crabbing are characteristic of this sub-class. This sub-class seeks to preserve the unique mix of land uses that distinguish a non-urbanized coastal village and to prevent the introduction of urban influences or development that changes or overwhelms the existing patterns of land use by disrupting

the "village" environment. Land disturbing activities that alter or remove vast amounts of vegetation, alter natural drainage patterns, or which divert storm water into surface waters are considered incompatible with this sub-classification. Central water is appropriate as a means of insuring a water supply that is not vulnerable to fluctuations in the shallow water table and the introduction of pollution from on-site septic systems. Wastewater services are discussed in each individual community area for this classification. It is depicted as orange  on the future land use map.

Wanchese – All of the Wanchese tax district is classified as Community Village. Central wastewater treatment plants are not compatible with this sub-class except if located within the Wanchese Seafood Industrial Park for the facilities and operations internal to the Seafood Industrial Park. Since the 2003 update, a use-specific zoning map has been adopted for the Wanchese tax district. The Wanchese zoning map establishes zoning regulations for residential uses, not to include multifamily structures, at a minimum lot size of 20,000 square feet regardless of the source of potable water. This minimum lot size equates to a 2 unit per acre dwelling density. Dare County is currently in the planning and design stage of a central water system for Roanoke Island. Once complete (anticipated completion is 2012) all of Roanoke Island will be served by a central water supply. The commercial zoning districts for Wanchese include gross floor area limitations of 10,000 square feet as detailed in the individual zoning districts. Future development can be anticipated to continue to serve the needs of the residents and businesses of Wanchese.

Historical note -- Previous land use plan updates have addressed the land classification of the site of the Globe Fish Company docks in Wanchese and assigned the land class of "transition" to this site. This site is a natural deep water port and has been in use for shipping and harbor activities for hundreds of years. Commercial shipping activities at this site pre-date all regulatory activities and/or land-use planning documents in Dare County. This site continues to hold potential for commercial shipping, aquaculture, aquaculture related research facilities and loading and docking use. Given the historical nature of this site, the Transition classification is the appropriate land classification for the site despite the presence of indicators that might otherwise lead to the placement of the site in a more restrictive land classification. This area is not depicted on the future land use map for Wanchese due to the small scale of the map however this narrative shall serve as the definitive classification of the site.

Hatteras – the Community Village sub-class applies to those areas of Hatteras village located outside the transition corridor boundaries and zoned NH, RS-1, and R2-AH on the Hatteras village zoning map. Residential uses, include single family homes, mobile homes, and handful of commercial uses, including campgrounds, can be found in these areas. Evidence of the commercial fishing industry can be found throughout the Community Village areas of Hatteras. Central water is available from the Dare County central water system. Minimum lot sizes are 20,000 square feet if served by private wells and 15,000 square feet for lots served by central water for a range of 2-2.8 units per acre

depending on the connection to central water. Central wastewater is consistent with the Community Village sub-class if mandated by the zoning regulations that apply in Hatteras village. Future development patterns can be expected to follow the existing land use patterns with only minor development in the established residential areas. Development of campground areas and larger vacant tracts may occur in a pattern consistent with the Community Village category and the R2-AH zoning classification.


KDH Outside/Colington Several areas of Colington are designated as Commercial Village to reflect the commercial fishing history of the area. These areas are generally zoned as R-2B on the Colington zoning map. The existing uses are predominantly single family residences and mobile homes, many of which are located in mobile home parks. Central water is available from Dare County and wastewater is addressed through the use of individual on-site septic systems. Minimum lot sizes are 20,000 square feet if served by private wells and 15,000 square feet for lots served by central water for a range of 2-2.8 units per acre depending on the connection to central water. Multifamily structures are not compatible with the Community Village designation in Colington as supported by the associated zoning districts that apply in this area. Re-development of some of the mobile home parks may occur within the next five or ten years however such re-development will most likely be of a residential nature unless a change in the current zoning is secured by the property owners

Avon – The area of Avon known as old Kinnakeet village has been designated Community Village on the future use map for Avon. This reflects its rich history as a fishing village and the Community Village designation is consistent with the existing land use patterns found in this area of Avon. Most of the existing structures are single family homes, mobile homes, several churches and fish houses around the harbor area. There are a handful of small commercial uses and a campground which are consistent with the Community Village designation. Central water is available from Dare County and wastewater is addressed through the use of individual on-site septic systems. Minimum lot sizes are 20,000 square feet if served by private wells and 15,000 square feet for lots served by central water for a range of 2-2.8 units per acre depending on the connection to central water. Multifamily structures are not permitted by the zoning district that applies to this area of Avon. The future development of the area will continue to be residential development with limited commercial development designed to serve the community or associated with the fishing industry.

Manns Harbor/Mashoes The majority of Manns Harbor/Mashoes area has been classified as Community Village to reflect the existing land use patterns and compatibility with the zoning classification that applies to the area, MH-A. Most of the existing development consists of residential homes including mobile homes, several churches, boat building operations, a nursery/landscaping business, and a State ferry landing maintenance facility. Central water is currently not available in this area of Mainland Dare County and potable water is provided by the use of individual private wells. Wastewater is managed through the use of individual septic tank/drainfield systems. Multifamily

structures are not consistent in areas designated Community Village in Manns Harbor/Mashoes. The minimum lot size for new lots is 20,000 square feet for lots served by on-site private wells and septic systems. This equals a dwelling density of 2 units per acre. The existing pattern of mixed business uses and residential structures is expected to continue in Manns Harbor/Mashoes over the next several years.

Community Residential

This is a sub-class of the Community classification. The Community Residential classification is used to identify areas predominantly developed with low density residential dwellings. Other land uses may include small businesses, governmental services, educational services, and passive recreational activities associated with natural, cultural, and historic resources and facilities. Central water is appropriate in this sub-class as a means of ensuring a water supply to land uses identified as consistent with the zoning regulations. Central wastewater is currently not available in this district or currently identified as necessary to support the land uses identified for this land classification. This classification seeks to preserve the existing low density development and to prevent the introduction of land uses that are incompatible with the residential setting such as sand mining and other land disturbing activities that alter or destroy natural vegetation, topography, or drainage patterns. Land disturbing activities that alter or destroy existing natural vegetation, drainage, topography, and sand hills are not considered compatible and are discouraged. Prescriptive vegetation removal and best management practices of the NC Forest Service are encouraged. These areas are depicted as pink on the future land use map. 

Additionally, there are many areas that have been designated Community Residential that are platted subdivisions that feature established patterns of residential development that can be expected to continue. Development in these established, stable areas will occur on the remaining vacant platted lots consistent with the applicable residential zoning classification and any protective covenants enforced by private property owners and homeowners associations. The development will continue to be single family homes although it is recognized that some of the residential structures will be used as vacation rentals.

Roanoke Island – The Community Residential sub-class applies to the area of Roanoke Island generally known as “the north end” or the unincorporated portions of Roanoke Island north of the Town of Manteo boundary and the area south of the US 64-Highway 345 intersection known as Skyco. A majority of the area is comprised of existing platted subdivisions that can be described as “stable” neighborhoods. Residential structures, including multifamily structures are permitted according to the zoning map established for this area, in the range of 4-8 units per acre. The multifamily dwelling density limits are set by the applicable zoning classification. Pockets of commercially-zoned areas are located on the north end with permitted uses dedicated to neighborhood retail and service-oriented



Resolution to Support Adequate State Funding for the Services Offered by Trillium

Description

The North Carolina has made significant budget reductions in State Funding for mental health, substance use disorder and intellectual/developmental disability services. Trillium Health Resources, a twenty-four county LME/MCO serving eastern North Carolina can no longer absorb these budget reductions without jeopardizing services to Dare County citizens.

Trillium Health Resources has submitted a letter asking the Dare County Board of Commissioners to support the attached resolution requesting that the State of North Carolina provide adequate funding.

Board Action Requested

Adopt Resolution

Item Presenter

Vice-Chairman Wally Overman



January 30, 2017

County Commissioners,

Over the past two fiscal years, the General Assembly has reduced State funding for mental health (MH), substance use disorder (SU), and intellectual/developmental disability services (I/DD) by \$263.7 million and required those reductions to be filled using LME/MCO one time savings.

LME/MCOs are subject to the requirements of the Local Government Commission in the Office of the State Treasurer. Among those requirements is that they must maintain at least thirty days which is 8% of cash on hand. This is just prudent business. For the seven LME/MCO's thirty days of cash is \$240.7 million dollars.

Trillium will have spent nearly \$40 million dollars of its own savings replacing state service funding reductions mandated by the General Assembly by June 30, 2017.

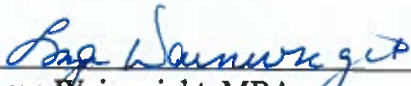
This has a direct impact on how Trillium Health Resources is managing its reinvestment funds and services for those with intellectual/developmental disabilities. Our unrestricted savings just this fiscal year will be reduced from \$18 million to an estimated \$3 million at year end. If reductions continue, Trillium will be forced to reduce state funded services and curtail reinvestment projects. State service reductions may have to include:

- Reducing State-funded group homes and other residential services for adults with mental illness and I/DD
- Reducing State-funded day programming for adults with I/DD
- Limiting most non-Medicaid consumers to outpatient therapy services only, instead of more effective evidence-based practices.
- Reinvestment projects curtailed may have to include:
 1. Replication of the Healing Transitions model for long-term substance use disorder recovery
 2. Expansion of inclusive day programs for children and adults with disabilities
 3. Expansion of crisis services

Finally, if any further reductions must be made, the formula mandated by the General Assembly on how those reductions are allocated among the LME/MCOs must be changed. The current formula, which tags the reduction to cash balances as of June 30, 2015, is very unfair to Trillium.

- At June 30, 2015, the Trillium cash balance was 15.11% of the statewide total, so we received 15.11% of the \$110.8 million reduction for SFY 2015-2016.
- At June 30, 2016, the Trillium cash balance was only 13.13% of the statewide total, but since the formula was not adjusted by the General Assembly, we still received 15.11% of the \$152.8 million reduction. This resulted in an additional reduction of \$3 million to Trillium.
- As of October 31, 2016, Trillium's cash balance was down to 11.61% of the statewide total, meaning our share of the 2016-2017 reduction is actually \$5.3 million more this year than our "fair share."

We are respectfully requesting that you consider adopting this resolution to express your support for providing Trillium with adequate funding to continue serving those with disabilities throughout our 24 counties.



Leza Wainwright, MBA
CEO, Trillium Health Resources



**Resolution of Support for Adequate Funding
to Meet the Mental Health, Intellectual and Developmental Disabilities,
and Substance Use Disorder Service Needs for Citizens of Dare County**

WHEREAS, Dare County knows that citizens dealing with mental illness and substance use disorders can achieve recovery with the appropriate services and supports and that citizens with intellectual and developmental disabilities can live productive lives in our communities with similar services and supports; and

WHEREAS, the funding needed for such services and supports is increasing due to North Carolina's increasing population and the opioid epidemic in our State; and

WHEREAS, Dare County is a member of Trillium Health Resources, a twenty-four county LME/MCO serving eastern North Carolina; and

WHEREAS, in accordance with the intent of the NC General Assembly and the NC Department of Health and Human Services, the Board of Trillium Health Resources has developed and is implementing a robust reinvestment plan to use savings that is benefiting the citizens of Dare County with such enhancements as accessible playgrounds, Access Point Kiosks, and new evidenced-based services; and

WHEREAS, the North Carolina General Assembly has made significant budget reductions in State funding for the past two years; and

WHEREAS, the formula used to allocate the reduction statewide in the current fiscal year was based on 2015 information which has resulted in a disproportionate reduction to Trillium Health Resources; and

WHEREAS, these budget reductions can no longer be absorbed by Trillium Health Resources without jeopardizing services to Dare County citizens, negatively impacting the lives of people in need of service as well as potentially impacting the local economy through job loss.

NOW, THEREFORE BE IT RESOLVED that we, the Dare County Board of Commissioners do hereby request that the North Carolina General Assembly:

- Maintain full State funding for mental health, developmental disabilities and substance abuse services without further reductions; and
- Allow Trillium Health Resources to continue to use its savings to reinvest in enhanced services in our communities rather than having to use that funding to replace State budget reductions; and
- Modify the formula by which any future reductions in funding are allocated, if such reductions must be made, to ensure the reduction is fairly distributed statewide.

This the 6th day of February, 2017

Robert Woodard, Chairman

Attest:

Gary Gross, Clerk to the Board



Consent Agenda

Description

1. Approval of Minutes (01.17.17 & 01.27.17)
2. Authorization to Participate in the Governor's Crime Commission Grant for 2017
3. Lease for Computer Equipment - New EOC-911 Center
4. Budget Amendment for the Dare County Center
5. Dare County EMS Facilities Assessment Plan

Board Action Requested

Approval

Item Presenter

County Manager, Robert Outten



Approval of Minutes

Description

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

Board Action Requested

Approve Previous Minutes

Item Presenter

County Manager, Robert Outten



COUNTY OF DARE, NORTH CAROLINA

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

Regularly scheduled Board meetings are videotaped and can be viewed at www.darenc.com

MINUTES

DARE COUNTY BOARD OF COMMISSIONERS MEETING

Dare County Administration Building, Manteo, NC

5:00 p.m., January 17, 2017

Commissioners present: Chairman Robert Woodard,
Vice-Chairman Wally Overman
Jack Shea, Margarett Umphlett, Danny Couch

Commissioners absent: Steve House

Note: Beverly Boswell resigned on 1/3/17 to serve in the NC Legislature. Her replacement has not yet been named.

Others present: County Manager/Attorney, Robert Outten
Public Information Officer, Dorothy Hester
Clerk to the Board, Gary 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.

Chairman Woodard called the meeting to order at 5:05 p.m. He invited the Rev. David Morris from the Unitarian Universalist Congregation of the Outer Banks to share a prayer, and then he led the Pledge of Allegiance to the flag.

ITEM 1 – OPENING REMARKS – CHAIRMAN’S UPDATE

Chairman Woodard mentioned the following items during his opening remarks –

- He reported on the recent swearing in ceremony in Raleigh for former Commissioner Beverly Boswell as she took the oath of office as a new member of the NC House of Representatives.
- He explained that Commissioner House was absent due to representing the Board at an important fisheries meeting today in New Bern. He also noted that Finance Director David Clawson was absent because he was not feeling well.
- Chairman Woodard commented on the celebration of Dr. Martin Luther King, Jr. that was held at Manteo High School.
- He informed everyone that a video will be released soon reviewing 2016 and highlighting the year’s accomplishments.

A video of the Chairman’s update can be seen on the County website www.darenc.com.

ITEM 2 – PUBLIC COMMENTS

The Manager outlined the procedure for making public comments in Manteo and via the video link to the Fessenden Center in Buxton. Nobody responded to the invitation to make public comments.

ITEM 3 – ANNUAL REPORT FROM TRILLIUM HEALTH RESOURCES

Dave Peterson, Central Regional Director for Trillium, provided an annual report on the services that are provided for mental health, substance use disorders, and intellectual and developmental disabilities in a 24 county area. He outlined the programs that are available in Dare County and the number of people served. He noted that Trillium has funded 30 accessible playgrounds including one in Dare County. Mr. Peterson also explained how State funding cuts negatively impact North Carolina citizens.

ITEM 4 – PRESENTATION ON PRELIMINARY FLOOD MAPS FOR DARE COUNTY

Planning Director Donna Creef presented the preliminary flood maps for Dare County and its municipalities that were released on June 30, 2016. She reported on the public meetings that were held and outlined the timetable for adoption of the maps. She explained that the preliminary maps have significant changes with a large number of properties being removed from Special Flood Hazard Areas. Ms. Creef emphasized that low risk does not mean no risk and cautioned that the preliminary maps may not accurately reflect soundside flooding hazards or extreme rainfall events such as occurred during Hurricane Matthew. She noted that upon adoption of the new maps, the Flood Damage Prevention Ordinance will need to be updated along with revisions to zoning districts and increased community outreach focusing on the importance of flood insurance. Ms. Creef outlined six suggested actions including – inviting a Sea Grant representative to a future Board meeting, soliciting input from the Dare County PPI Committee, applying for additional FEMA mitigation funds for home elevations, engaging with the towns to determine what they may be considering, devising a countywide outreach campaign on the importance of flood insurance, and advocating for higher ICC (Increased Cost of Compliance) funding.

MOTION

Vice-Chairman Overman motioned to approve the staff recommendations for obtaining additional input as outlined by the Planning Director.

Commissioner Shea seconded the motion.

VOTE: AYES unanimous

ITEM 5 – CLASSIFICATION AND COMPENSATION STUDY PRESENTATION

John Anzivino, Senior Vice President of Springsted, Inc. presented the findings of the Classification and Compensation Study for county employees. A comprehensive report was given that outlined the objectives of the salary study and its methodology. In summarizing the findings, Mr. Anzivino said the County's salary levels are lower than the average rates paid in comparable regional organizations and that internal pay inequities exist within the County. He said the analysis shows that the County falls 7.13% below the recommended minimum average salaries, 6.02% below the midpoint, and 5.44% below the maximum average salaries. Mr. Anzivino outlined four implementation options for the Board to consider. Vice-Chairman Overman thanked Springsted for a thorough report. Chairman Woodard added that the Board will be looking at how to best address the findings of the comprehensive study.

ITEM 6 – AUDIT CONTRACT FOR THE FISCAL YEAR TO END JUNE 30, 2017

The County Manager presented a contract with Potter & Company for audit services for fiscal year 2017 in the amount of \$63,900.

MOTION

Commissioner Shea motioned to authorize Chairman Woodard and Commissioner Shea, as Chair of the Audit Committee, to execute the contract and engagement letter. Commissioner Umphlett seconded the motion.

VOTE: AYES unanimous

ITEM 7 – CONSENT AGENDA

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

MOTION

Commissioner Shea motioned to approve the Consent Agenda:

- 1) Approval of Minutes (01.03.17) **(Att. #1)**
- 2) Tax Collector's Report

Commissioner Couch seconded the motion.

VOTE: AYES unanimous

ITEM 8 – COMMISSIONERS' BUSINESS & MANAGER'S/ATTORNEY'S BUSINESS

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

Commissioner Shea – had no additional comments.

Commissioner Couch – talked about the Final ORV (off road vehicle) plan that the National Park Service will soon present to the community. He commended Park Superintendent Hallac for being proactive and gave details about an upcoming public meeting in Buxton. He noted that comments are coming in on the Rodanthe area bridge. Commissioner Couch expressed gratitude for the nonprofit groups that are hard at work in the community.

Commissioner Umphlett – thanked Commissioner House for representing the Board of Commissioners at today's fisheries public meeting in New Bern. She added that the Board is doing all that it can for watermen. Commissioner Umphlett provided a comprehensive year in review for two boards on which she serves by outlining the many services and programs offered by the Dare County Center and providing statistics about usage of Dare County libraries.

Vice-Chairman Overman – urged everyone to submit comments in opposition of the petition for rulemaking that was the subject of today's fisheries meeting in New Bern that was attended by Commissioner House. He said defeat of this petition is important for watermen and seafood consumers.

Chairman Woodard – had no additional comments.

MANAGER’S/ATTORNEY’S BUSINESS

1. The County Manager outlined technology that is available to provide emergency notifications by telephone. He explained how this could be used to advise citizens of last minute schedule changes or warn of emergencies. He said the system has the ability to ring every cell phone similar to an Amber Alert for dire emergencies that meet certain criteria. Mr. Outten said the total price would be \$17,920 which would be prorated with the municipalities who have expressed willingness to participate; resulting in a Dare County portion of \$8,900. He added that this would be a one-year agreement paid out of the Contingency Fund.

MOTION

Commissioner Shea motioned to approve a one-year agreement as outlined by the County Manager for a total not to exceed \$18,000 with a Dare County portion of \$8,900.

Commissioner Umphlett seconded the motion.

VOTE: AYES unanimous

2. Mr. Outten informed Commissioners about a \$4,280 Budget Transfer needed for the Public Works Turf Management Department related to a vehicle purchase.
3. The Manager updated the Board on NCDOT’s plans for a two-week closure of the Alligator River Bridge for repairs and maintenance in the early part of 2018.

ITEM 9 – CLOSED SESSION

The County Manager asked for a Closed Session pursuant to NCGS 143-318.11(a)(3) to consult with an attorney employed or retained by the County to preserve the attorney-client privilege concerning matters involving Dare County including Sink v. Dare County, Brooks v. Dare County, Lowe's v. Dare County (tax appeal) and Dare County and others v. NC Department of Environment Quality and others, and to approve previous Closed Session minutes.

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 Shea seconded the motion.

VOTE: AYES unanimous

At 7:40 p.m., Commissioners exited the room to meet in Closed Session in their Conference Room. They reconvened at 8:10 p.m. and Mr. Outten reported that during the Closed Session the Board consulted with the County Attorney, approved previous Closed Session Minutes, and took no other action.

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

MOTION

Commissioner Shea motioned to adjourn the meeting.

Vice-Chairman Overman seconded the motion.

VOTE: AYES unanimous

At 8:11 p.m., the Board adjourned until 9:00 a.m., February 6, 2017.

Respectfully submitted,

[SEAL]

By: _____
Gary Lee Gross, Clerk to the Board

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



COUNTY OF DARE, NORTH CAROLINA

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

MINUTES

DARE COUNTY BOARD OF COMMISSIONERS

SPECIAL MEETING – BOARD RETREAT

To appoint Robert Ross as a Dare County Commissioner and engage in a retreat to discuss issues facing Dare County and take such action as may be needed.

Outer Banks Visitors Bureau Conference Room, Manteo, NC

8:00 a.m., January 27, 2017

Commissioners present: Chairman Robert Woodard, Vice-Chairman Wally Overman
Jack Shea, Margarett Umphlett, Steve House,
Rob Ross, Danny Couch

Commissioners absent: None

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

Chairman Woodard called the Special Meeting to order at 8:00 a.m. Commissioner Umphlett offered an opening prayer that was followed by the Pledge of Allegiance. The Board commemorated the 90th birthday of Commissioner Shea.

ITEM 1 – APPOINT ROB ROSS TO THE BOARD OF COMMISSIONERS

On January 23rd The Dare County Republican Party Executive Committee selected Robert Ross to fill the District 2 vacancy that was created when Beverly Boswell resigned to serve in the North Carolina Legislature. Chairman Woodard asked the Board to formally appoint Mr. Ross to serve as a Dare County Commissioner.

MOTION

Vice-Chairman Overman motioned to appoint Robert Ross to the District 2 vacancy. Commissioner Shea and Commissioner Umphlett seconded the motion.

VOTE: AYES unanimous

ITEM 2 – SWEARING IN

Clerk to the Board, Gary Lee Gross, administered the oath of office to Robert Ross. The oath was in the form prescribed in Article VI, Section 7 of the NC Constitution.

ITEM 3 – ROANOKE ISLAND HISTORICAL ASSOCIATION - PRESENTATION

Steve King, Chairman of the Roanoke Island Historical Association (RIHA), appeared with Executive Director Bill Coleman to present an idea to benefit the Lost Colony as the longest running outdoor drama in the nation. Mr. King explained that RIHA owns property that they would like to monetize to benefit their endowment, which would help ensure the future of the Lost Colony production. They asked the Board to participate in an arrangement whereby the Conservation Fund would help RIHA market the land with funds from the NC Clean Water Trust, privately raised funds, and \$300,000 from Dare County. Later in the retreat during Commissioners Business, the proposal was discussed and it was noted that in the past the Board provided RIHA with funds as a special appropriation on a yearly basis. In discussing possible options, Vice-Chairman Overman recommended that the Tourism Board also be approached. By consensus, the Board agreed that further research should be done by having the County Manager talk with the Conservation Fund about possibly stretching out a financial commitment over many years; and having Vice-Chairman Overman approach the Tourism Board.

ITEM 4 – SALARY STUDY

The County Manager provided a summary of the salary study that was undertaken to address compression and pay equity among Dare County employees. He outlined four implementation options and noted that number 4 is the only option that solves the compression problem. The Board discussed the various options and their impact on the General Fund and other Dare County Funds. The County Manager noted that some fees could be impacted for things like the Water Fund because of increased labor costs. In discussing option 4, the consensus of the Board was to implement it over 2 years starting with the pay period that begins February 12, 2017. Mr. Outten also advised the Board that holiday pay and on-call policies will need to be addressed.

MOTION

Vice-Chairman Overman motioned to implement Salary Study option #4 over a two year period beginning with the pay period that begins February 12, 2017.

Commissioner House and Commissioner Shea seconded the motion.

VOTE: AYES unanimous

RECESS: 9:21 a.m. – 9:36 a.m.

ITEM 5 – COLLEGE OF THE ALBEMARLE

The Board discussed facility needs for the COA Dare County campus and a proposal by COA to demolish the old middle school building and erect a new campus at a cost of 6 to 10 million dollars, which would result in the Russell Twiford site being given to Dare County government. It was noted that COA has \$1.5 million in bond money available for this project, which might be pushed to 2 million. Chairman Woodard reported that COA has been told that assurances would be needed about the curriculum that would allow students to obtain a 2 year Associates Degree locally without it having to be spread out over a longer period of time and going to other COA campuses. Mr. Outten

said COA will hold the bond money until the financial details can be worked out if the Dare County Board of Commissioners is in earnest. It was the consensus of the Board that expansion of the Dare County COA campus is worth further discussion and we should move forward and have them hold bond funds for the project. The Manager was directed to communicate with COA and come back to the Board of Commissioners for approval of a financial plan.

ITEM 6 – ECONOMIC DEVELOPMENT

Commissioner Shea summarized the County's course of action to address economic development. He outlined highlights of a plan that was developed by the County's economic development consultants at NC State. Chairman Woodard and the County Manager reported on discussion with the Outer Banks Chamber of Commerce whereby they expressed interest in being the entity that implements the plan rather than hiring County staff to do it. It was the consensus of the Board to have the County Manager engage in further talks with the Chamber of Commerce and come back to the Board with a specific proposal to allocate funding of the project.

ITEM 7 – BEACH NOURISHMENT

The County Manager provided an update on beach nourishment projects throughout Dare County and its municipalities. He explained the history of the Beach Nourishment Fund and how money has been allocated in the past. He said we are at a crossroads and need to decide what our priorities are and whether whoever requests funds first for shovel ready projects is the best way to proceed. The Board was told that no federal funds are available and potential state funding is several years away. Commissioner Shea recommended low profile offshore reefs as a long-term solution although North Carolina has a policy prohibiting hard structures on beaches. Vice-Chairman Overman suggested that NCDOT be approached for funding as a preventative measure. Chairman Woodard noted that there are preliminary talks with people in Avon about beach nourishment needed in their community. Mr. Outten reported that Southern Shores is interested in doing a small beach nourishment project that will be presented to the Board of Commissioners on February 6, 2017.

RECESS: 10:57 a.m. – 11:14 a.m.

ITEM 8 – INLETS

Mr. Outten gave an overview of efforts to improve navigational access at Oregon Inlet and Hatteras Inlet. Commissioner House summarized progress that has been made at Oregon Inlet. The County Manager explained that final permits and the necessary Memorandum of Agreement are near completion for Hatteras Inlet. Commissioner Couch outlined local activities that are economically dependent on Hatteras Inlet.

