



**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, May 01, 2017**

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

**AGENDA**

- 9:00 AM            CONVENE, PRAYER, PLEDGE OF ALLEGIANCE**
- ITEM 1**            Opening Remarks - Chairman's Update
- ITEM 2**            Presentation of County Service Pins
- ITEM 3**            Employee of the Month
- ITEM 4**            Public Comments
- ITEM 5**            NCDOT Update on the Colington Road Project
- ITEM 6**            Dare County Emergency Medical Services - Proclamations
- ITEM 7**            Proclamations - Elder Abuse Awareness Month & Older Americans Month
- ITEM 8**            Dare County Extension Report to the People
- ITEM 9**            Report from Outer Banks Sporting Events
- ITEM 10**           City Beverage Group Development -- CUP Amendment
- ITEM 11**           Roanoke Island Volunteer Fire Department -- Wanchese Training Facility
- ITEM 12**           Economic Development - Agreement With The Outer Banks Chamber of Commerce
- ITEM 13**           Nags Head Beach Nourishment Funding Request
- ITEM 14**           Policy for Naming of Dare County Buildings and Facilities
- ITEM 15**           House Bill 867 - Coastal Fisheries Conservation and Economic Development Act

Agenda – continued on other side

- ITEM 16** Consent Agenda
1. Approval of Minutes (04.17.17)
  2. FY 2017 Lease for Computer Equipment for New EOC-911
  3. Proclamation - Hurricane Preparedness Week 2017
  4. Dare County Transportation Title VI Plan - 2017
  5. Tax Collector's Report
- ITEM 17** Board Appointments
1. Board of Adjustment
  2. Veterans Advisory Council
  3. Upcoming Board Appointments
- ITEM 18** Commissioners' Business & Manager's/Attorney's Business

**ADJOURN UNTIL 5:00 P.M. ON MAY 15, 2017**



*Opening Remarks - Chairman's Update*

**Description**

Dare County Chairman Robert Woodard will make opening remarks.

**Board Action Requested**

Informational Presentation

**Item Presenter**

Chairman Robert Woodard



*Presentation of County Service Pins*

**Description**

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

1. Shaun Barrera, Deputy Sheriff Sergeant, 15 Year Pin
2. Carolyn Holadia, Leisure Activity Coordinator, 15 Year Pin
3. Andrew Creech, Deputy Sheriff Lieutenant, 20 Year Pin
4. Robert Crawford, Environmental Health Specialist, 25 Year Pin
5. Lisa Heath, Dance Program Supervisor, 30 Year Pin

**Board Action Requested**

None

**Item Presenter**

Robert Outten, County Manager

May 1, 2017

## **Presentation of County Service Pins**

1. **Shaun Barrera**, Deputy Sheriff Sergeant, 15 Year Pin  
- Presented by Major Jeff Deringer
  
2. **Carolyn Holadia**, Leisure Activity Coordinator, 15 Year Pin  
- Presented by Tim White, Public Services Director
  
3. **Andrew Creech**, Deputy Sheriff Lieutenant, 20 Year Pin  
- Presented by Major Jeff Deringer
  
4. **Robert Crawford**, Environmental Health Specialist, 25 Year Pin  
-Presented by Jack Flythe, Environmental Health Supervisor
  
5. **Lisa Heath**, Dance Program Supervisor, 30 Year Pin  
-Presented by Tim White, Public Services Director



*Employee of the Month*

**Description**

The Employee of the Month will be presented.

**Board Action Requested**

None

**Item Presenter**

To Be Determined



*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



*NCDOT Update on the Colington Road Project*

**Description**

Representatives from the North Carolina Department of Transportation (NCDOT) will present an update on the Colington Road project.

**Board Action Requested**

Informational Presentation

**Item Presenter**

Gary Lovering, NCDOT Project Engineer, Roadway Design Unit  
Shawn Mebane, NCDOT Division Construction Engineer





*Dare County Emergency Medical Services - Proclamations*

**Description**

May 21 to 27 is designated as Emergency Medical Services (EMS) Week in honor of the dedicated team of professionals that provide a vital lifesaving service for the community. This year the national theme for EMS Week is "EMS Strong: Always In Service." Dare County EMS Chief Jennie Collins will present a Proclamation establishing May 21-27 as Emergency Medical Services Week.

Chief Collins will also present a Proclamation honoring David Weaver, a Manteo High School student, who bravely took action to provide lifesaving care to someone in distress whose vehicle was in a canal in approximately four feet of water.

**Board Action Requested**

Approve Proclamations

**Item Presenter**

Jennie Collins, Chief, Dare County Emergency Medical Services



## 2017 EMS WEEK PROCLAMATION

**WHEREAS**, emergency medical services is a vital public service; and

**WHEREAS**, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

**WHEREAS**, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

**WHEREAS**, emergency medical services has grown to fill a gap by providing important, out of hospital care, including entry into all aspects of care; and

**WHEREAS**, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and

**WHEREAS**, the members of emergency medical services teams engage in thousands of hours of specialized training and continuing education to enhance their lifesaving knowledge and skills; and

**WHEREAS**, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week; and

**WHEREAS**, this year's national theme for Emergency Medical Services Week is – "***EMS Strong: Always in Service.***"

**NOW THEREFORE, BE IT RESOLVED** that the Dare County Board of Commissioners in recognition of this event does hereby proclaim the week of May 21-27, 2017, as **EMERGENCY MEDICAL SERVICES WEEK**

This the 1<sup>st</sup> day of May, 2017

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Robert Woodard, Chairman

Attest:

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Gary Lee Gross, Clerk to the Board



**PROCLAMATION HONORING DAVID WEAVER**

**WHEREAS**, on October 29, 2016, David Weaver, a Manteo High School student, came upon a single vehicle accident where the car was in a canal in approximately four feet of water; and

**WHEREAS**, the driver had experienced a life threatening emergency and was unconscious; and

**WHEREAS**, Mr. Weaver recognized the driver appeared to be in distress and in a life threatening emergency; and

**WHEREAS**, Mr. Weaver boldly took action and entered the water filled canal; and

**WHEREAS**, Mr. Weaver was able to pull the driver from his vehicle, bring him back to land, and began lifesaving care; and

**WHEREAS**, Mr. Weaver's actions filled the critical time gap between 911 notification and the arrival of EMS to provide further care; and

**WHEREAS**, Mr. Weaver's action directly and positively impacted his fellow man's chance of survival.

**NOW THEREFORE, BE IT RESOLVED** that the Dare County Board of Commissioners gratefully recognizes David Weaver for taking immediate action in the face of danger and demonstrating selfless and heroic actions, which were taken at risk to himself, and for his role in ensuring that another individual had the best chance of surviving a life threatening emergency.

This the 1<sup>st</sup> day of May, 2017

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Robert Woodard, Chairman

Attest:

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Gary Lee Gross, Clerk to the Board



*Proclamations - Elder Abuse Awareness Month & Older Americans Month*

**Description**

On behalf of the Dare County Health and Human Services Department and Dare County Older Adult Services, proclamations will be presented on Elder Abuse Awareness Month and Older Americans Month.

**Board Action Requested**

Issue Proclamations

**Item Presenter**

Katie McCarron, Dare County Health and Human Services Department  
Brandi Rheubottom, Dare County Older Adult Services



VULNERABLE ADULT AND ELDER ABUSE  
AWARENESS MONTHS  
2017

A PROCLAMATION

**WHEREAS**, North Carolina joins the world in recognizing World Elder Abuse Awareness Day every June 15<sup>th</sup>; and

**WHEREAS**, protecting North Carolina's vulnerable and older adults is a community responsibility and all citizens are charged under State law to report suspected abuse, neglect or exploitation to their local County Department of Social Services; and

**WHEREAS**, North Carolina's vulnerable and older adults of all social, economic, racial and ethnic backgrounds may be targets of abuse, neglect or exploitation which can occur in families, long-term care settings and communities; and

**WHEREAS**, in state fiscal year 2016 there were 25,980 reports of abuse, neglect or exploitation of vulnerable and older adults were made to North Carolina's 100 County Departments of Social Services; and

**WHEREAS**, national and international research shows that abuse, neglect and exploitation of vulnerable and older adults is grossly underreported; and

**WHEREAS**, the State of North Carolina enacted the nation's first elder abuse law and recognizes the need for a comprehensive system of protection for vulnerable and older adults; and

**WHEREAS**, Mother's and Father's Days are national holidays intended to honor, respect, and promote the dignity and well-being of our older citizens;

**Now therefore** Dare County does hereby proclaim MOTHERS DAY to FATHERS DAY 2017 as "**VULNERABLE ADULT AND ELDER ABUSE AWARENESS MONTHS**" in and commend its observance to our citizens.

This is the 1<sup>st</sup> day of May, 2017.

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Robert Woodard, Chairman  
DCBOC



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Older Americans Month 2017  
A PROCLAMATION

**Whereas**, Dare County includes older Americans who richly contribute to our community; and

**Whereas**, we acknowledge that what it means “to age” has changed—for the better.

**Whereas**, Dare County is committed to supporting older adults as they take charge of their health, explore new opportunities and activities, and focus on independence; and

**Whereas**, our community can provide opportunities to enrich the lives of individuals of *all ages* by:

- involving older adults in the redefinition of aging in our community;
- promoting home- and community-based services that support independent living;
- encouraging older adults to speak up for themselves and others; and
- providing opportunities for older adults to share their experiences.

**Now therefore**, the Dare County Board of Commissioners does hereby proclaim May 2017 to be Older Americans Month. We urge every resident to take time during this month to acknowledge older adults and the people who serve them as influential and vital parts of our community.

Dated this 1st day of May, 2017

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Robert Woodard, Chairman

Attest:

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Gary Gross, Clerk to the Board



*Dare County Extension Report to the People*

**Description**

Presentation highlighting the accomplishments and impacts made during 2015-2016

**Board Action Requested**

Presentation highlighting the accomplishments and impacts made during 2015-2016

**Item Presenter**

Shannon Brooks, County Extension Director

2015-2016

# Dare County Extension Impacts

Dare County Extension works hard to bring needed University research to the people of Dare County

## NC STATE



**Total Number of Volunteers 111**

**2015 Volunteers gave 9,044 hours**

**2016 Volunteers gave 9,045 hours**

**2015-2016 Value of Volunteer Contribution  
\$426,177**



**2015 Total Educational Programs 234**

**2016 Total Educational Programs 205**



**2015 Total Contacts Made by Staff 23,313**

**2016 Total Contacts Made by Staff 23,312**

**4.5 Staff Members Devoted to Extension Work in Dare**

## Our Mission

**North Carolina Cooperative Extension partners with communities to deliver education and technology that enrich the lives, land and economy of North Carolinians.**

*What sets Cooperative Extension apart?*

*We are a university-based catalyst for progress with educational centers in every county in North Carolina and the Eastern Band of Cherokee Indians. We address local issues with research-based knowledge and resources creating opportunities and empowering people to collaboratively solve problems through service, education and life-long learning.*

**Thank you for your ongoing support of Cooperative Extension in Dare County.**

powered by





## 2015-2016 Cooperative Extension Highlights

- Cooperative Extension has gone digital, emailing a monthly newsletter highlighting upcoming programs. Look for it on the first of each month.
- In 2015, all volunteer programs were distinguished at the State-Level!
- Master Gardener's Coastal Gardening Festival, Award for Excellence
- Master Gardener, Lois Chatham, Excellence in Service Award
- A graduate of the 4-H leadership program was inducted into the North Carolina 4-H Honor Club (only .05% of North Carolina 4-H members are eligible for induction).
- The Extension and Community Association Volunteers, Gold Seal Award (the highest state honor from their state association) in recognition of the hours of volunteer service they give to Dare County.
- Greenline, the horticultural hotline for Dare County, is now accessible online and through remote access voicemail, and in Manteo 5 days a week from 8:30 to 5:00. Additionally, face-to-face access is now offered in Manteo, Kill Devil Hills, and Hatteras.
- Dare County Master Gardeners have provided 5 televised programs about landscaping and gardening in our unique Outer Banks' coastal community.
- Dare Master Gardeners continue to provide upkeep, improvements, planning, financial support, and labor for the Arboretum and Teaching Garden that is used for education, exercise, dog walking, and the general enjoyment of thousands of citizens and visitors.
- 4-H Summer Day Camp hosted 125 kids in 2016. A licensed program, it is especially designed to provide affordable, safe child care for kids that have working parents. Day-to-day activities stress healthy exercise, educational field trips, and hands-on, curriculum-based learning. Partially funded through a JCPC grant; full and partial scholarships are awarded.
- In 2016, for the first time in 10 years, the Dare County 4-H program has trained, fully qualified, and registered 4-H Club Leaders that are working with Dare County kids. Cooperative Extension continues to provide regional and state opportunities to Dare County youth.
- The Extension and Community Association works to strengthen families through leadership development and volunteerism. In 2016, 12 members provided over 877 hours of service.
- Dare County now has a Family Consumer Science Agent. She has already begun teaching nutrition and food safety classes such as Healthy Crock Pot Meals for the Family, Making and Canning Fig Preserves, Med instead of Meds (an introduction to the nutritious and heart-healthy Mediterranean diet). Look for more in our newsletter!



*Report from Outer Banks Sporting Events*

**Description**

Outer Banks Sporting Events (OBSE) will give an update report on the economic impact of OBSE events and outline their upcoming activities.

**Board Action Requested**

Informational Presentation

**Item Presenter**

Ray Robinson, Executive Director  
Jenny Ash, Race Director



*City Beverage Group Development -- CUP Amendment*

**Description**

This CUP amendment and site plan was originally reviewed by the Board on January 3, 2017 but was tabled to allow review of the proposal by the Dare County Airport Authority and the FAA. Both of these agencies have reviewed the proposed plan. The FAA has issued a determination of no hazard to air navigation. A staff report, draft CUP amendment and the revised site plan are attached with this cover sheet.

**Board Action Requested**

Motion to grant approval to CUP amendment and site plan.

**Item Presenter**

Donna Creef, Planning Director

STAFF REPORT: City Beverage Warehouse-- Amendment to CUP 5-2012

FROM: Donna Creef

DATE: May 1, 2017 Board of Commissioners Meeting

This item was originally scheduled for discussion on January 3 but was tabled to allow the Dare County Airport Authority to review the site plan. It was determined during the DCAA review that additional review by the FAA was needed. The FAA has reviewed the proposal and issued a determination of no hazard to air navigation.

There are currently two other structures on the site. The location of more than one principal use structure on the property constitutes a group development under section 22-31 of the Dare County Zoning Ordinance. Group developments are subject to conditional use review and approval by the Planning Board and Board of Commissioners. The site is zone 1-I industrial.

The two new buildings will be constructed in phases as noted on the site plan. The first building will consist of 19,800 square feet and the second building will consist of 4,500 square feet. Access and parking improvements shall be constructed as shown on the site plan. The proposed buildings will be used for storage only and will not be used for retail or office space. A condition to this effect is included in the CUP amendment.

Condition # 2 of the CUP amendment provides three years for the applicant to secure a Dare County building permit. A copy of the draft CUP amendment and a copy of the original CUP 5-2012 is included with this staff report.

The Planning Board reviewed this CUP amendment request on December 12, 2016 and voted to recommend approval of the revised site plan and CUP amendment subject to approval of the request by the Dare County Airport Authority.

The State stormwater permit and sedimentation control permit will be modified for the construction of the additional improvements.



**AMENDMENT to CUP No. 5-2012**

Dare County Sections 22-27, 22-31 and 22-68.

**Application of:** J.T. Dixon Sr. for City Beverage Company

On May 1, 2017 the Dare County Board of Commissioners considered an amendment to CUP 5-2012 issued to J.T. Dixon Sr for the City Beverage group development on Roanoke Island. The original CUP was issued in February 2013 by the Dare County Board of Commissioners for the construction of a 10,800 square foot storage building. This amendment is for the construction of two additional mini storage warehouses.

On December 12, 2016 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 authorized by Dare County :

1. Two additional mini storage warehouses shall be constructed with associated site improvements. One building shall consist of 19,800 square feet and the second building shall consist of 4,500square feet.
2. A Dare County building permit for the first phase shall be secured within three (3) years of the date of approval of this CUP amendment.
3. The building shall be used for storage. The buildings shall not be used for residential, retail, office or other commercial uses. Approval from the Dare County Airport Authority shall be secured before a building permit can be issued. An as-built site plan shall be submitted to Dare County at completion of each of the proposed structures.
4. Additional lighting fixtures shall be installed similar to existing fixtures on site.
5. All fencing new and existing shall be compliant with Dare County Code and prior conditions set forth in CUP 5-2012
6. All other terms and conditions as set forth in CUP 5-2012 remain in effect.