ITEM 9 – HELICOPTER SALE

The County Manager summarized the efforts that the County has made to sell the old EMS helicopter. He explained that over the years, the appraised value has declined substantially and efforts to sell the aircraft through a broker have been unsuccessful. Mr. Outten reported that a \$480,000 offer has been received subject to inspection of the helicopter. He noted that if Dare County retains the aircraft, \$100,000 will be needed for collision avoidance equipment in order to be FAA compliant. With the market not getting better and having a firm offer in view of known expenses coming up, the County Manager recommended accepting the \$480,000 offer, which would net \$450,000.

MOTION

Commissioner Shea motioned to accept the \$480,000 offer.

Commissioner Umphlett seconded the motion.

VOTE: AYES unanimous

RECESS: 11:44a.m. – 12:15 p.m.

ITEM 10 – FACILITIES

Mr. Outten led the Board in a discussion of the following Dare County properties –

Old Admin Complex – Mr. Outten said it would require about 2 million to make it usable. He said although a couple of people have looked at the site, there have been no offers. The Board discussed whether it should be demolished or possibly sold to a neighbor. Commissioner Umphlett expressed interest in seeing if the Town of Manteo would like to have the site for parking rather than putting the property into private hands. By consensus, direction was given to engage in talks with the neighbor and simultaneously talk with Town of Manteo and bring back a report to the Board of Commissioners.

Wilkinson Street – The Manager outlined the condition and current use of the property and asked for guidance on whether the Board wants to continue providing the services that are offered at the satellite office. The Board by consensus agreed that the same level of citizen services should be offered at a satellite office in the beach area and research should be done on the improvements that are needed for the Wilkinson site.

Nags Head Building – Mr. Outten summarized the site formerly used by Albemarle Mental Health and now leased to a dermatologist. He explained the timetable and issues related to renewal of the lease. By consensus, the County Manager was directed to discuss renewal with the dermatologist and complete the statutory requirements for lease renewal to be brought back to the Board for approval.

Dialysis Lease – A history of the facility was given and it was reported that no revenue has been received because the sub-leasee has never shown a profit. Mr. Outten added that the County is required to do maintenance of the site on an extremely expedited basis due to the nature of dialysis services. Vice-Chairman Overman suggested that dialysis be moved to the hospital. The Board agreed by consensus that the Manager

should negotiate with the dialysis operator and bring back a lease that has maintenance being performed by the dialysis center. It was also the consensus of the Board to consider having the dialysis operation moved to the hospital or another site.

EMS Facilities – Mr. Outten summarized the need for an evaluation of EMS facilities. In order to undertake a study he explained that a Request for Qualifications (RFQ) is required, which would then lead to negotiating a price with the firm that is selected. Authorization for an RFQ will be placed on a future Board agenda.

DHHS Facilities – the County Manager reviewed the consolidation of Social Services with the Public Health Department. He said the consolidated department has space needs and options were discussed. Mr. Outten asked if the Board is willing to allow telecommuting. He outlined the merits of working from home and noted that this is a trend that is increasing nationwide. By consensus, the Board asked that Jay Burrus submit details of the space he needs now and for the future. In addition, the Board agreed by consensus to permit DHHS to allow telecommuting on a limited pilot case basis and draft a fair policy that addresses this issue.

ITEM 11 – SCHOOL FUNDING

Present during discussion of this item was Bea Basnight, Chair of the Board of Education, and School Board Member, David Twiddy. Mr. Outten summarized the history of how Dare County schools have been funded. He outlined how the current formula works and Ms. Basnight noted that it makes school funding much easier. The Board agreed by consensus to continue the funding formula that is now in place.

RECESS: 1:34 p.m. – 1:47 p.m.

ITEM 12 – FUND BALANCES

Mr. Outten gave a summary of the fund balances. He explained that the Restricted Fund Balance is for items that have a designated purpose in contrast to the Unrestricted Fund Balance, which is the County's savings account for unexpected needs. He said the Local Government Commission requires this fund to be at least 8%. The Manager explained that the County has worked to get the Unrestricted Fund Balance up to the Dare County policy level, which is 19-21%. He noted that Dare County meets the target with \$19.5 million in the Unrestricted Fund Balance, which is 19.95%.

ITEM 13 – BUILDING INSPECTION FEES

The Board discussed compensation the County receives for providing building inspection services for the Town of Southern Shores, whereby the County is paid an hour rate for services provided by County employees regardless of the inspection fee that is charged by the municipality. The Manager explained that this arrangement is in place for the towns of Southern Shores and Manteo. By consensus, the Board agreed to give the Manager the ability to negotiate this issue with the towns.

ITEM 14 – LOBBYIST

Mr. Outten summarized the Board's involvement with McGuireWoods in addressing last year's effort by the North Carolina Legislature to reallocate tax revenues, which would have had a disastrous impact on Dare County. He reported that Harry Kaplan has indicated that McGuireWoods is willing to work for Dare County on a monthly basis as needed. The Manager asked the Board if they are satisfied with the McGuireWoods or if he should explore other firms. The Board by consensus agreed to maintain contact with McGuireWoods and use their services on an as-needed basis.

ITEM 15 – SERVICE LEVELS

The County Manager asked the Board if there are any new services that need to be provided or anything that should be discontinued. He noted that some services are required by North Carolina statute and others are optional. Commissioner Shea said the level of services that Dare County provides is just fine. By consensus, the Board directed the Manager to maintain the current level of services.

ITEM 16 – COMMISSIONERS' BUSINESS

Commissioner Couch – presented a request from the Hatteras Village Civic Association for a resolution in support of their effort to change the legislative language pertaining to the Community Center Tax District Board that would allow for funds to be used for multi-use paths in addition to buildings. Present during the retreat was Mary Helen Goodloe-Murphy who provided additional information about the request that would benefit the Outer Banks Scenic Byway.

MOTION

Vice-Chairman Overman motioned to approve a resolution in support of changing the legislative language to allow funding of multi-use paths, and for the Chairman to sign it. Commissioner Shea and Commissioner House seconded the motion.

VOTE: AYES unanimous

Commissioner Shea – nothing to add

Vice-Chairman Overman – nothing to add

Commissioner Umphlett – expressed concern about complaints she has heard about the services offered by Peak Resources in Nags Head. Mr. Outten said he will ask the Health Director if the County has any oversight role or if it is under State jurisdiction.

Commissioner House – thanked the Board for supporting the resolution opposing the petition for rulemaking that was the subject of a recent public meeting in New Bern that was well attended. He gave an update on the status of the petition that would hurt watermen and seafood consumers. Vice-Chairman Overman added that we need to remain vigilant on this issue.

Commissioner Ross – said he appreciated the warm welcome he has received and is excited about serving on the Board of Commissioners.

Chairman Woodard – thanked the Board and staff for a productive workshop. The County Manager expressed appreciation for the valuable input provided by the Board.

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

MOTION

Commissioner Umphlett motioned to adjourn.

Commissioner Shea seconded the motion.

VOTE: AYES unanimous

At 3:03 p.m., the Dare County Board of Commissioners adjourned the Special Meeting.

Respectfully submitted,

[SEAL]

By: _____
Gary Lee Gross, Clerk to the Board

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



Authorization to Participate in the North Carolina Governor's Crime Commission Grant for 2017

Description

The Dare County Sheriff's Office is requesting to participate for a grant from the Governor's Crime Commission under the Law Enforcement Block Grant.

Board Action Requested

Approval

Item Presenter

Sheriff J. D. "Doug" Doughtie



Lease for Computer Equipment - New EOC-911 Center

Description

Leasing Proposal for DELL computer systems. Lease is for period of 48 months. These will be used for the new EOC-911 center.

Board Action Requested

Approval by Board to proceed

Item Presenter

Robert Outten, County Manager



Prepared For: **Dare County**

January 31, 2017

Thank you for giving Dell Financial Services L.L.C. ("DFS") the opportunity to provide a technology financing solution. Enclosed is a financing proposal for your new technology needs. We look forward to discussing this opportunity in further detail with you. If you have any questions, please contact me at the phone number or email address below.

Term Option	48
Payments:	Annual
Consolidation:	Monthly
Payments Due:	Advance
Interim Rent:	None
	4
	Payments

Dell Quote Number	Summary Product Description	Product Price	Quantity	Extended Price	Rate Factor	4 Payments
3000007524767.10	Dell PE R730	\$10,583.42	2	\$21,166.84	0.24580	\$5,287.48
3000008045124.10	Dell 22 Monitor	\$191.72	16	\$3,067.52	0.27170	\$833.45
1024190967264.10	VMWare	\$4,613.83	1	\$4,613.83	0.27690	\$1,277.57
1021642573807.10	VMWare	\$6,665.53	1	\$6,665.53	0.27690	\$1,845.69
3000008063969.10	Wyse 5030	\$295.00	16	\$4,720.00	0.26070	\$1,230.50
3000007307377.10	Dell Opti 3046 Micro	\$649.78	6	\$3,898.68	0.24540	\$956.74
3000007946107.10	Workstation Card	\$390.43	5	\$1,952.15	0.27690	\$540.55
Personal Property Management Fee					0.009109	\$419.78
TOTAL				\$46,084.55		\$12,391.75

Proposal Expiration Date: **March 2, 2017** Payment is net of sales tax

PLEASE NOTE:
Personal Property Taxes (PPT) will apply to this lease.

Leasing and financing provided by Dell Financial Services L.L.C. or its affiliate or designee ("DFS") to qualified customers. Offers may not be available or may vary in certain countries. Where available, offers may be changed without notice and are subject to product availability, credit approval, execution of documentation provided by and acceptable to DFS, and may be subject to minimum transaction size. Offers not available for personal, family or household use. Dell and the Dell logo are trademarks of Dell Inc. Proposal is property of DFS, contains confidential information and shall not be duplicated or disclosed in whole or part. Proposal is not a firm offer of financing. Pricing and rates based upon the final amount, configuration and specification of the supplied equipment, software, services or fees. Prorata payment may be due in the first payment cycle. Proposal excludes additional costs to customer such as shipping, maintenance, filing fees, applicable taxes, insurance and similar items. Proposal valid through the expiration date shown above, or if none is specified, for 30 calendar days from date of presentation.

End of Term Options:
Fair Market Value (FMV) Lease:

- Exercise the option to purchase the products at the then fair market value.
- Return all products to lessor at the lessee's expense.
- Renew the lease on a month to month or fixed term basis.

Cheryl Aldridge
Inside Sales Account Management IV
Dell | Financial Services
office + 1.512.724.3461
cheryl_aldrige@dell.com

Please note the model numbers listed above may change and dollar amounts are approximate



Prepared For:

Dare County

January 31, 2017

Additional Information:

LEASE QUOTE: The Lease Quote is exclusive of shipping costs, maintenance fees, filing fees, licensing fees, property or use taxes, insurance premiums and similar items which shall be for Lessee's account. Lessee will pay payments and all other amounts without set-off, abatement or reduction for any reason whatsoever. Additionally, Lessee shall declare and pay all sales, use and personal property taxes to the appropriate taxing authorities. **If you are sales tax exempt, please provide a copy of your Exemption Certificate with the Lease Contract.** If Lessee provides the appropriate tax exemption certificates to DFS, sales and use taxes will not be collected by DFS. However, if your taxing authority assesses a **personal property tax** on leased equipment, and if DFS pays that tax under your lease structure, **Lessee must reimburse DFS for that tax expense in connection with the Lessee's lease.**

PURCHASE ORDER: The Purchase Order must be made out to Dell Financial Services L.L.C., One Dell Way, RR8-23, Round Rock, TX 78682. The Purchase Order will need to include the quote number, quantity and description of the equipment. Please be sure to indicate that the PO is for a lease order and shows the type of lease, the term length, and payment frequency. The date of the lease quote referenced should be included. Please be sure to include any applicable shipping costs as a line item and include your address as the SHIP TO destination.

INSURANCE: The risk of loss on the equipment is borne solely by the Lessee. Lessee shall be required to purchase and maintain during the Term (i) comprehensive public liability insurance naming Lessor as additional insured; and (ii) "all-risk" physical damage insurance in a minimum amount of the Purchase Price, naming DFS as first loss payee.

APPROPRIATION COVENANT: The Lease will contain an appropriation of funds clause. The Lessee will covenant that it shall do all things legally within its power to obtain and maintain funds from which the payments may be paid.

DOCUMENTATION: In addition to a duly executed Agreement, other documents as reasonably requested by DFS may be required, such as but not limited to, opinions of counsel, IRS tax exemption forms (if applicable), and audited financials.

PROPOSAL VALIDITY / APPROVALS: This is a proposal based upon market conditions and is valid for 30 days, is subject to final credit approval, review of the economics of the transaction, and execution of mutually acceptable documentation.



Budget Amendment for the Dare County Center

Description

Request for increase from \$90,000 to \$98,000 due to fees collected for Memphis, Tn trip in April 2017.

Board Action Requested

Approve account increase

Item Presenter

Sandy Scarborough

DARE COUNTY

BUDGET AMENDMENT

F/Y 2016/2017

ACCOUNT	CODE			INCREASE	DECREASE
	Org	Object	Project		

Revenues:

Expenditures:

Explanation:

Approved by:

Board of Commissioners: _____

Date: _____

County Manager: _____

Date: _____

(sign in red)

Finance only:

Date entered: _____ Entered by: _____ Reference number: _____



Dare County EMS Facilities Assessment Plan

Description

See Item Summary

Board Action Requested

Approve Oakley Collier as the Architect

Item Presenter

Robert Outten - County Manager

Item Summary: Selection of firm to perform the Emergency Medical Services (EMS) Facilities Assessment Plan

The adopted FY2017 Capital Improvements Plan includes a project for an Emergency Medical Services (EMS) Facilities Assessment Study. The purpose of the assessment is to measure the condition and needs of each facility, as well as address each facility's subsystem life cycle. On January 15, 2017, a Request for Qualifications ("RFQ") was advertised. RFQ responses were due January 25, 2017.

Three responses were received:

- Stewart Cooper Newell
- JKF Architecture
- Oakley Collier Architects

The selection group reviewed, evaluated, and ranked the responses. While all three firms were felt to be qualified to perform the work, the selection group unanimously selected Oakley Collier Architects and requests that the Board approve that selection.

If approved, staff's goal is to have a contract with Oakley Collier Architects for approval on the Board's 2/20/2017 agenda.

DARE COUNTY

Re: Dare County EMS Facilities Assessment Plan, January 25, 2017



OCA | OAKLEY COLLIER ARCHITECTS

109 Candlewood Road
Rocky Mount, NC 27804

Contact

Timothy D. Oakley, AIA, LEED® AP
(252) 937-2500 toakley@oakleycollier.com



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January 23, 2017

Mr. Dustin Peele, *Purchasing Agent*
Dare County
954 Marshall C. Collins Drive
Manteo, North Carolina 27954



Re: Dare County EMS Facility Assessment

Dear Dustin,

We are delighted to present you with our qualifications for the EMS Facility Assessment for Dare County. We understand the County will require a team with expertise in government facility assessments & studies, a commitment to providing cost effective solutions, and a genuine concern for working together with your staff to meet the outlined project goals. All of which, **Oakley Collier Architects** can successfully deliver.

We also offer the following:

- first hand experience with this project - **Oakley Collier previously provided a fee proposal for all 57 sites owned by Dare County & is familiar with your facilities & your expectations;**
- extensive design services for local government projects - **Our team has worked on over 100 public facility projects across North Carolina, including the Dare County Community Center;**
- understanding of the challenges of building conditions & needs assessments - **We have recent, relevant experience including the Carteret County County-wide Master Plan;**
- thorough knowledge of cost effective, durable, and sustainable building materials to maintain strict budgets: **Construction cost estimates within 2% during the last five years.**

We have offices located in Rocky Mount and Raleigh; however, the Rocky Mount office will be the location at which the work for this project will be performed. David A. Griffin, LEED® AP, will be the project manager for this EMS Facility Assessment.

Our job is to ensure that your goals and objectives are met or exceeded, including your goal of coming in on budget. Our passion for detail is your assurance that construction estimates are accurate and construction schedules are realistic. The decisions made in the next few months will have a lasting impact on your citizens, and we want you to know that we take that responsibility just as seriously as you do. We want to be a part of your team and look forward to continuing our relationship with Dare County.

Sincerely,

Timothy D. Oakley, AIA, LEED® AP
toakley@oakleycollier.com



OAKLEY COLLIER ARCHITECTS
109 CANDLEWOOD ROAD ROCKY MOUNT, NC 27804 252.937.2500
1111 HAYNES STREET, SUITE 109 RALEIGH, NC 27604 919.985.7700
WWW.OAKLEYCOLLIER.COM

2. APPROACH & SCHEDULE

OUR APPROACH

The assessment process consists of a thorough on-site investigation involving the Architect, Engineers, & any other consultants specific to the project. Special attention is paid to the condition of the building systems, structure, code/ADA compliance, infrastructure, materials, & finishes. Review and verification of existing systems calculates an accurate baseline model for renovation work and determines the extent of renovation required. In depth data collection during this stage allows the design team more accurate detailing during later phases. A list of priorities with estimated costs is prepared, categorized by:

1. **Absolute needs:** code/ADA compliance & structural issues, etc.
2. **Specific wants:** efficiency upgrades, expansion, etc.
3. **Future goals** or other items the County would like to address.

This list enables the Owner to pick & choose priority issues in order to determine the overall budget. The proposed work plan for this project would include the following:

1. On-site evaluation of existing facility (use, function, operations, utility costs, etc.)
2. User group meetings to determine specific deficiencies & overall needs
3. Determination of feasible options for short-term & long-term improvements
4. Determination of associated costs for all options & improvements

For each step in the work plan, written reports (including photographs, conceptual drawings, detailed cost estimates) will be provided. We don't move forward until the Owner has a chance to review & approve each step of the process.

Tentative Plan

- Report preparation of existing building conditions, including site visit(s) to review your existing facilities;
- Analysis of architectural issues, to include (but are not limited to) accessibility & ADA requirements; functionality of existing space layouts; interior circulation patterns, departmental access by public, conditions of existing finishes; (security, sound, location, etc.);
- Analysis of existing structure;
- Analysis of existing Mechanical, Electrical & Plumbing systems
- Analysis of existing exterior Building materials, to include (but are not limited to) walls, windows, roof, etc.;
- Analysis of existing site circulation patterns, including (but not limited to) points of entry to the site and building; parking assessment for both number of spaces and layout; etc.;
- Existing wayfinding, interior and exterior.
- Preparation of a Facilities Condition Assessment, to include anticipated condition improvements needed for 7 years and 15 years, as well as project public safety facility needs out over 50 years

The EMS Facility Assessment Report shall include the following:

- **Executive summary**
 - Purpose of the Assessment
 - Assessment Objectives
 - Assessment Benefits
 - Findings Summary
 - Current and Forecast Needs
 - Facility Age
 - Facility Condition
 - Current Deficiencies
 - Prioritization of Needs
 - Categorization of needs
- **Capital Funding Scenarios**
 - Scenario 1 – Do Nothing
 - Scenario 2 – Maintain the Current FCI (FCI=22.10%)
 - Scenario 3 – Improve the FCI to Good Condition (FCI=15.0%)
 - Scenario 4 – Improve the FCI to Zero Deficiencies (FCI=0.0%)
- **Assessment Approach**
 - Database Development and Analysis
- **Definitions, Assumptions and Budget Models**
 - Assessment Level
 - Database Facility Cost Variables
 - Facility Condition Index (FCI)
 - Deficiency Priority Definitions
 - Deficiency Categories
 - Cost Models
 - Current replacement value (CRV)
 - Rough order of magnitude repair budgets
 - Additional Costs – Soft Costs
 - Life cycles
 - Renewal factors
 - System generated deficiencies
 - Building systems
 - Reference organization
 - Assessment Interpretation

Collaboration

Developing good team communications early in the design process is essential to the success of any project. In our past projects, Owners have told us that one thing that set our firm apart from other firms with whom they had worked was our ability to listen to their needs and interpret those discussions into well-designed, budget-conscious buildings. At each step of the process, we review all work and information with the Owner for his approval before moving on to the next step. Our approach to this project is based on the following principles:

Teamwork

- Select the right consultants for the project type & complexity
- Assign the right staff members for project type & complexity
- Schedule regular team scoping meetings – who does what, time for completion of each phase
- Clearly defined expectations among design team & Owner

Communication

- Open lines of communication among team members
- Clearly defined responsibilities among design team & owner
- Clearly defined expectations among design team & Owner
- Regular meetings to review design & budget
- Owner kept in the know during process and throughout project

Attention to Detail

- Review construction documents with Owner & User Group prior to bid
- Providing a well-thought out and well-detailed set of plans equates to lower costs for the owner and fewer headaches in the construction process for the entire team
- Proactive planning
- Low percentage of project change orders is a tangible result of our attention to detail – average percent of change orders for our projects is less than 2%

Quality Control

Quality control starts in the beginning with team member selection and team scoping meetings that occur throughout the entire design process. Oakley Collier follows a four step quality control method during the drawing production phase:

1. **Project Manager Review** - The Project Manager reviews all document documents (including consultants) as the first step to look for changes, additions or issues with coordination between various disciplines.
2. **Principal Project Architect Review** - The Project Architect performs a thorough review of the construction documents noting any changes and/or coordination issues that need to be addressed.
3. **Design Team Review** - The entire team (architect, MEP, structural and civil engineers) meets to perform a Design Team Review on the construction documents. All disciplines make any necessary changes and/or corrections following the review.
4. **Independent Architectural Review** - An independent outside architectural reviewer examines all construction documents – plans and specifications. They note any additional changes, clarifications or coordination that needs to take place before the construction documents are released for the bid phase of the project.

SCHEDULE

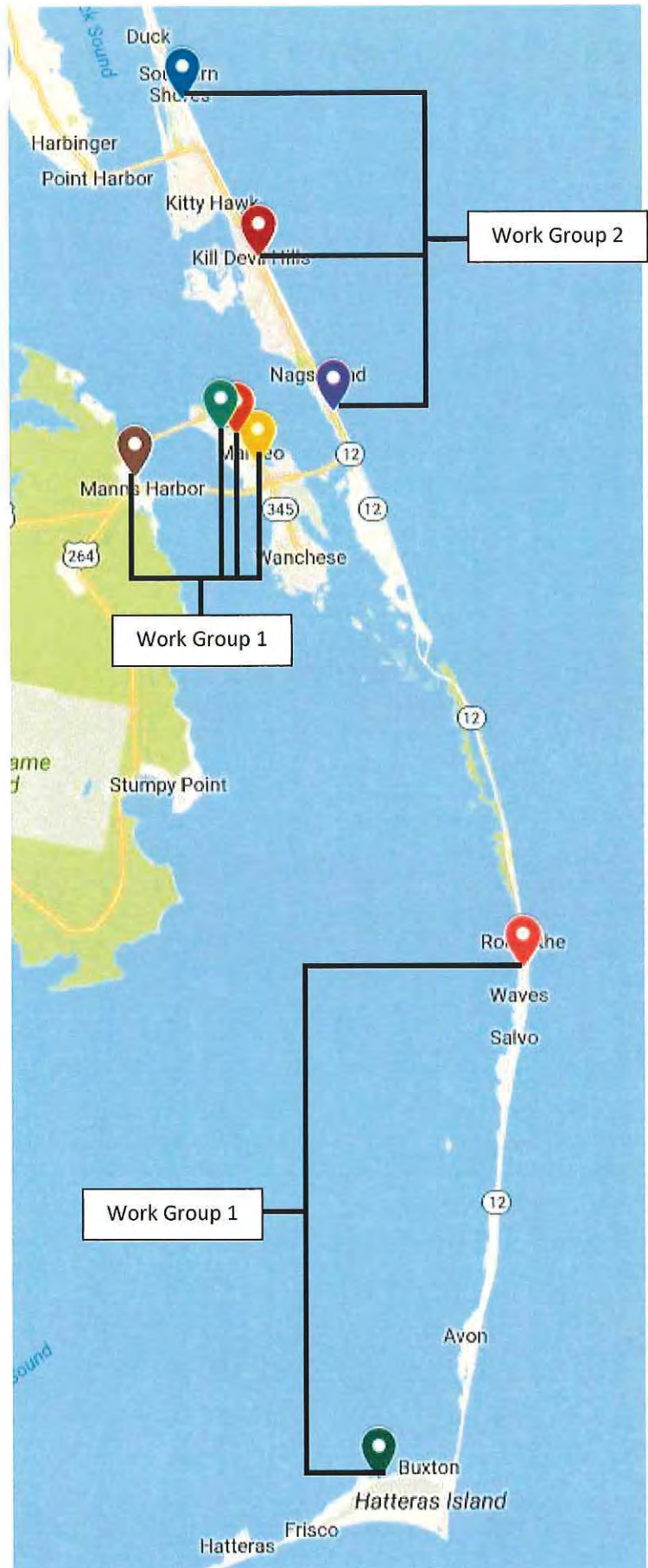
We proposed the following schedule for completion of the Dare County EMS Facilities Assessment:

Task	Milestone Dates	
Notice to Proceed	-	February 3, 2017
Kick-off Meeting	February 6, 2017	February 10, 2017
Facility Surveys & User Interviews* <ul style="list-style-type: none"> ▪ Work Group 1 ▪ Work Group 2 ▪ Work Group 3 	February 6, 2016 February 13, 2017 February 20, 2017	February 10, 2017 February 17, 2017 February 24, 2017
Report Preparation	February 27, 2017	March 24, 2017
Final Report to Owner	March 27, 2017	March 31, 2017
Commissioner Presentation	March 27, 2017	March 31, 2017

***See map on following page for Work Groups**

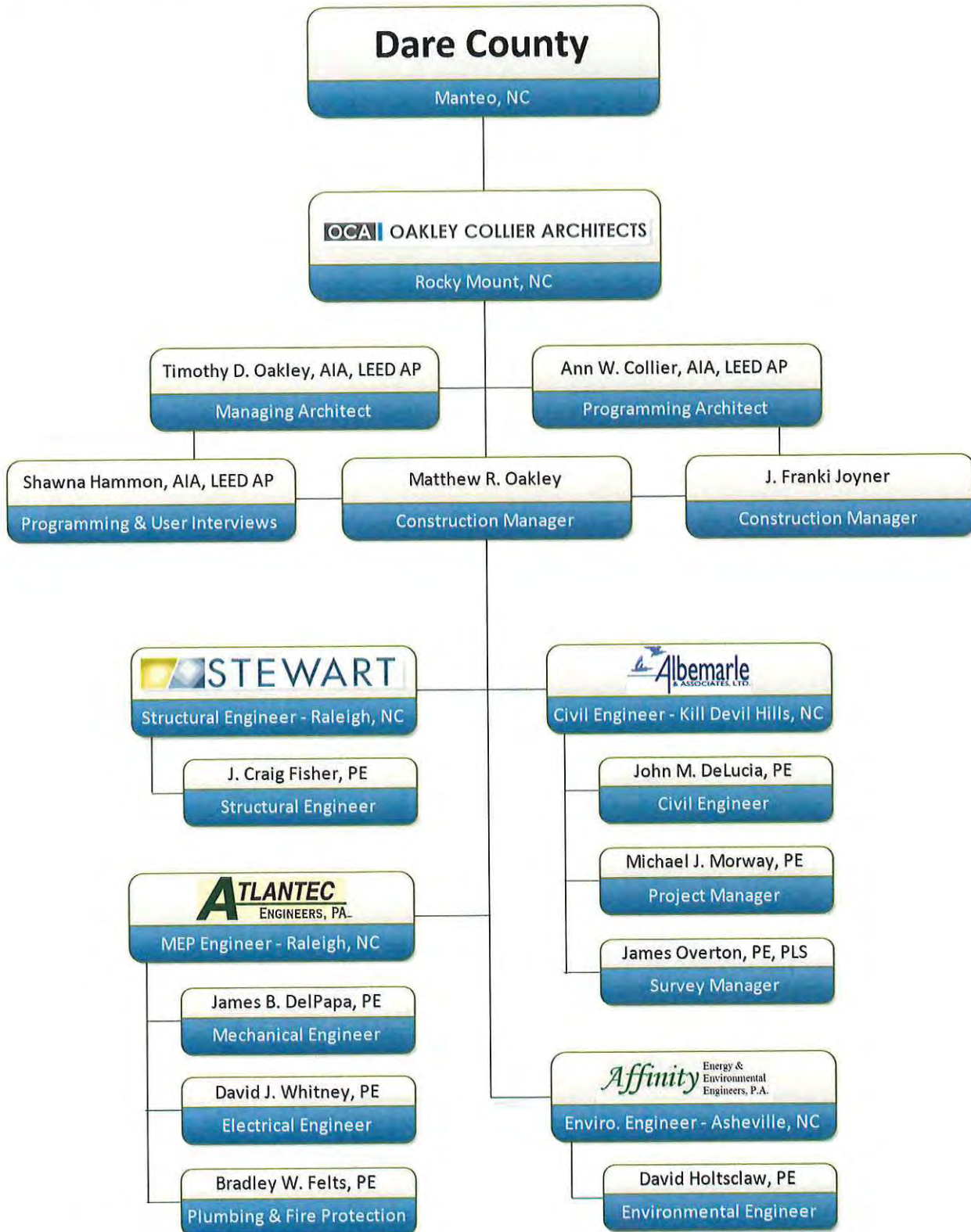
Dare County EMS Stations

- 📍 #1 Kill Devil Hills
- 📍 #2 Manteo
- 📍 #3 Frisco
- 📍 #4 Southern Shores
- 📍 #5 Nags Head
- 📍 #6 Rodanthe
- 📍 #7 Crew Quarters
- 📍 #7 Dare MedFlight
- 📍 #8 Manns Harbor



3. PROJECT TEAM

The team members identified below are available for and will be assigned the work for your project.