This 1st day of May 2017

SEAL:

COUNTY OF DARE

By: \_\_\_\_\_  
Robert L Woodard  
Dare County Board of Commissioners

ATTEST:

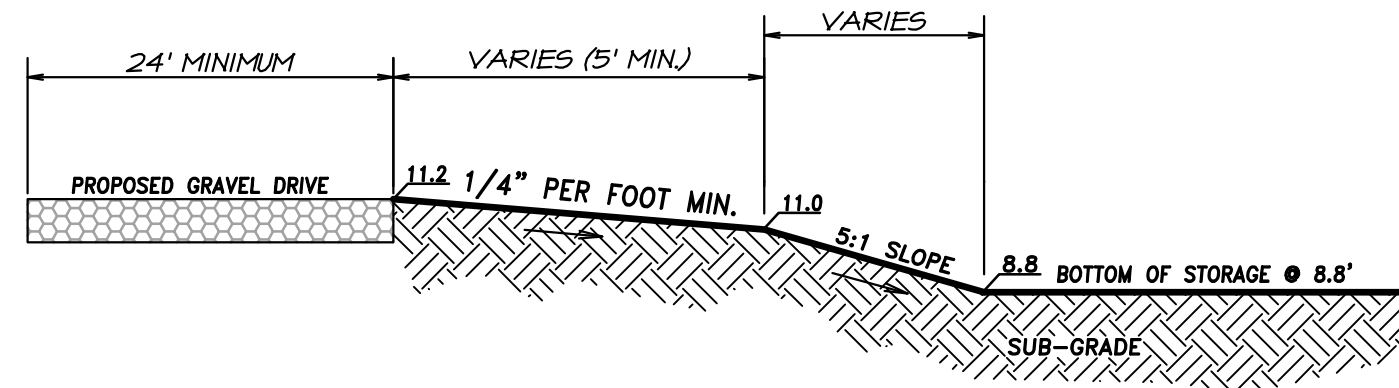
By: \_\_\_\_\_  
Gary Gross  
Clerk to the Board

**THIS PERMIT AND THE CONDITIONS HEREIN ARE ACCEPTED**

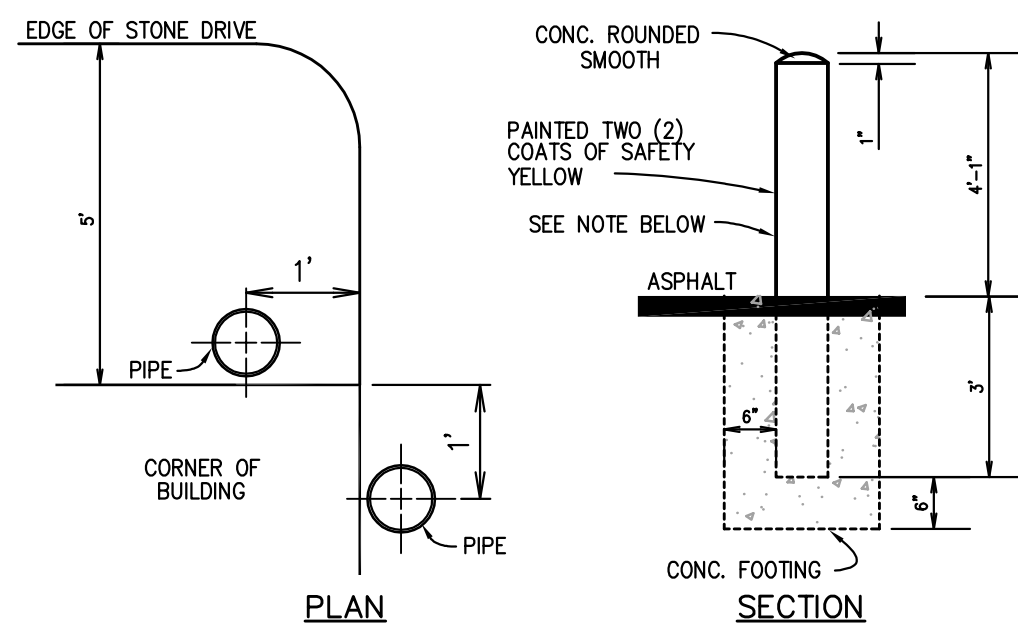
By: \_\_\_\_\_  
J.T. Dixon for City Beverage Co.

APPROVED AS TO LEGAL FORM

By: \_\_\_\_\_  
Robert L. Outten  
County Attorney




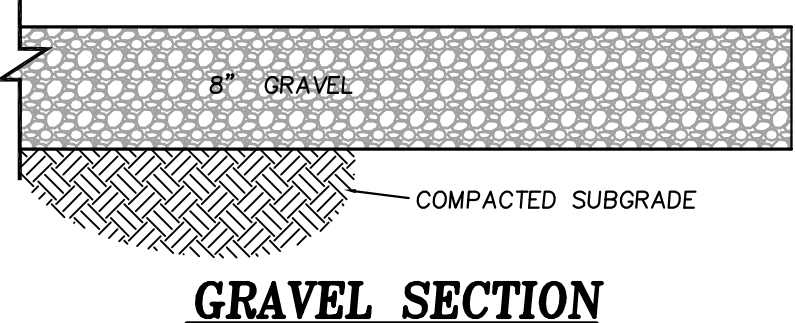
**TYPICAL GRADING CROSS SECTION**  
N.T.S.



**BOLLARD DETAIL**  
INSTALL NEAR DUMPSTER PAD  
N.T.S.

**NOTE:**  
THE DATA GIVEN ON THESE PLANS IS BELIEVED TO BE ACCURATE, BUT THE ACCURACY IS NOT GUARANTEED. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL LEVELS, LOCATIONS, TYPES, AND DIMENSIONS OF THE EXISTING UTILITIES PRIOR TO CONSTRUCTION. IF A DISCREPANCY IS FOUND, WORK SHALL CEASE AND THE ENGINEER NOTIFIED. WORK MAY CONTINUE UPON ENGINEER'S NOTICE TO PROCEED.

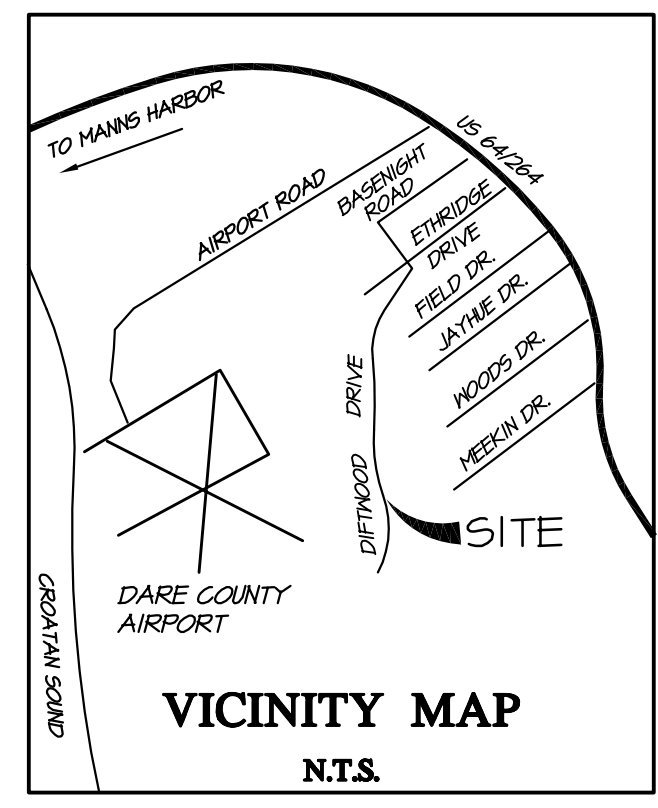
  
**NORTH CAROLINA  
ONE CALL CENTER**  
CALL BEFORE YOU DIG!  
**800-632-4949**  
WWW.NCOC.CC.ORG



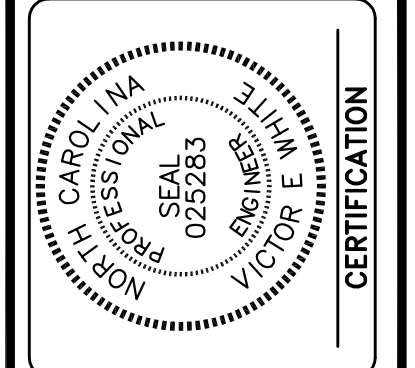
**GRAVEL SECTION**  
N.T.S.

**SITE DATA**

PROPOSED BUILDINGS	24,300 SF.
PROPOSED GRAVEL DRIVE	18,058 SF.
PROPOSED CONCRETE	3,697 SF.
EXISTING:	
EXISTING BUILDINGS	26,077 SF.
EXISTING GRAVEL DRIVE	42,246 SF.
EXISTING CONCRETE	2,882 SF.
TOTAL COVERAGE (COUNTY)	56,956 SF.
TOTAL COVERAGE (NCDE&NR)	117,260 SF.
TOTAL PARCEL AREA	231,523 SF. (5.32 AC.)
TOTAL IMPERVIOUS COVERAGE (COUNTY)	24.60 %
TOTAL IMPERVIOUS COVERAGE (NCDE&NR)	50.65 %


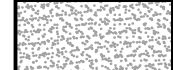









**VICINITY MAP**  
N.T.S.



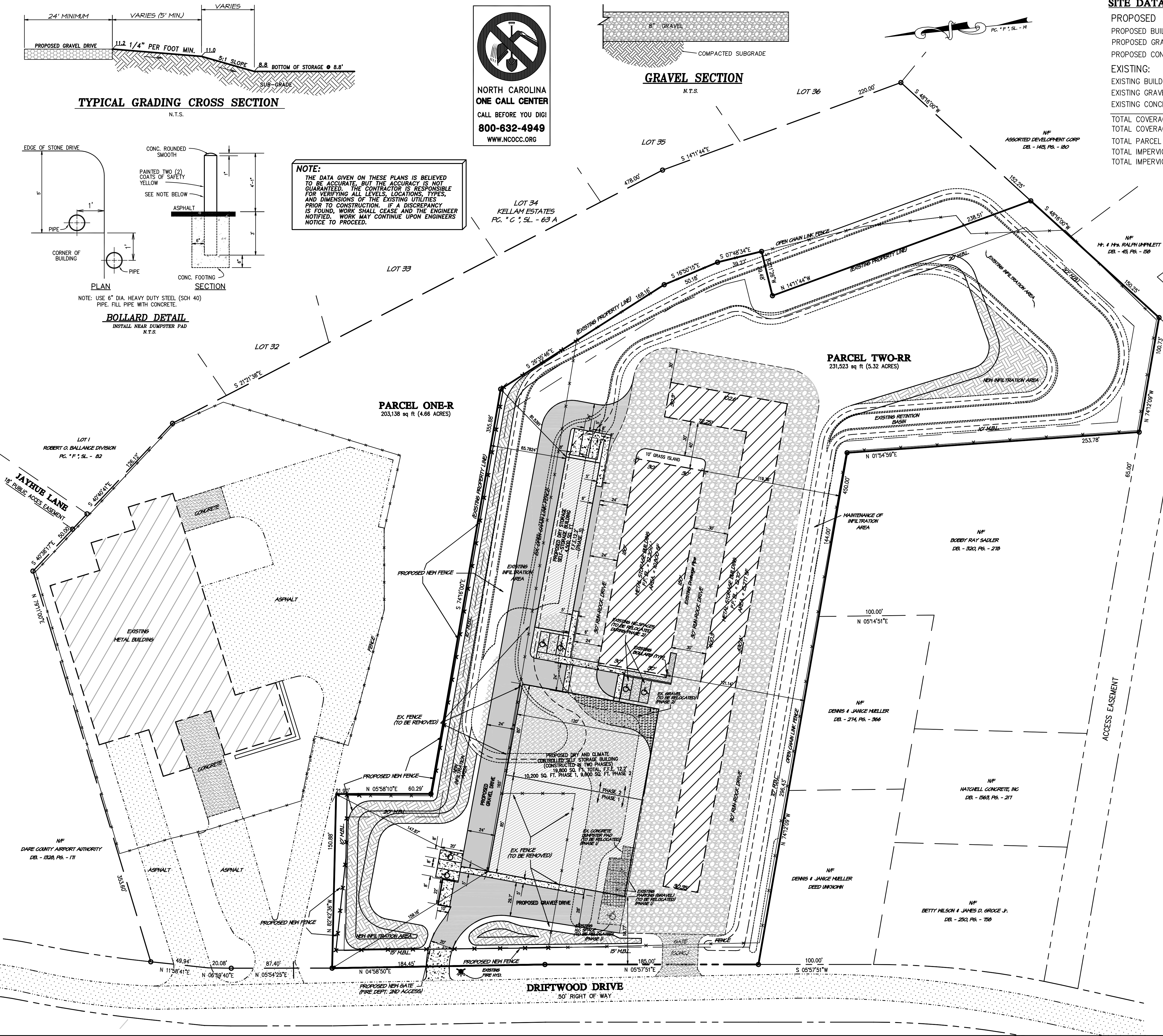
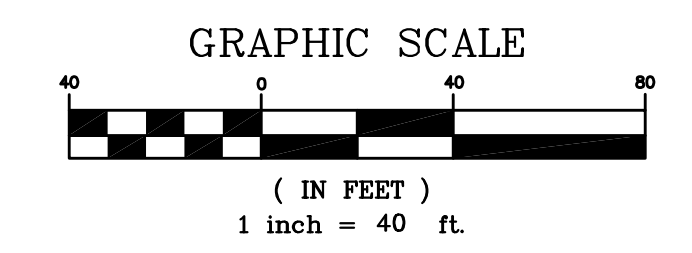
NO.	DATE	DESCRIPTION
1	12/19/16	REVISED PER PLANNING BOARD, STAFF & FIRE MARSHALL COMMENTS
2	1/25/17	REVISED PER AIRPORT AUTHORITY DIRECTOR MEETING 1/24/17
3	2/22/17	REVISED PER AIRPORT AUTHORITY BOARD MEETING 1/25/17 (FINAL)

**LEGEND**

-  EXISTING GRAVEL
-  EXISTING CONCRETE
-  EXISTING BUILDING
-  PROPOSED GRAVEL
-  PROPOSED CONCRETE
-  PROPOSED BUILDING
-  EXISTING GRAVEL TO BE REMOVED
-  EXISTING INFILTRATION AREA TO BE FILLED
-  NEW PROPOSED INFILTRATION AREA

**NOTES**

- OWNERS/DEVELOPERS: CITY BEVERAGE COMPANY  
c/o JIMMY DIXON SR.  
1471 WEEKSVILLE ROAD  
ELIZABETH CITY, NC 27909  
  
SITE ADDRESS: 1099 DRIFTWOOD DRIVE  
MANTEO, NC 27954
- RECORDED REFERENCE: RECONFIGURATION OF LOTS FOR CITY BEVERAGE CO.  
PC. "F" SL - 19  
PIN# PARCEL ONE-R = 11987012977191  
PIN# PARCEL TWO-R = 11987012967821
- SITE ZONING: I-1
- SITE DATA: LOT AREA - 232,500 SQ. FT. (5.34 ACRES)  
ALLOWABLE COVER: 35.0%
- PROPERTY IS LOCATED IN A F.I.R.M. ZONE X ZONE SUBJECT TO CHANGE BY FEMA.
- PROJECT SCOPE: THIS PLAN PROPOSES THE CONSTRUCTION OF TWO ADDITIONAL SINGLE STORY STORAGE BUILDINGS, AND ASSOCIATED PARKING, GRADING, AND STORMWATER MEASURES. DEVELOPMENT IS PROPOSED TO BE PHASED.
- BOUNDARY AND TOPOGRAPHICAL DATA FROM SURVEY BY:  
A) W.M. MEEKINS JR. & ASSOCIATES, INC., DATE PLATTED 07/08/09  
PLAT ENTITLED: "RECONFIGURATION OF A TWO PARCEL DIVISION ROANOKE ISLAND"  
B) STYONS SURVEYING SERVICES, P.A., DATE PLATTED 10/13/16  
PLAT ENTITLED: "PARCEL TWO-RR, A RECOMBINATION PARCEL TWO-R AND ADJOINING PROPERTY AT 1107 DRIFTWOOD DRIVE, D.B. 211, PG.803".
- EXISTING STORMWATER MANAGEMENT PLAN SW7031012 SHALL BE MODIFIED PRIOR TO DEVELOPMENT. NO ADDITIONAL IMPERVIOUS SURFACE SHALL BE CONSTRUCTED UNTIL APPROVAL OF THE STORMWATER MANAGEMENT PLAN BY NCDENR, DIVISION OF WATER QUALITY.
- SOIL EROSION AND SEDIMENTATION CONTROL PLAN IS REQUIRED FOR THIS PROJECT. NO LAND DISTURBING ACTIVITIES SHALL TAKE PLACE UNTIL A PERMIT IS ISSUED BY NCDER, DIVISION OF WATER QUALITY



**SITE AND GRADING PLAN**

**PROPOSED ADDITIONAL STORAGE UNITS**

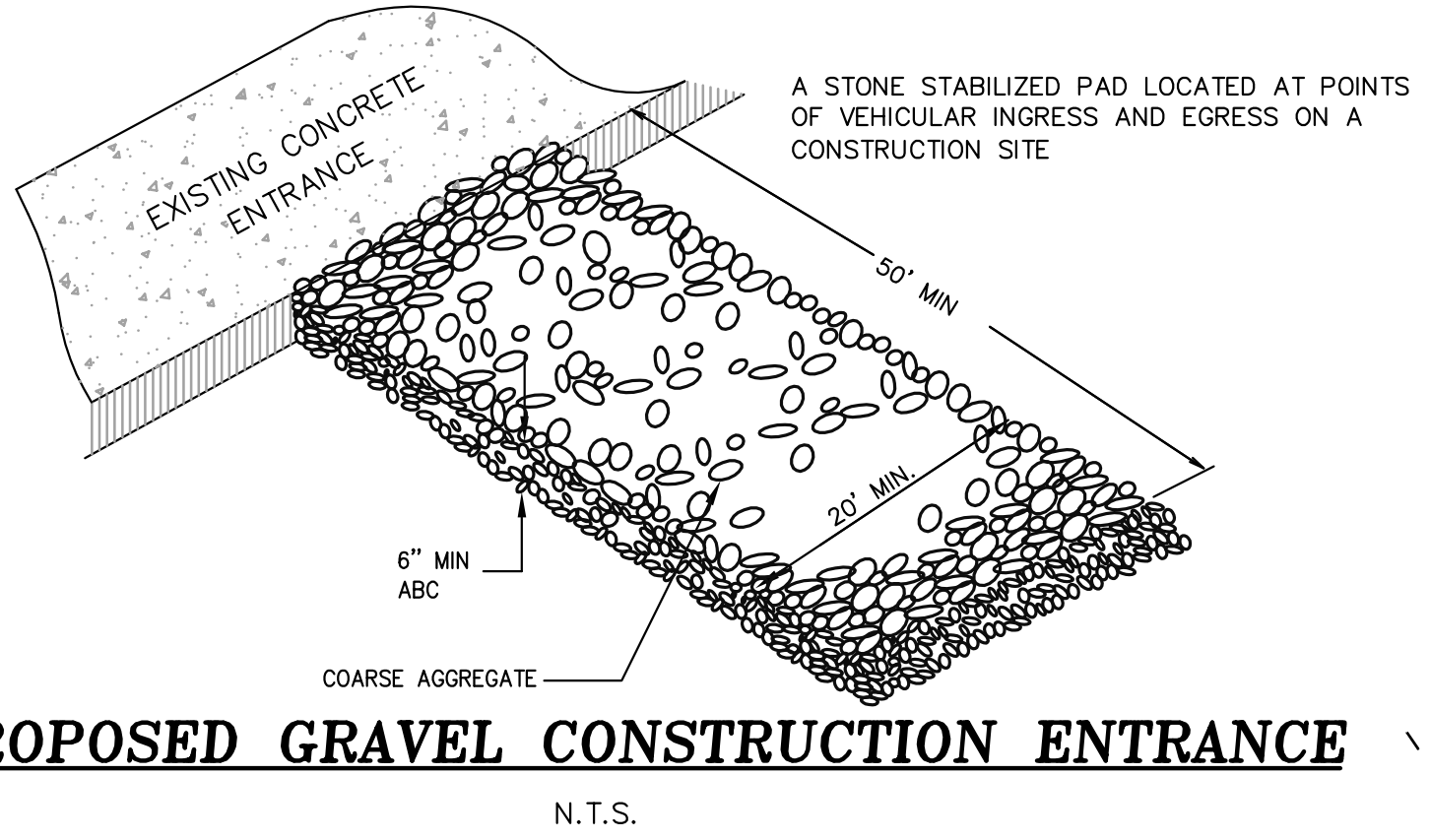
**CITY BEVERAGE COMPANY**  
DARE COUNTY NORTH CAROLINA  
Roanoke Island  
**LANDMARK ENGINEERING & ENVIRONMENTAL, P.C.**  
CIVIL, ENVIRONMENTAL & GEOTECHNICAL ENGINEERING SERVICES  
MAILING: P.O. Box 1190 • 60th. Hwy., Havelock, NC 27949 • PHONE: (252) 255-0992 FAX: (252) 255-0992 EMAIL: victor@landmarkeng.net

Project #	P12003.2
Designed By:	VEW
Drawn By:	VEW
Checked By:	VEW
Issued Date:	11/15/16

**SHEET NO.**  
**C1**  
OF 2 SHEETS

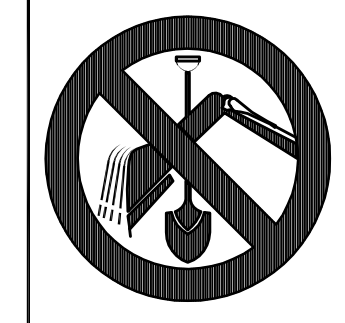
**SOIL EROSION & SEDIMENT CONTROL PLAN NOTES:**

- OBTAIN PLAN APPROVAL AND OTHER APPLICABLE PERMITS.
- FLAG AND/OR ROUGH STAKE WORK LIMITS.
- HOLD PRECONSTRUCTION CONFERENCE (OWNER, CONTRACTOR, ENGINEER, AND APPROPRIATE GOVERNMENT OFFICIALS) AT LEAST ONE WEEK PRIOR TO START OF CONSTRUCTION ACTIVITIES.
- INSTALL SILT AND SAND FENCING @ LOCATIONS SHOWN ON PLAN
- COMPLETE CLEARING AND GRUBBING PROCEDURES.
- GRADE SITE ACCORDING TO PLAN
- ALL EROSION SEDIMENT CONTROL PRACTICES WILL BE INSPECTED WEEKLY AND AFTER HEAVY RAINFALL EVENTS, NEEDED REPAIRS WILL BE MADE IMMEDIATELY.
- NO DEBRIS WILL BE BURED ON THIS SITE.
- ALL EROSION AND SEDIMENT CONTROL, STORMWATER MANAGEMENT AND DRAINAGE DESIGN SHALL BE IN ACCORDANCE WITH THE NORTH CAROLINA SEDIMENT AND STORMWATER REGULATIONS AND WITH THE DARE COUNTY CODE.
- EXISTING UTILITIES ARE IN ACCORDANCE WITH THE BEST AVAILABLE INFORMATION. IT SHALL BE THE CONTRACTORS RESPONSIBILITY TO CONTACT THE GOVERNING UTILITY COMPANIES (3) THREE DAYS PRIOR TO CONSTRUCTION IN ORDER TO VERIFY THE UTILITY LOCATIONS IN THE FIELD.
- THE CONTRACTOR SHALL TAKE ALL NECESSARY PRECAUTIONS TO PROTECT ALL EXISTING UTILITIES AND MAINTAIN UNINTERRUPTED SERVICE. ANY AND ALL DAMAGES DONE TO THEM DUE TO HIS NEGLIGENCE SHALL BE IMMEDIATELY AND COMPLETELY REPAIRED AT HIS EXPENSE.
- THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL APPLICABLE PERMITS, INSURANCE, BONDS, ETC. REQUIRED BY LOCAL, STATE AND/OR FEDERAL AGENCIES NECESSARY FOR CONSTRUCTION.
- PLAN LOCATION AND DIMENSIONS SHALL BE STRICTLY ADHERED TO UNLESS OTHERWISE DIRECTED BY THE ENGINEER.
- PROPOSED AREA TO BE DISTURBED IS 125,331 sf = 2.88 acs.
- ALL DISTURBED AREAS SHALL BE PERMANENTLY STABILIZED WITHIN THIRTY DAYS OF LAND DISTURBING ACTIVITIES. IF SAID ACTIVITIES OCCUR OUTSIDE THE PERMANENT VEGETATION SEEDING DATES (APR. 1 - SEPT.30) THEN TEMPORARY VEGETATION SEEDING SPECIFICATIONS SHALL BE FOLLOWED FOR PLANTING UNTIL THE NEXT APPROPRIATE PERMANENT SEEDING PERIOD, AT WHICH TIME PERMANENT VEGETATION SHALL BE ESTABLISHED ACCORDING TO PERMANENT VEGETATION SEEDING SPECIFICATIONS (SEE PERM. & TEMP. SEEDING SPEC'S THIS SHEET.)
- IF EXCESSIVE WIND EROSION OR STORMWATER RUNOFF EROSION DEVELOPS DURING CONSTRUCTION IN ANY LOCATION ON THE PROJECT, ADDITIONAL SAND OR SILT FENCING SHALL BE INSTALLED AS DIRECTED BY ENGINEER SO AS TO PREVENT DAMAGE TO ADJACENT PROPERTY. SEE SAND AND SILT FENCE DETAIL THIS SHEET.
- SOIL EROSION AND SEDIMENTATION CONTROLS TO BE INSPECTED, MAINTAINED AND REPAIRED AS NECESSARY UNTIL PERMANENT CONTROLS ARE ESTABLISHED PER CONSTRUCTION SCHEDULE.
- STORMWATER CONVEYANCE BY SHEET FLOW DESIGN & THROUGH GRASS SWALES AND DRAIN PIPES.
- CALL FOR AS-BUILT SURVEY.



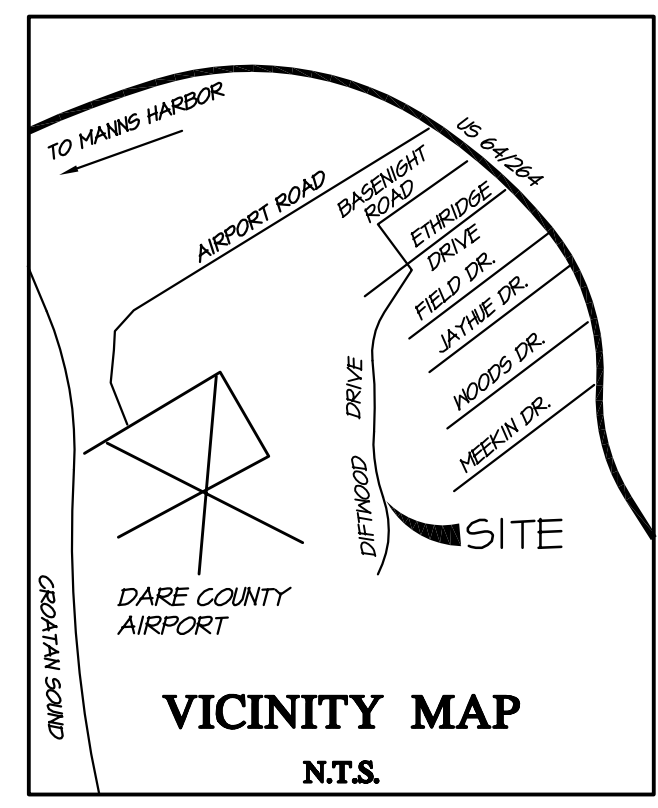
**PROPOSED GRAVEL CONSTRUCTION ENTRANCE**

**NOTE:**  
THE DATA GIVEN ON THESE PLANS IS BELIEVED TO BE ACCURATE, BUT THE ACCURACY IS NOT GUARANTEED. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL LEVELS, LOCATIONS, TYPES, AND DIMENSIONS OF THE EXISTING UTILITIES PRIOR TO CONSTRUCTION. IF A DISCREPANCY IS FOUND, WORK SHALL CEASE AND THE ENGINEER NOTIFIED. WORK MAY CONTINUE UPON ENGINEERS NOTICE TO PROCEED.



**GENERAL CONSTRUCTION SEQUENCE NOTES:**

- COMPLY WITH SOIL EROSION & SEDIMENT CONTROL NOTES HEREON.
- INSTALL SILT FENCE AS REQUIRED PER THE INSTALLATION DETAILS ON THIS SHEET
- CONSTRUCT PROPOSED CONSTRUCTION ENTRANCE AT THE LOCATION SHOWN ON PLAN
- MODIFY EXISTING SEDIMENTATION AND INFILTRATION BASINS AND ROUGH GRADE THE SITE AS PER THE DESIGN GRADES AND LOCATION SHOWN ON THE PER PLANS.
- STOCKPILE EXCAVATED SOILS DESIGNATED FOR RE-USE IN PROPOSED SOIL STOCKPILE AREAS DEPICTED ON PLAN.
- INSTALL STORM WATER COLLECTION PIPES AND STRUCTURES
- INSTALL RIP-RAP ENERGY DISSIPATORS AT END OF PIPES AT PER SPECIFIED AT THE LOCATIONS SHOWN ON THE PLANS.
- CONSTRUCT PROPOSED BUILDING AND SITE IMPROVEMENTS PROPOSED BY THIS SITE PLAN.
- FINAL GRADE THE SITE AS PER THE DESIGN GRADES SHOWN ON THE PLANS.
- PROVIDE ALL NECESSARY SITE STABILIZATION AS PER THE SEEDING MULCHING SCHEDULE ON THIS SHEET
- COMPLY WITH SOIL EROSION & SEDIMENT CONTROL NOTES HEREON.

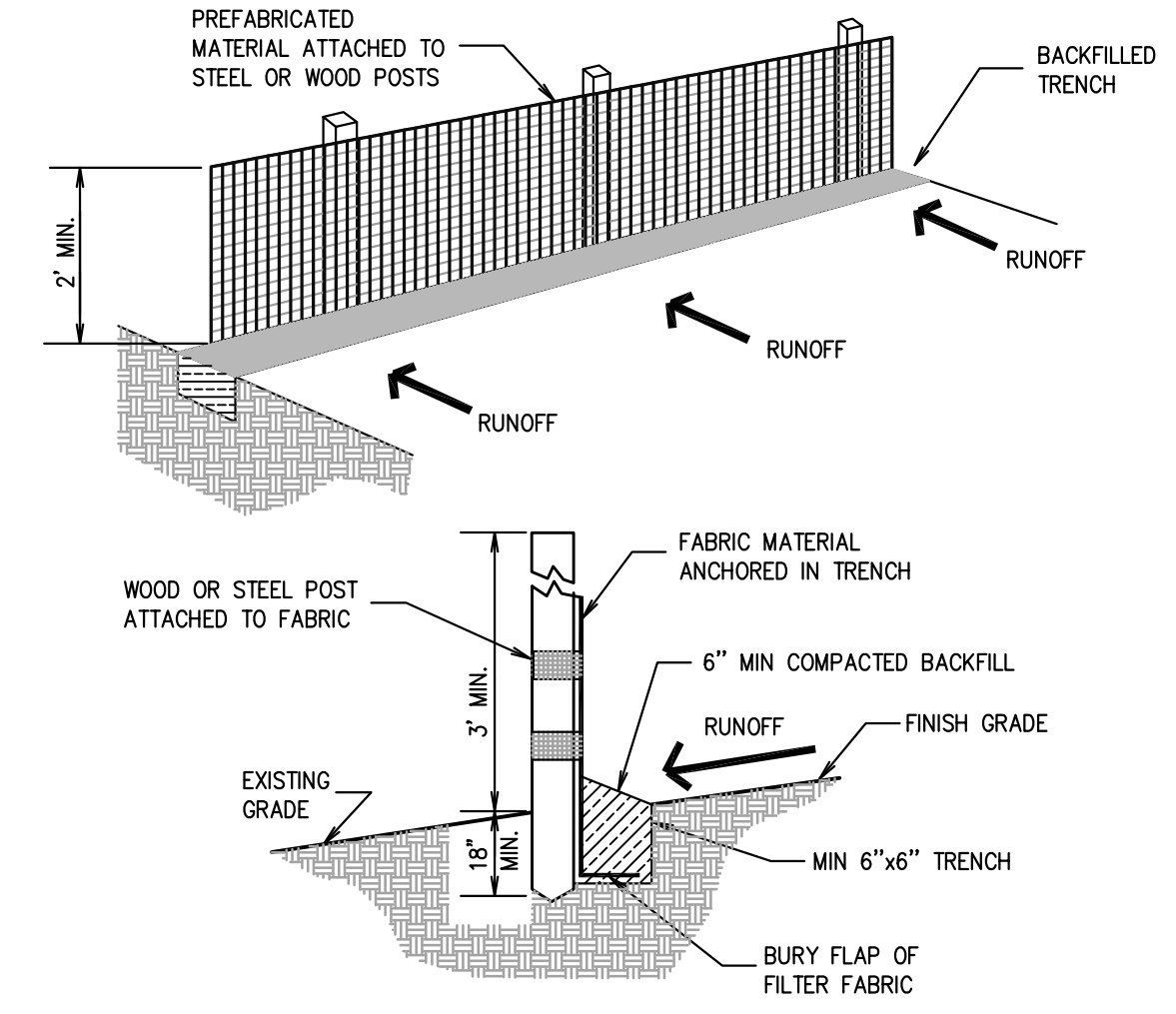


**EROSION AND SEDIMENT CONTROL MAINTENANCE NOTES**

- PERIODICALLY CHECK ALL GRADED AREAS AND THE SUPPORTING EROSION AND SEDIMENTATION CONTROL PRACTICES, ESPECIALLY AFTER HEAVY RAINFALLS. PROMPTLY REMOVE ALL SEDIMENT FROM DIVERSIONS AND OTHER WATER- DISPOSAL PRACTICES. IF WASHOUTS OR BREAKS OCCUR, REPAIR THEM IMMEDIATELY. PROMPT MAINTENANCE OF SMALL ERODED AREAS BEFORE THEY BECOME SIGNIFICANT GULLIES IS AN ESSENTIAL PART OF AN EFFECTIVE EROSION AND SEDIMENTATION CONTROL PLAN.
- ALL EROSION AND SEDIMENT CONTROL MAINTENANCE SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR DURING CONSTRUCTION PHASE AND THE PROPERTY OWNER THEREAFTER.
- PROVIDE A GROUND COVER (TEMPORARY OR PERMANENT) ON EXPOSED SLOPES WITHIN 21 CALENDAR DAYS FOLLOWING COMPLETION OF ANY PHASE OF GRADING, AND A PERMANENT GROUND COVER FOR ALL DISTURBED AREAS WITHIN 15 WORKING DAYS OR 90 CALENDAR DAYS (WHICHEVER IS SHORTER) FOLLOWING COMPLETION OF CONSTRUCTION OR DEVELOPMENT.

**NOTES:**

- SILT FENCE SHALL BE INSTALLED BEFORE ANY EARTH REMOVAL OR EXCAVATION TAKES PLACE.
- SET POSTS MAXIMUM 6 FEET ON CENTER AND EXCAVATE 6"x6" TRENCH UPSLOPE ALONG THE LINE OF POSTS.
- ATTACH FILTER FABRIC TO POSTS AND EXTEND IT INTO TRENCH. BACKFILL AND COMPACT EXCAVATED SOIL.



**SILT FENCE DETAIL**

ALL DISTURBED AREAS SHALL BE SEEDING AND MULCHED ACCORDING TO THE FOLLOWING SPECIFICATIONS:

**PERMANENT VEGETATION**

SEEDING DATES: APRIL 1 - SEPT 30

SEED MIXTURE	APPLICATION RATES/ACRE
BHAMA	50 LBS.
COMMON BERMUDA (HULLLED)	50 LBS.
GERMAN MILLETT	15 LBS.
FESCUE	20 LBS.

FERTILIZER  
26-13-13 @ 500 LB/ACRE

MULCH  
APPLY 4,000 LB/ACRE STRAW, ANCHOR STRAW BY TACKLING WITH ASPHALT, NETTING OR A MULCH ANCHORING TOOL. A DISK WITH BLADES SET NEARLY STRAIGHT CAN BE USED AS A MULCH ANCHORING TOOL.

BEACH GRASS  
SPRIG AT 6' O.C.