OAKLEY COLLIER ARCHITECTS, PA

109 Candlewood Road
Rocky Mount, NC 27804
(252) 937-2500 phone
(252) 214-6068 fax
oakleycollier.com



BACKGROUND

Founded in 1988 as Oakley Associates Architects, Oakley Collier Architects is a company of architectural designers and planners dedicated to a common goal: to create distinctive architectural designs that are people, construction, and budget-friendly. We consider each project a new and exciting challenge. Oakley Collier welcomes opportunities to bring creative solutions to our clients that result in successful project completions. Oakley Collier Architects principals are Timothy D. Oakley, AIA, LEED® AP; and Ann W. Collier, AIA, LEED® AP; who have a combined experience of over sixty years. Our staff of eleven is highly skilled in the production of competent and comprehensive construction documents of all scopes and sizes. Our **twenty-eight year** history of project experience includes additions, renovations, and new construction in the local government design market. We are a corporation and registered Small Business Enterprise (SBE).

WHAT WE DO

- Site Evaluation
- Feasibility Studies
- Land Use Studies
- Regulatory Code Compliance Studies
- Programming
- Interior Space Planning
- Spatial Needs Analysis
- Detailed Cost Analysis
- Schematic Design
- Design Development
- Construction Documents
- Specification Preparation & Review
- Bidding & Negotiation
- Construction Administration
- Project Close-Out
- Record Drawings

Oakley Collier Architects is licensed to practice architecture in the states of North Carolina (#50681) and Virginia (#0405001638).



STRUCTURAL ENGINEER

Stewart, Inc.
421 Fayetteville Street, Suite 400
Raleigh, NC 27601
(919) 380-8750 phone
(919) 380-8752 fax
stewartinc.com



Stewart, Inc. is a multi-discipline design firm that specializes in structural, geotechnical, land development, and transportation engineering, surveying / geomatics and construction services. Founded in 1994 by Willy E. Stewart, PE, the firm has 110 employees located in offices in Raleigh, Durham, and Charlotte, NC. Stewart has one of the largest and most experienced structural departments in North Carolina, giving it the expertise and manpower necessary to successfully complete projects of all sizes. Stewart’s structural projects are executed using BIM technology, specifically Revit Structure. Oakley Collier has worked with Stewart on over 90% of our projects since their inception 22 years ago, and they are also working with us on all of our current projects requiring structural engineering. **The firm is a minority-owned and certified Historically Underutilized Business (HUB)** with the State of North Carolina through the Statewide Uniform Certification (SWUC) program.

Selected Experience

- Nash County Office Building & EOC*
- Warren County Emergency Services Facility*
- Havelock East End Fire Annex*
- Havelock City Hall*
- Nashville Town Hall*
- Greenville Emergency Operations Center*
- Edenton Police Department*
- Fuquay-Varina Fire Station #2 Addition & Renovation*
- River Bend Town Hall & Police Department*
- Jonesville Town Hall
- Morrisville Public Safety Facility
- Waynesville Fire Station #1 & Town Hall Facility

* completed with Oakley Collier Architects



MEP ENGINEER

Atlantec Engineers, PA
3221 Blue Ridge Road #113
Raleigh, NC 27612
(919) 571-1111
atlantecengineers.com



Atlantec Engineers, PA is a professional engineering firm with offices in Kinston, North Carolina and in Raleigh, North Carolina, providing plumbing, mechanical, fire-protection, and electrical engineering services. Their clients include architects, contractors, and local governments from Raleigh to the coast. Atlantec Engineers, PA was developed from James B. DelPapa, Consulting Engineer, established in 1985, and has experience in the design of schools, office buildings, retail facilities, healthcare facilities, and churches throughout the eastern part of the United States. Atlantec Engineers, PA also has extensive experience with designs for the State of North Carolina, multiple municipalities & local governments, and higher education institutions. Atlantec Engineers, PA provides efficient and economical designs to its clients, and is committed to providing quality-engineering services in a timely manner.

Selected Experience

- Raleigh City Hall
 - Electrical System Replacement
 - New Chiller Plant
 - New Standby Generator
 - New Boiler Plant
 - New Underground Fuel Tanks
- Edenton Police Department*
- Selma Town Hall Renovation & Upfit*
- Louisburg New Utilities Building
- Kinston Police Headquarters Addition & Renovation
- Raleigh Backup Call & Data Center
- Raleigh Police Headquarters MEP Upgrades
- River Bend Town Hall*
- Rocky Mount Downtown Community Facility*
- Warren County Emergency Services Facility*
- Kinston Fire Stations 1, 2, & 3

*Completed with Oakley Collier Architects



CIVIL ENGINEER

Albemarle & Associates
3221 Blue Ridge Road, #113
Raleigh, NC 27612
(919) 571-1111 phone
atlantecengineers.com



Albemarle & Associates, Ltd. is a multi-disciplined consulting firm specializing in planning, surveying, and engineering for residential, commercial, institutional, municipal, and recreational projects. The firm principals, James L. Overton, PE, PLS, and John M. DeLucia, PE have been providing professional services in eastern North Carolina and southeastern Virginia for over thirty years. Their office in Kill Devil Hills, North Carolina allows Albemarle & Associates, Ltd. to better serve the planning, engineering, and surveying needs of northeastern North Carolina. Their team of engineers, planners, surveyors, and construction managers will provide The Town of Edenton with the technical assistance to bring this project to fruition. With experience in site assessment, planning, engineering, permitting, and construction administration, Albemarle & Associates, Ltd. has the expertise to meet a broad range of professional engineering, surveying, and planning needs.

Selected Experience

- Edenton Police Department*
- Dare County Community Center*
- NC Aquarium on Roanoke Island
- Perquimans County High School Athletic Complex Master Plan
- The Coastal Studies Institute
- Kitty Hawk Road & Lillian Street Beach Access
- Manteo Waterfront Upgrades
- Dare County Wellness Trail
- OBX National Scenic Byway Pathways in Rodanthe, Waves, Salvo, & Avon

* completed with Oakley Collier Architects



ENVIRONMENTAL ENGINEER

Affinity Energy & Environmental Engineers
1 West Pack Square, Suite 505
Asheville, NC 28802
(828) 393-8182 phone
affenv.com



Affinity Energy & Environmental Engineers, P.A. President David Holtsclaw created the company in order to provide a wide range of high quality energy and environmental services. Mr. Holtsclaw is a trained Mechanical Engineer, LEED Accredited Professional and a certified Commissioning Authority. For over 20 years, he has performed a variety of environmental and construction testing duties. Mr. Holtsclaw has been a North Carolina accredited asbestos abatement designer since 1988 and has written hundreds of specifications for asbestos abatement projects, many of them for University of North Carolina system members. He holds asbestos inspector, management planner, and supervising air monitor certifications. Mr. Holtsclaw is an accredited designer for lead-based paint removal projects. His additional experience in the environmental field includes indoor air quality, mold, asbestos abatement design, Phase I and II environmental surveys, soil and groundwater remediation, and various other environmental services.

Selected Experience

- VA Medical Center Hazardous Materials - Asheville
- ASU Farthing Auditorium Asbestos Abatement
- Transylvania County Public Safety Facility LEED Air Testing
- NC School for the Deaf*
- Broughton Hospital Mold Abatement
- East Carolina University
 - Greene Hall Asbestos Abatement
 - Stratford Arms Apartments Hazardous Materials
 - Fletcher Hall Asbestos Abatement
 - Rivers Building Asbestos Abatement

* completed with Oakley Collier Architects

4. RESUMES

Timothy D. Oakley, AIA, LEED® AP - Architect & Facility Assessment
toakley@oakleycollier.com



Timothy D. Oakley is the founding principal of Oakley Collier Architects, PA. He is responsible for the oversight of the firm. He has developed expertise in coordinating in-house staff, consultants, contractors / construction managers, and regulatory agencies. He enjoys technical aspects of architecture including design, management, and construction techniques. He graduated from Nash Community College.

Registrations: Architect - NC #5967, American Institute of Architects, LEED® 2.0 Accredited Professional

Responsibilities: Overall responsibility for execution of project, Point of Contact for Dare County, Negotiates contract with Dare County, Negotiates contracts with team consultants, Conducts facility assessments

Experience: Dare County Community Center, Warren County Emergency Services Facility, Kure Beach Town Hall & Fire Department, Greenville Emergency Operations Center, Nash County Emergency Operations Center, Nash County Emergency Services Facility, Williamston Public Safety Center, Garysburg Town Hall/Police Department/Fire Department, Edenton Police Department

Ann W. Collier, AIA, LEED® AP - Programming Architect & User Interviews
acollier@oakleycollier.com



Ann W. Collier is a partner and principal with Oakley Collier Architects, PA. She is responsible for daily operations within the firm. With over 20 years of experience in the design profession, she has provided specialized programming, planning, and design knowledge for many public projects. Her design experience encompasses a variety of project types including municipal, educational, institutional, and higher education facilities. She graduated from NC State University.

Registrations: Architect - NC #6886, American Institute of Architects, LEED® 2.0 Accredited Professional

Responsibilities: Involved in the schematic & design development phases, Conducts programming sessions & user interviews with Dare County, Oversees & coordinates all team efforts

Experience: Dare County Community Center, Warren County Emergency Services Facility, Kure Beach Town Hall & Fire Department, Seaboard Municipal Building/Police Department/Fire Department, Ahoskie Fire Station, Louisburg City Hall & Police Department Study, Carteret County Facilities Master Plan, Edenton Police Department

Shawna Hammon, AIA, LEED® AP - Programming & User Interviews

shammon@oakleycollier.com



Shawna Hammon is a Project Architect at Oakley Collier Architects. She has won many design awards and has experience working on large and small scale commercial, institutional, and medical facilities. Shawna assists clients with programming and takes the projects through construction documents. She graduated from NC State University with a Masters in Architecture, and has served as an adjunct professor teaching digital representation. With her father & brother as firefighters, and a policeman brother, she brings a great deal of passion to first responder projects.

Responsibilities: Assists in programming & user interviews

Experience: Kure Beach Town Hall & Fire Department, UNC Greensboro Advanced Planning & Programming*, Wake Technical CC RTP Campus Building*, Cape Fear CC Advanced & Emerging Technologies Building*

*completed while with another firm

Matthew R. Oakley - Construction Manager

mattoakley@oakleycollier.com



Matt has been involved in construction administration services since he joined the firm in 2010, and is dedicated to providing attentive and responsive service during the construction phase of the project. He has a BS in Construction Management from East Carolina University & also holds a NC General Contractors license.

Responsibilities: Assists in facility assessments

Experience: Carteret County Count-wide Master Plan, Greenville Emergency Operations Center, Kure Beach Town Hall & Fire Department, Nash County Water Operations Center

J. Franki Joyner - Construction Manager

fjoyner@oakleycollier.com



Franki has been involved in design & construction administration services since he joined the firm in 1994, and is dedicated to providing attentive and responsive service during the construction phase of the project. He attended Campbell University, Lenoir Community College, and Nash Community College.

Responsibilities: Assists in facility assessments

Experience: Carteret County County-wide Master Plan, Dare County Community Center, Nash County Emergency Services Facility, Edenton Police Department, Garysburg Town Hall/Police Department/Fire Department, Seaboard Municipal Building/Police Department/Fire Department

CONSULTING ENGINEERS

J. Craig Fisher, PE - Structural Engineer

cfisher@stewartinc.com



Craig is responsible for assisting with the overall management of Structural Engineering to include oversight and management of projects, client development and retention, financial profitability, personnel and general administrative management. Management of the Quality Assurance and Quality Control procedures are also supervised by Craig. Overall supervision of the Standards Committee, Revit/CAD Committee, and Training program help ensure that Quality Assurance and Control procedures are followed. Craig also serves as project manager on larger and more complex projects including institutional, educational, and health care buildings.

Registrations: Professional Engineer - North Carolina

Experience: Nash County Emergency Operations Center, Warren County Emergency Services Facility, Havelock East End Fire Annex, Havelock City Hall, Nashville Town Hall, Greenville Emergency Operations Center, Fuquay-Varina Fire Station #2 Addition & Renovation, Edenton Police Department, River Bend Town Hall & Police Department, Jonesville Town Hall, Morrisville Public Safety Facility, Waynesville Fire Station #1 & Town Hall Facility

James B. DelPapa, Jr., PE - Mechanical Engineer

jim@atlantecengineers.com



Jim, part owner of Atlantec Engineers, graduated from North Carolina State University with a Bachelor of Science degree in Mechanical Engineering. The plumbing, mechanical, and fire sprinkler designs are prepared under his direction. Jim also has management responsibilities including client relations, project scheduling and coordination, accounting, etc. He has been working in the construction field since 1978 and in the engineering field since 1983.

Registrations: Professional Engineer - North Carolina & Ohio, Level III Qualified Plumbing & Mechanical Inspector

Experience: Warren County Emergency Services Facility, Raleigh Backup Call & Data Center, Raleigh Police Headquarters MEP Upgrades, River Bend Town Hall & Police Department, Raleigh Central 911 Call Center HVAC System, Kinston Police Headquarters Addition & Renovation, Kinston Fire Stations #1-3

David J. Whitney, PE - Electrical Engineer

david@atlantecengineers.com



David is the president of Atlantec Engineers. David joined Jim DelPapa Jr. and his father James DelPapa Sr. in 1992 to form Atlantec Engineers. David and Jim Jr. share the management responsibilities for the day to day operation of Atlantec. David's primary role is the supervision of the electrical design. David has a Bachelor's degree in electrical engineering from Georgia Tech and a Master's degree in Electrical Engineering from Syracuse University.

Registrations: Professional Engineer - North Carolina & Tennessee, Licensed Electrical Contractor, Level III Qualified Electrical Inspector

Experience: Warren County Emergency Services Facility, Raleigh Backup Call & Data Center, Raleigh Police Headquarters MEP Upgrades, River Bend Town Hall & Police Department, Raleigh Central 911 Call Center HVAC System, Kinston Police Headquarters Addition & Renovation, Kinston Fire Stations #1-3

Bradley W. Felts, PE - Plumbing & Fire Protection Engineer

brad@atlantecengineers.com



Brad is a registered professional engineer in mechanical engineering practicing in mechanical, plumbing and fire protection designs. Brad has been a part of Atlantec Engineers since May of 1997 and licensed since 1999. He received a Bachelor of Science in Mechanical Engineering from North Carolina State University in 1995 with Magna Cum Laude honors. He is a member of the ASHRAE since 1994.

Registrations: Professional Engineer - North Carolina

Experience: Warren County Emergency Services Facility, Raleigh Backup Call & Data Center, Raleigh Police Headquarters MEP Upgrades, River Bend Town Hall & Police Department, Raleigh Central 911 Call Center HVAC System, Kinston Police Headquarters Addition & Renovation, Kinston Fire Stations #1-3

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John M. DeLucia, PE - Civil Engineer

johnd@albemarleassociates.com



Mr. DeLucia is a Professional Engineer with over twenty-five years of experience in land development projects in eastern North Carolina. His knowledge of coastal and general environmental regulatory agency policies and their effects on development has been beneficial to clients on new construction projects, as well as up-grading of existing facilities. Specific areas of proficiency include sedimentation / erosion control methods, stormwater management techniques, structural design, water distribution, and extensive experience regarding advanced wastewater treatment & disposal.

Registrations: Professional Engineer - North Carolina

Experience: Dare County Wellness Trail, Manteo Waterfront, NC Aquarium at Roanoke Island, The Coastal Studies Institute, OB National Scenic Byway Pathways (Rodanthe, Waves, Salvo, & Avon), Dare County Tourism Board Pedestrian Paths & Neighborhood Parks, Edenton Police Department

Michael J. Morway, PE - Civil Project Manager

michaelm@albemarleassociates.com



Mr. Morway is a Professional Engineer with nearly twenty years working experience with public infrastructure improvement projects as well as private development. He is a graduate from Cleveland State University, Fenn College of Engineering with a Bachelor's of Science degree in Civil Engineering. His knowledge encompasses many areas such as: surveying, stormwater management, soils, transportation, hydrology and hydraulics, water distribution and sewage collection, environmental engineering, wastewater treatment and disposal, site design, and construction inspection and management. His project responsibilities have included preliminary studies to evaluate design alternatives and provide recommendations, managing a team to produce complete construction plans and specifications, coordination with local municipalities, NCDENR, NCDOT, and other state and federal agencies, bidding projects, and providing construction inspections and administration.

Registrations: Professional Engineer - North Carolina & Ohio, NCDOT Level III Designer of Erosion & Sediment Control Plans

Experience: Dare County Wellness Trail, Manteo Waterfront, NC Aquarium at Roanoke Island, The Coastal Studies Institute, OB National Scenic Byway Pathways (Rodanthe, Waves, Salvo, & Avon), Dare County Tourism Board Pedestrian Paths & Neighborhood Parks, Edenton Police Department

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James (Jay) L. Overton, Sr., PE, PLS - Survey Manager

jameso@albemarleassociates.com



Mr. Overton has over thirty-five years of experience in engineering; surveying; management; coordination; planning; design; and preparation of plans, specifications, & permit documents on numerous projects in the Mid-Atlantic region. As a Principal Engineer/Surveyor responsible for overall project compliance for many years, he has been involved in a variety of environmentally sensitive projects requiring coordination with local, state, and federal agencies to obtain permits, to address development issues, and to implement construction with regard to wetlands; wetland habitat creation; shoreline protection and stabilization; dredging and material disposal; golf course design; recreational facilities planning; design and construction documentation for parking areas, roads and utility extensions; and wastewater management for residential, commercial and municipal uses.

Registrations: Professional Engineer - North Carolina

Experience: Dare County Wellness Trail, Manteo Waterfront, NC Aquarium at Roanoke Island, The Coastal Studies Institute, OB National Scenic Byway Pathways (Rodanthe, Waves, Salvo, & Avon), Dare County Tourism Board Pedestrian Paths & Neighborhood Parks, Edenton Police Department

David Holtsclaw, PE, LEED AP - Environmental Engineer

info@affenv.com



Mr. Holtsclaw has been a North Carolina accredited asbestos abatement designer since 1988 and has written hundreds of specifications for asbestos abatement projects, many of them for University of North Carolina system members. He holds asbestos inspector, management planner, and supervising air monitor certifications. Mr. Holtsclaw is an accredited designer for lead-based paint removal projects. His additional experience in the environmental field includes indoor air quality, mold, asbestos abatement design, Phase I and II environmental surveys, soil and groundwater remediation, and various other environmental services.

Registrations: Professional Engineer - North Carolina & South Carolina, LEED Accredited Professional, NC Supervising Air Monitor, NC Asbestos Abatement Designer

Experience: Transylvania County Public Safety Facility LEED Indoor Air Quality Testing, Broughton Hospital Moran Building Mold Abatement, VA Medical Center Hazardous Materials - Asheville, ASU Farthing Auditorium Asbestos Abatement, NC School for the Deaf Renovations, ECU Green Hall Asbestos Abatement, ECU Stratford Arms Apartments Hazardous Materials

Please see Oakley Collier's project experience starting on the following page.



CS

Scope

The new facility will include 8 vehicle bays, 6 sleep rooms, back-up 911, EMS offices, Sheriff's offices, large training/EOC room, conference rooms, laundry, central supply, copy/work room, press room, storage, dayroom, kitchen, & restrooms.

- 14,313 SF
- \$4,034,820 est.
- Currently in design development

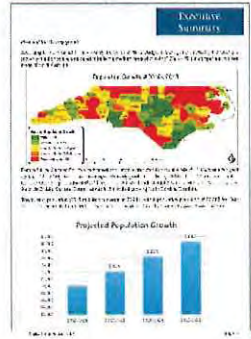
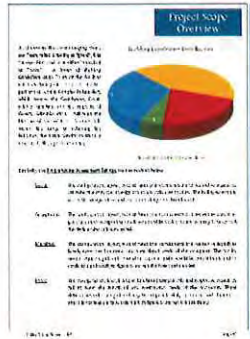
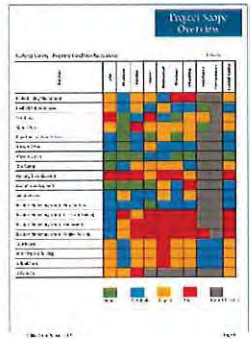
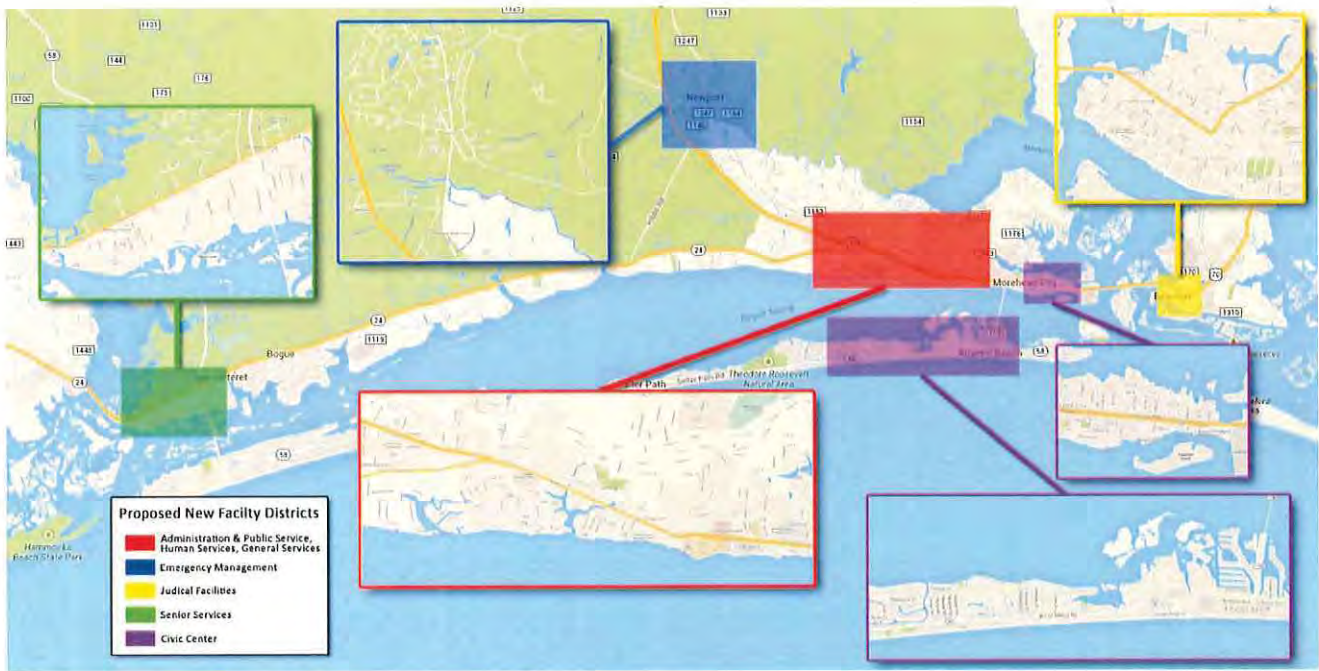
Warren County Emergency Services Facility

New emergency services facility to house a primary EMS station; Emergency Services Command Center; Emergency Operations Center; Back-up 911 PSAP; Emergency Personnel Training Center; and Sheriff's Department satellite office. Approximately 10 acre site is located on Highway 158 Bypass, near Parks & Recreation facility. USDA funding with the required **feasibility study** was completed in 2016.

Staff Involved: Tim Oakley, Ann Collier, Franki Joyner

Services Provided: Programming, Spatial Needs Assessment, Conceptual Design, Schematic Design, Design Development, Construction Documents, Bidding & Negotiation, Construction Administration

Contact: Dennis Paschall, Emergency Services Director, 602 West Ridgeway Street, Warrenton, NC 27589, (252) 257-3115, dennispaschall@warrencountync.gov



Scope

This project describes the County's real estate and capital improvement requirements and its strategic forecast for meeting these requirements over a seven-year through thirty-year period.