**TEMPORARY VEGETATION**

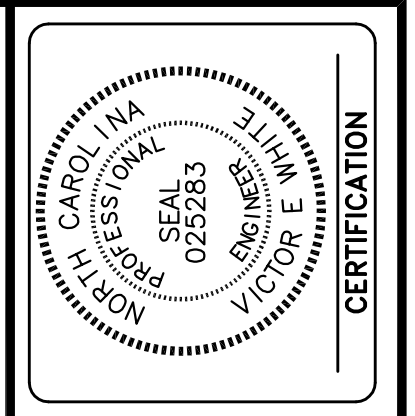
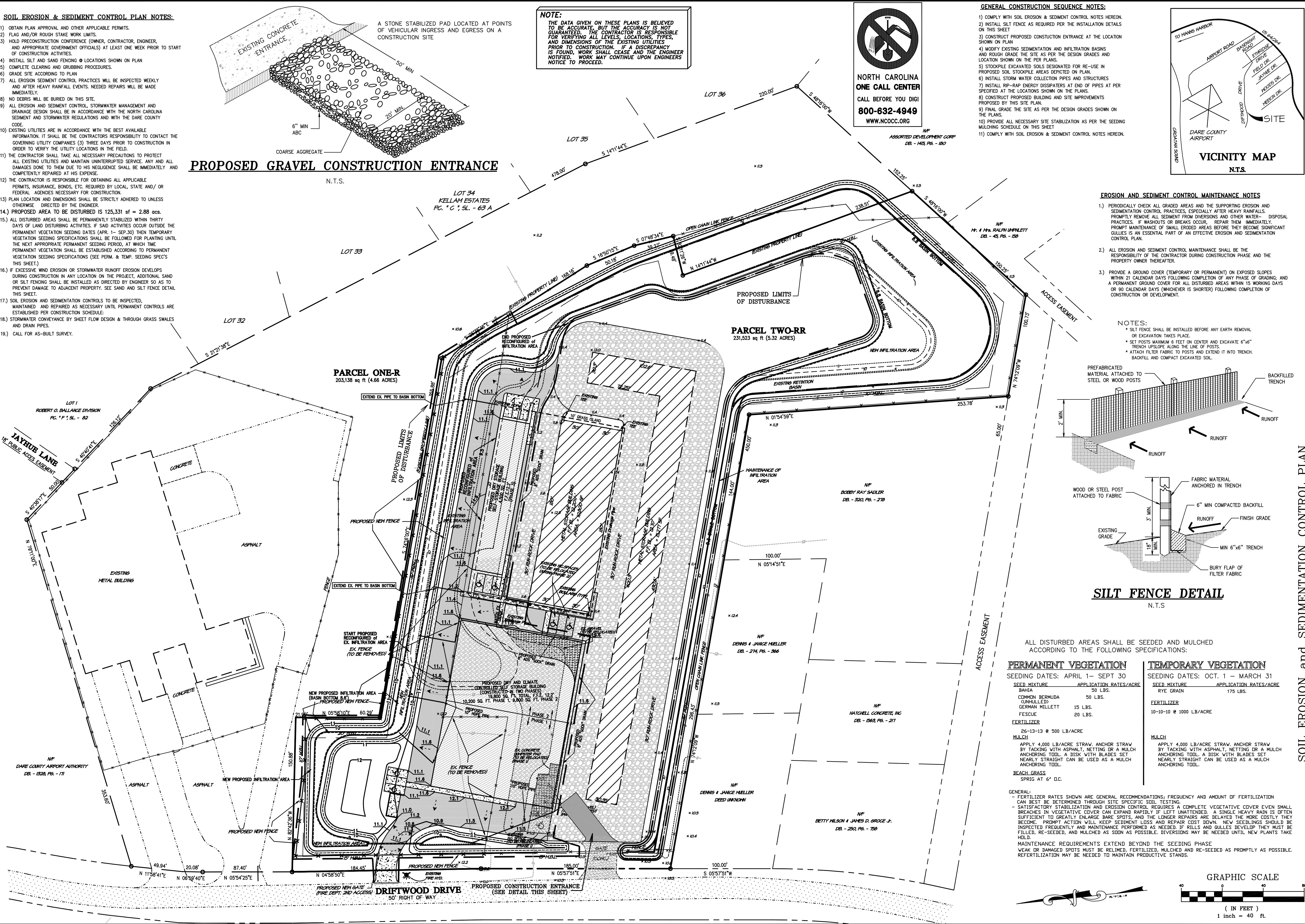
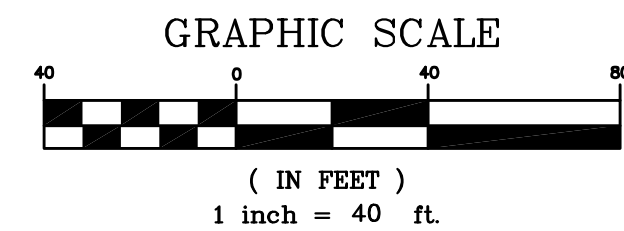
SEEDING DATES: OCT. 1 - MARCH 31

SEED MIXTURE	APPLICATION RATES/ACRE
RYE GRASS	175 LBS.

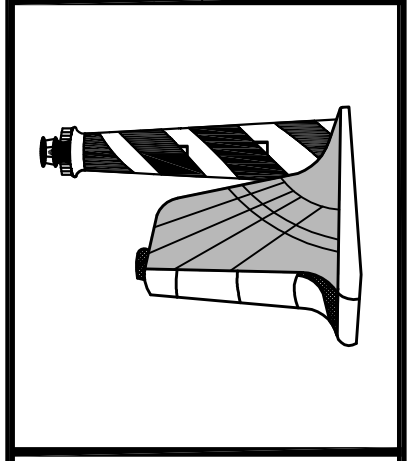
FERTILIZER  
10-10-10 @ 1000 LB/ACRE

MULCH  
APPLY 4,000 LB/ACRE STRAW, ANCHOR STRAW BY TACKLING WITH ASPHALT, NETTING OR A MULCH ANCHORING TOOL. A DISK WITH BLADES SET NEARLY STRAIGHT CAN BE USED AS A MULCH ANCHORING TOOL.

GENERAL:  
- FERTILIZER RATES SHOWN ARE GENERAL RECOMMENDATIONS; FREQUENCY AND AMOUNT OF FERTILIZATION CAN BEST BE DETERMINED THROUGH SITE SPECIFIC SOIL TESTING.  
- SATISFACTORY STABILIZATION AND EROSION CONTROL REQUIRES A COMPLETE VEGETATIVE COVER EVEN SMALL BREAKS IN VEGETATIVE COVER CAN EXPAND RAPIDLY IF LEFT UNATTENDED. A SINGLE HEAVY RAIN IS OFTEN SUFFICIENT TO GREATLY ENLARGE BARE SPOTS, AND THE LONGER REPAIRS ARE DELAYED THE MORE COSTLY THEY BECOME. PROMPT ACTION WILL KEEP SEDIMENT LOSS AND REPAIR COST DOWN. NEW SEEDLINGS SHOULD BE INSPECTED FREQUENTLY AND MAINTENANCE PERFORMED AS NEEDED. IF RILLS AND GULLS DEVELOP THEY MUST BE FILLED, RE-SEED, AND MULCHED AS SOON AS POSSIBLE. DIVERSIONS MAY BE NEEDED UNTIL NEW PLANTS TAKE HOLD.  
MAINTENANCE REQUIREMENTS EXTEND BEYOND THE SEEDING PHASE.  
WEAK OR DAMAGED POSTS MUST BE REIMLED, FERTILIZED, MULCHED AND RE-SEED AS PROMPTLY AS POSSIBLE. REFERTILIZATION MAY BE NEEDED TO MAINTAIN PRODUCTIVE STANDS.



NO.	DATE	DESCRIPTION
1	12/19/16	REVISED PER PLANNING BOARD, STAFF & FIRE MARSHALL COMMENTS
2	2/21/17	REVISED PER AIRPORT AUTHORITY BOARD MEETING 1/25/17 (FINAL)



**PROPOSED ADDITIONAL STORAGE UNITS**

**CITY BEVERAGE COMPANY**  
DARE COUNTY NORTH CAROLINA  
Roofoke Island

**LANDMARK ENGINEERING & ENVIRONMENTAL, P.C.**  
CIVIL, ENVIRONMENTAL & GEOTECHNICAL ENGINEERING SERVICES  
MAILING: P.O. Box 1190 • City, Havelock, NC 27949 • PHONE: (252) 255-0982 • FAX: (252) 255-0982 • EMAIL: victor@landmarkeng.com

**SOIL EROSION and SEDIMENTATION CONTROL PLAN**

Project # P12003.2  
Designed By: VEW  
Drawn By: VEW  
Checked By: VEW  
Issued Date: 11/15/16

SHEET NO. **C2**  
OF 2 SHEETS





Mail Processing Center  
 Federal Aviation Administration  
 Southwest Regional Office  
 Obstruction Evaluation Group  
 10101 Hillwood Parkway  
 Fort Worth, TX 76177

Aeronautical Study No.  
 2017-ASO-6460-OE

Issued Date: 04/13/2017

Mr. J. T. Dixon  
 City Beverage Co., Inc.  
 1471 Weeksville Road  
 Elizabeth City, NC 27909

**\*\* DETERMINATION OF NO HAZARD TO AIR NAVIGATION \*\***

The Federal Aviation Administration has conducted an aeronautical study under the provisions of 49 U.S.C., Section 44718 and if applicable Title 14 of the Code of Federal Regulations, part 77, concerning:

Structure: Building Building C  
 Location: Manteo, NC  
 Latitude: 35-55-20.68N NAD 83  
 Longitude: 75-41-27.17W  
 Heights: 12 feet site elevation (SE)  
 13 feet above ground level (AGL)  
 25 feet above mean sea level (AMSL)

This aeronautical study revealed that the structure does not exceed obstruction standards and would not be a hazard to air navigation provided the following condition(s), if any, is(are) met:

It is required that FAA Form 7460-2, Notice of Actual Construction or Alteration, be e-filed any time the project is abandoned or:

- At least 10 days prior to start of construction (7460-2, Part 1)
- Within 5 days after the construction reaches its greatest height (7460-2, Part 2)

Based on this evaluation, marking and lighting are not necessary for aviation safety. However, if marking/lighting are accomplished on a voluntary basis, we recommend it be installed in accordance with FAA Advisory circular 70/7460-1 L Change 1.

This determination expires on 10/13/2018 unless:

- (a) the construction is started (not necessarily completed) and FAA Form 7460-2, Notice of Actual Construction or Alteration, is received by this office.
- (b) extended, revised, or terminated by the issuing office.
- (c) the construction is subject to the licensing authority of the Federal Communications Commission (FCC) and an application for a construction permit has been filed, as required by the FCC, within 6 months of the date of this determination. In such case, the determination expires on the date prescribed by the FCC for completion of construction, or the date the FCC denies the application.

NOTE: REQUEST FOR EXTENSION OF THE EFFECTIVE PERIOD OF THIS DETERMINATION MUST BE E-FILED AT LEAST 15 DAYS PRIOR TO THE EXPIRATION DATE. AFTER RE-EVALUATION OF CURRENT OPERATIONS IN THE AREA OF THE STRUCTURE TO DETERMINE THAT NO SIGNIFICANT AERONAUTICAL CHANGES HAVE OCCURRED, YOUR DETERMINATION MAY BE ELIGIBLE FOR ONE EXTENSION OF THE EFFECTIVE PERIOD.

This determination is based, in part, on the foregoing description which includes specific coordinates , heights, frequency(ies) and power . Any changes in coordinates , heights, and frequencies or use of greater power will void this determination. Any future construction or alteration , including increase to heights, power, or the addition of other transmitters, requires separate notice to the FAA.

This determination does include temporary construction equipment such as cranes, derricks, etc., which may be used during actual construction of the structure. However, this equipment shall not exceed the overall heights as indicated above. Equipment which has a height greater than the studied structure requires separate notice to the FAA.

This determination concerns the effect of this structure on the safe and efficient use of navigable airspace by aircraft and does not relieve the sponsor of compliance responsibilities relating to any law, ordinance, or regulation of any Federal, State, or local government body.

If we can be of further assistance, please contact our office at (817) 222-5933. On any future correspondence concerning this matter, please refer to Aeronautical Study Number 2017-ASO-6460-OE.

**Signature Control No: 326509397-328281140**

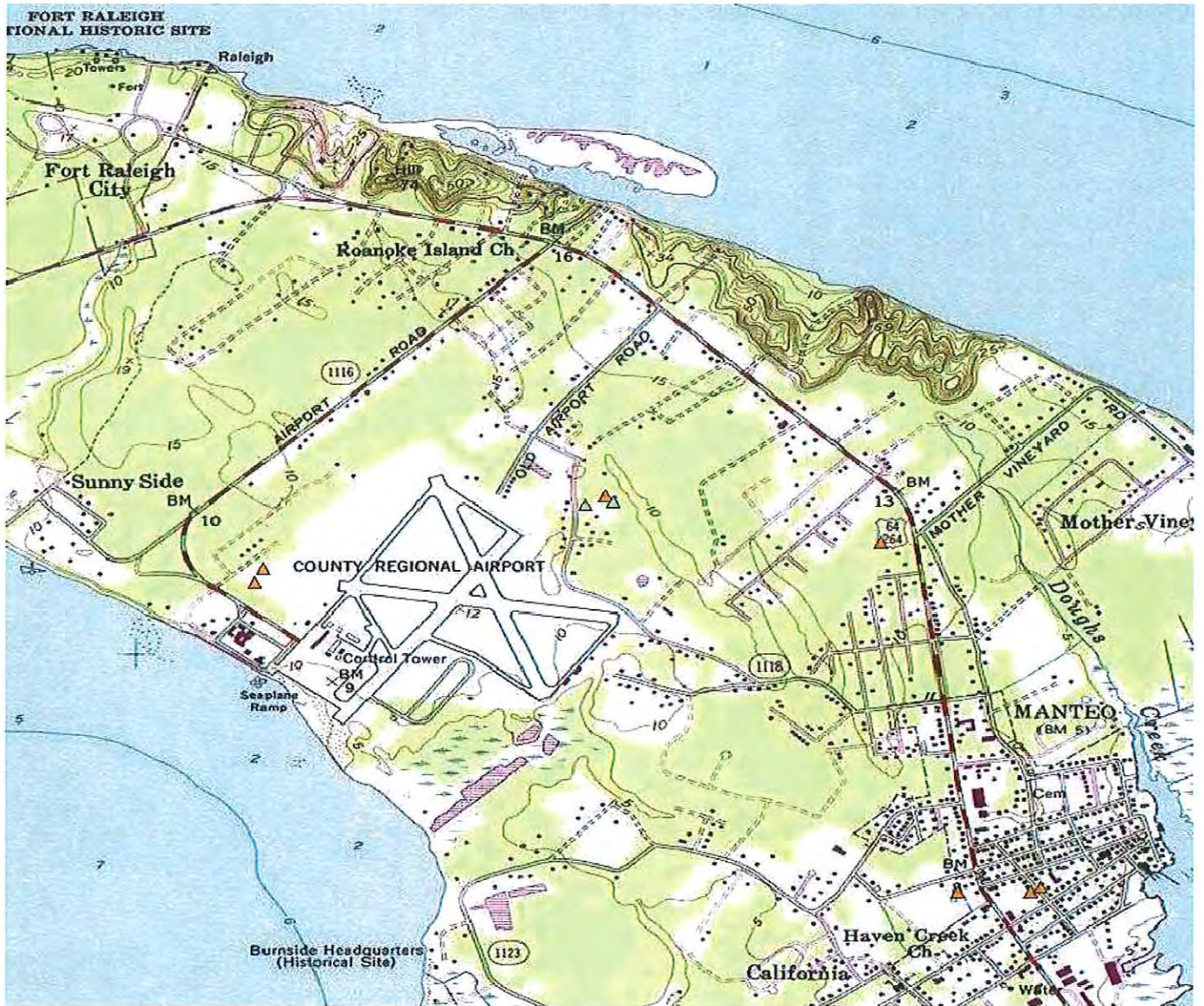
( DNE )

Andrew Hollie  
Specialist

Attachment(s)  
Case Description  
Map(s)

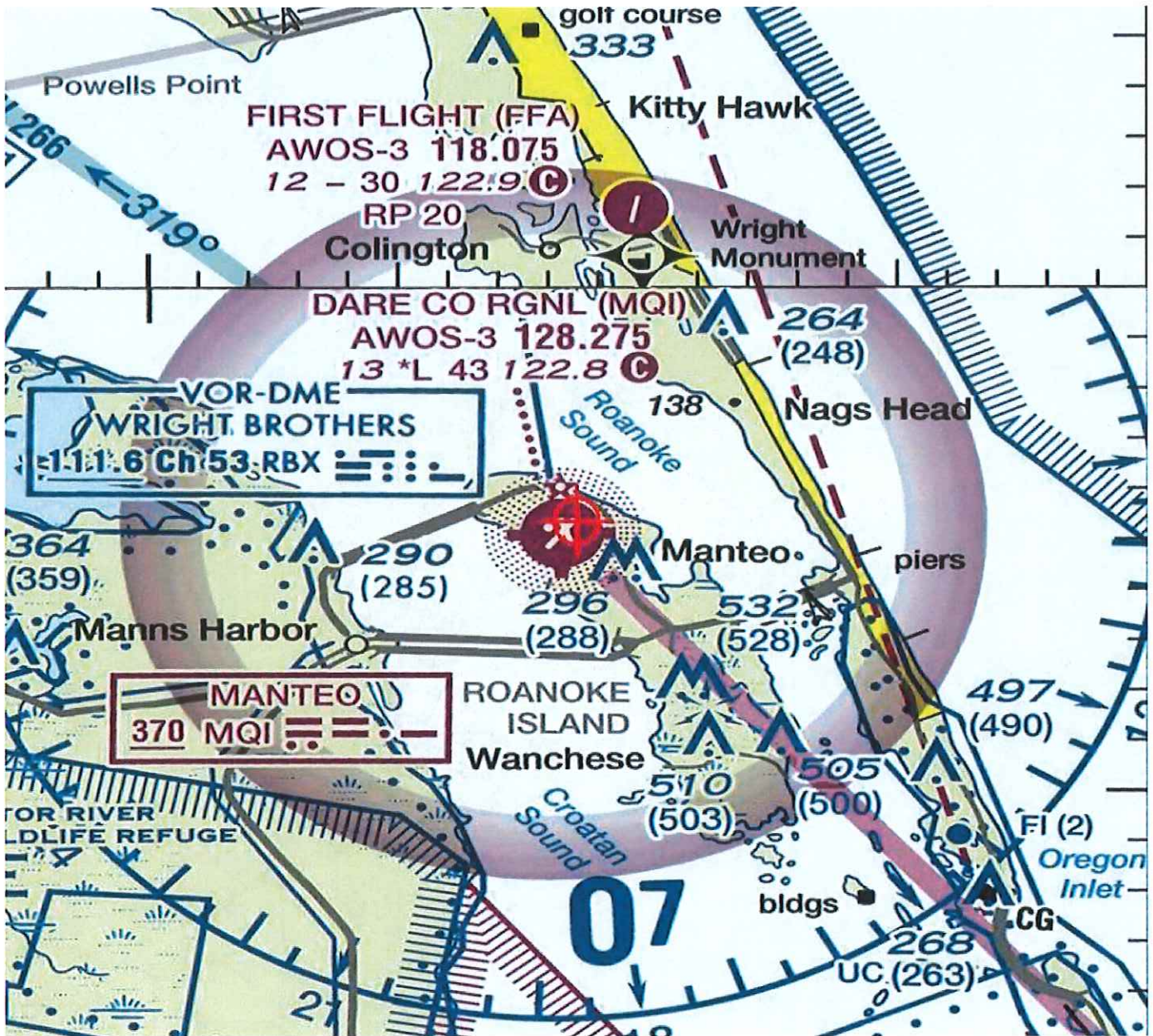
## Case Description for ASN 2017-ASO-6460-OE

Construction of metal self storage building and associated infrastructure



TOPO Map for ASN 2017-ASO-6460-OE







Mail Processing Center  
 Federal Aviation Administration  
 Southwest Regional Office  
 Obstruction Evaluation Group  
 10101 Hillwood Parkway  
 Fort Worth, TX 76177

Aeronautical Study No.  
 2017-ASO-6461-OE

Issued Date: 04/13/2017

Mr. J. T. Dixon  
 City Beverage Co., Inc.  
 1471 Weeksville Road  
 Elizabeth City, NC 27909

**\*\* DETERMINATION OF NO HAZARD TO AIR NAVIGATION \*\***

The Federal Aviation Administration has conducted an aeronautical study under the provisions of 49 U.S.C., Section 44718 and if applicable Title 14 of the Code of Federal Regulations, part 77, concerning:

Structure:	Building Building D
Location:	Manteo, NC
Latitude:	35-55-21.18N NAD 83
Longitude:	75-41-23.39W
Heights:	12 feet site elevation (SE)
	10 feet above ground level (AGL)
	22 feet above mean sea level (AMSL)

This aeronautical study revealed that the structure does not exceed obstruction standards and would not be a hazard to air navigation provided the following condition(s), if any, is(are) met:

It is required that FAA Form 7460-2, Notice of Actual Construction or Alteration, be e-filed any time the project is abandoned or:

- At least 10 days prior to start of construction (7460-2, Part 1)
- Within 5 days after the construction reaches its greatest height (7460-2, Part 2)

Based on this evaluation, marking and lighting are not necessary for aviation safety. However, if marking/lighting are accomplished on a voluntary basis, we recommend it be installed in accordance with FAA Advisory circular 70/7460-1 L Change 1.