- Completed in 2015

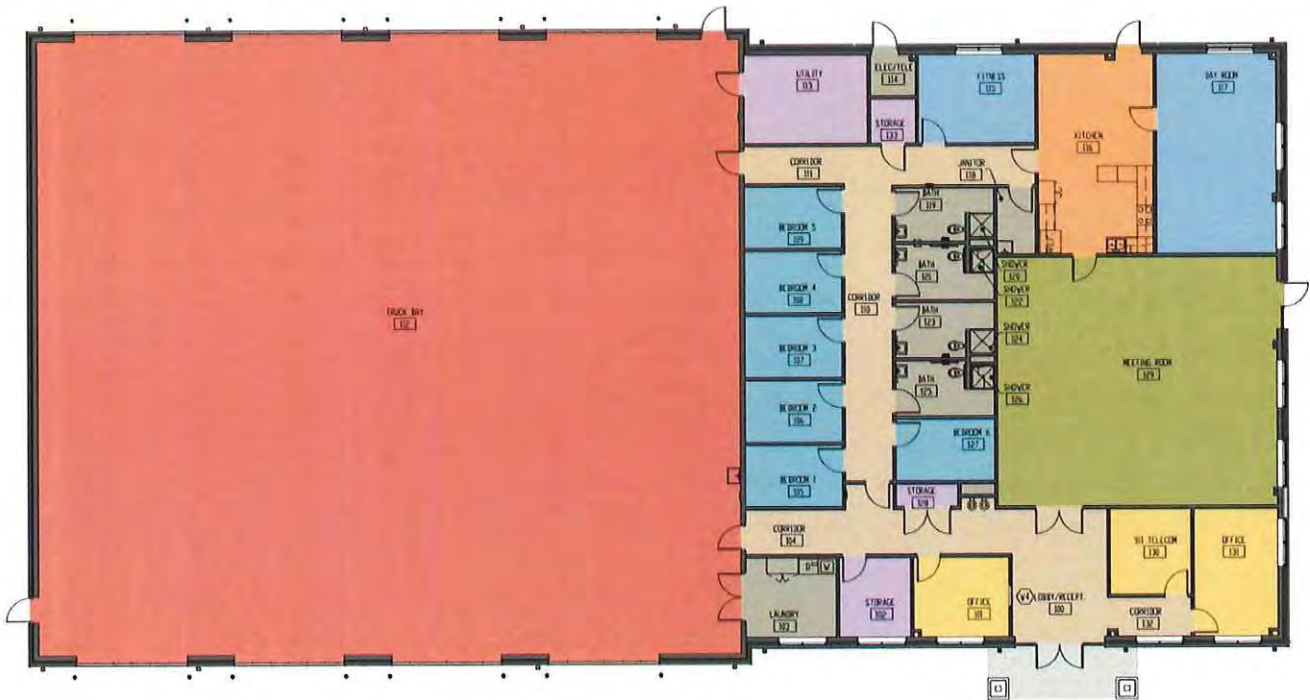
Carteret County County-wide Master Plan

This master plan with projections includes suggested intervals for revaluation to ensure the vitality and useful life of the tool. On the real estate side, the Facilities Master Plan elements addresses the space needs for all County departments, administration and logistics, including proposed limited site selection, consolidations, renovations, efficiencies, as well as joint use and co-locations with a primary focus on efficient/public service needs. On the capital improvement side, a Facilities Master Plan includes: the justification, scope, schedule and estimation of major repairs, modernization and new construction.

Staff Involved: Tim Oakley, Ann Collier, Matthew Oakley, Franki Joyner

Services Provided: Master Planning, Programming, Spatial Needs Assessment

Contact: Gene Foxworth, General Services Director, 402 Broad Street, Beaufort, NC 28516, (252) 728-8545, gene.foxworth@carteretcountygov.org



Scope

This new 12,527 square foot Emergency Services building includes a kitchen, day room, meeting room, sleeping rooms with showers, offices, fitness room, 911 telecom, utility, storage, and laundry. It also includes 4 truck bays with 8 roll up doors.

- 12,527 square feet
- \$1,245,500
- Completed December 2011

Nash County Emergency Services Facility

The facility was designed to serve as a central command center for the County in the event of a natural disaster. It was completed December 2011.

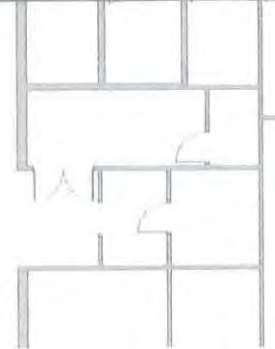
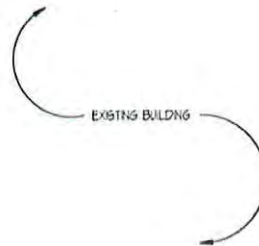
Staff Involved: Tim Oakley, Ann Collier, Franki Joyner

Services Provided: Programming, Schematic Design, Design Development, Construction Documents, Construction Administration

Contact: Brian Brantley, Nash County Emergency Services, 120 W. Washington St., Suite 1102, Nashville, NC 27856, 252-459-9814, brian.brantley@nashcountync.gov

Legend

- LIVING AREA
- SLEEPING AREA
- CIRCULATION



Scope

This 3,795 square foot addition includes 4 sleep rooms, toilets, Captain's office, wellness room, laundry, storage, dayroom, full kitchen, & patio. The project was completed in January 2013 and was \$45,620 under budget.

- 3,795 square feet addition
- \$571,500
- Completed 2013

Havelock East End Fire Annex

Oakley Collier Architects was hired to bring in budget and redesign the addition to the East End Fire Station after another architectural firm was terminated, using only the remaining portion of the budget. The facility was completed to the City's satisfaction and substantially **under budget**.

Staff Involved: Tim Oakley, Ann Collier, Franki Joyner

Services Provided: Programming, Schematic Design, Design Development, Construction Documents, Construction Administration

Contact: Rick Zaccardelli, Fire Chief, PO Box 368, Havelock, NC 28532, (252) 444-6441, rzaccardelli@havelocknc.us



Scope

This project includes creation of conceptual drawings including cost estimates for a new fire station, expansion of the existing town hall, renovation of the existing fire department for use by the police department, and redesigned traffic flow & vehicular patterns.

- 4,500 SF - New Fire Station
- 2,700 SF - Town Hall expansion
- Currently in the programming phase

Kure Beach Town Hall Expansion & Fire Dept.

Oakley Collier is providing conceptual plans for an expansion of the existing town hall building, renovation of the existing fire department for use by the police department, and construction of a new fire department on adjacent land. The designs will incorporate sustainable and green elements as the budget allows.

Staff Involved: Tim Oakley, Ann Collier, Shawna Hammon, Matthew Oakley

Services Provided: Programming, Spatial Needs Assessment, Conceptual Design

Contact: Nancy Avery, Town Clerk, 117 Settlers Lane, Kure Beach, NC 28449, (910) 458-8216, townclerk@townofkurebeach.org



Scope

A new 12,640 square foot fire station with equipment storage areas, three truck bays, 4 bedrooms, offices, training/council room, library, dispatch, support areas, and kitchen/dayroom. Construction will consist of a pre-engineered metal building, slab on grade, and is finished on the exterior with EIFS, brick, and ground-face block.

- 12,640 square feet
- \$1,537,738
- Completed February 2013

Ahoskie Fire Department

The project is funded by USDA Rural Development and included a USDA feasibility study. The council room holds town hall meetings, public gatherings, and training for the Town. The lobby houses the Town's antique fire truck and is designed to be inviting to the public. This project used the Design-Bid-Build delivery method.

Staff Involved: *Tim Oakley, Ann Collier, Franki Joyner*

Services Provided: *Feasibility Study, Programming, Schematic Design, Design Development, Construction Documents, Construction Administration*

Contact: *Kenneth Dilday, Fire Chief, 201 West Main Street, Ahoskie, NC 27910, (252) 332-3322, kendilday@ahoskie.org*



OAKLEY COLLIER ARCHITECTS **OCA** DESIGN GREEN. SAVE GREEN.

TOWN OF RIVER BEND

FACILITY NEEDS ANALYSIS
Presented to Town Council
February 01, 2011



Scope

The police department includes offices, lobby & reception, interview room, evidence storage, break room, lockers, & restrooms. Town admin spaces include Mayor’s office, departmental offices, open work room, lobby, & service counter. The building also includes a large public meeting room for community functions.

- 8,250 square feet
- \$1,858,780 estimate
- Currently on hold, FY 2016/17

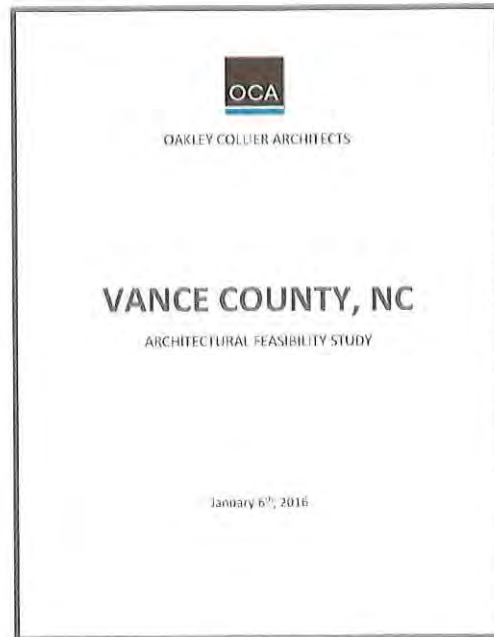
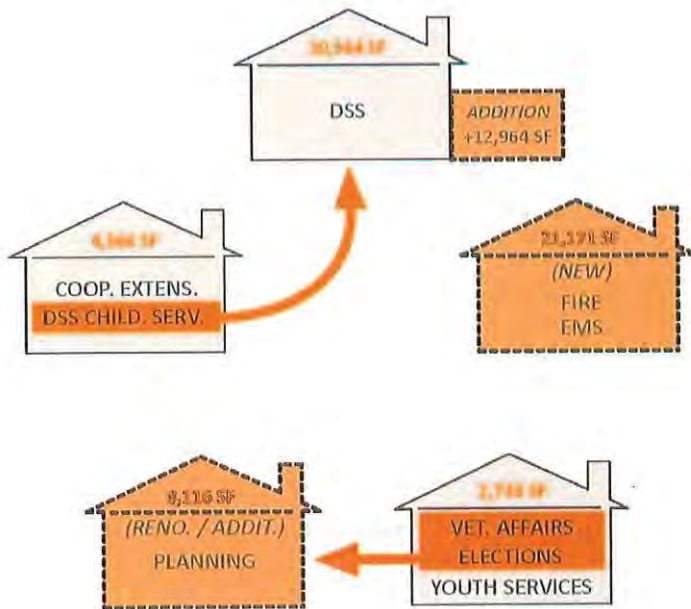
River Bend Municipal & Police Station

Oakley Collier Architects initially performed a **facilities needs analysis** for the Town, which determined the need for the new municipal building.

Staff Involved: Ann Collier, Franki Joyner

Services Provided: Facility Needs Analysis, Spatial Needs Assessment, Programming, Schematic Design, Design Development, Construction Documents, Construction Administration

Contact: Delane Jackson, Town Manager, 45 Shoreline Drive, River Bend, NC 28562, (252) 638-3870, manager@riverbendnc.org



Scope

Oakley Collier completed a feasibility study for Vance County to explore how to best utilize the existing Teacherage facility, along with determining how to meet existing space needs for the Department of Social Services.

- \$9,838,620 total estimate
- Completed in 2015

Vance County Feasibility Study

Several buildings have been identified for use by the County and their desire is to explore their physical condition and suitability for use. Oakley Collier’s assessment provided a review & analyzation several existing buildings & County departments for both programmatic layout and building condition; review & analyzation of basic infrastructure needs (structural, mechanical, electrical, plumbing, & life safety) for these existing facilities; provided diagrammatic plans that identify current space allocations, along with recommendations for future space allocations; and provided associated project budget costs for each recommendation.

Staff Involved: Ann Collier

Services Provided: Programming, Spatial Needs Analysis, Detailed Cost Analysis

Contact: Jordan D. McMillen, Deputy County Manager, Vance County, 156 Church Street, Suite 3, Henderson, NC 27536, (252) 738-2091, jmcmillen@vancecounty.org



Scope

The primary focus of this study was to determine the present and future needs of the primary users of the Nash County Courthouse and Sheriff's Department facilities with an additional focus on the Senior Center, all of which are located in downtown Nashville.

- 89,189 SF - Courthouse & Sheriff's Department
- 19,103 SF - Senior Center
- Completed in 2007

Nash County Courthouse, Sheriff's Department, & Senior Center Space Utilization Study

The main components of the Courthouse include the Courtrooms & Judges, District Attorney's Office, and the Clerk of Courts Office. This evaluation determined if the existing space which accommodates the services and support functions of each facility is adequate. This study also addressed the parking required for current and future county needs. The study summarized the existing space utilization, showed actual spatial needs, proposed short term & long term recommendations for better departmental efficiency and security of employees, and provided a probable cost of work.

Staff Involved: *Tim Oakley, Ann Collier*

Services Provided: *Programming, Space Utilization Study*

Contact: *Rosemary Dorsey, Assistant County Manager, 120 W. Washington St, Suite 3072, Nashville, NC 27856, (252) 459-9804, rosemary.dorsey@nashcountync.gov*



Scope

A new 18,881 square foot fire department located in Red Oak, North Carolina with dispatch, multipurpose room, kitchen, day room, six sleeping rooms, wellness room, gear storage, staff offices, and a vehicle storage area with five truck bays.

- 18,881 square feet
- \$1,671,587
- Completed 2010

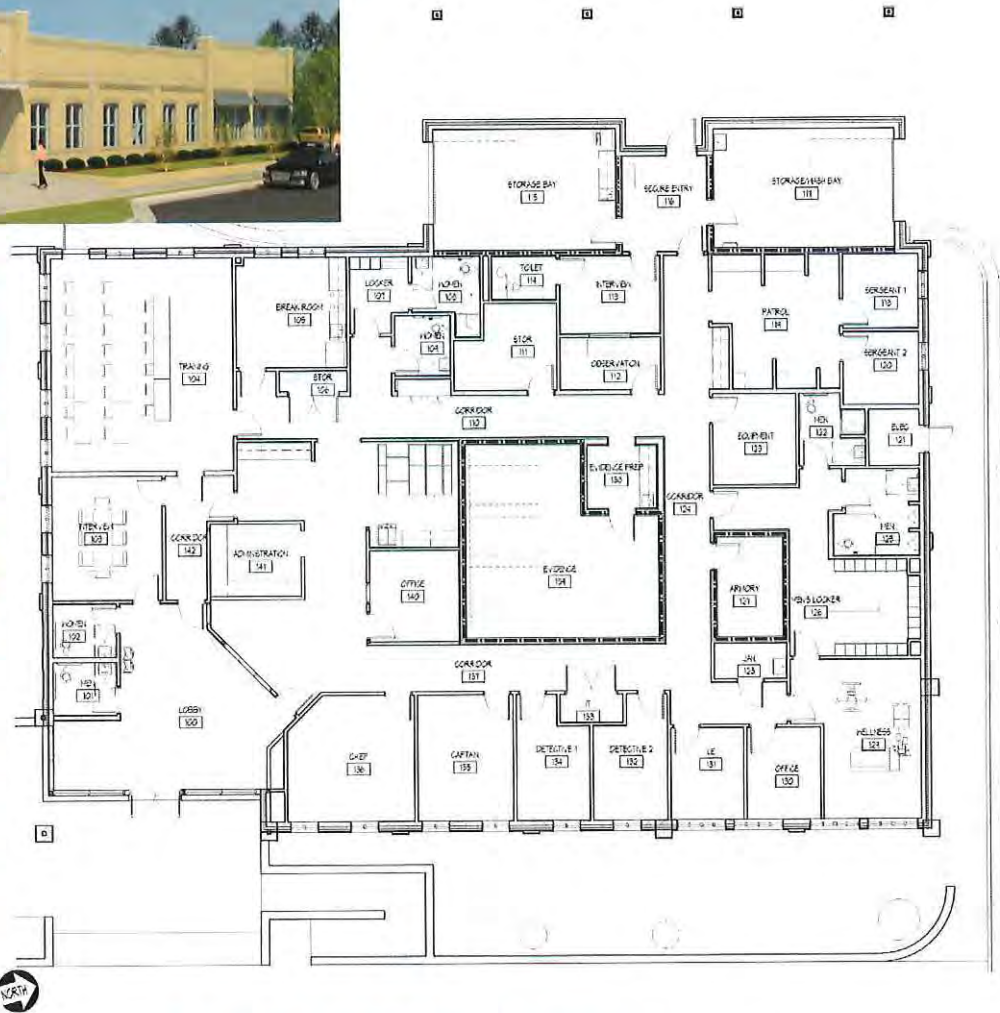
Red Oak Fire Department

The Red Oak Volunteer Fire Department wanted a new fire station that could also accommodate public meeting functions. The building is now a prominent & frequently used fixture in the community.

Staff Involved: Tim Oakley, Ann Collier, Franki Joyner

Services Provided: Programming, Schematic Design, Design Development, Construction Documents, Construction Administration

Contact: Bryant Fisher, Red Oak Volunteer Fire Department, 120 W. Washington St., Suite 1102, Nashville, NC 27856, 252-459-1204, bryant.fisher@nashcountync.gov



Scope

The facility includes offices, armory, evidence storage, equipment storage, wellness room, locker rooms, break room, interview room, sally port, two enclosed bays, conference room, and a training room.

- 7,600 SF with 1,123 SF covered porch
- \$1,967,644
- Currently under construction

Edenton Police Department

The new police station designed to enhance & stabilize the surrounding historic community. Neighborhood-friendly force protection measures were incorporated, in addition to internal layered access (controlled public/private) and regulation approved evidence processing & storage areas.

Staff Involved: Tim Oakley, Ann Collier, Franki Joyner

Services Provided: Programming, Schematic Design, Design Development, Construction Documents, Construction Administration

Contact: Anne-Marie Knighton, Town Manager, PO Box 300, Edenton, NC 27932, (252) 482-7352, anne-marie.knighton@edenton.nc.gov



PRELIMINARY FLOOR PLAN

OFFICE AREA: 8,500 SF
 SERVICE AREA: 6,435 SF
 TOTAL AREA: 14,735 SF

1/16" = 1'-0"

Department Legend

- CCATS
- Circulation
- General Services
- Public Buildings
- Public Works
- Shared

Scope

The new General Services Operations building will include a 4,866 SF service bay area; separate storage areas; training room; break room; lockers; offices for CCATS, General Services, Public Buildings, & Public Works departments; separate reception desks with a shared lobby, and a large work room.

- 14,735 square feet
- \$2,339,414
- Currently Bidding

Carteret Co. General Services Operations Building

The county-wide **Master Plan**, also completed by Oakley Collier Architects, provided the general scope and budget for this facility.

Staff Involved: Tim Oakley, Ann Collier, Franki Joyner

Services Provided: Programming, Schematic Design, Design Development, Construction Documents, Construction Administration

Contact: Gene Foxworth, General Services Director, 402 Broad Street, Beaufort, NC 28516, (252) 728-8545, gene.foxworth@carteretcountygov.org

Additional relevant experience:

- **Dare County Community Center**, Dare County, NC
- **Greenville Emergency Operations Center**, City of Greenville, NC
- **Whiteville City Hall Feasibility Study**, City of Whiteville, NC
- **Seaboard Municipal Building & Police Department**, Town of Seaboard, NC
- **Seaboard Volunteer Fire Department**, Town of Seaboard, NC
- **Garysburg Town Hall & Police Department**, Town of Garysburg, NC
- **Garysburg Fire Department**, Town of Garysburg, NC
- **Havelock City Hall**, City of Havelock, NC
- **Nashville Fire & Police Station Renovations**, Town of Nashville, NC
- **Nashville Fire Substation Feasibility Study**, Town of Nashville, NC
- **Laurinburg City Hall & Police Department Study**, City of Laurinburg, NC
- **Weldon Town Hall & Police Department Feasibility Study**, Town of Weldon, NC
- **Williamston Public Safety Center Preliminary Design**, Town of Williamston, NC
- **Fuquay-Varina Fire Station #2 Addition & Renovation**, Town of Fuquay-Varina, NC
- **Rocky Mount Life Safety & Emergency Management Complex Renovation**, City of Rocky Mount, NC
- **Angier Town Hall & Police Department Preliminary Design**, Town of Angier, NC
- **System-wide Facility Needs Assessment**, Nash-Rocky Mount Public Schools, Nashville, NC
- **Winterville Community Rural Fire Station**, Town of Winterville, NC
- **Courthouse, Sheriff's Department, & Senior Center Feasibility Study**, Nash County, NC

5. REFERENCES

Oakley Collier Architects and our team members have successfully completed projects without major legal or technical problems. Please feel free to contact the following Oakley Collier clients listed below for a reference on our performance.

Dare County

Dave Clawson
Finance Director
954 Marshall C. Collins Drive, #215
Manteo, NC 27954
(252) 475-5730
davec@darenc.com

Carteret County

Gene Foxworth
General Services Director
402 Broad Street
Beaufort, NC 28516
(252) 728-8545
gene.foxworth@carteretcountygov.org

City of Havelock

Frank Bottorff
City Manager
1 Governmental Avenue
Havelock, NC 28532
(252) 447-0126
fbottorff@havelocknc.us

Town of Edenton

Anne-Marie Knighton
Town Manager
PO Box 300
Edenton, NC 27932
(252) 482-7352
anne-marie.knighton@edenton.nc.gov



Dare County, North Carolina
Dare County EMS Facilities Assessment Plan

Stewart · Cooper · Newell
Architects

719 East Second Ave., Gastonia, NC 28054
(704) 865-6311



Stewart · Cooper · Newell

January 25, 2017

Dustin Peele
Purchasing Agent
Dare County

Re: Dare County EMS Facilities Assessment Plan

Dear Mr. Peele and Selection Team:

The EMS Facilities Assessment Plan is both an exciting and important project for Dare County.

This project requires a design expert that has the requisite knowledge, experience and resources necessary to ensure that this EMS Assessment Plan will meet the budget and schedule needs of the County, the critical response needs of the Emergency Medical Services and the coverage needs of your Citizens.

Stewart-Cooper-Newell Architects is that design expert.

We are proud of our projects in Dare County. Currently, we are providing a similar assessment to Southern Shores. Likewise, we consider our design of the Kitty Hawk Fire Department to be a showcase project.

Since 1971, our award-winning team of architects and designers has successfully analyzed, studied, planned, and overseen the construction of over 375 public safety facilities - including numerous EMS Stations and combined EMS/Fire Facilities. We understand the critical nature of these stations, what the design for one must accomplish and how to best help our clients achieve their unique goals.

Please consider us for this important project.

Sincerely,

KEN NEWELL

Kenneth Newell, AIA, LEED AP BD+C
Partner & Principal-in-Charge
Email: knewell@scn-architects.com

PROJECT APPROACH

Tentative Plan and Timeframe

In undertaking the assessment and design of the EMS Facilities Assessment Plan for Dare County, Stewart-Cooper-Newell Architects project approach and methodology is clearly defined in eleven basic tasks to be carried out, to provide a roadmap for the future facility needs and serve as a functional piece of information for the strategic planning of future facilities investments. Each of the eleven tasks is described briefly below.

The primary objective of the project will be to provide adequate, sufficient, environmentally friendly, and functional space for the County EMS personnel to effectively and efficiently perform their required duties and responsibilities. With these considerations in mind, the following task definitions describe our proposed methods to complete the project.

1. Project kickoff: Refine Project Scope, Goals and Objectives - Est. 1 Week

Stewart-Cooper-Newell Architects proposes the establishment of a Project Advisory Committee to initiate the study process and guide SCNA's efforts throughout the study. In the initial meeting with this group of key officials, SCNA will define the study approach, tools and methods and work with the Advisory Committee to modify the study approach to fully meet needs and to identify objectives. A thorough review of the previous studies & reports will be made with County Staff to determine the completeness of the data and changes to data & projections since they were studied. SCNA will continue to meet with the Project Advisory Committee throughout the study to report on progress and review issues coming forth from the study.

2. Meet with Staff - Est. 2 Weeks

To effectively survey, interview and profile each Department, an initial workshop will be held to review the project scope, approach, survey materials and required information with appropriate Department staff. In addition the Consultant will coordinate with the County's GIS staff to ensure data is compiled per the ESRI Local Government Information Model (Facilities Streets dataset).

3. Profile the Existing Departments - Est. 2 Weeks

Under this task, SCNA will prepare survey instruments which would gather information about each Department's mission and function; functional relationships and adjacencies; current and historic staff by type and number; current space allocations and unmet space needs; degree of automation and communication; data/record storage practices and requirements; and relationship to general public access and visitation.

Upon completion of the survey instruments, SCNA will utilize the data obtained to carry out extensive interviews with key persons in each individual division or subdivision. Out of the interviews, analytical profiles of the existing characteristics will be developed and serve as the basis for forecasting future personnel and space needs; identifying locational or co-locational issues; understanding historic growth trends and current growth factors; and evaluating other factors that may impact the ability of the Department to satisfy its mission. Profiles will be presented in a written report. It should be noted that each department will have an opportunity to review, correct or modify the information contained in the profiles produced in this report prior to final publication.

4. Facility Condition Assessment - Est. 2 Weeks

Using existing or measured drawings of all **specifically listed** County owned/leased space(s), SCNA will work with County Staff to identify the existing building inventory that will be a basis for recommendation for renovation and/or occupancy needs or changes. Consulting team tasks:

- Measure the condition and functionality factors that make both the facility and its infrastructure of adequate condition.
- Determine the physical condition of the building and its infrastructure systems.
- Assessing the functionality of the space for its intended programmatic purpose.
- Address each facility and infrastructure subsystem life cycle.
- Identify any health hazards and ensure safety systems are present (e.g. presence of mold, diesel exhaust removal system, presence of fire protection alarm and security systems).
- Determine needs for facilities and infrastructure subsystems for future use and needs.
- Identify any staffing, gender, and ADA needs related to facility issues.

PROJECT APPROACH

Tentative Plan and Timeframe

5. Forecast Future Personnel - Est. 1 Week

With data developed through the data collection, SCNA will prepare forecasts of future personnel requirements by type and number in five year increments through the year 2027 for each department surveyed. A variety of forecasting methodologies will be used, depending upon the function of the individual department involved. In all cases, a population-related and a historic trend driven forecast of personnel will be developed. Additionally, in a number of cases, forecasts will be made in direct relation to the function carried out by a particular division or subdivision. SCNA shall then select a recommended forecast for utilization in the space forecasting process which will be reviewed with the Project Advisory Committee to ensure reasonableness and acceptability prior to use in the preparation of space forecasts.

6. Develop Uniform Space and Office Equipment Standards - Est. 2 Weeks

Working closely with the Project Advisory Committee, SCNA will identify space requirements for various personnel levels which will be based around research of accepted standards along with what will be learned in the survey and interview process. Space standards shall then be developed for each personnel classification defined by the department, along with basic equipment standards, waiting areas, meeting rooms and other relevant space requirements. Prototypical space layouts for the various personnel classifications shall also be developed. These layouts will be generic in nature and used to illustrate furniture configurations.

7. Facility Space Assessment - Est. 3 Weeks

SCNA will review the existing facilities and determine their potential use in the future development of the plan. This analysis will review items including topography and site drainage, adjacent properties and their uses, major and minor road access, site size and ability to accommodate the current needs and parking requirements along with future facility growth, site orientation, development costs and relationship to other County offices, services and centrality of service. Utilizing these measurements, SCNA will create single line drawings for use within the County's Arc GIS program and include attributes which capture room usage and space dynamics. Other items that may be appropriate will be identified and reviewed for each site, after the sites are identified.

8. Project Future Space Needs - Est. 2 Weeks

Using existing and forecasted personnel data, information drawn from surveys and interviews, and the developed space standards, SCNA will define the space requirements of each Departments on an average square foot need per employee. This average will be used in conjunction with the personnel forecasts to determine future administration spatial requirements. Included in the spatial requirements will be consideration of any specialized area or space needs for specialized equipment, meeting room purposes and other nonpersonnel space needs. A net square footage requirement for the Department, in five-year increments to the year 2027, will be prepared and documented in the written report. Gross square footages will be estimated by applying nationally accepted, grossing factors to the total net space need.

9. Condition Assessment and Space Needs Plan - Est. 3 Weeks

SCNA will develop options ranging from the potential for building renovations and additions to new construction and partnering with the community for possible mixed use facilities along side of the government offices to meet future space needs. Schematic massing plans along with total cost, which includes construction cost, site acquisition / development, furnishings, A/E, surveying and other "soft cost" will be generated for the options that are approved to meet the future needs. A draft version of the deliverables will be reviewed by County staff. The results will be compared and priorities established to make recommendations based on staff review, for the capital improvement plan.

10. Project Completion: Presentation to the County of Dare - Est. 3 Weeks

The conclusion of the work program will be the development of a written report. The report will outline and present multiple options and include the pros and cons of each option, of the above steps. The organized report that will allow the County to present the data to the public and other County officials so that a capital improvement plan based on a rational methodology can be used for future planning and budgeting.

Total Est. Project Duration: 5 Months*
*Some Tasks may run concurrently.

COMPANY PROFILE

Background + Principals



FIRM LOCATION

719 E. Second Avenue
Gastonia, NC 28054
P: (704) 865-6311
F: (704) 865-0046
E: info@scn-architects.com

COMPANY PROFILE

NC License #51313
Established: 1971
Entity: S Corporation
Staff: 20 Employees

- 4 Registered Architects
- 7 Project Managers
- 2 Production Support
- 1 Construction Administrator
- 2 Intern
- 4 Administrative Staff

WEBSITES

www.fire-station.com
www.scn-architects.com
www.lawenforcement-facilities.com

*We are currently updating our websites.
Thank you for your patience.*

SERVICES PROVIDED

Architecture
Renovation
Master Planning
Space Needs / Feasibility
Long-Range Planning
Sustainability / LEED Design
Roof Consulting
Interior Design



STEWART-COOPER-NEWELL ARCHITECTS has been providing its clients with quality architectural design services since 1971. Our goal is to provide excellence in planning, design and construction administration while keeping in mind our client's budget and schedule. Since the founding of the firm, we have enjoyed steady growth in all of our studios and have had the opportunity to work on many different project types across numerous industries.

Today, our multi-disciplined staff specializes in several areas, most notably Municipal and Public Facilities, including Municipal Complexes, Fire/EMS Stations, Training Centers, Communication Facilities and Judicial Complexes. In addition to our architectural expertise in renovation and building improvement planning, we also offer our clients services in Master Planning, Space Needs Studies, Long Range Planning, Feasibility Studies and Interior Design.

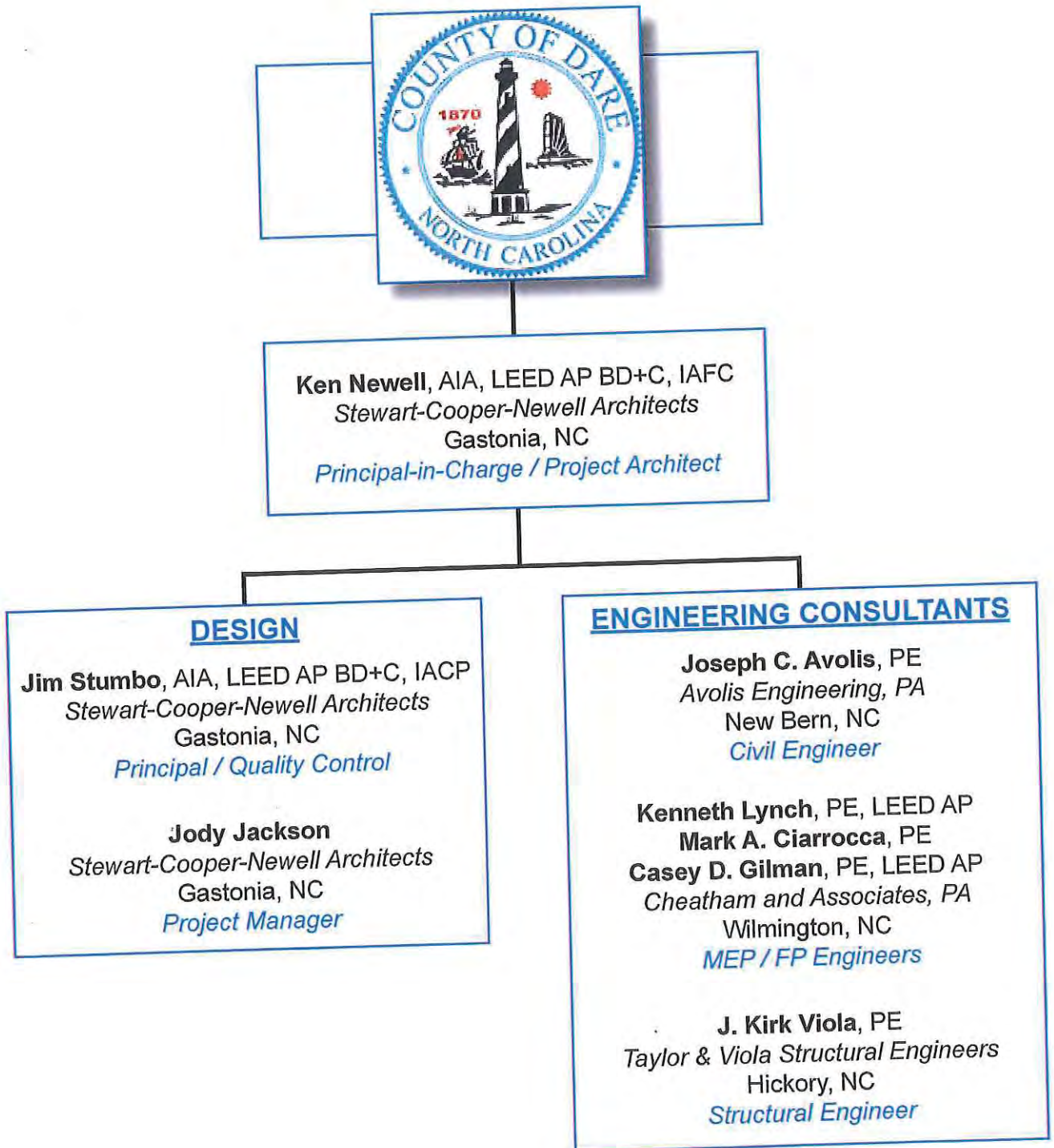
Based on 45 years of experience, we understand the importance of providing reliable, efficient service to our clients in state and local governments. In today's society, municipal bodies face difficult challenges in their effort to properly manage public funds and services. To these groups, Stewart-Cooper-Newell Architects remains a consultant that they can trust to produce quality, energy conscious designs with a keen eye for critical schedules and precise budgets. Regardless of a project's size or scope, we maintain our commitment to sustainable and practical design solutions that respect our clients' budgets.

Our firm is led by three Partners with distinct, overlapping specialties. **James C. Stewart** (Chairman and Secretary), a Clemson University alumnus, is the founding Principal and has successfully overseen hundreds of Municipal projects throughout the southeastern U.S. in his five decades as a practicing architect. **Kenneth C. Newell** (President), a graduate of NC State University and UNC Charlotte, has been with the firm for 28 years. Ken has provided successful design consulting for municipal clients in over 27 States. **James R. Stumbo** (Vice President) a graduate from the University of Tennessee, has been with the firm 17 years and excels at efficiently leading the firm's design and planning efforts for Law Enforcement and Public Safety Training Centers projects. Together, their shared dedication to offering local and regional clients excellence in design regardless of project size, type or budget remains the firm's bedrock, driving motivation.

Stewart-Cooper-Newell has a progressive approach and proud history with regards to diversity by including certified M/WBE firms on our design team. Our approach includes a continuing effort to identify and promote diversity and inclusion. Additionally, 55% of the SCNA staff would qualify as a minority. We have made important progress toward a workforce that truly reflects America's diversity, and we will continue to pursue that goal.

PROJECT TEAM - ORGANIZATION CHART

The project team members identified and proposed are available for and will be assigned the work.



KENNETH C. NEWELL, AIA, LEED AP BD+C

Principal-In-Charge / Project Architect



A Principal and Partner with Stewart-Cooper-Newell Architects since 1994, Ken has been directly involved in over 275 of the firm's 375+ Fire/EMS and Public Safety projects. Ken is a graduate of North Carolina State University and the University of North Carolina - Charlotte. A highly rated presenter who regularly speaks at various national and state fire conferences. He also contributes frequently to national and regional Fire/EMS publications. Over the last two decades, he has earned a respected reputation around the United States in efficient, effective and budget-conscious design and programming of Fire and Rescue Stations as well as Police Departments.

EDUCATION

**University of North Carolina at Charlotte
College of Architecture**

- Bachelor of Art in Architecture (1986)

**North Carolina State University
School of Design**

- Bachelor of Architecture (1988)

ARCHITECTURAL REGISTRATIONS

- North Carolina #6205
- South Carolina
- Virginia
- Georgia
- Florida
- Tennessee
- NCARB

PROFESSIONAL AFFILIATIONS

- American Institute of Architects (AIA)
- Virginia Fire Chiefs Association (VFCA)
- International Association of Fire Chiefs (IAFC)
- SC State Association of Fire Chiefs (SCSAFC)

PUBLICATIONS + PRESENTATIONS

- Ken is a frequent speaker at national Public Safety design conferences
- Ken routinely contributes articles on Fire Station Design to regional and national Fire & Rescue publications
- SCNA's fire station projects have been recognized in *Station Style* over 30 times



CURRENT PROJECTS

- Southern Shores, NC Fire Department Feasibility Study
- Lancaster County, VA EMS Facility HQs / EOC
- Burlington, NC Police Department Study
- Hampton, VA Fire Station No. 3
- Burlington, NC Fire Station No. 6
- Raleigh, NC Fire Station No. 6, 12 & 14 - Tracking LEED Silver
- Apex, NC Public Safety Station No. 5
- Seiverville, TN Fire Station

PROJECT EXPERIENCE

- Orange County, NC EMS - Prototype
- Wake Co., NC Durant Road EMS Substation
- Wake Co., NC Garner Fire + EMS Substation
- Wake Co., NC Brier Creek EMS - Existing Conditions Assessment
- Lincoln County, NC EMS
- Bahama, NC Fire + EMS Headquarters
- Liberty, NC Fire Station No. 3 + EMS
- Isle of Wight, VA Fire + EMS Station
- Blacksburg, VA EMS
- Vinton, VA Fire & EMS/Rescue Department
- Virginia Beach, VA First Landing Fire + EMS/Rescue Station
- New Hanover County, NC Federal Point Fire + Rescue Station
- Fayetteville, NC Town Hall, Police, Fire + Parks Study
- Oklahoma City, OK Fire Facilities Assessment (Consulting)
- Ft. Lauderdale, FL Fire Stations No. 8 + 54 Feasibility Study
- Windsor Locks, CT Feasibility Study - Police / Fire + Town Hall
- Greenville, SC Long Range Management Plan - Fire Stations
- Loudoun County, VA Sterling Fire Station Master Plan (Consulting)
- Hilton Head Island, SC Maintenance + Fire Training Center
- York Co., SC Public Safety Training Center - Program / Space Needs
- New Hanover County, NC Federal Point Fire Station
- Morehead City, NC Fire Station No. 1
- Morrisville, NC Fire Station No. 1
- Gaston Co., NC Parks & Rec Existing Facility Assessment
- Piney Grove, NC Fire and Rescue - Renovations / Additions
- Henrico, VA Fire Stations No. 10 & 13 - LEED Gold (Consulting)
- Goochland County, VA Fire & Rescue Station 6 (Consulting)
- Frederick County, VA Round Hill Fire & Rescue Station (Consulting)
- Isle of Wight, VA Smithfield Fire Station (Consulting)
- Churchville, VA Volunteer Fire & Rescue (Consulting)
- Hilton Head Island, SC (5) Fire Substations & 911/EOC

JAMES R. STUMBO, AIA, LEED AP BD+C

Principal / Quality Control



Jim joined Stewart-Cooper-Newell Architects in 1999 and became a Principal & Partner in 2002. He has developed a national reputation for his expertise in the design of Police and Fire Stations and for his work on Public Safety Training Facilities. His design experience also includes a variety of Public Safety, 911/EOC, and Municipal buildings & complexes, as well as various community projects. A University of Tennessee alumnus, Jim has written professional articles on design for regional Fire and Rescue publications, and teaches design courses at regional and national Law Enforcement conferences. Jim also serves as the firm's Vice President and Information Technology expert, overseeing all of the office's technology resources and systems.

EDUCATION

University of Tennessee

- Bachelor of Architecture (1986)

ARCHITECTURAL REGISTRATIONS

- North Carolina #5728
- South Carolina
- NCARB

PROFESSIONAL AFFILIATIONS

- American Institute of Architects (AIA)
- Int'l Assoc of Chiefs of Police (IACP)
- Georgia Chiefs of Police (GACP)
- Int'l Assoc for Property & Evidence (IAPE)
- National Fire Protection Association (NFPA)
- International Code Council (ICC)

PUBLICATIONS + PRESENTATIONS

Jim has written articles that have been published in Carolina Fire & Rescue Journal and Society of Americana Military Engineers. Jim has recently delivered presentations on Training Facility Design at the following regional conferences:

- FIERO, National Fire Station Symposium
- North Carolina Firefighter's Conference
- Station Style Conference



CURRENT PROJECTS

- Southern Shores, NC Fire Department Feasibility Study
- Boiling Spring Lakes, NC Police Dept. Study & Renovation Design
- Beaufort, NC Fire Station
- Highlands, NC Fire Department Study
- Pulaski, VA Public Safety Facility
- Bessemer City, NC Tyrnota Volunteer Fire Department
- Wayne County, NC 911
- Florence County, SC 911 / E.O.C. Center
- Roanoke, VA 911 Call Center

PROJECT EXPERIENCE

- Kitty Hawk, NC Fire Department Headquarters
- Pine Knoll Shores, NC Fire, Police & EMS HQ
- Onslow County, NC EMS - Prog / Space Needs
- Elizabeth City, NC Governmental Space Needs
- Lincoln County, NC Governmental Space Needs
- Wilmington, NC Fire Stations Long Range Facilities Mgmt. Plan
- Jacksonville, NC Fire and Police Space Needs Study
- Jacksonville, NC Fire Station No. 2
- Pasquotank Co., NC Governmental Feasibility Study + MP
- Pasquotank Co., NC Public Safety Facility + 911 Center
- Pasquotank Co., NC Tax Dept., GIS, Register of Deeds Renovation
- Washington, NC Fire and Police Space Needs Study
- Washington, NC Fire + Rescue / EMS Headquarters
- Milton, GA Fire & Police Site Plan
- Apex, NC Police Department Needs Assessment
- Apex, NC Police Department Additions & Renovations
- New Hanover County, NC Murrayville Fire + Rescue Dept.
- Maumelle, AR Fire & Police Departments Space Needs Study + Design (Consulting)
- Wrightsville Beach, NC Public Safety Facility
- Holly Springs, NC Police Department & 911 Call Center
- Carteret Co., NC EOC/911 & Morehead City Police Dept
- Buncombe County, NC Courthouse Security (Consulting)
- Hampton, VA Police Dept & Court Study Security (Consulting)
- Greenville, NC Fire Rescue Station #6 / Fire Rescue Training Facility Master Plan
- Statesboro, GA Police Dept. + 911 Center
- Rowan County, NC 911 / E.O.C. Center
- Brunswick County, NC - 911 Emergency Services Facility

JODY JACKSON

Project Manager



Jody Jackson has provided excellent project management and design services for our clients since joining Stewart-Cooper-Newell Architects in 2006. He has a creative eye and a strong technical drawing background in 2D and 3D, which allows for unique yet functional building designs.

Jody has an engineering background, which helps ensure the client receives a high-quality design and a thorough set of Construction Documents. Jody has extensive experience in all phases of design and continues to add to his experience by making significant contributions to many current projects.

In addition to the design of renovations as well as new construction projects, Jody's experiences include general project administration, space needs and feasibility studies, the creation of bid documents, field inspections, and shop drawing and submittal review. He also assists with the interior design of our projects, combining aesthetically appealing color schemes with maintenance free and durable finishes. Jody's architecture and engineering experience makes him valuable to any project.

EDUCATION

Gaston College

- Associate Degree in Mechanical Engineering Technology (2001)

Gaston College

- Associate of Applied Science Degree (1995)

Gardner-Webb University

- Business Administration and Accounting Continuing Education

University of North Carolina - Charlotte

- Mechanical Engineering Continuing Education

PROFESSIONAL EXPERIENCE

- Stewart-Cooper-Newell Architects
Project Manager / CAD Technician
March 2006 – Present

CURRENT PROJECTS

- Raleigh, NC Fire Stations No. 6, 12 & 14 (Tracking LEED Silver)
- Raleigh, NC Fire Stations No. 11 Expansion
- Beaufort, NC Fire Department
- Kannapolis, NC Fire Stations No. 2 & 3
- York, SC Fire Department

PROJECT EXPERIENCE

- Orange County, NC EMS Prototype
- Wake County, NC Fire/EMS and EMS Stations
- Bahama, NC Fire + Rescue Station No. 3
- Burlington, NC Fire Department Station No. 6
- Wrightsville Beach, NC Public Safety Facility
- Hilton Head Island, SC Fire Substation No. 6 - LEED Silver
- Danville, VA Fire Dept. HQ + Communications Center
- Raleigh, NC Bayleaf Fire Station No. 1 - HQ
- Cherryville, NC Fire Station HQ
- Waxhaw, NC Fire Station No. 18
- Indian Land, SC Pleasant Valley Fire Station No. 14
- Carrboro, NC Fire + Rescue Station No. 2
- Winston-Salem, NC Fire Station
- Greenville, SC Fire Station Needs Study
- Holden Beach, NC Town Hall and Police

CIVIL CONSULTANT

Avolis Engineering, P.A.



JOSEPH C. AVOLIS, PE, President

Joe has served as President of Avolis Engineering, P.A. for the past 25 years. Avolis Engineering provides civil and environmental engineering design services. Environmental services consist of Phase I and Phase II Environmental Site Assessments, Coastal Stormwater Design and Permitting, Erosion and Sedimentation Control design and permitting, wetland delineations and various environmental related projects. Civil Engineering design services include water and wastewater systems, planning and site designs and drainage systems. Engineering projects have consisted extensively of private, federal and municipal projects.

EDUCATION

NC State University

- B.S. Civil Engineer (1983)
Structural and Transportation Engineering Emphasis
- U.S. Naval Civil Engineer Corps Officer School
Construction Management and Public Works Management Emphasis

ENGINEER REGISTRATIONS

- North Carolina Professional Engineer, #15360

CURRENT PROJECTS

- Hickman Hill Convenience Center, Craven County, NC
- Drainage Improvements, 509 Broad Street, Craven County, NC
- Executive Parkway Extension, Craven County, NC
- Hawthorne Road Drainage Improvements, Town of Trent Woods, NC
- Cottle Park Design, Town of Trent Woods, NC
- Roadway Improvements, Town of Trent Woods, NC
- Demolish Steam Systems, MCB Camp Lejeune, NC
- Tank Range SR-10 Roadway Improvements, MCB Camp Lejeune, NC
- Carolina Colours Subdivision, New Bern, NC

PROJECT EXPERIENCE

- Fire Station No. 1, Beaufort, NC *w/SCNA*
- Morehead City Police Dept./County Emergency Services Dept., Morehead City, NC *w/SCNA*
- Stormwater & Erosion Control Permitting, Numerous Projects, MCB Camp Lejeune, NC
- Crayton Commercial Center (Sound of Freedom Shoppes), Havelock, NC
- Commercial Subdivision, Havelock, NC
- Shopping Center, Neuse Boulevard, New Bern, NC
- Water & Sewer Projects, Various Locations
- French Creek Force Main Study, MCB Camp Lejeune, NC
- Oil/Water Separator Inventory & Study, MCB Camp Lejeune, NC
- Baldree's Tire, Havelock, NC
- Railroad Repairs, Various Locations, MCB Camp Lejeune, NC
- Water Tower Repairs, Various Locations, MCB Camp Lejeune, NC

AVOLIS ENGINEERING, P.A. P.O Box 15564 P: (252) 633-0068
New Bern, NC 28561 F: (252) 633-6507



KENNETH LYNCH, PE, LEED AP

Plumbing / Mechanical Engineer



Education: NC State University: 1987–B.S. in Mechanical Engineering, Summa cum Laude
Professional Registration: Professional Engineer–VA; SC; NC; LEED Accredited Professional
Professional Affiliations: National Society of Professional Engineers; American Society of Heating, Refrigerating & Air Conditioning Engineers; US Green Building Council
Experience: Over 30 years mechanical engineering experience in heating, air conditioning and plumbing design for federal, state and local governments, educational, commercial, and private client projects. Mr. Lynch is experienced in the design of HVAC and plumbing for rehabilitation/ renovation projects and new installation projects, including load calculations and energy analysis.

MARK A. CIARROCCA, PE

Electrical Engineer



Education: NC State University: 1985 – B.S. in Electrical Engineering; Cum Laude
Professional Registration: Professional Engineer – VA; NC; SC; GA
Professional Affiliations: International Association of Electrical Inspectors (IAEI); National Fire Protection Association (NFPA); Society of Fire Protection Engineers (SFPE); National Society of Professional Engineers

Experience: Over 32 years of electrical engineering experience for new construction and renovation activities. Experienced in electrical design for residential, commercial, industrial, institutional, and governmental projects in the areas of electrical power distribution, interior lighting, exterior and site lighting, fire alarm systems, communications systems infrastructure, control and SCADA systems, airport lighting, backup power systems, grounding systems, and energy efficiency analysis and design. Additional experience includes lighting point-by-point calculations, electric rate schedule analysis, short circuit calculations, and protective device coordination.

CASEY D. GILMAN, PE, LEED AP

Fire Protection Engineer



Education: University of Maine: 2001 – B.S. in Electrical Engineering
Professional Registration: Professional Engineer – NC; LEED Accredited Professional
Professional Affiliations: American Society of Plumbing Engineers; Society of Fire Protection Engineers

Experience: Over 14 years of fire protection/plumbing engineering. Experienced in wet and dry pipe fire sprinkler systems and plumbing systems. Experienced in design plans for fire, plumbing, electrical and HVAC systems.

Firm's Relevant Projects w/SCNA:

Beaufort, NC Fire Station No. 1 - Current
 Mt Pleasant, SC Fire Station No. 6
 New Hanover County, NC Federal Point Fire Station No. 19
 New Hanover County, NC Murrayville Fire Station No. 52
 Morehead City, NC Police Department
 Jacksonville, NC Fire Station No. 2
 Fayetteville, NC Fire Stations No. 16 & 19
 Havelock, NC West End Fire / EMS Station
 Washington, NC Fire / Rescue / EMS Station No. 2
 Danville, VA Fire Dept. HQS / 911 / EOC / Emergency Management Facility
 Cape Fear Community College - Public Safety Training Center
 Brunswick County, NC 911 Call Center Facility
 Rowan County, NC 911 Communications / EOC
More upon request



Cheatham and Associates, PA
 3412 Enterprise Dr., Wilmington, NC 28405
 (910) 452-4210

STRUCTURAL CONSULTANT

Taylor & Viola Structural Engineers



J. Kirk Viola, P.E.
President / Structural Engineer

- Owner of Taylor & Viola Structural Engineers, P.C.
- Role: Principal-in-Charge of Structural Engineering

Kirk Viola's engineering experience stems from employment at Carolina Steel Corporation, from 1981 through 1989. During his eight years of employment at Carolina Steel, Kirk first served as a Design Engineer in the Greensboro office, and later transferred to the Hickory office where he was the Drafting Manager and then Chief Engineer (1987 through 1989). He is now President and Owner of Taylor & Viola Structural Engineers, P.C., and oversees all firm projects and quality control.

EDUCATION North Carolina State University - Bachelor of Science, Civil Engineering, Magna Cum Laude (1981)

PROFESSIONAL REGISTRATIONS NC #012658; SC; TN; FL; MD; OH; PA; VA; WV; MS; UT

PROFESSIONAL AFFILIATIONS Professional Engineers of North Carolina (Past Central Piedmont Chapter President), National Society of Professional Engineers, American Concrete Institute, American Institute of Steel Construction (AISC), Concrete Reinforcing Steel Institute, Catawba Valley Chamber of Commerce, St. Aloysius Catholic Church

FIRM HISTORY & CONTACT INFORMATION

- 308 15th Street SE, Hickory, NC 28602
P.O. Box 2616, Hickory, NC 28603 Email: kviola@taylorviola.com
Phone: (828) 328-6331 Fax: (828) 322-1801 Web: www.taylorviola.com
- Year established: 1988 Corporation Date: 08/01/1989
- Full Time Staff: 13

SERVICES PROVIDED

- The firm is fully computerized and currently utilizes AutoCAD Architecture 2017, AutoCAD Revit Structure 2017, RAM Elements & Structural Systems, EnerCalc Version 6, RetainPro & SDS/2 Structural Steel Detailing Software. Taylor & Viola Structural Engineers serves regional architects, engineers, and industry in providing their structural design needs.

HISTORY & PROJECT EXPERIENCE

- Joseph M. Taylor, P.E. began a private practice of structural engineering on January 1, 1988. The decision to start his own practice was made after retiring from 30 years of service as Chief Engineer at Carolina Steel Corporation, Hickory Plant. On August 1, 1989, J. Kirk Viola, P.E. joined Mr. Taylor and started the engineering firm known as Taylor & Viola Structural Engineers, P.C.