This determination expires on 10/13/2018 unless:

- (a) the construction is started (not necessarily completed) and FAA Form 7460-2, Notice of Actual Construction or Alteration, is received by this office.
- (b) extended, revised, or terminated by the issuing office.
- (c) the construction is subject to the licensing authority of the Federal Communications Commission (FCC) and an application for a construction permit has been filed, as required by the FCC, within 6 months of the date of this determination. In such case, the determination expires on the date prescribed by the FCC for completion of construction, or the date the FCC denies the application.

NOTE: REQUEST FOR EXTENSION OF THE EFFECTIVE PERIOD OF THIS DETERMINATION MUST BE E-FILED AT LEAST 15 DAYS PRIOR TO THE EXPIRATION DATE. AFTER RE-EVALUATION OF CURRENT OPERATIONS IN THE AREA OF THE STRUCTURE TO DETERMINE THAT NO SIGNIFICANT AERONAUTICAL CHANGES HAVE OCCURRED, YOUR DETERMINATION MAY BE ELIGIBLE FOR ONE EXTENSION OF THE EFFECTIVE PERIOD.

This determination is based, in part, on the foregoing description which includes specific coordinates , heights, frequency(ies) and power . Any changes in coordinates , heights, and frequencies or use of greater power will void this determination. Any future construction or alteration , including increase to heights, power, or the addition of other transmitters, requires separate notice to the FAA.

This determination does include temporary construction equipment such as cranes, derricks, etc., which may be used during actual construction of the structure. However, this equipment shall not exceed the overall heights as indicated above. Equipment which has a height greater than the studied structure requires separate notice to the FAA.

This determination concerns the effect of this structure on the safe and efficient use of navigable airspace by aircraft and does not relieve the sponsor of compliance responsibilities relating to any law, ordinance, or regulation of any Federal, State, or local government body.

If we can be of further assistance, please contact our office at (817) 222-5933. On any future correspondence concerning this matter, please refer to Aeronautical Study Number 2017-ASO-6461-OE.

**Signature Control No: 326509398-328281141**  
Andrew Hollie  
Specialist

( DNE )

Attachment(s)  
Case Description  
Map(s)



**Case Description for ASN 2017-ASO-6461-OE**

Construction of proposed metal storage building and associated infrastructure.

Verified Map for ASN 2017-ASO-6461-OE



TOPO Map for ASN 2017-ASO-6461-OE







**Conditional Use Permit No. 5-2012**

Dare County Sections 22-27, 22-31 and 22-68.

**Application of:** Jay Dixon Sr. for City Beverage Company

On February 4, 2013 the Dare County Board of Commissioners considered the application of the Petitioner above named which application is on file with the Dare County Planning Department, and the Board finds as follows:

1. That the written application of Petitioner with attachments has been duly submitted to the Dare County Planning Board as required by Section 22 of the Dare County Code (hereinafter referred to as "Code");
2. That the application substantially complies with the requirements of the Code in that it requests uses permitted by conditional use permit under the Code, including family housing complexes;
3. That the Petitioner owns 4.67 acres located at which is identified on the Dare County Tax Records as Parcel No. 025252000. The property is zoned I-1 industrial and group developments are permitted in the district as conditional uses;
4. That the Dare County Planning Board recommended for approval the granting of this Conditional Use Permit as requested. The Planning Board made this recommendation on December 10, 2012.
5. That the Dare County Board of Commissioners is empowered under sections of the Code set out above to grant uses such as allowed herein and insofar as the conditional use is hereinafter allowed it will not adversely affect the public interest;
6. That the hereinafter described conditional use is deemed to be reasonable and is not in degradation of the intent of the ordinance.

NOW, THEREFORE, under the provisions of the Code, the following conditional use is granted to City Beverage Company for a group development subject to such conditions as are hereinafter set out:

**CONDITIONAL USE:** a group development consisting of two storage warehouses as depicted on the site plan identified as Appendix B and made a part of this conditional use permit.

**CONDITIONS:**

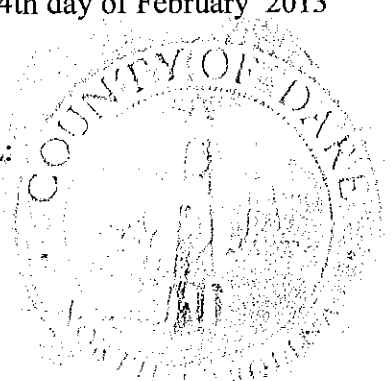
1. There is an existing 15,277 square foot storage facility on the site that was constructed in 2004. A 10,800 square foot second building is proposed for construction as part of this group development permit. The units shall be used for unconditioned storage and no storage unit shall be used or occupied for residential or commercial purposes.
2. A building permit for construction of the proposed 10,800 square foot storage building shall be secured from Dare County within twelve months of the date of CUP approval by the Board of Commissioners. An as-built survey of the site shall be submitted to the Planning Department prior to issuance of the Certificate of Occupancy for the new storage building.
3. The existing chainlink fencing on the site shall be modified to feature slatting in the fence in those sections of the fence that abut the residential uses as depicted on Appendix B. The applicant shall be responsible for the maintenance of the fencing.
4. Parking for the individual storage units shall be allowed immediately adjacent to the storage buildings to facilitate the loading and unloading of any individual units.
5. Parking of RVs, boats shall be permitted in those areas as noted on Appendix B.
6. Additional lighting fixtures shall be installed that are similar to the existing fixtures on the site. The new light fixtures shall be installed so that no light illuminates or reflects on any adjacent property or public right-of-way.
7. Tenants of the storage buildings shall be allowed access to the site between the hours of 6:00 a.m. and 10:00 p.m. daily.
8. State permits for stormwater management and soil erosion and sedimentation control shall be secured prior to the issuance of any Dare County building permit. Copies of the State permits shall be submitted with the building permit application and building plans.
9. The Planning Department staff shall monitor the site. The applicant shall be notified in writing of any violation of this CUP. Appropriate measures to correct any violation identified by the Dare County Planning Department shall be made upon receipt of notice. Failure to correct any violations may void this CUP and may result in the assessment of civil penalties as provided for in Chapter 10 of the Dare County Code of Ordinance and/or any other legal remedy available to Dare County.
10. A copy of the site plan shall be provided to the Dare County Airport Authority to review the proposed location of the second storage building to ensure there are no conflicts with the airport overlay district. If any conflicts are identified by the DCAA, then revisions shall be

made to the site plan as needed to ensure compliance with the regulations of the airport overlay district.

- 11. It is understood that all other terms and provisions of the Code shall remain in full force and effect except as herein lawfully permitted;

This 4th day of February 2013

SEAL:



COUNTY OF DARE

By: Warren C. Judge  
Warren Judge, Chairman  
Dare County Board of Commissioners

ATTEST:

By: Gary Gross  
Gary Gross  
Clerk to the Board

**THIS PERMIT AND THE CONDITIONS HEREIN ARE ACCEPTED**

By: Jay Dixon  
Jay Dixon for City Beverage Co.

APPROVED AS TO LEGAL FORM

By: Robert L. Outten  
Robert L. Outten  
County Attorney



*Roanoke Island Volunteer Fire Dept – Wanchese Training Facility*

**Description**

The Roanoke Island Volunteer Fire Department has submitted a conditional use permit application to construct a training facility at their Wanchese station located at 323 Old Schoolhouse Road in Wanchese. The proposed facility will resemble a residential structure and will be used for training purposes. This training will not include live fire training. A detailed staff report and other supporting documentation are attached with this cover sheet.

**Board Action Requested**

Motion to grant approval of CUP and site plan for RIVFD.

**Item Presenter**

Donna Creef, Planning Director



STAFF REPORT: Roanoke Island Volunteer Fire Department – Wanchese Training Facility  
Conditional Use Permit

FROM: Donna Creef, Planning Director

DATE: May 1, 2017 Board of Commissioners Meeting

The Roanoke Island Volunteer Fire Department has submitted a conditional use permit application to construct a training facility at their Wanchese station located at 323 Old Schoolhouse Road. The facility will resemble a residential structure and will be located in the rear of the property behind the firehouse. The facility will not be used for live fire training but will be used for smoke training, search and rescue and hose handling. The facility is needed to support the ISO insurance rating for the fire department. Another site currently used by RIVFD is no longer available to them and to avoid a decrease in their ISO rating, the department is proposing to construct another facility at their Wanchese site. The Wanchese site is zoned Village Residential and public buildings are conditional uses in this district.

The Planning Board reviewed the CUP application and site plan at their April 10, 2017 meeting and voted to recommend approval. The draft CUP is attached for the Board's review. Joe and Nan Willis, adjoining property owners, spoke at the Planning Board meeting in opposition to the proposed training facility. They expressed concerns about noise, lights and late hours. Several conditions were recommended by the Planning Board in response to their concerns – a privacy fence along the rear of the site, activities in the training facility shall not occur after 10:00 p.m. on those evening when the facility is used, and a sign shall be posted on the property advising when the facility will be used. Chief Talmadge Jones, representing the RIVFD, indicated to the Planning Board that the training in the facility will not involve live fire training and sometimes training will occur at the site but not in the facility. Training takes place on the third and fourth Thursday nights of each month. I have included a copy of the aerial tax photo and some photos taken by staff of the existing vegetation that surrounds some portions of the facility.

Notice of the Board meeting has been posted on the property and the adjoining property owners notified as required by the zoning ordinance. I anticipate that the Mr. and Mrs. Willis will attend the Board meeting on May 1. As noted earlier, public buildings are conditional uses in the Village Residential district. The Board may apply reasonable and appropriate conditions to the use but cannot deny the conditional use permit if the proposal meets the technical requirements of the ordinance.



**Conditional Use Permit No.1--2017**

Dare County Sections: 22-27.7, and 22-68.

**Application of:** Roanoke Island Volunteer Fire Department

On May 1, 2017 the Dare County Board of Commissioners considered the application of the Petitioner above named which application is on file with the Dare County Planning Department, and the Board finds as follows:

1. That the written application of Petitioner with attachments has been duly submitted to the Dare County Planning Board as required by Section 22 of the Dare County Code (hereinafter referred to as "Code");
2. The subject property is zoned VR, village residential and located at 323 Old Schoolhouse Rd Wanchese, NC. This property is identified on the Dare County tax records as parcel 027280000 and located in the Wanchese tax district.
3. That the application substantially complies with the requirements of the Code in that it requests uses permitted by conditional use permit under the Code, including public buildings such as fire stations;
4. That the Dare County Planning Board recommended for approval the granting of this Conditional Use Permit as requested. The Planning Board made this recommendation on April 10, 2017.
5. That the Dare County Board of Commissioners is empowered under sections of the Code set out above to grant uses such as allowed herein and insofar as the conditional use is hereinafter allowed it will not adversely affect the public interest;
6. That the hereinafter described conditional use is deemed to be reasonable and is not in degradation of the intent of the ordinance.
7. That upon the evidence received, the testimony presented, and the submitted written record, there are sufficient facts to support the issuance of this Conditional Use Permit according to the terms and conditions below:

NOW, THEREFORE, under the provisions of the Code, the following conditional use is granted to Roanoke Island Volunteer Fire Department for a training facility at the Wanchese fire station subject to such conditions as are hereinafter set out:

**CONDITIONAL USE:** A second structure built to resemble a three-story residential dwelling to be used as a training facility.

**CONDITIONS:**

1. The structure shall be used for training only, not to be occupied or used for other purposes.
2. Training sessions not to included live fire training
3. A solid privacy fence, not to exceed 6 feet in height, shall be installed along the rear of the RIVFD property line.
4. Training activities in the facility shall cease by 10:00 p.m. on the nights when the facility is being used.
5. A sign shall be posted on the property to be used for general informational purposes and to notify the community when training in the facility will occur.
6. All other terms and provisions of the Dare County Zoning Ordinance shall remain in full force and effect except as herein specifically permitted otherwise;

This 1<sup>st</sup> day of May 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: \_\_\_\_\_  
Talmadge Jones, Chief  
Roanoke Island Volunteer Fire Department

APPROVED AS TO LEGAL FORM

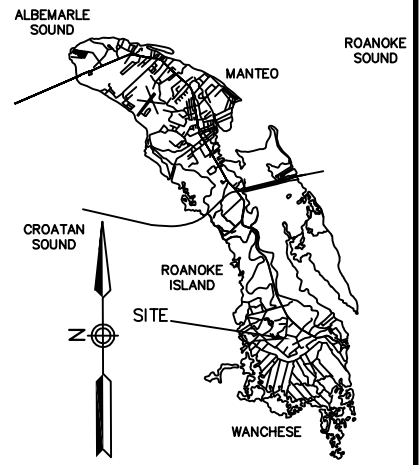
By: \_\_\_\_\_  
Robert L. Outten  
County Attorney

**NOTES:**

1. THIS SURVEY IS SUBJECT TO ANY FACTS THAT MAY BE DISCLOSED BY A FULL AND ACCURATE TITLE SEARCH.
2. AREA BY COORDINATE COMPUTATION = 57,354 S.F..
3. F.I.R.M. ZONE: X; (0.2%)
4. PIN NO.: 17 979707 58 3498
5. RECORDED REFERENCE: P.C. 1, SL. 212; D.B. 2038, PG. 433
6. MINIMUM BUILDING LINES (MBL), IF SHOWN HEREON, ARE PER THE CURRENT LOCAL ZONING REGULATIONS. OTHER SETBACKS AND/OR RESTRICTIONS MAY APPLY AND MUST BE VERIFIED PRIOR TO CONSTRUCTION.
7. ELEVATIONS (NAVD 1988): AS SHOWN  
HIGH GROUND @ BUILDING = 10.4'  
LOW GROUND @ BUILDING = 10.3'  
FIRST FLOOR = 10.77'  
UTILITY/STORAGE ROOM = N/A
8. EXISTING LOT COVERAGE: 27,539 S.F. (48.0%)
9. PROPOSED LOT COVERAGE: 29,230 S.F. (50.96%)
10. DARE COUNTY ZONING: VR - WANCHESE VILLAGE RESIDENTIAL

**LEGEND**

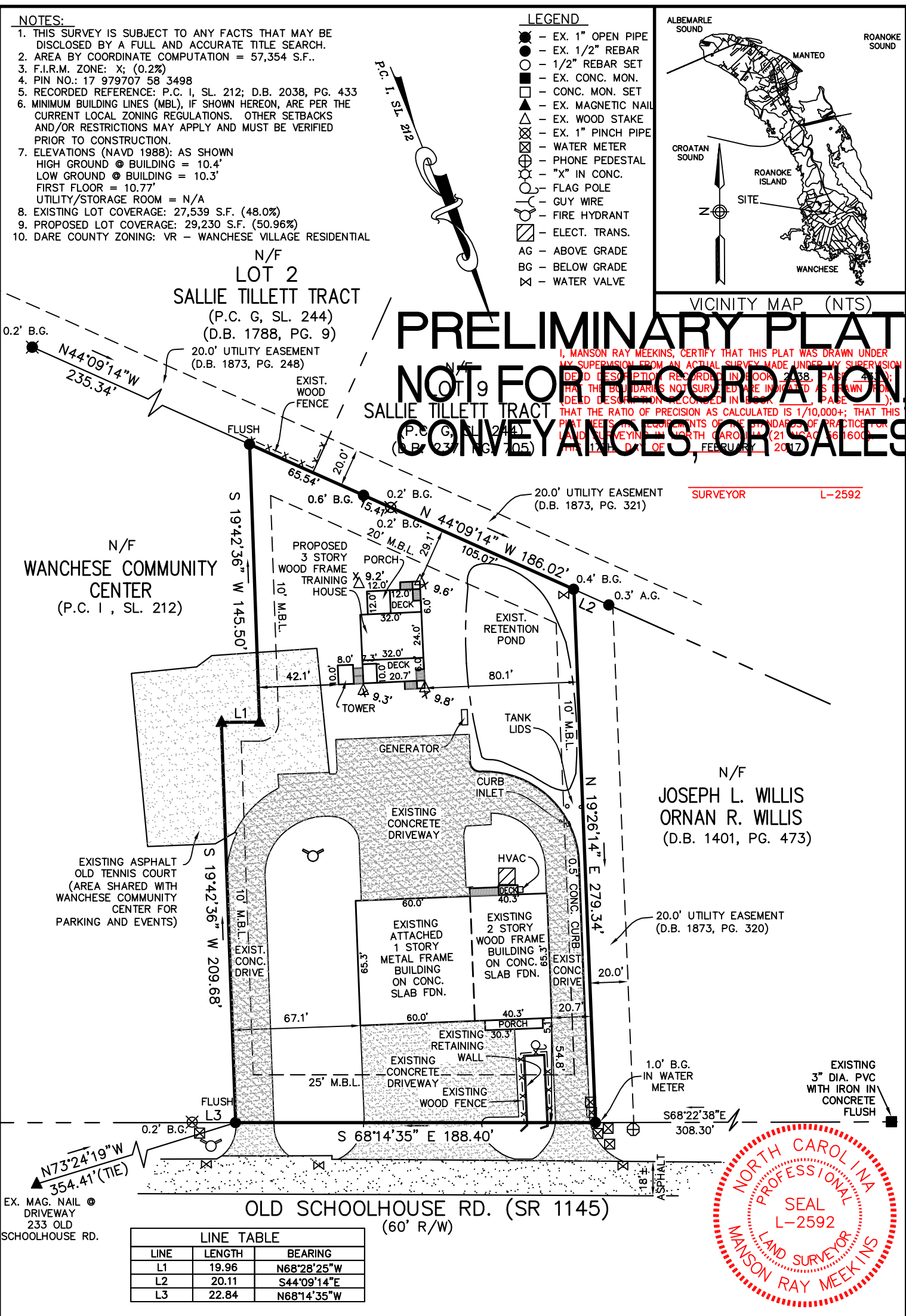
- - EX. 1" OPEN PIPE
- - EX. 1/2" REBAR
- ◻ - 1/2" REBAR SET
- ◼ - EX. CONC. MON.
- ◻ - CONC. MON. SET
- ▲ - EX. MAGNETIC NAIL
- △ - EX. WOOD STAKE
- ⊗ - EX. 1" PINCH PIPE
- ⊕ - WATER METER
- ⊙ - PHONE PEDESTAL
- "X" IN CONC. - FLAG POLE
- - GUY WIRE
- - FIRE HYDRANT
- ⊠ - ELECT. TRANS.
- AG - ABOVE GRADE
- BG - BELOW GRADE
- ⊠ - WATER VALVE



**PRELIMINARY PLAT  
NOT FOR RECORDATION  
CONVEYANCES, OR SALES**

I, MANSON RAY MEEKINS, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION. I HAVE A CURRENT LICENSE AS A PROFESSIONAL LAND SURVEYOR IN NORTH CAROLINA (LICENSE NO. 21114) AND THAT THE BOUNDARIES NOT SURVEYED ARE INFERRED AS SHOWN FROM IDEAL DESCRIPTION RECORDED IN BOOK 21114, PAGE 111. THAT THE RATIO OF PRECISION AS CALCULATED IS 1/10,000+; THAT THIS PLAT MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA (21 NCAC 06 1600) AND THE DATE OF SURVEY IS FEBRUARY 2017.

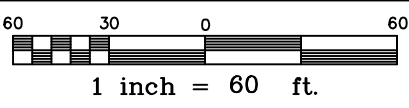
SURVEYOR L-2592



LINE	LENGTH	BEARING
L1	19.96	N68°28'25"W
L2	20.11	S44°09'14"E
L3	22.84	N68°14'35"W



SURVEY/SITE PLAN FOR  
**ROANOKE ISLAND VOLUNTEER FIRE DEPARTMENT**  
 323 OLD SCHOOLHOUSE ROAD - WANCHESE  
 NAGS HEAD TOWNSHIP - DARE COUNTY - NORTH CAROLINA



**SEABOARD SURVEYING & PLANNING, INC. C-1536**  
 103F W. WOOD HILL DR., P.O. BOX 58, NAGS HEAD, NC 27959  
 OFFICE: (252) 480-9998 FAX: (252) 480-0571



# Roanoke Island Volunteer Fire Department

PO Box 1033, Manteo, NC 27954  
PH: 252-473-2300; Fax: 252-473-3410  
Email: [contact@rivfd.com](mailto:contact@rivfd.com)

---

March 15, 2017

RE: Purposed Training Building

To whom it may concern,

Roanoke Island Volunteer Fire Department is purposing to build a three (3) story training building to resemble a Residential House.

There will be no burning of the structure. The structure will be used for Smoke Training, Search and Rescue, hose handling and ventilation.

This Training Building will help the Fire Department provide valuable training and experience for new firefighters and offer the ability to try new tactics in a realistic setting.

A Training Building will add needed points to our "ISO Rating". This rating from the Insurance Service Office determines our insurance cost.

Sincerely,

W. Talmadge Jones  
Chief



027280-000 17-979707-025 05/11

Leaflet

**Map Legend**  
 Scale: 1:1,066  
 Basemap: Aerials(2012)  
 Parcel Lines  
 — Property Line  
 □ Selected Parcel

Tax Ownership		Current Tax Value	
Roanoke Island Volunteer	Land	83,700	
Fire Dept	Building	692,600	
	Misc	0	
	<b>Total</b>		<b>776,300</b>

**323 Old Schoolhouse Rd**  
 Wanchese, NC 27981  
 Parcel: 027280000  
 Pin: 979707583498  
 Tax District: Wanchese  
 Subdivision: Subdivision - None  
 Lot-Blk-Sect: Lot: Blk: Sec:  
 Property Use: Fire / Community / Civic  
 Building Type: Police/fire Stations  
 Year Built: 2011

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

**DARE COUNTY ASSUMES NO LEGAL RESPONSIBILITY FOR THE INFORMATION CONTAINED IN THIS MAP.**

Print Date: Apr 18, 2017



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78



*Economic Development - Agreement With The Outer Banks Chamber of Commerce*

**Description**

The Outer Banks Chamber of Commerce has offered to use their expertise and resources to initiate the first phase of the Economic Development and Diversification Strategic Plan that was presented to the Board of Commissioners by the consultants from NC State University.

Attached is an agreement to retain the services of the Chamber to implement the first year of the Economic Development and Diversification Strategic Plan.

**Board Action Requested**

Approval

**Item Presenter**

Robert Outten, County Manager

This instrument has been preaudited  
in the manner required by the Local  
Government Budget and Fiscal Control  
Act

\_\_\_\_\_  
Dare County Finance Officer

### **AGREEMENT**

THIS AGREEMENT made and entered into in duplicate originals this 3<sup>rd</sup> day of May, 2017 by and between the COUNTY OF DARE, NORTH CAROLINA, a body politic, hereinafter designated as "County", and the OUTER BANKS CHAMBER OF COMMERCE, INC., a non-profit corporation, hereinafter designated as "Chamber":

### **WITNESSETH:**

WHEREAS, the County initiated and received from NC State University Office of Outreach and Engagement, Industry Expansion Solutions, an Economic Development and Diversification Strategic Plan (the Plan) to optimize proven economic successes while working to diversify economic development and enhance the quality of life for all citizens and communities, which Plan is incorporated herein by reference; and

WHEREAS, the Plan has a multi-year implementation strategy; and

WHEREAS, Chamber is a leader and catalyst for economic growth for both existing and future businesses in Dare County and has the staff, expertise and desire to take the steps necessary to implement year one of the Plan; and

WHEREAS, County desires to retain the services of Chamber to implement the first year of the Plan strategy; and

WHEREAS, for purposes of this Contract, Chamber is an independent contractor and is not an agent, agency or employee of County; and

NOW, THEREFORE, in consideration of these premises it is mutually agreed between the parties hereto as follows:

#### **1. CHAMBER RESPONSIBILITIES**

Chamber agrees that in furtherance of this contract it shall:

- A. Implement a Business Retention & Expansion (BRE) program, which among other things
  - Survey Chamber members and Dare County businesses
  - Existing Business visits based on survey results
  - Works to grow existing business and seek new businesses
- B. Catalog available sites and buildings and continually update as needed
- C. Build a website for the Plan Website to include:

- County Economic info
  - Stats/Economic Indicators
  - Contact info
  - Available sites
  - Incentives
  - Town and County Planning info
  - Marketing for the area
- D. Respond to RFPs from the EDPNC, East Alliance and other sources for first two years
- E. Meet with potential new businesses looking to locate in the area for first two years
- F. Host ribbon cuttings/ground breakings for new businesses
- G. Develop and promote OBXMADE brand program (creative economy initiative)
- H. Explore and develop new opportunities with existing resources (commercial kitchen, locally packed products)
- I. Marketing: Develop recruitment packages (collateral)
- J. Connect business to resources available/catalog those resources
- a. East Alliance
  - b. NC Commerce
  - c. Rural Center
  - d. EDPNC
  - e. Workforce Development Board
  - f. Albemarle Commission
  - g. Dare County local governments
  - h. Cooperative Extension
  - i. Industry Expansion Solutions
  - j. SBTDC
  - k. SBC
  - l. SCORE
- K. Establish and meet quarterly with an economic development coordinating council (consisting of representatives of all of the stakeholders who participated in the development of the Plan) for shared communication and alignment.
- L. Develop a public economic development dashboard to measure progress and identify ongoing areas of concern.
- M. Take such other and further actions as may be necessary to implement the goals of year one of the Plan.
- N. All websites, materials, work product of Chamber shall be for the benefit of County and shall be property of County.
- O. Meet with County officials every 60 days to review progress towards goals

## **2. COUNTY OBLIGATIONS**

County agrees that in furtherance of this contract it shall:

- A. Pay chamber the sum of \$25,000.00, said sum to be paid in 4 quarterly payments beginning on the 15 day of May, 2017 and quarterly thereafter during the term of this agreement.
- B. Assist and cooperate with Chamber to accomplish the goals set forth above.
- C. Participate, provide input, attend meetings, and assist Chamber in the performance of this agreement as mutually desired by the parties, without cost to County .

**3. TERM**

The term of this agreement shall be for a period of one year beginning on the 3rd day of May 2017, unless sooner terminated as provided herein. If, mutually agreed by the parties, this contract may be extended in writing for additional terms to accomplish the some or all of the "Future Duties" set forth in paragraph 9 and if County elects to extend the contract for such duties, Chamber shall perform such duties for the cost set forth in paragraph 9 and County shall pay for such additional services quarterly as set forth above.

**4. TERMINATION**

County may terminate this agreement at any time for any reason or no reason upon thirty (30) days written notice to Chamber. Upon such termination, all sums due from County to Chamber shall be prorated through the date of termination and paid to Chamber within thirty (30) days from the termination date.

**5. RECORDS AND WORK PRODUCT**

The Chamber shall keep full and accurate records of all of its activities and duties hereunder and agrees to maintain such records and to have them available for inspection by the County during the Chamber's normal business hours. Such records and any intellectual property, written, tangible, or electronic materials, including social media accounts and webpages, created under the terms of this agreement shall be deemed "work" product and shall be the property of County and delivered to County upon request or upon the expiration or termination of this agreement. Though it may be used for the benefit of the parties to this agreement, work product shall not include Chamber's "OBX Made" initiative.

**6. LIABILITY AND INSURANCE**

The Chamber will indemnify and save harmless the County from all demands, claims, causes of action or judgments, and from all expenses that may be incurred arising from, or growing out of, any act or neglect of the Chamber, its agents or employees in connection with the performance of Chamber's duties under the terms of this agreement. Chamber shall maintain during the term of this contract, a comprehensive general liability insurance policy that shall protect the County from claims for damages for personal injury or other liabilities arising from services rendered under this agreement, whether such services be by Chamber, its employees, subcontractor, officers, volunteers or agents. The policy shall have a minimum coverage amount of ONE MILLION NO/100 (\$1,000,000.00) DOLLARS. Chamber shall designate Dare County as an additional named insured in the policy. Chamber shall request that the cancellation clause contain a 30-day written notice to County of cancellation of the policy. Chamber shall provide county with a copy of the policy. Chamber shall maintain during the term of this agreement Workers' Compensation Insurance as prescribed by the laws of the State of North Carolina.

## 7. INDEPENDENT CONTRACTOR

Chamber shall operate as an independent contractor and its employees, agents, officers, directors and shall not be deemed or treated as an employee of the County with respect to the services performed hereunder or for any other purpose.

## 8. REPRESENTATIONS OF CHAMBER

In agreeing to undertake the responsibilities set forth in this Contract, Chamber represents and warrants to County that Chamber is a properly constituted nonprofit corporation operating under the laws of the State of North Carolina; that all corporate action necessary to approve this Contract has been undertaken by the Chamber; that the officers signing on behalf of Chamber have requisite corporate authority to do so; and that this Contract has been approved by its Board of Directors.

## 9. FUTURE SERVICES

### **Add-Ons: \$22,000**

- Work with towns and county to develop incentives for economic development (\$5,000)
  - o Regulations/commercial codes and zoning ordinances
- Work with existing businesses to identify new markets for their products (\$5,000)
- Workforce Development/Skilled Workforce (\$3,000)
  - Identify skills gaps and work with Chamber, COA and ECSU for training opportunities
- Marketing Plan for “Work from Anywhere” target market as well as retirement businesses (\$6,000)
- Marketing: Dare County story – collateral and ads (\$3,000)

### **Add-Ons 2 (\$20,000)**

- Travel/Recruit prospective business for the area (\$2,000)
  - o Attend tradeshow as needed
  - o Develop leads for small industry that fits our area
  - o Identify industry sectors compatible with the Dare County culture and demographic
- Consider and research solutions to infrastructure issues (\$5,000)
  - o E.g., central sewer for specific areas; broadband
- Develop and execute business incubator (\$10,000)
- Develop marketing materials for economic development (\$3,000-\$10,000)
  - o Stand Alone website/web content
  - o Graphics
  - o Ads
  - o Develop a distinctive and unique economic development logo
- Sailing Center in cooperation with Outer Banks Tourism Board

- Sporting Event development and marketing in cooperation with – Outer Banks Tourism Board

10. The Chamber agrees to file with the County Manager’s office a monthly report or reports showing all activities of the Chamber regarding the subject matter of this agreement.

11. Chamber certifies that it and all of its subcontractors are not on the Iran Final Divestment List (“List”) created by the North Carolina State Treasurer pursuant to NCGS 143-6A-4. Chamber agrees that it shall not utilize a subcontractor that is identified on the list.

12. This agreement is intended by the parties hereto as the final and exclusive expression of the provisions contained in this agreement, and it supersedes and replaces any and all prior contemporaneous agreements and understandings, oral or written, in connection therewith, between the parties hereto. This agreement may be modified or changed only upon the written consent of the parties hereto.

**IN TESTIMONY WHEREOF** the said OUTER BANKS CHAMBER OF COMMERCE, INC. has caused this instrument to be executed in its name by its President and attested by its Secretary and its corporate seal affixed hereto all as the act and deed of the said corporation by its authority duly and legally given; and the COUNTY OF DARE has caused this instrument to be executed in its name and behalf by the Chairman of its Board of Commissioners, attested by the Clerk to the Board of Commissioners and its official seal affixed, all as the act and deed of the said Board of Commissioners by authority duly and legally given, all the day and year first above written.

COUNTY OF DARE

OUTER BANKS CHAMBER OF COMMERCE  
INC.

By: \_\_\_\_\_  
Chairman, Board of Commissioners

By: \_\_\_\_\_  
President and CEO





*Nags Head Beach Nourishment Funding Request*

**Description**

Please see the attached letter from the Town of Nags Head requesting funding of 50% of the updated cost estimate of \$25.596m for a 2018 or 2019 beach nourishment maintenance project. The cost estimate, prepared by CS&E, is also attached. DEC has updated the County Beach Nourishment model to version 17a. Assuming a 2018 project, County debt issuance would increase from \$8.5m to \$9.8m and annual debt service support would increase from \$0 to \$600,000 a year from 2019 through 2023. The minimum County fund balance would change from \$19.3m in 2020 to \$17.1m in 2020.

**Board Action Requested**

Decision on request

**Item Presenter**

Bobby Outten, County Manager

**Robert C. Edwards**  
Mayor

**Susie Walters**  
Mayor Pro Tem

**Cliff Ogburn**  
Town Manager



## **Town of Nags Head**

Post Office Box 99  
Nags Head, North Carolina 27959  
Telephone 252-441-5508  
Fax 252-441-0776  
[www.nagsheadnc.gov](http://www.nagsheadnc.gov)

**M. Renée Cahoon**  
Commissioner

**John Ratzenberger**  
Commissioner

**Marvin Demers**  
Commissioner

March 29, 2017

Bobby Outten  
County Manager, Dare County  
P.O. Box 1000  
Manteo, NC 27954

Bobby,

I appreciate the time that you and Dave took to meet with Andy and myself last week to discuss Nags Head's plans for re-nourishing our beach.

As you know, Nags Head is in the process of planning for our next beach re-nourishment project. Our plan is to be prepared to go to construction in either the spring of 2018 or 2019. Based on estimates provided by our consultant, Coastal Science and Engineering, construction costs are considerably higher now than they were when we did our original beach nourishment construction in 2011. Based on recent per cubic yard costs, we are planning for a sand cost of \$9.50 per cubic yard. In 2011, our cost was roughly \$6.50 per cubic yard. This estimate has been approved by FEMA as part of the cost estimates we are calculating for sand loss during Hurricane Matthew.

Several years ago when we originally worked with the County to provide an estimate for re-nourishment, this was based off our figures from the 2011 project. Unfortunately, we now realize that these costs are woefully underestimated. When we provided this original estimate to you, the County incorporated this into its financing model and indicated that the Town would receive a 50 percent County match towards the planned maintenance project. Based on an estimated \$17 million project cost, the County model assumed an \$8.5 million match to the Nags Head maintenance project. Based on our revised cost estimate of \$26 million, I am writing to request that the County consider revising its contribution towards the Nags Head maintenance project to maintain the 50 percent funding scenario. This would provide a County match of \$13 million to the Town's project. As we discussed in our meeting, we will make every effort to keep this cost down and understand that any savings realized would be credited back to the County fund first.

I appreciate your consideration and look forward to working with you on this next project.

Respectfully,

Cliff Ogburn

A handwritten signature in black ink, appearing to read "Cliff Ogburn", written over a horizontal line.

Cliff Ogburn  
Town Manager  
Town of Nags Head

**Town of Nags Head**

**Nags Head Beach Nourishment Fund**

**2018 Estimated Project Cost Figures**

Total Sand:  2.3M CY  
 2.5M CY

Monday, March 20, 2017

**Version 3**

Engineering	\$ 1,684,211	
Legal	\$ 500,000	
Contingency	\$ 250,000	
Cost of Issuance		
DEC/Parker Poe	\$ 70,000	
LGC	\$ 12,500	
Bank Legal	\$ 5,000	
Beach Fill	\$ 21,850,000	(2.3M CY)
Ocean Outfall	\$ 300,000	
Sandfencing	\$ 125,000	
Sprigging	\$ 300,000	
Benthic Monitoring	\$ 450,000	
Turtle Monitoring	\$ 50,000	
	<u>\$ 25,596,711</u>	
Dare Contribution	\$ 8,500,000	
Nags Head Contribution	\$ 4,000,000	
Total Town Issuance	<u><u>\$ 13,096,711</u></u>	



*Policy for Naming of Dare County Buildings and Facilities*

**Description**

Attached is a draft policy for Dare County to use in handling requests to have county owned buildings or facilities named in honor of an outstanding citizen to memorialize his or her contributions to the community.

This policy would be used to process requests for naming any county owned building or portion thereof, athletic field, recreation area, or other improvement.

The policy sets forth the nomination process and outlines the criteria for nomination.

**Board Action Requested**

Discuss and take appropriate action

**Item Presenter**

Robert Outten, County Manager

## Policy for Naming of Dare County Facilities and Improvements

The Dare County Board of Commissioners may name any County owned building or portion thereof, athletic field, recreation area, or other improvement (hereinafter Facility) as set forth in the following procedures:

### Nomination Procedures

Any individual (or group?) may be nominated to have a Facility named in his/her honor to memorialize his or her contributions to Dare County. A nomination form can be obtained from the Dare County Board of Commissioners office and should be returned to the Clerk to the Board of Commissioners upon completion. Anonymous nominations shall not be accepted. Additional information such as letters of support or resolutions from other agencies may be submitted with the nomination form. Upon receipt, the Clerk will submit the nomination and accompanying materials to the Chairman of the Dare Board of Commissioners. The Chairman may place the nomination on a Board of Commissioners meeting agenda under the normal and customary procedures for agenda approval.