- **EXPERIENCE w/SCNA:** Fire/Rescue/EMS Station No. 2 - Washington, NC
Durant Road Fire / EMS Station - Raleigh, NC
Garner Fire / EMS Station - Garner, NC
EMS Facility - Lincoln County, NC
Fire / EMS Facility - Lee County, SC
Fire Department Headquarters - Kitty Hawk, NC
Public Safety Facility - Wrightsville Beach, NC
Murrayville Fire Station/Rescue - New Hanover County, NC
Bahama Fire & Rescue Substation No. 3 - Bahama, NC
Fire Station No. 1 - Beaufort, NC
Fire Station No. 2 - Jacksonville, NC
Fire Station - Shallotte, NC
Upper Homy Volunteer Fire/Rescue Department - Candler, NC
Fire/Rescue Station No. 2 - Carrboro, NC



EMS STATION PROTOTYPES

Orange County, North Carolina

Orange County EMS Non-Overnight EMS Station Prototype (12 Hour)

VEHICLE TYPE	2014	2020
Emergency Response Vehicle (ERV) - 12 Hour	114	181
Support Vehicle (SV) - 12 Hour		
Rescue Vehicle (RV) - 12 Hour		
Medical Support Vehicle (MSV) - 12 Hour		
Special Services Vehicle (SSV) - 12 Hour		
Utility Vehicle (UV) - 12 Hour		
Training Vehicle (TV) - 12 Hour		
Command Vehicle (CV) - 12 Hour		
Other Vehicle (OV) - 12 Hour		
TOTAL VEHICLE BAY SQUARE FOOTAGE	114	181

PUBLIC SPACES	2014	2020
Waiting Area	100	100
Office	50	50
Storage	50	50
Restroom	50	50
Other	50	50
TOTAL PUBLIC SPACES SQUARE FOOTAGE	300	300

Orange County EMS Overnight EMS Station Prototype (24 Hour)

VEHICLE TYPE	2014	2020
Emergency Response Vehicle (ERV) - 24 Hour	114	181
Support Vehicle (SV) - 24 Hour		
Rescue Vehicle (RV) - 24 Hour		
Medical Support Vehicle (MSV) - 24 Hour		
Special Services Vehicle (SSV) - 24 Hour		
Utility Vehicle (UV) - 24 Hour		
Training Vehicle (TV) - 24 Hour		
Command Vehicle (CV) - 24 Hour		
Other Vehicle (OV) - 24 Hour		
TOTAL VEHICLE BAY SQUARE FOOTAGE	114	181

PUBLIC SPACES	2014	2020
Waiting Area	100	100
Office	50	50
Storage	50	50
Restroom	50	50
Other	50	50
TOTAL PUBLIC SPACES SQUARE FOOTAGE	300	300

CONTACT:

Jim Groves, CEM
Emergency Services Director
919-245-6140
jgroves@orangecountync.gov

SIZE:

12 Hr. Stand-Alone 4,742 SF
24 Hr. Stand-Alone 5,346 SF

TEAM:

Ken Newell - Architect
Jody Jackson - PM

DATES:

January 2014 - On-hold

www.scn-architects.com

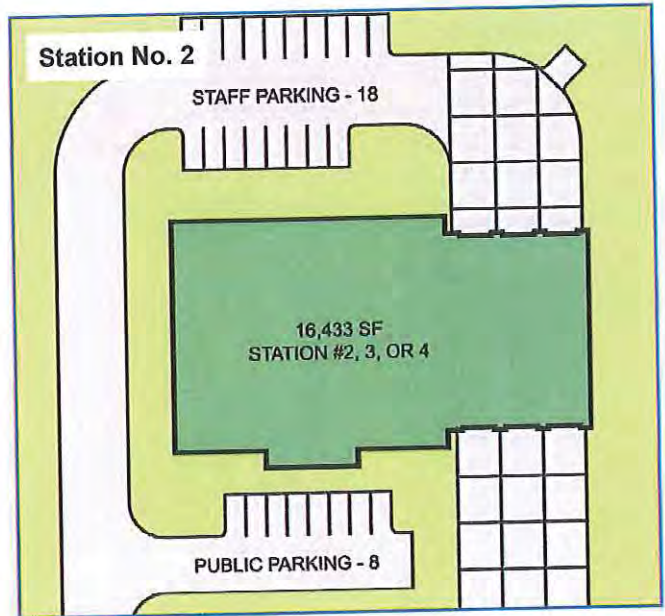
Orange County needed a strategic plan for their current and future EMS Facilities throughout the county. The County currently has no stand-alone EMS stations. Traditionally, their EMS stations have been co-located with fire departments or in county buildings refurbished to function as EMS stations. Given the diverse distribution of population, the County needed to design at multiple models for EMS Stations that could ensure cost effectiveness and operational efficiency. Orange County is looking to design three different prototypes;

- stand-alone EMS station,
- EMS addition to existing fire station,
- co-located EMS station in a non-emergency services facility.

Stewart-Cooper-Newell Architects was chosen to program and design the Orange County EMS prototypes.

PUBLIC SAFETY SPACE NEEDS ANALYSIS

Elizabeth City, North Carolina



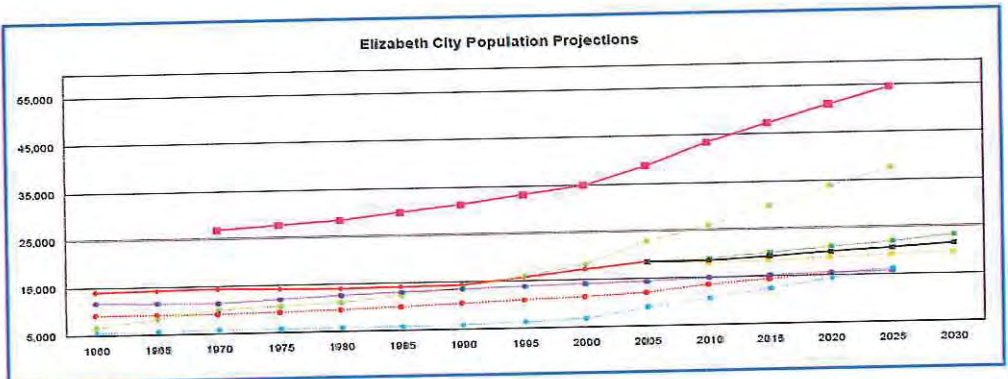
CONTACT:
 Richard Olson
 City Manager
 (252) 337-6864
 rolson@cityofec.com
 P. O. Box 347
 Elizabeth City, NC 27907

DATES:
 February - May 2004

STUDY SIZE:
 73,977 sf

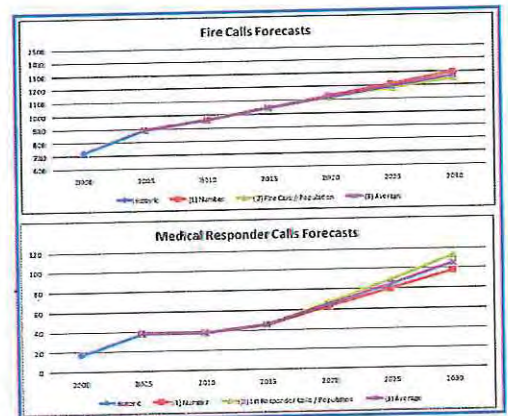


www.scn-architects.com



As part of a larger Space Needs Analysis and Study for Elizabeth City, Stewart-Cooper-Newell focused specifically on the needs of the City's Fire Department, and specifically existing and future stations. After projections for growth and space needs were researched and developed at 5-year windows through 2030, the design team provided construction estimate pricing options and recommendations for both replacement and renovation at the Station 1 site. For Station 2, the team presented the City with the likely lot size needed and the projected cost to find a suitable fire station prototype to be adapted to a site, and then built as a new station.

The eight City departments reviewed in this facility study were the City Administration; Finance; Human Resources; Inspections & Planning Departments; Fire Department; Fire & Police shared spaces; Police Department and Public Utilities.



FIRE + RESCUE / EMS HEADQUARTERS

City of Washington, North Carolina



CONTACT:

Robbie Rose, Fire Chief
(252) 948-9400
rrose@washingtontnc.gov

ROLE:

Architect of Record

SCOPE:

Space Needs Study
Site Planning
Programming + Concept
Schematic Design
Construction Documents
Construction Admin.

SIZE:

11,298 SF

DATES:

Construction Completed
February 2008

COST:

\$2.26 million

AWARDS:

2008 F.I.E.R.O. - Merit

www.fire-station.com



Fire/Rescue/EMS Station No. 2 for the City of Washington was the first Capital Improvement project in a series that was recommended by the Public Safety Space Analysis Study performed by Stewart-Cooper-Newell Architects. The city completed this project through funding from USDA Rural Development financing.

The Substation's design and location allowed the Fire and EMS Departments to greatly improve their response times to recently annexed areas of the City, and thereby helped them maintain their existing ISO classification. Due to its **coastal location**, this facility was also designed to be hurricane resistant.

The three-bay facility contains six sleep rooms, a dayroom, a kitchen, an exercise area, a training / community room, and administrative offices.

DURANT ROAD EMS SUBSTATION

Wake County, North Carolina



CONTACT:

Mark Forestieri, AIA
 Director/Program Manager
 (919) 856-6350
 mforestieri@wakegov.com

ROLE:

Architect of Record

SCOPE:

Site Planning
 Programming + Concept
 Schematic Design
 Sustainability Consulting
 Construction Documents
 Construction Admin.

SIZE:

3,274 SF

DATES:

Construction Completed
 November 2010

COST:

\$1.08 million

www.fire-station.com



This small EMS substation is the first of a prototype design developed in conjunction with Wake County EMS and Wake County Facilities Design and Construction. The Station will house up to 2 EMS crews with back-in bay space for vehicles and support/storage space directly adjacent. The living quarters are comprised of a space saving multipurpose room which accommodates kitchen, dining, office, and dayroom functions. The bunkrooms are directly off the main space allowing quick response to the vehicles. As with most EMS facilities, the prototype has been designed to provide on-site medical care in the form of a triage vestibule which will serve the surrounding community. The entire facility is designed to comply with Wake County's Energy Efficiency Guidelines which require strict standards with respect to efficiency of equipment and maintenance to reduce the overall life cycle cost of the building.

The prototype exterior was designed to be simple, easily maintainable, and able to be converted from a residential look to a commercial look as the need/context required. The Durant Road facility is adjacent to a new school and residential neighborhood so the sloped roof options keeping with the residential feel was preferred by the owner. The Site will provide minimal parking for staff and a few visitors which allows the prototype design to fit into most any small site. The intent is to replicate the station as needed across Wake County to effectively reduce response time with minimal expense.

EMS SUBSTATION

Lincoln County, North Carolina



CONTACT:

Ron Rombs
EMS Director
(704) 736-9385
rrombs@lincolncounty.org

ROLE:

Architect of Record

SCOPE:

Site Planning
Programming + Concept
Schematic Design
Sustainability Consulting
Construction Documents
Construction Admin.

SIZE:

8,272 SF

DATES:

Construction Completed
September 2003

COST:

\$981,926

www.scn-architects.com



Lincoln County EMS had occupied "make-shift" facilities since its formation. In order to provide a centralized location for the EMS, the County set aside property within a County campus that already housed the Sheriff's Department, Jail, and Animal Control Center. In order to meet the limited project budget, the facility was designed as a pre-engineered structure, yet finished with the same architectural details of the adjacent facilities. All public, private, and apparatus needs are met in the simple and functional floor plan.

The EMS facility had obvious training/meeting space needs as part of their program. Since the new facility is immediately adjacent to other County departments, an attached yet separate training room with public toilets was designed. This allows other groups the use of the training room without having access to the remainder of the facility.

GARNER FIRE + EMS JOINT SUBSTATION NO.4

Wake County, North Carolina



CONTACT:

Mark Forestieri, AIA
 Director/Program Manager
 336 Fayetteville Street
 Raleigh, NC 27601
 (919) 856-6350
 mforestieri@co.wake.nc.us

ROLE:

Architect of Record

SCOPE:

Site Planning
 Programming + Concept
 Schematic Design
 Sustainability Consulting
 Construction Documents
 Construction Admin.

SIZE:

11,658 SF

DATES:

Construction Completed
 December 2010

COST:

\$2.06 million

www.fire-station.com



This pre-engineered metal Fire and EMS substation was designed to respond to the needs of both the Town of Garner and the surrounding population of Wake County. The station's facade was carefully crafted to blend with the local aesthetic, incorporating a utility-brick and standard-brick veneer. The utility brick functions in this arrangement as the darker-colored water table and accent banding, with the standard brick used for the remainder of the exterior.

The building's fire department spaces include an educational training room and dayroom, as well as 12 beds in the sleeping area. The EMS department also has a dayroom, and beds for four crew members plus a supervisor.

The facility's shared spaces include three double-length vehicle bays with full view aluminum overhead doors, PPE (Personal Protective Equipment) storage, and an exercise room. Per Wake County guidelines for design and construction, the substation incorporates sustainable design elements that include energy efficient HVAC and lighting.

PUBLIC SAFETY FACILITY RENOVATION + ADDITIONS

Town of Pine Knoll Shores, North Carolina



125

CONTACT:

Ms. Betty J. Carr
Public Services
(Retired Town Manager)
(252) 247-4353 x10

ROLE:

Architect of Record

SCOPE:

USDA Project

SIZE:

5,000 SF
renovation of bank
10,000 SF addition

DATES:

Construction Completed
December 2003

COST:

\$1.33 million

www.fire-station.com

Before



Needing a centralized, full-service Public Safety Facility, the Town of Pine Knoll Shores commissioned the services of Stewart-Cooper-Newell Architects to find the most feasible and cost-effective option.

Due to its ideal location and potential cost-savings, Stewart-Cooper-Newell Architects renovated a vacated bank into the Town's Police Department and designed a two-story Fire & EMS Headquarters addition.

After



Located on a small barrier island along the Atlantic Ocean; the need for a two-story structure was driven by land restrictions.

FIRE STATION NO. 3 / COUNTY EMS

Town of Liberty, North Carolina



CONTACT:

Matt Talbott
Fire Chief
(336) 622-9050
matttalbottlfd@yahoo.com

ROLE:

Architect of Record

SCOPE:

Schematic Site Planning
Programming + Concept
Schematic Design
Construction Documents
Bidding + Negotiation
Construction Admin.

SIZE:

9,856 SF

DATES:

Construction Completed
September 2003

COST:

\$932,261

www.fire-station.com



The Liberty Fire Department occupied a conglomeration of old municipal buildings for many years, including a defunct jail. Desperately needing to bring all rescue operations into one sensible facility, the Town directed the current design. A very simple design incorporating a pre-engineered structure worked in providing a building that will serve the Department for the next 50+ years, while keeping the construction costs to a minimum.

In order to eliminate as much space duplication as possible, the design included a demountable wall between the Dayroom and the Training Room. To accommodate large events, the wall can be retracted to provide adequate, combined space. Separate **County EMS** facilities were provided within the building.

 Stewart Cooper Newell
Architects

FIRE + RESCUE HEADQUARTERS

Town of Vinton, Virginia



CONTACT:

Doug Adams
Volunteer Rescue Chief
(540) 983-0641
250@vintonems.com

ROLE:

Consulting Architect

SCOPE:

Site Planning
Programming + Concept
Renovation Advising
Schematic Design
Peer Review

SIZE:

15,233 SF (Renovation)
8,042 SF (New Building)

DATES:

Schematic Design
Completed July 2005

COST:

\$3.03 million (Estimated)

www.scn-architects.com



The Vinton Fire & Rescue Department, along with the Vinton First Aid Crew makes up the town's Public Safety Department. The department's existing facilities consisted of a two-story fire station dating from 1976, and an adjacent, early twentieth-century building used by the First Aid crew (opposite the fire station, across a parking lot). Comprised of both volunteers and career members, the primary goal of the project that grew out of the programming phase was to combine the various groups into a single headquarters facility, with separate internal zones. One of the challenges of the project was to accomplish all demolition, renovations, and additions while both existing buildings were occupied and remained in continuous operation throughout construction.

The new First Aid Building was built in the former, existing parking lot area. The new and old buildings were joined by a new two-and-a-half story tower that houses a new elevator and serves as the public entrance to the combined facility. Once the new facility was completed, the old First Aid Crew building was demolished to make room for the necessary parking. The result is a highly functional Public Safety facility that enhances both the appearance of the existing structures and downtown Vinton. SCNA consulted with local design firm *Hughes Associates Architects*.

FIRST LANDING FIRE + EMS STATION

City of Virginia Beach, Virginia



CONTACT:

Bill Burkette
Owner's Representative
(757) 440-4012

ROLE:

Consulting Architect

SCOPE:

Site Planning
Programming + Concept
Schematic Design
Peer Review

SIZE:

17,161 SF

DATES:

Construction Completed
October 2007

COST:

\$4.74 million (Estimated)



The First Landing Fire and Rescue Station stands just a few hundred feet from the Chesapeake Bay shoreline. The need for this station was driven by the exponential growth occurring in this area.

Serving as a design consultant on the project, *Stewart-Cooper-Newell* worked with the local architect of record, *ACA Architects P.C.*, to carry the project through programming and schematic design. The station includes four drive-through bays, a three-story training tower in the rear, a separate boat storage building that also serves as a covered kiosk for the community bike path, and an apparatus fueling station.

The building exterior is designed to reflect many of the area's coastal building characteristics. The training tower mimics many characteristics of a Coast Guard tower, including the observation walk at its top. The city plans to use the design for this station as a prototype for future Virginia Beach Fire Department substations.

FIRE DEPARTMENT HEADQUARTERS

Town of Kitty Hawk, North Carolina



CONTACT:

Lowell Spivey
Fire Chief
(252) 261-2666
lspivey@kittyhawktown.net

ROLE:

Architect of Record

SCOPE:

Space Needs Study
Site Planning
Programming + Concept
Schematic Design
Sustainability Consulting
Construction Documents
Construction Admin.

SIZE:

16,397 SF

DATES:

Construction Completed
April 2007

COST:

\$3.42 million

www.fire-station.com



Located on the Outer Banks of North Carolina, the Town of Kitty Hawk has seen tremendous growth over the last decade. To keep up with the growth, the town hired Stewart-Cooper-Newell Architects to complete a Space Needs Analysis Study of all the town's facilities, and make recommendations for how they could more efficiently serve their citizens and seasonal tourists. The first project resulting directly from this study was the design of a new fire department headquarters. The Outer Banks is highly susceptible to strong storms, including hurricanes and flooding. SCN Architects designed the station with hardened walls and structure to withstand 125+ mile-per-hour winds.

The station was one of the first in North Carolina to leverage a storm water reclamation system for use in a grey water system as a source to fill the fire engine reservoirs. This system, along with an innovative, pervious paving design, assists in mitigating the high percentage of pervious surface required to locate the station on a small site containing wetlands.

CLIENT REFERENCES



Contact:

Role:

Entity:

Address:

Phone:

Email:

Projects:

Mr. Mark Forestieri, AIA

Director/Program Manager

Wake County, N.C.

336 Fayetteville Street

Raleigh, NC 27601

(919) 856-6350

mforestieri@co.wake.nc.us

Garner Fire + EMS Joint Substation No. 4

Completion Date - December 2010

Durant Road EMS Substation

Completion Date - November 2010



Contact:

Role:

Entity:

Address:

Phone:

Email:

Project:

Award:

Mr. Steve Dellies

Assistant Public Works Director

Town of Wrightsville Beach, N.C.

3 Bob Sawyer Dr.

Wrightsville Beach, NC 28480

(910) 256-7935

sdellies@towb.org

New Public Safety Facility

Completion Date - May 2010

2014 FIREHOUSE® Station Design

- Notable Design



Contact:

Role:

Entity:

Address:

Phone:

Email:

Projects:

Mr. Rodney Bunch

County Manager

Pasquotank County, N.C.

200 East Colonial Ave.

Elizabeth City, NC 27909

(252) 335-0865

bunchr@co.pasquotank.nc.us

New Public Safety Facility (Sheriff's Office)

Completion Date - June 2007

Space Needs Assessment + Master Plan

Completion Date - May 2004



January 24, 2017

Mr. Dustin Peele, Purchasing Agent
Dare County Government
954 Marshall C. Collins Drive
Manteo, NC 27954

RE: RFQ – Dare County EMS Facilities Assessment

Dear, Mr. Peele:

It is my pleasure to submit to the selection committee, JKF ARCHITECTURE, for consideration in providing full Design Services for Dare County's EMS Facility Needs Assessment. Our Design Team is uniquely qualified for this project given our diverse design background and experience. By choosing JKF ARCHITECTURE, you will receive:

- Expert experience successfully assessing and designing Public Safety Buildings across Eastern North Carolina;
- An effective presence on-site during both assessment, planning, design, and construction phases;
- Our proven ability to commit to your timetable, while completing tasks on-time and within budget.

Our practice is dedicated to working with public clientele and we have completed numerous projects with no less than four different State Agencies, the NC State Construction Office, East Carolina University, nine different NC Community Colleges, as well as numerous City and County Governments across North Carolina. You are assured continuity through the entire design and construction process, derived through my dual role as both the County's single Point-of-Contact and the principal of JKF ARCHITECTURE. This model simplifies communication, protects your interests at all times, and ensures the highest-caliber results. I would call your attention to our work for Pitt Community College, where our efforts earned Merit Award recognition from the State Construction Office.

JKF ARCHITECTURE'S local government experience reflects a diverse portfolio of Clients, including the City of Greenville, City of Clinton, Town of Winterville and Town of Ayden. The projects completed required unique and personal attention, were performed in compacted time frames, and were very specialized in nature. We want the job because we are committed to making sure Eastern North Carolina communities have the same level of access to high-quality design as other bigger cities west of I-95. Our Firm has significant experience in the design of Public Safety Buildings on a range of projects including those with larger community development objectives. In Winterville, for example, JKF ARCHITECTURE successfully designed the Winterville Police/Fire/EMS Station, which is located on the Town's Main Street Corridor and serves as a hub of community activity.

As a firm based in Eastern North Carolina, we are familiar with many similar challenges facing county governments and will perform the bulk of our professional services out of nearby Greenville. JKF ARCHITECTURE recognizes the significance of these building decisions in Dare County, particularly for the unique role it plays in complimenting several other local issues (e.g. comprehensive planning and land use, insurance rating, EMS response time, etc.), which addresses critical safety, quality of life, and aesthetic needs in the area. We will maintain a significant presence in Dare County throughout this process as we develop and implement design solutions for your project.

We sincerely look forward to the opportunity to further review our qualifications, our work, and the level of commitment we will bring to Dare County, with you and the selection committee.

Sincerely,

John K. Farkas, AIA LEED AP, BD+C
President

**ARCHITECTURE
PLANNING
DESIGN**

625 Lynndale Court, Suite F
Greenville, NC 27858
Phone: 252-355-1068
Fax: 252-355-0216
jkf@jkf-arch.com (e-mail)
www.jkf-arch.com (Web-site)

Welcome to JKF ARCHITECTURE

JKF ARCHITECTURE was founded in 1998 by John K. Farkas, AIA in Greenville, NC. John is a licensed architect in North Carolina, South Carolina, Virginia, and New Jersey, with over 22 years experience in Eastern North Carolina. Over time, JKF ARCHITECTURE has evolved into a seven-person firm serving a diverse range of public agencies and clientele throughout North Carolina.



JKF ARCHITECTURE has successfully completed numerous projects involving a diverse portfolio of new construction, additions, alterations, and renovations. These projects have included public, religious, institutional, historically significant, residential, and commercial facilities. In addition, we have completed numerous specialty projects involving roof replacements, ADA accessibility studies and implementation plans, master plans, building programming, and **facility assessments**.



The success of JKF ARCHITECTURE can be attributed to our commitment to providing a unequalled level of personalized and effective professional services. Our experience has taught us that a successful project depends on an architect's ability to take the time to understand the client, insure their needs are translated into effective documents, and a tenacious approach to managing the implementation during construction.



We know that continuity will reduce, if not eliminate, breakdowns in communication both during design and construction. Our clients expect there to be one architect to lead them through all phases of a project. This is a commitment that very few firms can make, but it is what we do the best.

JKF ARCHITECTURE is uniquely qualified to successfully complete the EMS Facility Assessment for Dare County Government. Our references will attest to the competence and reputation of our design team.

Our Clients include:

- NC Department of Public Safety
- Pitt Community College
- Hertford County Government
- East Carolina University
- NC Department of Transportation
- Craven Community College
- Beaufort County Community College
- Pamlico Community College
- Roanoke-Chowan Community College
- City of Greenville, NC
- City of Clinton, NC
- NC Department of Health and Human Services



Our Mission: To continuously deliver successful Client-focused Architecture, Planning, and Design solutions, powered by an energized and innovative Design Team.



3 Specialized and/or Appropriate Expertise for this Project

JKF ARCHITECTURE can provide Dare County Government with a full-range of traditional and non-traditional professional architectural services to meet your project and building needs.

PRE-DESIGN SERVICES:

- Advanced Planning Design Services
- Existing Facility Assessment, Code Assessment
- Energy and Sustainability Evaluation
- Life-cycle Cost Analysis and Modeling
- Long Range and Master Planning
- Project/Building/Space Programming and "Turn-key" Budgeting
- Roof and Building Envelop Evaluations, Remediation Strategies, and Implementation Plans



DESIGN SERVICES:

- Schematic Design
- Design Development
- Construction Documentation
- Bidding
- Construction Administration
- Project Close-out
- Post-Construction Services

ADDITIONAL SERVICES:

- Energy Efficiencies and Sustainability (LEED Accreditation)
- Day-lighting and Cost-Benefit Modeling
- Accessibility Studies, Removal of Barriers
- Project Management
- Interior Design, Furnishings, and Equipment Procurement
- Project Estimating and Budgeting
- Renderings and 3D Modeling/ Visualization

JKF ARCHITECTURE can provide a full-range of unique Public Safety and/or Emergency Management experience to complement Dare County Government's EMS Facility Assessment.

Prior to joining JKF ARCHITECTURE in 2014, Brian Farkas worked at the National Institute of Environmental Health Sciences (NIEHS) to spearhead and implement a number of Emergency Management Programs to safeguard the Institute.



As Dare County Government moves forward with the EMS Facility Assessment, JKF ARCHITECTURE offers this full-range of unique, professional Public Safety and Emergency Management expertise to make sure the building design meets all the College's programmatic goals and keeps students safe.

Protecting people, property, and assets at all times is critical. JKF ARCHITECTURE understands this necessity and has worked to ensure it has the skills, expertise, and perspective to anticipate Client needs and provide an unparalleled level of Design Service.



Relevant Certifications and Memberships:



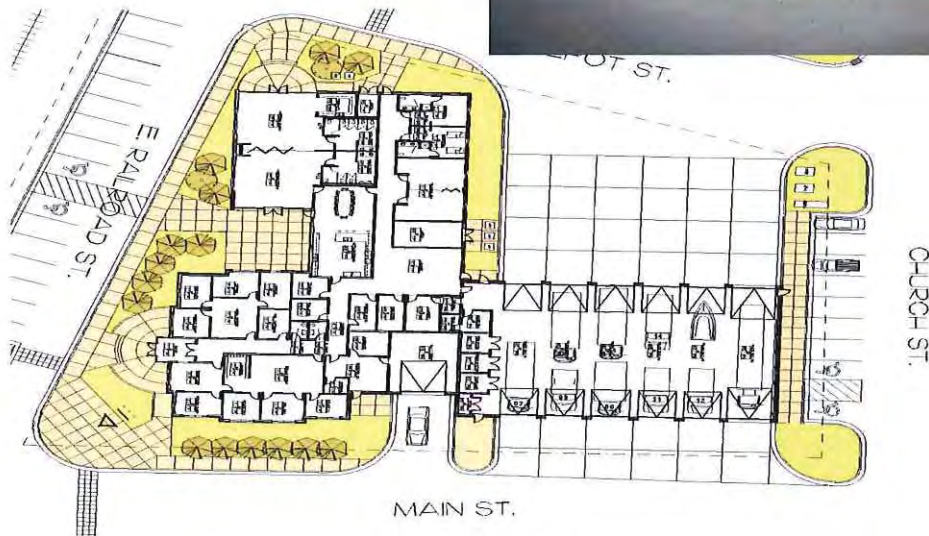
While Dare County Government may not choose to officially LEED certify a project, our Firm will go the extra mile to make sure the County retains the added value of maximizing the overall efficiency and sustainability of the facility.



Relevant Expertise with Similar Projects

JKF ARCHITECTURE has significant experience in projects involving the Assessment, New Construction, Addition, Renovation, and Alteration of **Public Safety/Emergency Services Buildings**.

Town of Winterville, NC - Police, Fire, and EMS Building: This new 18,000 SF building evolved out of a Master Plan for Downtown Winterville developed by JKF Architecture, and was ultimately implemented as a design project. Completed in 2004, this Project is also designed to be the Emergency Operations Center for the Town. Located on the Main Street Corridor of Winterville, the Station's flexible multi-purpose room serves as a hub for community activity and training.