### Criteria for Nomination:

The following criteria shall be used to evaluate the nominee:

1. Must have been a full-time Dare County resident for a minimum of \_\_\_ years, or if deceased, have been a full-time Dare County resident for a minimum of \_\_\_ years.
2. Must be of good character and have supporting documentation of good character from multiple sources.
3. Must not have any pending criminal charges or have been found guilty of any criminal acts. (Exclude for felonyonly?)
4. Must have a satisfactory background check
5. Must have made significant contributions to Dare County through public service or volunteer activities. These contributions should be detailed on the nomination form or by separate attachment.
6. Should have some connection to the facility being named or the community in which the facility is located.
7. If nominee is alive, approval from nominees.
8. If nominee is deceased, a letter of support from the surviving legal next of kin.

Factors that will be considered in the evaluation:

1. Past service as a Dare County elected official or other State or federal office on behalf of Dare County.
2. Financial contributions and/or land donations made by the individual or on his/her behalf for the benefit of the facility.
3. Significant volunteer activities related to the facility
4. Are there other facilities in Dare County already named for the individual.
5. Military service and accomplishments
6. Other factors as may be determined by the Dare County Board of Commissioners

#### Action by Board of Commissioners

The Dare County Board of Commissioners shall review all nominations and any accompanying documentation and shall only take action on the naming nomination at a Board meeting on. Any action to approve shall be by unanimous vote (**would you rather have 5/7 or majority vote?**) of the Board of Commissioners.

**(In the event there are multiple nominations for naming of a Facility, then a still require unanimous vote or use different criteria?)**

If a nomination is approved, the Clerk to the Board shall notify the individual submitting the nomination form. Dare County shall be responsible for the posting of any plaque or signage for the named Facility as appropriate for the Facility.



*House Bill 867 - Coastal Fisheries Conservation and Economic Development Act*

**Description**

House Bill 867 has been introduced in the North Carolina Legislature. The bill is known as the Coastal Fisheries Conservation and Economic Development Act of 2017.

The Dare County Board of Commissioners will discuss the proposed legislation. House Bill 867 is attached.

**Board Action Requested**

Discuss and take appropriate action

**Item Presenter**

Commissioner Steve House

GENERAL ASSEMBLY OF NORTH CAROLINA  
SESSION 2017

H.B. 867  
Apr 20, 2017  
HOUSE PRINCIPAL CLERK  
D

H

HOUSE BILL DRH30359-MH-79A (03/07)

Short Title: Coastal Fisheries Conservation/Econ. Dev. (Public)

Sponsors: Representatives Yarborough, J. Bell, Davis, and Adams (Primary Sponsors).

Referred to:

1 A BILL TO BE ENTITLED  
2 AN ACT TO ENSURE THE ECONOMIC DEVELOPMENT OF COASTAL NORTH  
3 CAROLINA THROUGH THE RESTORATION AND LONG-TERM CONSERVATION  
4 OF NORTH CAROLINA'S PUBLIC, COASTAL FISHERIES RESOURCES.

5 The General Assembly of North Carolina enacts:

6 SECTION 1. This act shall be known as the "Coastal Fisheries Conservation and  
7 Economic Development Act of 2017."  
8

9 CONSERVATION POLICY

10 SECTION 2.1. G.S. 143B-279.2 reads as rewritten:

11 "§ 143B-279.2. Department of Environmental Quality – duties.

12 It shall be the duty of the Department:

- 13 (1) To provide for the protection of the environment;  
14 (1a) To administer the State Outer Continental Shelf (OCS) Task Force and  
15 coordinate State participation activities in the federal outer continental shelf  
16 resource recovery programs as provided under the OCS Lands Act  
17 Amendments of 1978 (43 USC §§ 1801 et seq.) and the OCS Lands Act  
18 Amendments of 1986 (43 USC §§ 1331 et seq.).  
19 (1b) To provide for the protection of the environment and public health through  
20 the regulation of solid waste and hazardous waste management and the  
21 administration of environmental health programs.  
22 (2) Repealed by Session Laws 1997-443, s. 11A.5, effective August 28, 1997.  
23 (2a) Repealed by Session Laws 2015-241, s. 14.30(kkk), effective July 1, 2015.  
24 (3) To provide for the conservation and management of the State's natural  
25 resources.  
26 (4) Repealed by Session Laws 2011-145, s. 13.11, effective July 1, 2011."

27 SECTION 2.2. G.S. 113-181(a) is recodified as G.S. 113-181(a1).

28 SECTION 2.3. G.S. 113-181, as amended by Section 2.2 of this act, reads as  
29 rewritten:

30 "§ 113-181. Duties-Declaration of policy; duties and powers of Department.

31 (a) North Carolina's marine and estuarine resources are a public trust resource  
32 belonging to all citizens of the State. It is declared to be in the interest of the public welfare of  
33 North Carolina that these resources be managed to ensure their long-term conservation. Coastal  
34 fisheries resources shall be conserved, protected, and enhanced for the benefit, use, and  
35 enjoyment of all current and future citizens and visitors to the State.





1 (a1) It is the duty of the Department to administer and enforce the provisions of this  
2 Subchapter pertaining to the conservation of marine and estuarine resources. In execution of  
3 this duty, the Department shall fully implement the policy set out in subsection (a) of this  
4 section and may collect such statistics, market information, and research data as is necessary or  
5 useful to the promotion of sports and commercial fisheries in North Carolina and the  
6 conservation of marine and estuarine resources generally; conduct or contract for research  
7 programs or research and development programs applicable to resources generally and to  
8 methods of cultivating, harvesting, marketing, or processing fish as may be beneficial in  
9 achieving the objectives of this Subchapter; enter into reciprocal agreements with other  
10 jurisdictions with regard to the conservation of marine and estuarine resources; and regulate  
11 placement of nets and other sports or commercial fishing apparatus in coastal fishing waters  
12 with regard to navigational and recreational safety as well as from a conservation standpoint.

13 (b) The Department is directed to make every reasonable effort to carry out the duties  
14 imposed in this Subchapter."

15 **SECTION 2.4.** G.S. 143B-289.51 reads as rewritten:

16 **"§ 143B-289.51. Marine Fisheries Commission – creation; purposes.**

17 (a) There is hereby created the Marine Fisheries Commission in the Department of  
18 Environmental Quality.

19 (a1) The legislative policy for the Department set out in G.S. 113-181(a) shall apply to  
20 the Marine Fisheries Commission in carrying out the functions, purposes, and duties set forth in  
21 subsection (b) of this section and in exercising the powers and duties set forth in  
22 G.S. 143B-289.52.

23 (a2) In exercising each of its various powers and duties, the Marine Fisheries  
24 Commission shall apply the following coastal fisheries policies and standards to its actions:

25 (1) The paramount concern of conservation and management measures shall be  
26 the continuing health and abundance of the marine and estuarine resources  
27 of North Carolina.

28 (2) Conservation and management measures shall be based upon the best  
29 available biological information; allocation decisions shall be based upon the  
30 best available sociological, economic, and other information deemed  
31 relevant by the Commission.

32 (3) Conservation and management measures shall permit reasonable means and  
33 quantities of annual harvest, consistent with maintaining a viable residual  
34 stock biomass to ensure stock replenishment on a continuing basis.

35 (4) When possible and practicable, stocks of fish shall be managed as a  
36 biological unit.

37 (5) State coastal fishery management plans shall be developed as set out in  
38 G.S. 113-182.1 to implement conservation and management measures for all  
39 marine fishery resources of commercial, recreational, or ecological  
40 importance.

41 (6) Conservation and management decisions shall be fair and equitable to all the  
42 people of the State and carried out in such a manner that no individual,  
43 corporation, or entity acquires an excessive share of any privileges extended  
44 by the State regarding the use of marine and estuarine resources.

45 (7) Federal fishery management plans and fishery management plans of other  
46 states or interstate commissions shall be considered when developing State  
47 coastal fishery management plans. Inconsistencies should be avoided unless  
48 the Commission determines that the conflicting plan is not in the best  
49 interest of North Carolina fisheries.

50 (b) The functions, purposes, and duties of the Marine Fisheries Commission are to:

- 1 (1) Manage, ~~restore, regulate, develop, and cultivate, conserve, protect, and~~  
2 ~~regulate~~cultivate the marine and estuarine resources within its jurisdiction, as  
3 described in ~~G.S. 113-132~~G.S. 113-132, in a manner intended to conserve,  
4 protect, restore, and enhance those resources for the benefit of current and  
5 future generations of State citizens.

6 ...."

7 **SECTION 2.5.** G.S. 143B-289.52(a) is recodified as G.S. 143B-289.52(a1).

8 **SECTION 2.6.** G.S. 143B-289.52, as amended by section 2.5 of this act, reads as  
9 rewritten:

10 "**§ 143B-289.52. Marine Fisheries Commission – powers and duties.**

11 (a) In adopting rules and exercising its other powers and duties under subsections (a1)  
12 through (i) of this section, the Commission shall implement the legislative policies set out in  
13 subsections (a1) and (a2) of G.S. 143B-289.51.

14 (a1) The Marine Fisheries Commission shall adopt rules to be followed in the  
15 management, protection, preservation, and enhancement of the marine and estuarine resources  
16 within its jurisdiction, as described in G.S. 113-132, including commercial and sports fisheries  
17 resources. The Marine Fisheries Commission shall have the power and duty:

- 18 (1) To authorize, license, regulate, prohibit, prescribe, or restrict all forms of  
19 marine and estuarine resources in coastal fishing waters with respect to:  
20 a. Time, place, character, or dimensions of any methods or equipment  
21 that may be employed in taking fish.  
22 b. Seasons for taking fish.  
23 c. Size limits on and maximum quantities of fish that may be taken,  
24 possessed, bailed to another, transported, bought, sold, or given  
25 away.
- 26 (2) To provide fair regulation of commercial and recreational fishing groups in  
27 the interest of the public.
- 28 (3) To adopt rules and take all steps necessary to develop and improve  
29 mariculture, including the cultivation, harvesting, and marketing of shellfish  
30 and other marine resources in the State, involving the use of public grounds  
31 and private beds as provided in G.S. 113-201.
- 32 (4) To close areas of public bottoms under coastal fishing waters for such time  
33 as may be necessary in any program of propagation of shellfish as provided  
34 in G.S. 113-204.
- 35 (5) In the interest of conservation of the marine and estuarine resources of the  
36 State, to institute an action in the superior court to contest the claim of title  
37 or claimed right of fishery in any navigable waters of the State registered  
38 with the Department as provided in G.S. 113-206(d).
- 39 (5a) In the interest of conservation of the marine and estuarine resources of the  
40 State and in keeping with the public trust resource conservation policies set  
41 out in subsections (a1) and (a2) of G.S. 143B-289.51, to enact rules  
42 applicable to each State commercial or recreational fishery that eliminate  
43 bycatch mortality of nontargeted species. Where bycatch mortality cannot be  
44 eliminated entirely from a fishery, the Commission shall enact rules that  
45 minimize bycatch mortality of nontargeted species to the maximum  
46 practicable extent.

47 ...."

48 **SECTION 2.7.** G.S. 113-129(1f) is recodified as G.S. 113-129(1g).

49 **SECTION 2.8.** G.S. 113-129, as amended by Section 2.7 of this act, reads as  
50 rewritten:

51 "**§ 113-129. Definitions relating to resources.**

1 The following definitions and their cognates apply in the description of the various marine  
2 and estuarine and wildlife resources:

3 (1) Repealed by Session Laws 1979, c. 830, s. 1.

4 (1a) Animals. – Wild animals, except when the context clearly indicates a  
5 contrary interpretation.

6 (1b) Big Game. – Bear, wild turkey, and white-tailed deer.

7 (1c) Birds. – Wild birds, except when the context clearly indicates a contrary  
8 interpretation.

9 (1d) Boating and Fishing Access Area. – An area of land providing access to  
10 public waters and which is owned, leased, controlled, or managed by the  
11 Wildlife Resources Commission.

12 (1e) Bushel. – A dry measure containing 2,150.42 cubic inches.

13 (1f) Bycatch. – Marine and estuarine resources which are harvested in a fishery  
14 but which are not sold or kept for personal use or may not legally be sold or  
15 kept for personal use. The term includes economic discards, regulatory  
16 discards, and retained fish harvested incidental to a targeted species.

17 (1g) Cervid or Cervidae. – All animals in the Family Cervidae (elk and deer).

18 (2) Coastal Fisheries. – Any and every aspect of cultivating, taking, possessing,  
19 transporting, processing, selling, utilizing, and disposing of fish taken in  
20 coastal fishing waters, whatever the manner or purpose of taking, except for  
21 the regulation of inland game fish in coastal fishing waters which is vested  
22 in the Wildlife Resources Commission; and all such dealings with fish,  
23 wherever taken or found, by a person primarily concerned with fish taken in  
24 coastal fishing waters so as to be placed under the administrative supervision  
25 of the Department. Provided, that the Department is given no authority over  
26 the taking of fish in inland fishing waters. Except as provisions in this  
27 Subchapter or in regulations of the Marine Fisheries Commission authorized  
28 under this Subchapter may make such reference inapplicable, all references  
29 in statutes, regulations, contracts, and other legal or official documents to  
30 commercial fisheries apply to coastal fisheries.

31 (3) Coastal Fishing. – All fishing in coastal fishing waters. Except as provisions  
32 in this Subchapter or in regulations of the Marine Fisheries Commission  
33 authorized under this Subchapter may make such references inapplicable, all  
34 references in statutes, regulations, contracts, and other legal or official  
35 documents to commercial fishing apply to coastal fishing.

36 (4) Coastal Fishing Waters. – The Atlantic Ocean; the various coastal sounds;  
37 and estuarine waters up to the dividing line between coastal fishing waters  
38 and inland fishing waters agreed upon by the Marine Fisheries Commission  
39 and the Wildlife Resources Commission. Except as provisions in this  
40 Subchapter or changes in the agreement between the Marine Fisheries  
41 Commission and the Wildlife Resources Commission may make such  
42 reference inapplicable, all references in statutes, regulations, contracts, and  
43 other legal or official documents to commercial fishing waters apply to  
44 coastal fishing waters.

45 (4a) Conservation. – The protection, preservation, restoration, and rational use of  
46 natural resources in a manner that promotes continuing and long-term  
47 quantity, quality, and ecosystem function of those resources, thereby  
48 protecting the resource's capacity for self-renewal as well as ensuring  
49 resource availability for use by future generations.

50 ...

- 1 (12c) Overfished. – The condition of a fishery that occurs when the spawning  
2 stock biomass of the fishery is below the level that is adequate for the  
3 recruitment class of a fishery to replace the spawning class of the fishery.
- 4 (12d) Overfishing. – Fishing that causes a level of mortality that ~~prevents a fishery~~  
5 ~~from producing a sustainable harvest~~ may prevent conservation of a fishery  
6 or fish stock by reducing the spawning stock biomass of the fishery to a level  
7 that causes the fishery to be overfished.
- 8 (13) Private Pond. – A body of water arising within and lying wholly upon a  
9 single tract of privately owned land, from which fish cannot escape and into  
10 which fish cannot enter from public fishing waters at any time, except that  
11 all publicly owned ponds and lakes are classified as public fishing waters. In  
12 addition, the private owners of abutting tracts of land on which a pond not  
13 exceeding 10 acres is or has been established may by written agreement  
14 cooperate to maintain that pond as a private pond if it otherwise meets the  
15 requirements of this definition. If a copy of the agreement has been filed  
16 with the Wildlife Resources Commission and the pond in fact meets the  
17 requirements of this definition, it attains the status of private pond either 60  
18 days after the agreement has been filed or upon the Commission's approving  
19 it as private, whichever occurs first.
- 20 (13a) Public Fishing Waters; Public Waters. – Coastal fishing waters, inland  
21 fishing waters, or both.
- 22 (13b) Public Hunting Grounds. – Privately owned lands open to the public for  
23 hunting under the terms of a cooperative agreement between the owner and  
24 the Wildlife Resources Commission.
- 25 (13c) Raptor. – A migratory bird of prey authorized under federal law and  
26 regulations for the taking of quarry by falconry.
- 27 (14) Shellfish. – Mollusca, specifically including oysters, clams, mussels, and  
28 scallops.
- 29 (14a) ~~Sustainable harvest. – The amount of fish that can be taken from a fishery on~~  
30 ~~a continuing basis without reducing the stock biomass of the fishery or~~  
31 ~~causing the fishery to become overfished.~~

32 ...."

33 **SECTION 2.9.** G.S. 113-224(b) reads as rewritten:

34 "(b) The Fisheries Director or a designee of the Fisheries Director ~~shall not~~ may enter  
35 into an agreement with the National Marine Fisheries Service of the United States Department  
36 of Commerce allowing Division of Marine Fisheries inspectors to accept delegation of law  
37 enforcement powers over matters within the jurisdiction of the National Marine Fisheries  
38 Service."

39  
40 **FISHERY MANAGEMENT PLANS**

41 **SECTION 3.** G.S. 113-182.1 reads as rewritten:

42 **"§ 113-182.1. Fishery Management Plans.**

43 (a) The Department shall prepare proposed Fishery Management Plans for adoption by  
44 the Marine Fisheries Commission for all commercially or recreationally significant species or  
45 fisheries that comprise State marine or estuarine resources. Proposed Fishery Management  
46 Plans shall be developed in accordance with the Priority List, Schedule, and guidance criteria  
47 established by the Marine Fisheries Commission under G.S. 143B-289.52.