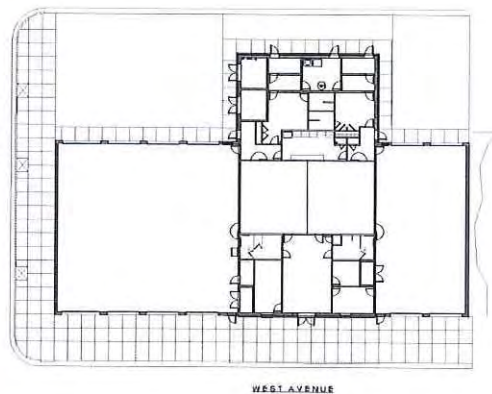


Relevant Expertise with Similar Projects

JKF ARCHITECTURE has significant experience in projects involving the Assessment, New Construction, Addition, Renovation, and Alteration of **Public Safety/Emergency Services Buildings**.

Town of Ayden, NC - Fire and Rescue Building:

This 11,000 SF Building includes 6 drive-through truck bays and supporting facilities for the Ayden Fire & Rescue Departments. Located in the heart of historic Downtown Ayden, this Facility is designed to serve as the Emergency Operations Center for the Town.



Relevant Expertise with Similar Projects

JKF ARCHITECTURE has significant experience in projects involving the Assessment, New Construction, Addition, Renovation, and Alteration of **Public Safety/Emergency Services Buildings**.

Fairfield Harbour Community Center and Fire Station Renovations: This \$2 million project includes a new 8,000 SF Community Center with Flexible Multi-purpose Rooms, Restrooms; Catering Kitchen, and Storage.

In addition, this project also includes the \$600,000 renovation of the existing Fire Station, complete with: 1) Life-safety system upgrades; 2) ADA improvements; 3) Space modifications and retasking; 4) New garage doors; and 5) Facade improvements.



Relevant Expertise with Similar Projects

JKF ARCHITECTURE has significant experience in projects involving the Assessment, New Construction, Addition, Renovation, and Alteration of **Public Safety/Emergency Services Buildings**.

City of Clinton Town Hall Expansion and Police Headquarters: This project involved renovations and upgrades to the existing 7,700 SF City Hall, and an addition of 23,000 SF for additional administrative space and all Police functions. Project includes Training Rooms that can be converted to the Emergency Operations Center, Police Communications and back-up 911 center, Offices, Squad Room, Interview and evidence rooms for Police. New offices for the Planning Department are also included. Project will be LEED certified. Completed Advanced Planning and Programming Phase in 2008.



City of Clinton Town Hall Expansion Phase I: Project involved two additions and interior renovations and upgrades to the existing 7,700 SF City Hall. JKF ARCHITECTURE added private meeting room for Commissioners and new customer service room and lobby. Renovated and upgraded finishes and restrooms in balance of existing City Hall Building. The project was completed April, 2011.



Relevant Expertise with Similar Projects

JKF ARCHITECTURE has significant experience in projects involving the Assessment, New Construction, Addition, Renovation, and Alteration of **Public Safety/Emergency Services Buildings**.

City of Clinton Town Hall - Fire Station No. 1 AND Police Station Renovations and Expansions:

JKF ARCHITECTURE PC was engaged to review additional feasibility options for providing renovations and additions to the City of Clinton Fire Station No. 1 and Police Station. The projects involved comprehensive renovations and expansion of the existing stations for a total of 10,000 SF in each facility.



Relevant Expertise with Similar Projects

JKF ARCHITECTURE has significant experience in projects involving the Assessment, New Construction, Addition, Renovation, and Alteration of **Public Safety/Emergency Services Buildings**.

Beaufort County Community College (BCCC) Basic Law Enforcement Training Center (BLET): This 28,000 SF building was equipped with training classrooms, faculty offices, flexible multi-purpose meeting space, as well as administrative offices for the College's Foundation. The Project also incorporated an outdoor firing range.



Project Approach to Completing the Scope of Work

We understand the commitment it takes to complete a project as important as this. JKF ARCHITECTURE will prioritize all of the goals for completion of Dare County's EMS Facility Assessment.

Our Programming and Design Approach:

The first steps of the process is developing a milestone schedule that Dare County can count on. Our Team will commit to meeting this schedule and providing the key resources to complete the project on-time and within budget. Per the County's request, our anticipated project schedule is as follows:



Note: █ Denotes Owner/Agency Review

JKF ARCHITECTURE will meet with the intended users to review all Owner requirements and parameters. We are fully prepared to facilitate information session with a Public Safety Committee and any other community stakeholder groups identified by the County. Following a thorough review of relevant background information, current facilities, and future needs, our Team will develop a comprehensive, "Turn-key" budget breakdown and development plan that provides a roadmap for future facility needs and serves as a functional piece of information for the strategic planning of future facilities investments. Our plan will deliver:

- Written physical conditions reports, with drawings and photos;
- Written space needs assessment tabulating existing and future space sizes, with narratives describing use, infrastructure needs, and organization of each space;
- Multiple options for a new public safety facility, based on any information from County;
- Cost estimates for proposed renovations and new facilities options.

Our Principal Architect, John Farkas, will personally lead this process and stands ready to present the final assessment to the County Manager and County Commissioners.

Our consultants are an integral part of the early phases of the project. We will develop solutions to your building program that are economical, meet specific programmatic needs while allowing future flexibility and growth, and are easily maintained over time. Most importantly will our process for providing you, the Owner, with the maximum opportunity for input and inclusion. Our mission is to make sure we understand all the parameters that affect the day-to-day operation of the each facility relevant to this project. JKF ARCHITECTURE will work to make sure that every aspect of the final design satisfies the Owner's needs and helps make informed decisions.

From a design viewpoint and aesthetic changes to any of the buildings should integrate into the County's fabric and coordinate with pre-existing aesthetic standards. Our design approach will integrate our local knowledge of the past, present, and forthcoming design standards, and spark future expectations for development. In addition, our Design Team has a deep portfolio of experience on facilities in coastal areas and can effectively adapt design solutions and costs to account.

Our diverse experience readying both old and new buildings for a diverse range of uses is what we do best and we are confident that our Design Team can best align the functions of the EMS facilities with the specific needs of a growing community.

JKF ARCHITECTURE maintains "living" and up-to-date documentation of all our projects that form the basis for our library procedures and techniques that work.



Additional Qualifications to Complete Scope of Work

Recent Experience with Project Costs and Schedules:

JKF ARCHITECTURE is proud of its record for controlling both costs and schedules. Through tenacious administration of the construction contract, our Team has developed a reputation and track record of effectiveness in delivering client projects on time and within budget. The graphic below illustrates our most relevant projects...

Project:	Budget	Bid	Change Orders	%
Hertford County Government Social Services Renovation	\$ 2,285,357	\$ 2,208,000	\$ -	0.00%
Pitt CC New Science Building	\$ 16,987,000	\$ 14,081,000	\$ -	0.00%
Pitt CC Student Center, Phase II	\$ 2,730,000	\$ 2,825,000	\$ 8,000	0.28%
Pitt CC New Academic Classroom Bldg.	\$ 11,400,000	\$ 7,393,799	\$ 195,149	2.64%
Beaufort CC Building #12 Allied Health and Nursing Building	\$ 6,500,000	\$ 4,840,116	\$ 40,469	0.84%
Pitt CC Student Center, Phase I	\$ 5,225,126	\$ 5,767,913	\$ 13,170	0.23%
Pitt CC Herman Simon Building	\$ 6,646,326	\$ 5,700,000	\$ 77,779	1.36%
Beaufort CCC Building #10 Basic Law Enforcement Training Ctr.	\$ 2,900,000	\$ 2,150,000	\$ 1,900	0.09%

Construction Administration Capabilities:

JKF ARCHITECTURE'S construction administration record is second to none. As Project Architect and Principal, John Farkas will be the Owner and Contractor's sole point-of-contact throughout the entire project. This continuity ties the design and construction process together, helps overall quality control, and reduces miscommunication during construction. Our philosophy has been deemed successful by the two Certificates of Merits received from the North Carolina Office of State Construction. Both of these awards are testimonials to our efforts on behalf of JKF ARCHITECTURE'S clients. Our Firm is committed to maintaining the same standard of excellence on your behalf.

If there is a true issue with the design, then our process gives the Architect an opportunity to provide a practical, cost effective design solution. In conjunction with our highly successful design approach, our construction administration philosophy allows us to represent the Owner's interests at all times, mitigates "design flaws," and prevents "value engineering."

Record of successfully completed projects without major technical or legal problems:

All JKF ARCHITECTURE projects have been completed without any major technical or legal problems. We will deliver this assessment to Dare County on-time, within budget, and with the level of quality that our valued Clients deserve.

Other factors that may be applicable for the project:

JKF ARCHITECTURE has an excellent working relationship with the NC State Construction Office (SCO) and can effectively facilitate all phases required by the State Construction Office Manual. JKF ARCHITECTURE'S strong relationship with the SCO will be an asset to Dare County through both Design and Construction Administration on any project.

JKF ARCHITECTURE has worked very closely with a number of State and Federal agencies when it comes to funding. Our track record is extensive. Should any aspect of the County's funding utilize USDA Rural Development Loans and/or EDA Grants for example, our Team is fully prepared to help facilitate the requirements associated with said financial support.



Overall Capacity and Sufficiency of Qualified Staff Resources:

JKF ARCHITECTURE and our consultants have a combined staff of over 50 people that are fully committed to this project, representing all the necessary disciplines required. The JKF ARCHITECTURE Design Team includes highly qualified engineering consultants who have worked successfully together on other projects.

Current Workload and State Projects Awarded:

Based on our current workload, JKF ARCHITECTURE'S Design Team has the capacity to successfully deliver an effective EMS Facility Assessment to Dare County. We currently are operation at 75% design capacity, leaving plenty of available resources to complete this project successfully.






John K. Farkas, AIA, LEED AP, BD+C
Principal and Project Architect
Greenville, NC

Mark C. Ziegler, Associate AIA Project Designer
Alex W. Hatcher, Associate AIA, Intern Architect
Cameron E. Lasater, Associate AIA, Intern Architect
Jackie M. Farkas, Administration and Interior Designer
Brittany D. Tucker, Interior Designer
Brian A. Farkas, MPA, Dir. of Client Relations and Devel.

JKF ARCHITECTURE's philosophy is simple. You hired an architect and that architect should be there to personally meet all your needs throughout the entire design and construction process.

There is strength in the continuity of a project. JKF ARCHITECTURE'S unique approach:

- Builds Client Trust and Confidence;
- Enables Clients to make the right decisions, quickly;
- Mitigates financial exposure and cost over-runs; and
- Streamlines the Design and Construction Process.



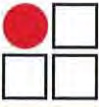
Matrix Health & Safety Consultants
Raleigh, NC
C. Britt Webster, CIH

Hazard Assessment, Testing, and Remediation Design



NRW Engineering
Virginia Beach, VA
Kevin Roomsburg, PE

Structural Engineering Design



Stanford White, Inc.
Raleigh, NC
William M. Smith, PE

Plumbing, Mechanical, and Electrical Design



Rivers & Associates
Greenville, NC
Steve Janowski, PE

Civil Engineering Design
Landscape Architecture

Dare County Government is assured that John Farkas will personally oversee and execute every aspect of this project on the Town's behalf. JKF ARCHITECTURE is the most qualified to provide you with the highest level of professional architectural services necessary to meet your needs and support the County's mission.





John K. Farkas is the principal of JKF ARCHITECTURE and will serve as your project Architect throughout this project.

EDUCATION

- Bachelor of Architecture, May 1984
New Jersey Institute of Technology
- Bachelor of Science Civil Engineering, May 1985
New Jersey Institute of Technology

PROFESSIONAL CERTIFICATIONS

- Registered Architect (#5922) in North Carolina (1990) New Jersey (1987), Virginia (1994), and South Carolina (2000).
- Certified with National Council of Architectural Registration Board.
- LEED-AP (2006)
- Licensed Professional Planner in New Jersey (1988)

PROFESSIONAL ORGANIZATIONS

- Member, American Institute of Architects (AIA)
- Director, AIA N. Carolina, 1996 and 1998
- Secretary, AIA N. Carolina, 1997
- President, AIA N. Carolina Eastern Section,
- Member, US Green Building Council
- Founder ands Chair, N. Carolina Young Architects Forum, 1993-1995.

AWARDS & HONORS

- Appointed, AIA N. Carolina Long Range Planning Committee, 1995 and 1999.
- City of Greenville, NC Community Appearance Commission, 1993-1996
- Appointed, AIA N. Carolina Public Awareness Task Force, January 1995.
- Winning Entry, 1994 AIA N. Carolina Eastern Section Design Awards
- Alpha Rho Chi Medal for Academic Leadership, New Jersey Institute of Technology, May 1994.
- Founder and President, Student Architecture Association of NJIT/ASCAIA, 1984.
- NJIT School of Architecture Award for Design Excellence, May 1982 and 1983.

PROJECT EXPERIENCE

Town of Ayden Fire & Rescue Building

Town of Ayden Town Hall Renovations
Beaufort Co. Community College Master Plan
Beaufort Co. Community College Campus Improvements

Beaufort Co. Community College New BLET Building #10

Beaufort Co. Community College Public Service Bldg. #11
Beaufort Co. Community College Allied Health & Nursing
Beaufort Co. Community College Roof Replacements
City of Greenville River Birch Tennis Center
City of Greenville Carver Library Addition & Renovation
City of Greenville Town Commons Amphitheater
DHHS Caswell Center Bathroom Renovations- Phase I
DHHS O'Berry Center ELC-2 Renovations
DHHS O'Berry Center ELC-4 Renovations
DHHS Wilson Special Care Center Renovations
DHHS Walter B. Jones ADATC Dorm Connector Bldg.
ECU Dance Studio

ECU Garrett Door Replacement

ECU Messick Window Replacement

ECU Wright Auditorium Window Replacement

ECU Cotton & Fleming Hall Window & Door Replacement

Herford Co. Schools Riverview Elementary School Addition

Herford Co. Schools Bearfield Elementary School Addition

Herford Co. Schools High School Cafeteria Addition

Herford Co. Schools C.S. Brown Renovations

NCDOT Currituck Welcome Center

NCDOT Craven County Rest Area

NC Wildlife Comm. Williamston Depot

NC Wildlife Comm. Edenton Depot

NC Wildlife Comm. Washington Baum Bridge Improvement

NC Nat'l Guard Edenton/Elizabeth City Armory Renovation

Pitt Community College Humber Building Renovation

Pitt Community College New Student Center

Pitt Community College Greenville Center Renovation

Pitt Community College Simon Building Addition

Pitt Community College Russell Academic Classroom Bldg.

Pitt Community College New Science Building

Town of Winterville New Police, Fire, and Rescue Building

Town of Winterville New Library Building

Town of Winterville Town Hall Renovations



- **Mr. Latif Kaid, PE**
Deputy Director of Design
North Carolina State Construction Office
Raleigh, NC
(919) 807-4095
- **Mr. Doug Edwards**
NC Office of State Construction
Raleigh, NC
919-733-7962
- **Mr. Ricky Hill**
Director of Facilities Services
East Carolina University
Facilities Service Center
252-328-6776
- **Mr. Rick Owens**
Vice President of Administrative Services
Pitt Community College
Winterville, NC
252-493-7442
- **Mr. Wesley Adams**
Director of Facilities
Beaufort County Community College
Washington, NC 27889
252-940-6423
- **Dr. William Starling**
Vice President
Sampson Community College
Clinton, NC 28329
252-592-8081
- **Mr. Robert Gron, PE**
NC Department of Public Safety
Raleigh, NC
919-857-4802
- **Mr. Timothy Strickland**
Director of Facilities
Pitt Community College
Winterville, NC
252-493-7734
- **Mr. Greg Driver**
Engineering Director
UNC Chapel Hill Engineering Services
103 Airport Drive
Chapel Hill, NC
919-843-0366
- **Mrs. Agnes Ho**
Director
Neuse Regional Library System
510 North Queen Street
Kinston, NC 28501
252-527-7066
- **Mr. Dean Lee, CEO**
3HC Home, Health, Hospice Care, Inc.
2402 Wayne Memorial Drive
Goldsboro, NC 27534
919-735-8460
- **Ms. Mary Barlett**
3HC Home, Health, Hospice Care, Inc.
2402 Wayne Memorial Drive
Goldsboro, NC 27534
919-735-8460
- **Mr. Erik Christofferson**
NC Wildlife Resource Commission
Raleigh, NC
919-715-3155
- **Mr. Neal Enevoldsen, Architect**
NC Dept. Health and Human Services
Raleigh, NC
919-715-9704
- **Mr. Anthony Bowers, Finance Director**
Town of Winterville
Winterville, NC 28590
252-756-2221
- **Mr. Lloyd Jordan, CEO**
Carolina Donor Services
Greenville, NC
252-321-5101
- **Mr. Bruce Lupton**
Director of Maintenance
Pamlico Community College
Grantsboro, NC
252-249-1851
- **Mr. John Connet**
City Manager
City of Hendersonville, NC
(828) 697-3000
- **Mr. Shawn Purvis**
City Manager
City of Clinton, NC
(910) 592-1961
(919) 807-4095
- **Ms. Tara Myers, Director**
Work Source East
Goldsboro, NC
(919) 739-8200
- **Mr. Kevin Richards**
Mid-East Commission
Washington, NC





PUBLIC SAFETY

Stanford White has extensive experience with public safety facility design. This includes fire stations, police facilities, training centers, firing ranges, 911 centers and EMS facilities. Representative projects include:



New Public Safety Center –
Police Department
NC State University
Raleigh, NC
18,500 SF

Public Safety Training Center
Renovation
Wake Technical Community
College
Raleigh, NC
16,000 SF

New Fire Station #3
Garner Fire Department
Garner, NC
9,300 SF



New Police Training Facility
Fayetteville Police
Department
Fayetteville, NC
11,000 SF

New 911 and EMS Facility
Montgomery County
Troy, NC
9,300 SF

Sheriff's Office Renovation
Montgomery County
Troy, NC
5,400 SF

Five New Facilities
Training Center Campus
State Highway Patrol
Raleigh, NC
94,000 SF

New EMS Facility-Badin Lake
Montgomery County
Badin Lake, NC
3,000 SF



New EMS Facility #7
Varsity Drive
Wake County
Raleigh, NC
2,800 SF

New EMS Facility #8
Franklin Street
Wake County
Wake Forest, NC
2,800 SF

New EMS Facility #9
Kidd Road
Wake County
Raleigh, NC
2,800 SF



New Law Enforcement Center
Chowan County
Edenton, NC
35,000 SF

New Sheriff's Training Facility
Wake County
Raleigh, NC
37,000 SF

Access Control System
Fayetteville Police
Department
Fayetteville, NC

New Generator
Zebulon Fire Department
Zebulon, North Carolina

Site Lighting-Police
Headquarters
City of New Bern
New Bern, NC

New Fire Station #19
Fairgrounds Fire Department
Raleigh, NC

New Fire Station
West Thurman Road
City of New Bern
New Bern, NC
5,400 SF



New Fire Station and Central
Headquarters
City of New Bern
New Bern, NC
26,000 SF

New Public Safety Center –
Police Department
UNC School of the Arts
Winston-Salem, NC
10,000 SF

continued



New Emergency Services
Training Facility
Pitt Community College
Greenville, NC
136 Acres

State Bureau of Investigations
Building 11 Renovations
NC Department of Justice
Raleigh, NC

State Bureau of Investigations
Building 17 & 18 Renovations
NC Department of Justice
Raleigh, NC

New Public Safety Center
Police Department
UNC Greensboro, NC
26,400 SF

Public Safety Training Center
Wake Technical Community
College
Raleigh, NC
67,000 SF

Design Review
Clarence Lightner Public
Safety Center
City of Raleigh
Raleigh, NC
306,000 SF

Criminal Justice Center
Renovation
Fayetteville Technical
Community College
Fayetteville, NC
13,000 SF

911 Center Relocation
NC State University
Raleigh, NC

Sheriff's Training Facility
Assessment
Wake County
Raleigh, NC
10,000 SF

Basic Law Enforcement
Training Building
Nash Community College
Rocky Mount, NC
74,000 SF



Basic Law Enforcement
Training Classroom
(part of new Classroom
Building-Havelock Campus)
Craven Community College
Havelock, NC

New Fire Station
Newton Grove Fire
Department
Newton Grove, NC

New Classroom and
Observation
Tower at Training Center
State Highway Patrol
Raleigh, NC

Police Department
Town of Garner
Garner, NC
20,400 SF

Various Projects
Public Safety Center
Wake County
Raleigh, NC



Additionally, one of Stanford White's founders, Leonard W. White, PE is a past fire fighter and fire chief having served at the Fairgrounds Fire Department (Station #19) in Raleigh. He continues to maintain his relationship with the emergency rescue community having served as an officer and member of the Fairgrounds Fire Department Board of Directors. Because of his background, Leonard takes a very personal interest in emergency response facility design.



Board Appointments - Aging Advisory Council for the Albemarle Commission

Description

See attached summary

Board Action Requested

Make appointments/reappointments

Item Presenter

Bobby Outten, County Manager

February 6, 2017

BOARD APPOINTMENTS

AGING ADVISORY COUNCIL FOR THE ALBEMARLE COMMISSION

(Two Year Term)

The following have terms to expire this month:

Brandi Rheubottom

(Current Term 2/15 – 2/17)

(Originally Apptd. 2/01)

Kay White

(Current Term 2/15 – 2/17)

(Originally Apptd. 2/11)

Both would like to be reappointed.

No other applications have been received.

Other members:
See attached list

AGING ADVISORY COUNCIL FOR THE ALBEMARLE COMMISSION
(Two Year Term)

<u>MEMBER</u>	<u>TERM EXPIRATION</u>	<u>ACTION</u>
Brandi Rheubottom Older Adult Services Director P.O. Box 1000 Manteo, NC 27954 475-5636 Nags Head Township	2/17	Apptd. 2/01 Reapptd.2/03,05,07,09, 11,13,15
Kaye White 423 W. Villa Dunes Dr. Nags Head, NC 27959 441-7062 Atlantic Township	2/17	Apptd. 2/11 Reapptd.2/13,15

NOTES: Meeting Date – Quarterly on a called basis
Albemarle Commission
Hertford, NC

Emma Jane McDermott replaced Clinton Crawford 2/93.
Brandi Whitehurst replaced Jay Burrus 2/01.
Bel Pitcher filled the unexpired term of Emma Jane McDermott 9/03.
Kaye White filled vacant seat (Bel Pitcher) 2/11.

REVISED 2/15



Board Appointments - Fessenden Center Advisory Board

Description

See attached summary

Board Action Requested

Make appointments/reappointments

Item Presenter

Bobby Outten, County Manager

February 6, 2017

BOARD APPOINTMENTS
FESSENDEN CENTER ADVISORY BOARD
(Four Year Term)

The following have resigned:

Laura Fiscus
(Rodanthe Area)
(Current Term 6/16 – 6/20)
(Originally Apptd. 3/14)

Sonny Quidley
(Salvo Area)
(Current Term 6/16 – 6/20)
(Originally Apptd. 3/14)

Jack Painter
(Frisco Area)
(Current Term 6/14 – 6/18)
(Originally Apptd. 6/06)

Applications have been received from:

Kenneth Brite (Avon Area)
Keith Durham (Buxton Area)
Forrest Paddock (Buxton Area)

**The Fessenden Center Advisory Board recommends appointing
Kenneth Brite, Keith Durham and Forrest Paddock.**

Other Members:
See attached list



COUNTY OF DARE

Department of Parks and Recreation
HATTERAS ISLAND DIVISION
THE FESSENDEN CENTER

P.O. Box 859
46830 Hwy. 12
Buxton, NC 27920
Jan 24, 2017

(252) 475-5650
fax (252) 995-3944
fessendencenter@co.dare.nc.us

To: Rhonda Creef

RE: Fessenden Advisory Board

Rhonda,

Please be advised that Laura Fiscus, and Sonny Quidley have verbally resigned their positions on our Fessenden Advisory Board.

Sincerely,

Denise Norville

Director- Fessenden Center

NORTHERN BEACH DIVISION
DARE COUNTY FAMILY RECREATION PARK
802 Mustian Street • Kill Devil Hills, NC 27948
(252) 475-5920 • fax (252) 480-0179
recpark@co.dare.nc.us

ROANOKE ISLAND/MAINLAND DIVISION
LIONS CLUB CENTER AT WESTCOTT PARK
P.O. Box 1000 • Manteo, NC 27954
(252) 475-5910 • fax (252) 473-2069
rec@co.dare.nc.us

LAND OF BEGINNINGS

Jack Painter

39359 Tarpon Drive, PO Box 250
Avon, NC 27915

Mobile: 252-305-1459
lesandjacktwo@earthlink.net

Tim White,
Dare County Public Services Director
Lions Club Center
1000 Westcott Park Road
P.O. Box 1000
Manteo, NC 27954

Dear Tim,

All good things must come to an end, as Chaucer said, and thus it is with me as well. As you may know, Leslie and I have retired, at least mostly, and have begun to travel quite a bit.

In addition, as I age, a few aggravating health issues are beginning to crop up as well, mostly dealing with arthritis.

Taking all that into consideration, I find I am not able to completely fulfill the commitments I made to both the Fessenden and Parks and Recreation Advisory Councils. As such, and after reviewing our already known 2017 commitments, I think it is time I was replaced on both boards.

Accordingly, please consider this letter as my resignation for both the Dare county Parks and Recreation Advisory Councils.

I would commend to you Jerry Rosell, Jeremy Hicks, and Warren O'Neal, all of Hatteras, to consider as my replacement(s) on either or both advisory councils.

I have enjoyed greatly my time of service, and wish you and all your great staff(s) the very best in the coming new year.

Warmest regards,

Jack Painter

APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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

Advisory Board or Committee interested in:

1st choice Fessenden Center

2nd choice ABC Board

3rd choice _____

Name Kenneth Brite

Address Box 95 39225 Tarpon Dr

City/State/Zip Avon, NC 27915

Email Address kbrite@msn.com

Telephone Home: 252-996-0432

Business: 252-995-4422

Resident of Dare County: yes no

Occupation: Paramedic

Business Address: PO Box 1000 Manteo NC

Educational background:

High School

Business and civic experience and skills:

Avon VFD Board member - 20 years, 7 years as President

Hatteras Island Rescue- 10 years; HI-CERT, since organized

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

HI-LEPC; Radio Hatteras; CERT;

REFERENCES

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

Name	Business/Occupation	Address	Telephone
Susan Gray	Fessenden Center		
Terence Sheehy	DCEMS	252-475-5727	
Gary Gross	DCBOC	252-475-5000	

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

Date: 5/7/16 Signature of applicant: 

FOR OFFICE USE ONLY:

Date received: _____

APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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

Advisory Board or Committee interested in:

1st choice FESSENDEN CENTER ADVISORY BOARD

2nd choice _____

3rd choice _____

Name JAMES KEITH DURHAM, II

Address PO BOX 713

City/State/Zip BUXTON, NC 27920

Email Address durhamke@daretolearn.org

Telephone ^{Mobile} 910-574-4538
~~Home~~

Business: 252-995-5730

Resident of Dare County: yes no

Occupation: TEACHER / COACH

Business Address: 48576 NC 12 BUXTON, NC 27920

Educational background:

SOUTH JOHNSTON HIGH SCHOOL, FOUR DAKS, NC - 1989

NC STATE UNIVERSITY - B.S. AGRONOMY / SOIL SCIENCE - 1994

ECM - NC TEACHER CERTIFICATION - SCIENCE / PE - 1997

Business and civic experience and skills:

DURHAM FARMS - 1994-1997

SOUTH JOHNSTON HIGH SCHOOL - TEACHER / COACH / AD - 1997-2015

CAPE HATTERAS SECONDARY SCHOOL - TEACHER / COACH - 2015 - PRESENT

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

CAPE HATTERAS SECONDARY SCHOOL - LEADERSHIP TEAM

REFERENCES

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

Name	Business/Occupation	Address	Telephone
BETH ROOKS	PRINCIPAL - CHSS	PO BOX 948 BUXTON	252-995-5730
TIM SPRUILL	AD - CHSS	PO BOX 948 BUXTON	252-995-5730
LISA BLACKMAA	SELF EMPLOYED DAY CARE	601 W. HILL ST BENSON, NC 27504	919-250-8068

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

Date: 1/2/17 Signature of applicant: [Signature]

FOR OFFICE USE ONLY:

Date received: _____

APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1st choice FESSENDEN CENTER

2nd choice —

3rd choice —

Name FORREST PADDOCK

Address PO BOX 534 ; 48183 ETNAWS WAY

City/State/Zip BUXTON, NC 27920

Email Address F&PADDOCK@GMAIL.COM

Telephone Home: 252.216.7856

Business (VM) 800.234.2461 ext 4572

Resident of Dare County: yes no

Occupation: MARKETING ASSOCIATE - Sysco Hampton Roads

Business Address: 7000 HARBOUR VIEW BLVD, SUFFOLK VA 23435

Educational background:

BA - Culinary & Hospitality Management

AD - Business Administration

Business and civic experience and skills:

20 years Restaurant / Hotel Management

10 years Small Business Owner

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

REFERENCES

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

Name	Business/Occupation	Address	Telephone
Dwight Thompson	Susco Hampton Road District Sales Mgr.	NASS HEAD	757.344.7998
Ernst Backus	EMT/DMSCo. Ketchum	HATTBENSVILLE	252.305.2229
Joni Price	Restaurant Owner	AVON VILLAGE	252.305.1482

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

Date: 1/19/17 Signature of applicant: [Signature]

FOR OFFICE USE ONLY:

Date received: 1/20/17

FESSENDEN CENTER ADVISORY BOARD

(Four Year Term)

<u>MEMBER</u>	<u>TERM EXPIRATION</u>	<u>ACTION</u>
Laura Fiscus P.O. Box 443 Salvo, NC 27972 216-6901 (Rodanthe area)	6-20	Apptd. 3/14 Reapptd. 6/16
Steve Jennette P.O. Box 96 Buxton, NC 27920 995-5001 (Buxton area)	6-18	Apptd. 11/08 Reapptd. 6/10,14
Sonny Quidley P.O. Box 336 Buxton, NC 27972 995-2379 (Salvo area)	6-20	Apptd. 3/14 Reapptd. 6/16
Marcie Shoemaker P.O. Box 161 Buxton, NC 27920 995-5799 (H), 996-0581 (O) (Buxton area)	6-18	Apptd. 2/16
Mary Ellen D. Ballance P.O. Box 756 Hatteras, NC 27943 305-2685 (Hatteras area)	6-20	Apptd. 7/12 Reapptd. 6/16
Jack Painter P.O. Box 250 Avon, NC 27915 305-1459 (Frisco area)	6-18	Apptd. 6/06 Reapptd. 6/10,14
Bonnie Williams, Ch. P.O. Box 98 Avon, NC 27915 995-5651 (Avon area)	6-20	Apptd. 6/96 Reapptd8/00 Reapptd6/04 Reapptd.6/08,12,16
William A. Lengyel P.O. Box 211 Hatteras, NC 27943 937-623-4412 (At Large)	6-18	Apptd. 12/12 Reapptd. 7/14

Jinny McBride P.O. Box 308 Hatteras, NC 27943 475-4431 (At Large)	6-20	Apptd. 5/99 Reapptd 8/00,04,08,12, 16
Louise Rossiter P.O. Box 278 Buxton, NC 27920 995-4176 (At Large)	6-18	Apptd. 6/96 Reapptd6-98 Reapptd6/04,06,10,14
John Griffin P.O. Box 382 Rodanthe, NC 279584 987-2332 (At Large)	6-20	Apptd. 7/10 Reapptd. 7/12,16
Vacant (Allen Burrus) P.O. Box 1000 Manteo, NC 27954 475-5800 (Commissioner Appointee)		

MEETING DATE: Quarterly, Fessenden Center

NOTE: Chairman Bobby Owens appointed to serve at the pleasure of the Board as long as he is serving as a county commissioner.
 3/97 Apptd. USCG Representative to seat on the Board. Though apptd. in 3/97, term will expire 6/98 to keep consistent with other appointments.
 Commissioner Mac Midgett appointed 10/97 to replace Bobby Owens.
 George Volsky apptd. to fill unexpired term of Bill Barclay 3/99.
 Kathy Kiddy apptd. to fill unexpired term of Tom Barclay 3/99.
 Jinny McBride apptd. to fill unexpired term of Jackie Leeling 5/99.
 Rev. Holt Clarke fill unexpired term of Rev. Jim Huskins 9/00.
 Commissioner John Robert Hooper appointed to replace Mac Midgett.
 Michelle Edwards appointed to fill unexpired term of Jenny Hooper 5/02.
 Heidi Blackwood apptd. to fill expired term of George Volsky. 6/04
 Charles Moseley apptd. to fill expired term of Holt Clarke 6/04.
 Matt Caviness apptd. to fill expired term of Dave Umberger 6/04.
 Susan Gray apptd. to fill expired term of Michelle Edwards 6/04.
 Jennifer Kingery apptd. to fill expired term of Jane Oden 6/04.
 Commissioner Mac Midgett replaced John Robert Hooper 1/05.
 Allen Burrus replaced the late Mac Midgett 3/06.
 Jack Painter replaced John Leatherwood 6/06.
 Steve Jennette filled unexpired term of Ken Wenberg 11/08.
 Rev. Cory B. Oliver filled unexpired term of Rev. Charles Moseley 2/09.
 Cheryl Austin filled unexpired term of Kathy Kiddy 6/09.
 Danny Couch filled unexpired term of Jennifer Kingery 6/09.
 John Griffin filled unexpired term of Ormond Fuller 7/10.
 Mary Ellen D. Balance replaced Danny Couch 7/12.
 Laura Fiscus filled unexpired term of Cheryl Austin 3/14.
 Sonny Quidley filled unexpired term of Susan Gray 3/14.
 Marcie Shoemaker filled unexpired term of Heidi Blackwood 2/16.

REV. 6/16



Board Appointments - NC Senior Tar Heel Legislative Delegation

Description

See attached summary

Board Action Requested

Make appointments/reappointments

Item Presenter

Bobby Outten, County Manager

February 6, 2017

BOARD APPOINTMENTS

NC SENIOR TAR HEEL LEGISLATIVE DELEGATE

(Two Year Term)

The following have terms to expire this month:

Kaye White

(Current Term 2/15 – 2/17)

(Originally Apptd. 2/11)

Mary Ellen Hawthorne - Alternate

(Current Term 2/15 – 2/17)

(Originally Apptd. 2/11)

**Laura Alvarico, Director for the Albemarle Commission
Area Agency on Aging recommends reappointment for both.**

Other Members:
See attached

NC Senior Tar Heel Legislative Delegates
(Two Year Term)

<u>MEMBER</u>	<u>TERM EXPIRATION</u>	<u>ACTION</u>
Kaye White 423 W. Villa Dunes Dr. Nags Head, NC 27959 252-441-7062	2/17	Apptd. 2/11 Reapptd 2/13,15
Mary Ellen Hawthorne, Alternate 114 St. Clair Rd. Kill Devil Hills, NC 27948 252-480-1062	2/17	Apptd. 2/11 Reapptd 2/13,15

NOTES:

- Enacted by Senate Bill 479 (G.S. 143B-181.55)
- Delegates must be 60 yrs. of age or older
- Each county has one delegate and one alternate
- Delegates from all 100 counties serve on committees and meet regularly with the Governor and are a spokesperson for the county they represent. Position requires the ability to keep the County Commissioners informed of Senior Tar Heel Legislative Agenda and to report to other seniors/groups regarding advocacy activities.

2/15



Board Appointments - Planning Board

Description

See attached summary

Board Action Requested

Make appointments/reappointments

Item Presenter

Bobby Outten, County Manager

February 6, 2017

BOARD APPOINTMENTS

PLANNING BOARD

(Three Year Term)

The following have terms to expire this month:

David Overton

(At Large)

(Current Term 2/14 – 2/17)

(Originally Apptd. 2/08)

Michael Barr

(District Two)

(Current Term 2/14 – 2/17)

(Originally Apptd. 8/12)

Beth Midgett

(District Four)

(Current Term 2/14 – 2/17)

(Originally Apptd. 8/04)

All would like to be reappointed.

Applications that qualify for the At Large seat have been received from:

David Twiddy

Allen Moran

John DeBoy

Robert C. Edwards

Stephen Smith

John Towler

Applications that qualify for the District Two seat have been received from:

John DeBoy

Robert C. Edwards

Stephen Smith

John Towler

No applications have been received for the District 4 seat.

Other Members: See attached list

APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1st choice Manns Harbor Commission

2nd choice Planning Board - At Large, Dist. 1

3rd choice _____

Name David Twiddy

Address 104 Weir Point Drive

City/State/Zip Manteo, NC 27954

Email Address dstwiddy@centurylink.net

Telephone Home: 252.473.3827

Business: _____

Resident of Dare County: yes no

Occupation: Dare County Schools Transportation Director

Business Address: 1013 Driftwood Dr. Manteo NC 27954

Educational background:

Manteo High School

Business and civic experience and skills:

Currently I am on the Airport Board, North Carolina Association of School Administrators, and the past

President for North Carolina Pupil Transportation Association. Served 8 years on the Manns Harbor Fire Department

Other Boards/Committees/Commissions on which you presently serve:
five as the Chief.

REFERENCES

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

Name	Business/Occupation	Address	Telephone
Doug Doughtie	Sheriff		252.475.5978
Danny Couch	BOE Member		252.475.4477
Bill Cook	NC Senator		919.715.8293

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

Date: **2/17/2015**

Signature of applicant: 

FOR OFFICE USE ONLY:

Date received: _____

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

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Advisory Board or Committee interested in:

1st choice Planning Board, Tourism Bd., Oregon Inlet Waterways
2nd choice Juvenile Crime Prevention Council, Board of Adjustment Comm.
3rd choice ABC Board, Roanoke Island Community Center Bd., ^{Apptd 6/15}

Name: Allen Moran (Planning Board - District 1, At Large)

Address: 381 Mother Vineyard Rd. Health & Human Services Bd.

City/State/Zip Manteo, N.C. 27954

Telephone Home: (252) 423-1309

Business: (252) 475-9222

Resident of Dare County: yes no

Occupation: Jail Administrator / Real Estate Agent

Business Address: 1044 Driftwood Dr. Manteo, N.C. 27954

Educational background:

N.C. Licensed Real Estate Broker, N.C. Justice Academy

Business and civic experience and skills:

Rotary International (Manteo) Board Member / Community Service Chair 2012

Other Boards/Committees/Commissioners presently serving on:

Board, Committee, or Commission:

Expiration Date of Terms: _____

REFERENCES

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

Name	Business/Occupation	Address	Telephone
Doug Doughtie	Dare County Sheriff	962 Marshall C. Collins Dr.	252-216-9898
Bobby Owens	Ret. N.C. Utilities Commission	310 Agona St.	252-256-0668
Marc Basnight	Retired	169 Scuppernong Rd.	252-475-8093

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

Date: 12/12/2014 Signature of applicant: 

FOR OFFICE USE ONLY:

Date received: _____

Date forwarded to County Commissioners: _____

APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1st choice Game and wildlife commission - District 2

2nd choice Planning Board

3rd choice _____

Name John DeBoy

Address 303 Eagle Dr.

City/State/Zip KDH NC 27498

Email Address deboy@charter.net

Telephone Home: 252-207-8912

Business: 252-480-9921

Resident of Dare County: yes no

Occupation: Custom Home Builder

Business Address: 303 Eagle Drive, KDH NC 27948

Educational background:

High School Graduate

Business and civic experience and skills:

OBX Home Builders Association President 2012 & 2013

Beach Food Pantry BoD 2013-2014

Other Boards/Committees/Commissions on which you presently serve:
Dare County Flood Insurance CRS committee member

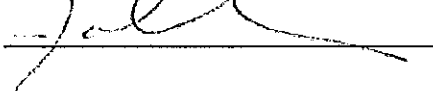
OBX Home Builders Assoc. BoD 2010-current

REFERENCES

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

Name	Business/Occupation	Address	Telephone
William Daughtry			757-630-1134
David Craig			252-489-8729
Sam Barker			252-207-6796

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

Date: 5-22-15 Signature of applicant: 

FOR OFFICE USE ONLY:

Date received: _____

1

APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1st choice Tourism Board

2nd choice Dare County Planning Board - At Large, Dist. 2

3rd choice _____

Name Robert C Edwards

Address 2437 S Memorial Ave

City/State/Zip Nags Head, NC 27959

Email Address bob.edwards@nagsheadnc.gov

Telephone Home: 480-3722

Business: 757-576-3777 - cell

Resident of Dare County: yes no

Occupation: Retired

Business Address: _____

Educational background:

Diploma Orange County High; BS Commerce Univ. of Virginia; Masters - Va Tech AMA Services

Business and civic experience and skills:

Owner RC Edwards & Assoc. Construction Co.; Managerial position - E.I. Dupont Co.; Westvaco Co.

WR Greene Co and Union Camp Corp.

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

Nags Head Board of Commissioners

REFERENCES

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

Name	Business/Occupation	Address	Telephone
<hr/>			
<hr/>			
<hr/>			

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

Date: 12/11/15

Signature of applicant:



FOR OFFICE USE ONLY:

Date received: _____

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

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Advisory Board or Committee interested in:

1st choice ABC Board

2nd choice Planning Board - At Large, Dist. 2

3rd choice Zoning Board of Adjustments

Name Stephen Smith

Address 321 Jean Ct.

City/State/Zip Kill Devil Hills, NC 27948

Email Address target1982002@yahoo.com

Telephone Home: (252) 216-6820

Business: (252) 475-5980

Resident of Dare County: yes no

Occupation: Deputy Sheriff

Business Address: 962 Marshall C. Collins Dr.

Educational background:

B.A. Criminal Justice - UNC - Wilmington

M.P.A. - Planning Concentration - ECU

Business and civic experience and skills:

12 years law enforcement, 4 years w/ North Carolina Emergency Mgt,

4 years Planning/Code w/ Town of Kitty Hawk

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

None

REFERENCES

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

Name	Business/Occupation	Address	Telephone
<u>Beverly Boswell</u>	<u>Medical/DCBOC</u>	<u>KDH</u>	<u>(252) 216-9820</u>
<u>Doug Doughtie</u>	<u>DCSO</u>	<u>KDH</u>	<u>(252) 216-9898</u>
<u>Jordan Hennessy</u>	<u>Aide to Sen. Cook</u>	<u>Southern Shores</u>	<u>(252) 619-3606</u>

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

Date: 8-17-15 Signature of applicant: Stephen Smith

FOR OFFICE USE ONLY:

Date received: _____

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

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Advisory Board or Committee interested in:

1st choice Planning Board At Large or District 2

2nd choice Tourism Board

3rd choice _____

Name: John Towler

Address: 1704 Virginia Avenue

City/State/Zip Kill Devil Hills, NC 27948

Telephone Home: (252) 216-9999

Business: (252) 449-5329

Resident of Dare County: yes no

Occupation: police sergeant (Investigations)

Business Address: 102 Town Hall Drive, Kill Devil Hills, NC 27948

Educational background:

1989 Graduated from Cal State University Chico, BA German, 1995 Graduated from Pitt Community College's BLET program,

Business and civic experience and skills:

Member of Domestic Violence Prevention Organization (2005-Present), Member of Child Abuse Task Force (2010-Present), Member of Dare Community Crime Line (2005-Present), YMCA Board of Directors (2011 - Present)

Other Boards/Committees/Commissioners presently serving on:

Board, Committee, or Commission:

none for the Dare County

Expiration Date of Terms:

REFERENCES

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

Name	Business/Occupation	Address	Telephone
Sheila Davies	Mayor, Town of Kill Devil Hills	POB 1605, KDH NC	(252) 475-0033
Donna Trivette	Chair, YMCA Board of Directors,	3000 S. Croatan Hwy, NH	(252) 449-8897
Temple Hegge	Outer Banks Hotline	602 Amanda Street, Manteo	(252) 473-3366

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

Date: 2/4/2012
2/2015

Signature of applicant: 

FOR OFFICE USE ONLY:

Date received: _____

Date forwarded to County Commissioners: _____

PLANNING BOARD
(Staggered/Three Year Term)

<u>MEMBER</u>	<u>TERM EXPIRATION</u>	<u>ACTION</u>
Jeff Landreth 1135 Burnside Rd. Manteo, NC 27954 473-1569 District 1	2-19	Apptd. 6-16
David Overton 418 Berry Dr. Manteo, NC 27954 473-4802 At Large	2-17	Apptd. 2-08 Reapptd.2-11,14
John Finelli, Ch. Box 555 Kitty Hawk, NC 27949 261-8786 At Large	2-18	Apptd. 3-03 Reapptd.2-06,09,12,15
Beth Midgett P.O. Box 250 Hatteras, NC 27943 986-2346 District Four	2-17	Apptd. 8-04 Reapptd.2-06,08,11,14
Terry Gore 140 N. Fearing Place Manteo, NC 27954 347-6710 (H),449-0539 (O) At-large	2-19	Apptd. 2-16
Michael Barr 333 Eagle Dr. Kill Devil Hills, NC 27948 480-1499(H), 261-3266(O) District Two	2-17	Apptd. 8-12,14
Charles B. Read, Jr. 19 Mallard Cove Loop Southern Shores, NC 27949 255-5055 District 3	2-18	Apptd. 2-15

NOTES

MEETING DATE: 2ND Monday of each month
7:30 p.m., DCBC Meeting Room

2/9/96 Attorney Cole referred to the Ordinance Book regarding appointments to the Planning Board. He noted that all appointments should be for three years after an initial staggered term of one, two and three years. The appointments have been for two years. He suggested that in order to comply with the

ordinance, that the members whose terms expired in February be given one more year and the rest of the members be given one more year. Approved by the DCBC, unanimous.

All Board members were appointed/reappointed on 2/3/97.

Jim Kinghorn appointed to replace J.W. Kierzkowski 2/02.

John Finelli replaced Jon Britt 3/03.

Ricky Scarborough, Jr. appointed to fill unexpired term of Mary Aldridge 4/03.

Beth Midgett filled unexpired term of Jim Kinghorn 8/04/

Robert Lewis replaced Marcia Parrott 2/05.

Catherine Morris filled unexpired term of Robert Lewis 9/05.

Dan Oden, Jr. filled unexpired term of Joseph Thompson 10/07.

David Overton replaced John G.B. Myers 2/08.

Henry Haywood replaced Catherine Morris 2/08.

Michael Barr filled unexpired term of Henry Haywood 8/12.

Charles B. Read, Jr. replaced Dan Oden, Jr. 2/15.

Terry Gore replaced Elmer Midgett 2/16.

John Finelli was moved to the At Large seat and apptd. Chairman 2/16.

Charles Read was moved to the District 3 seat.

Jeff Landreth filled unexpired term of Ricky Scarborough, Jr. 6/16.

REVISED 6/16



Upcoming Board Appointments

Description

The Dare County Board of Commissioners welcomes citizen participation on its many Boards and Committees.

Following is a list of the Boards and Committees that have terms expiring during the next 3 months. The list indicates when the item will be presented to the County Commissioners and any requirements that may pertain to the appointment.

Instructions on how to obtain and submit an application are attached along with additional information about each of the Boards and Committees with upcoming term appointments.

Board Action Requested

None

Item Presenter

Bobby Outten, County Manager

Upcoming Board & Committee Appointments

The Dare County Board of Commissioners welcomes citizen participation on Advisory Boards and Committees. This type of grassroots public involvement is the foundation of democracy and a vital part of maintaining Dare County as a quality place to live.

Following is a list of Boards and Committees that have terms expiring during the next 3 months. The list highlights when the item will be presented to the Board of Commissioners along with any special requirements that may pertain to the appointment.

Information about how to obtain and submit applications follows the list –

Upcoming Board Appointments

March 6, 2017

None

April 3, 2017

1. Manns Harbor Commission

- The Manns Harbor Marina Commission is a seven-member group representing recreational, commercial and local interests for the self-governing mutual purpose Manns Harbor Marina. The Commission meets six times per year and reports directly to the Dare County Board of Commissioners.
- 4 terms expire

May 1, 2017

1. Board of Adjustment

- The Board of Adjustment meets to hear variances and appeals related to land use issues in the unincorporated areas of Dare County. The Chair is appointed by the Board of Commissioners and the Planning Department serves as administrative staff for this Board.
- 2 terms expire

2. Veterans Advisory Council

- The Veterans Advisory Council serves as a liaison with the community in coordinating services and activities benefiting Veterans and their families. Members of the Veterans Advisory Council solicit information and provide updates about community based activities honoring veterans.
- 2 terms expire

-----Instructions for Obtaining and Submitting Applications-----

An application must be submitted in order for your name to be considered for a Board or Committee appointment. The form is available on the Dare County website, or by calling Rhonda Creef at 475-5604.

MANNS HARBOR COMMISSION

(Two Year Term)

<u>MEMBER</u>	<u>TERM EXPIRATION</u>	<u>ACTION</u>
Cyndy Holda P.O. Box 172 Manns Harbor, NC 27953 252-473-9964 (H) 252-423-0903 (Cell)	4/17	Apptd. 4/13 Reapptd. 4/15
Ladd Bayliss, Sec. 431 Cahoon Rd. Manns Harbor, NC 27953 252-207-5894 (H) 252-473-1607 (O)	4/17	Apptd. 4/13 Reapptd. 4/15
Jonathan Oglesby P.O. Box 250 Manns Harbor, NC 27953 910-990-5674 (H/Cell)	4/17	Apptd. 4/13 Reapptd. 4/15
Paul Mann, V. Ch. 6049 US Hwy 64 Manns Harbor, NC 27953 252-475-3995 (H) 252-473-1716 (O)	4/18	Apptd. 4/13 Reapptd. 4/16
Jeff James 116 Alder Branch Lane Manteo, NC 27954 252-216-6913 (H/Cell)	4/18	Apptd. 4/13 Rrapptd. 4/16
Jessie "Troy" Outland, Sr., Ch. 107 Candela Dr. Manteo, NC 27954 252-473-3507 (H) 252-473-8685 (Cell)	4/18	Apptd. 4/13 Reapptd. 4/16
Jessie "Troy" Outland, Jr. P.O. Box 246 Manns Harbor, NC 27953 252-216-9162 (H/Cell)	4/17	Apptd. 4/13 Reapptd. 4/15

Notes: Formed by DCBC 4/1/13. A Commission has been formed to enforce rules governing the use of the old Manns Harbor Marina property. The facility will operate as a marina for commercial fishermen to dock and unload their catch; and for public boat access. Dare County's role is to form the Commission and appointment commission members.

Revised 4/16

BOARD OF ADJUSTMENT
 (Initial Staggered Term/Three Year Term)

<u>MEMBER</u>	<u>TERM EXPIRATION</u>	<u>ACTION</u>
Roland Bowser P.O. Box 2122 Manteo, NC 27954 473-5613 Roanoke Island	5-30-17	Apptd. 5/08 Reapptd. 5/11,14
Thomas Murphy P.O. Box 147 Rodanthe, NC 27968 987-2656 Hatteras Island	5-30-19	Apptd. 6-03 Reapptd. 5-04,07,10,13, 16
Jay Hart P.O. Box 1782 Kill Devil Hills, NC 27948 207-7900 Colington Area	5-30-18	Apptd. 4-05 Reapptd. 5/06,09,12,15
David E. Jones, Jr., Chairman 133 A Jay Crest Rd. Duck, NC 27949 261-0417 Martins Point Area	5-30-19	Apptd. 6-03 Reapptd. 5-04,07,10,13, 16
Anna Creef 5297 Mashoes Rd. Manns Harbor, NC 27953 473-3339 Dare Mainland	5-30-17	Apptd. 6-03 Reapptd.5-05,08,11,14

ALTERNATES

Vacant

Vacant

Vacant

NOTES:

MEETING DATE: No Set Date

Jay Hart filled unexpired term of Jacob Maestas 4/05.
 Andrew Keeney replaced David Overton (alternate) 4/05.
 Patricia Austin apptd. to fill unexpired term of Michael Egan 5/06.
 Roland Bowser replaced Patricia Austin 5/08

REVISED 5/16

VETERANS ADVISORY COUNCIL
(Staggered/Three Year Term)

The Veterans Advisory Council serves as a liaison with the community in coordinating services and activities benefiting Veterans and their families. Members of the Veterans Advisory Council solicit information and provide updates about community based activities honoring Veterans.

<u>MEMBER</u>	<u>TERM EXPIRATION</u>	<u>ACTION</u>
Jack Leonard, Ch. 181 Happy Indian Ct. Southern Shores, NC 27949 252-255-4631 (H) Pljl12@embarqmail.com	5/17	Apptd. 4/15
Carl Reiber, V. Ch. 117 E. Bergen Ct. Nags Head, NC 27959 252-441-9469 (H) carlynreiber@yahoo.com	5/19	Apptd. 8/16
Russell Laney, Secretary 412 Woodard Rd. Kitty Hawk, NC 27949 571-239-3054 (C) russobx@charter.net	5/18	Apptd. 6/16
Jeff Slaker P.O. Box 3297 Kitty Hawk, NC 27949 757-869-1739 slakerjs@hotmail.com	5/18	Apptd. 12/16
Marsha Brown 163 Roanoke Trail Manteo, NC 27954 252-423-3007 (H) 252-202-2058 (C) giglineheroes@aol.com	5/17	Apptd. 5/12 Reapptd.5/14

Charles Read, Jr. 5/19 Apptd. 6/16
19 Mallard Cove Loop
Southern Shores, NC 27949
252-255-5055 (H)
cbread@charter.net

Gary Kierney 5/18 Apptd. 4/15
P.O. Box 31
Frisco, NC 27936
252-489-0412(H)
252-475-5980 (O)
Gary.kierney@darenc.com

NOTES:

VAC was formed on 5/7/12.

MEETING INFO: 4th Thursday of each month, 3 p.m., Rm. 168, Dare County Administration Building, 954 Marshall C. Collins Dr., Manteo, NC

CONTACT INFO: Jack Leonard, Chair

MEMBERS COMPENSATED: No

Lynda Hester replaced Punk Daniels 6/13
Billy Brown replaced Clarence Skinner 7/13
Joshua Turner filled unexpired term of Pete Groom 3/14
Jack Leonard filled vacant seat previously held by Joe Pope 4/15
Gary Kierney replaced Josh Turner 4/15
Charles Read, Jr. replaced Lynda Hester 6/16
Russell Laney filled unexpired term of Dale Draper 6/16
Carl Reiber filled unexpired term of Billy Brown 8/16
Jeff Slaker filled unexpired term of Clarence Lewis who resigned 12/16

REVISED 12/16

COMMISSIONERS' BUSINESS

MANAGER'S / ATTORNEY'S BUSINESS