48 (b) The goal of the plans shall be to ensure the long-term viability of the State's  
49 commercially and recreationally significant species or fisheries. Each plan shall be designed to  
50 reflect fishing practices so that one plan may apply to a specific fishery, while other plans may  
51 be based on gear or geographic areas. Nevertheless, in accordance with the policy standards set

1 out in G.S. 143B-289.51(a2), stocks of fish, when possible and practicable, shall be managed as  
2 a biological unit. Each plan shall:

- 3 (1) Contain necessary information pertaining to the fishery or fisheries,  
4 including management goals and objectives, all biological and ecological  
5 data necessary for the conservation of the fishery, status of relevant fish  
6 stocks, stock assessments for multiyear species, fishery habitat and water  
7 quality considerations consistent with Coastal Habitat Protection Plans  
8 adopted pursuant to G.S. 143B-279.8, social and economic impact of the  
9 fishery to the State, and user conflicts.
- 10 (2) Recommend those management actions pertaining to the fishery or fisheries.  
11 (3) ~~Include conservation and management measures that will~~ measures that  
12 would provide the greatest overall benefit to the State, particularly with  
13 respect to food production, recreational opportunities, and the protection of  
14 marine ecosystems, and that will produce a sustainable harvest.ensuring the  
15 conservation of marine and estuarine resources and ecosystems and  
16 protecting those resources from overexploitation. In order to achieve coastal  
17 fisheries conservation and restoration, plan management measures shall  
18 include all of the following:
- 19 a. Biological benchmarks for a species based on precautionary  
20 principles of fisheries management, in order to measure progress in  
21 conservation of the fishery.
- 22 b. Threshold biomass levels consistent with conservation of a  
23 proportion of the unfished adult stock biomass sufficient to prevent  
24 overfishing.
- 25 c. Target biomass levels that exceed the threshold biomass level  
26 sufficiently to provide a conservation buffer between the threshold  
27 and target biomass levels.
- 28 d. An ecosystem buffer, set as a percentage of the stock biomass based  
29 on the species life, history, characteristics, and contribution to  
30 ecosystem stability that is added to the target biomass level to ensure  
31 stock conservation by accounting for forage species, species  
32 diversity, and other critical ecosystem functions.
- 33 e. Minimum size limits that would allow at least seventy-five percent  
34 (75%) of juvenile fishes to survive harvest mortality and reach  
35 spawning age.
- 36 f. An assessment of stock status and target biomass levels, as it relates  
37 to overfishing, and management measures to end overfishing and  
38 restore stock conservation within two years from plan adoption.
- 39 g. Allowable catch limits for commercial and recreational fisheries with  
40 accountability measures in the event catch limits are exceeded.
- 41 h. Management measures to minimize bycatch mortality of nontargeted  
42 species in the fishery under consideration.
- 43 i. Management measures related to the annual collection and analysis  
44 of stock size and age structure data as a measure of stock health and  
45 conservation status.
- 46 (4) Repealed by Session Laws 2010-13, s. 1, effective June 23, 2010.
- 47 (5) Specify a time period, not to exceed two years from the date of the adoption  
48 of the plan, to end overfishing. ~~This subdivision shall not apply if the~~  
49 ~~Fisheries Director determines that the biology of the fish, environmental~~  
50 ~~conditions, or lack of sufficient data make implementing the requirements of~~

- 1           ~~this subdivision incompatible with professional standards for fisheries~~  
2           ~~management.~~
- 3           (a)   At the Commission's first regular meeting following the end of the  
4           two-year period, the Division shall report to the Commission whether  
5           overfishing has ended under plan management rules. Where the  
6           Commission determines that management measures under a plan  
7           have been insufficient to end overfishing within two years, the  
8           Commission shall utilize its supplemental authority under  
9           subdivision (e1) of this section to implement those measures  
10           necessary to end overfishing immediately. The Commission shall  
11           concurrently begin the process of adopting those permanent rules  
12           necessary to end overfishing. While the Commission is developing  
13           and implementing supplemental rules, the Fisheries Director shall  
14           exercise the Director's delegated proclamation authority under  
15           G.S. 143B-289.52(a)(8) to close the fishery to further harvest until  
16           the supplemental rules are in effect.
- 17           (b)   Where the Commission determines that overfishing is occurring in a  
18           fishery at any time following the initial two-year overfishing  
19           assessment period under a plan, the management requirements for an  
20           overfished stock under sub-subdivision a. of this subdivision shall  
21           apply.
- 22           (6)   Specify a time period, not to exceed 10 years from the date of the adoption  
23           of the plan, for achieving ~~a sustainable harvest~~ conservation in a fishery. ~~This~~  
24           ~~subdivision shall not apply if the Fisheries Director determines that the~~  
25           ~~biology of the fish, environmental conditions, or lack of sufficient data make~~  
26           ~~implementing the requirements of this subdivision incompatible with~~  
27           ~~professional standards for fisheries management.~~ In the event that the  
28           Commission is unable to achieve conservation in a fishery within 10 years  
29           despite closing the fishery to further harvest, the Commission shall  
30           recommend to the Joint Legislative Commission on Governmental  
31           Operations those actions of other state agencies or proposed legislation the  
32           Commission finds necessary to restore the fishery.
- 33           (7)   ~~Include a standard of at least fifty percent (50%) probability of achieving~~  
34           ~~sustainable harvest for the fishery or fisheries. This subdivision shall not~~  
35           ~~apply if the Fisheries Director determines that the biology of the fish,~~  
36           ~~environmental conditions, or lack of sufficient data make implementing the~~  
37           ~~requirements of this subdivision incompatible with professional standards~~  
38           ~~for fisheries management.~~
- 39           (8)   Recommend appropriate management actions pertaining to the fishery or  
40           fisheries as directed in this subsection. In doing so, the plan shall contain  
41           scientific data or other objective information that reasonably demonstrates  
42           that the time periods and standards specified in subdivisions (5) and (6) of  
43           this subsection will be achieved by the actions recommended in the plan. If  
44           such data are not available, then the plan shall recommend those  
45           management measures most likely to conserve and protect the fishery  
46           resource under consideration, thereby ensuring that the stock remains  
47           biologically viable.
- 48           (c)   To assist the Commission in the development of each Fishery Management Plan, the  
49           ~~Chair of the Marine Fisheries Commission shall appoint a fishery management plan advisory~~  
50           ~~committee. Each fishery management plan advisory committee shall be composed of~~  
51           ~~commercial fishermen, recreational fishermen, and scientists, all with expertise in the fishery~~

1 ~~for which the Fishery Management Plan is being developed~~ there is hereby established a  
2 council to be known as the Marine Fisheries Resources Advisory Council.

3 (1) Membership and terms. – The Marine Fisheries Resources Advisory Council  
4 shall consist of not more than 20 members appointed by the Marine Fisheries  
5 Commission. The Council shall be composed of persons with appropriate  
6 expertise in coastal fishery resources. Counties and cities in the coastal area  
7 may nominate candidates for consideration by the Commission. The terms of  
8 all Council members serving on the Council on January 1, 2018, shall expire  
9 on July 31, 2018. A new Council shall be appointed in the manner provided  
10 by this subsection with terms beginning on August 1, 2018, and expiring on  
11 June 30, 2020. Thereafter, members shall be appointed to two-year terms  
12 beginning on July 1 of even-numbered years and expiring on June 30 of the  
13 next even-numbered year. Members may be reappointed at the discretion of  
14 the Commission, provided that one-half of the membership at the beginning  
15 of any two-year term is a resident of counties in the coastal area.

16 (2) Functions and duties. – The Advisory Council shall assist the Division and  
17 Commission in an advisory capacity in Fishery Management Plan  
18 development regarding all of the following:

19 a. On matters which may be submitted to it by either of them, including  
20 technical questions relating to the development of rules.

21 b. On such other matters pertaining to Plan development as the Council  
22 considers appropriate.

23 (c1) The Department shall consult with the regional advisory committees established  
24 pursuant to G.S. 143B-289.57(e) regarding the preparation of each Fishery Management Plan.  
25 ~~Before submission of a plan for review by the Joint Legislative Commission on Governmental~~  
26 ~~Operations, the Department shall review any comment or recommendation regarding the plan~~  
27 ~~that a regional advisory committee submits to the Department within the time limits established~~  
28 ~~in the Schedule for the development and adoption of Fishery Management Plans established by~~  
29 ~~G.S. 143B-289.52. Before the Commission adopts a management measure to implement a plan,~~  
30 ~~the Commission shall review any comment or recommendation regarding the management~~  
31 ~~measure that a regional advisory committee submits to the Commission. Plan and shall inform~~  
32 the Commission of any comment or recommendation regarding plan management measures  
33 submitted to it by a regional advisory committee.

34 (d) Each Fishery Management Plan shall be reviewed at least once every five years. The  
35 Marine Fisheries Commission may revise the Priority List and guidance criteria whenever it  
36 determines that a revision of the Priority List or guidance criteria will facilitate or improve the  
37 development of Fishery Management Plans or is necessary to restore, conserve, or protect the  
38 marine and estuarine resources of the State. The Marine Fisheries Commission may not revise  
39 the Schedule for the development of a Fishery Management Plan, once adopted, without the  
40 approval of the Secretary of Environmental Quality.

41 (e) The Secretary of Environmental Quality shall monitor progress in the development  
42 and adoption of Fishery Management Plans in relation to the Schedule for development and  
43 adoption of the plans established by the Marine Fisheries Commission. The Secretary of  
44 Environmental Quality shall report to the Joint Legislative Commission on Governmental  
45 Operations within 30 days of the completion or substantial revision of each proposed Fishery  
46 Management Plan. The Joint Legislative Commission on Governmental Operations shall  
47 review each proposed Fishery Management Plan within 30 days of the date the proposed Plan  
48 is submitted by the Secretary. The Joint Legislative Commission on Governmental Operations  
49 may submit comments and recommendations on the proposed Plan to the Secretary within 30  
50 days of the date the proposed Plan is submitted by the Secretary.

1 (e1) ~~If the Secretary determines that it is in the interest of the long-term viability of a~~  
 2 ~~fishery, the Secretary may authorize the Commission to~~ The Commission may develop  
 3 temporary management measures to supplement an existing Fishery Management Plan pursuant  
 4 to this subsection if it determines that it is necessary to the long-term viability of a species or  
 5 fishery; alternatively, if the Secretary makes a similar determination and requests action by the  
 6 Commission, the Commission shall develop temporary management measures to supplement  
 7 an existing Fishery Management Plan pursuant to this subsection. Development of temporary  
 8 management measures pursuant to this subsection is exempt from subsections (c), (c1), and (e)  
 9 of this section and the Priority List, Schedule, and guidance criteria established by the Marine  
 10 Fisheries Commission under G.S. 143B-289.52. However, the Commission shall consult with  
 11 the regional advisory committees regarding the development of any temporary management  
 12 measures and review any comment or recommendation regarding the management measure that  
 13 a regional advisory committee submits to the Commission. During the next review period for a  
 14 Fishery Management Plan supplemented pursuant to this subsection, the Commission shall  
 15 either incorporate the temporary management measures into the revised Fishery Management  
 16 Plan or the temporary management measures shall expire on the date the revised Fishery  
 17 Management Plan is adopted.

18 (f) The Marine Fisheries Commission shall adopt rules to implement Fishery  
 19 Management Plans in accordance with Chapter 150B of the General Statutes.

20 (g) To achieve ~~sustainable harvest~~ conservation of a fishery or fish stock under a Fishery  
 21 Management Plan, the Marine Fisheries Commission may include in the Plan a  
 22 recommendation that the General Assembly (i) limit the number of fishermen authorized to  
 23 participate in the fishery-fishery and (ii) appropriate program funding to reduce economic  
 24 burdens to commercial license holders due to changes in fishery participation prohibitions. The  
 25 Commission may recommend that the General Assembly limit participation in a fishery only if  
 26 the Commission determines that ~~sustainable harvest~~ fishery conservation cannot otherwise be  
 27 achieved. In determining whether to recommend that the General Assembly limit participation  
 28 in a fishery, the Commission shall consider all of the following factors:

- 29 (1) Current participation in and dependence on the fishery.
- 30 (2) Past fishing practices in the fishery.
- 31 (3) Economics of the fishery.
- 32 (4) Capability of fishing vessels used in the fishery to engage in other fisheries.
- 33 (5) Cultural and social factors relevant to the fishery and any affected fishing  
 34 communities.
- 35 (6) Capacity of the fishery to support biological parameters.
- 36 (7) Equitable resolution of competing social and economic interests.
- 37 (8) Any other relevant considerations."

### 38 39 TEMPORARY RULES

40 **SECTION 4.** G.S. 150B-21.1(a) is amended by adding a new subdivision to read:

41 "(7a) The need for the Marine Fisheries Commission to establish any of the  
 42 following in order to comply with subdivisions (5) and (6) of  
 43 G.S. 113-182.1(b) or G.S. 113-182.1(e1):

- 44 a. Fishing seasons, including provisions for manner of take or any other  
 45 conditions required for the implementation of such seasons.
- 46 b. Fishing size and harvest limits."

### 47 48 JOBS AND INVESTMENTS TO SUPPORT COMMERCIAL FISHERIES

49 **SECTION 5.** There is appropriated from the General Fund to the Division of  
 50 Marine Fisheries of the Department of Environmental Quality the sum of seven hundred fifty  
 51 thousand dollars (\$750,000) in recurring funds for the following purposes:



- 1           (1)    A study by the Division of the impact to holders of commercial fishing  
2            licenses due to changes to rules and Fisheries Management Plans resulting  
3            from this act.
- 4           (2)    The design and implementation of a fisheries license buyback program for  
5            impacted commercial license holders.
- 6           (3)    The extension and expansion of programs to remove crab pots and other  
7            derelict fishing gear from northeastern, eastern, and southeastern North  
8            Carolina waters, with preference for program participants granted to  
9            transitioning commercial license holders.
- 10          (4)    The expansion of aquaculture and shellfish leasing programs, including  
11          training and start-up funding for new participants in those programs, with  
12          preference given to transitioning commercial license holders.

13          **SECTION 6.** This act is effective when it becomes law.



*Consent Agenda*

**Description**

1. Approval of Minutes (04.17.17)
2. FY 2017 Lease for Computer Equipment for New EOC-911
3. Proclamation - Hurricane Preparedness Week 2017
4. Dare County Transportation Title VI Plan - 2017
5. Tax Collector's Report

**Board Action Requested**

Approval

**Item Presenter**

County Manager, Robert Outten



*Approval of Minutes*

**Description**

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

**Board Action Requested**

Approve Previous Minutes

**Item Presenter**

County Manager, Robert Outten



# COUNTY OF DARE, NORTH CAROLINA

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

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

## MINUTES

### DARE COUNTY BOARD OF COMMISSIONERS MEETING

Dare County Administration Building, Manteo, NC

**5:00 p.m., April 17, 2017**

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

Commissioners absent: Rob Ross

Note: Margarett Umphlett resigned effective 3/31/17.  
Her replacement has not yet been named.

Others present: County Manager/Attorney, Robert Outten  
Finance Director, David Clawson  
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](http://www.darenc.com).

Chairman Woodard called the meeting to order at 5:02 p.m. He invited Rev. Fran Peel to share a prayer, and then he led the Pledge of Allegiance to the flag. The Chairman explained that Commissioner Ross had an excused absence due to holiday travel.

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

Chairman Woodard mentioned the following items during his opening remarks –

- He commented on the Outer Banks being featured in Southern Living magazine.
- Noted that the Bonner Bridge replacement project is progressing smoothly.
- Gave details about an NCDOT community meeting on the Rodanthe Bridge project.

A video of the Chairman’s update can be seen on the County website [www.darenc.com](http://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. Citizen remarks can be seen in their entirety on the county website [www.darenc.com](http://www.darenc.com). Following is a brief summary of the key issue that was mentioned by each speaker –

*The following comments were made in Manteo –*

1. Gail Sonnesso, on behalf of GEM, gave details about an upcoming Health Fair with free screenings.

2. Herb Council spoke about a device to prevent trashcans from blowing over and described the benefits it would have for Dare County.
3. Martha Wickre talked about the Dare Day celebration coming up on June 3 and thanked the Board of Commissioners for their support of this annual event.
4. Angelo Sonneso described a fundraising event that is planned for May 7 to help a young man in the community who is undergoing a bone marrow transplant.

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

### **ITEM 3 – GOVERNOR’S VOLUNTEER SERVICE AWARDS**

Lorelei Costa, Executive Director of the Outer Banks Community Foundation, presented the Governor’s Volunteer Service Awards for 2017. Ms. Costa described how each of the following award recipients serves the community in a commendable way – Karin Edmond, the Outer Banks Repeater Association, Darnel Talbert, and Emmett Smith. It was noted that Mr. Smith will also be one of 20 people from across the State that will be receiving the Governor’s Medallion Award at a ceremony in Raleigh.

### **ITEM 4 – PUBLIC HEARING – ZONING TEXT AMENDMENT**

At 5:37 p.m., the Dare County Board of Commissioners held a Public Hearing to receive input concerning this agenda item. The County Manager conducted the hearing and explained the procedure for making comments in Manteo and via the video link to the Fessenden Center in Buxton.

*The following people spoke at Manteo –*

- 1) Derek Stallings spoke in support of the applicant, Rhonda Midgett, explaining that he has worked with her and believes this amendment would benefit Dare County.
- 2) Jim Morabito said he has known the applicant for years and reported that she is a good neighbor.
- 3) Rhonda Midgett expressed to the Board her desire to live at the property that is the subject of the proposed text amendment.

*There were no comments from the Fessenden Center in Buxton*

Chairman Woodard closed the hearing at 5:41 p.m.

Planning Director Donna Creef summarized the zoning text amendment request to add residential use in conjunction with a commercial use to the list of permitted uses in the Commercial Services (CS) district. She explained that the applicant, Rhonda Midgett, would like to construct a beauty shop/dwelling on property in Colington. Ms. Creef noted that two letters of support have been received.

**MOTION**

Commissioner Shea motioned to adopt the proposed text amendments to the CS zoning district as recommended by the Planning Board with the finding that these amendments are consistent with the policies of the 2009 Dare County Land Use Plan and other official documents specifically Policy ICC #5 which encourages the development of locally owned businesses.

Vice Chairman Overman seconded the motion.

VOTE: AYES unanimous

**ITEM 5 – 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 (04.03.17 & 04.07.17) **(Att. #1)**

Commissioner House seconded the motion.

VOTE: AYES unanimous

**ITEM 6 – COMMISSIONERS’ BUSINESS & MANAGER’S/ATTORNEY’S BUSINESS**

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

Commissioner Shea – congratulated all those who received Volunteer Service Awards. He also expressed hope that everyone had a wonderful Passover and Easter.

Vice Chairman Overman – commended the Volunteer Service Award honorees. He announced that NCDOT will be attending the May 1 Commissioners meeting to give an update on the Colington Road project. The Vice Chairman gave an update on the Hatteras Inlet dredging project. He encouraged everyone to attend the Saving Lives Task Force Town Hall meeting scheduled for April 25 at the Avon Fire Department.

Commissioner House – acknowledged the favorable article about the Outer Banks in Southern Living Magazine. He recognized the Volunteer Service Award recipients. He gave a report on the latest meeting of the Oregon Inlet Task Force. Commissioner House presented a video showcasing the SPCA Pet of the Month.

Commissioner Couch – noted that the Volunteer Service Awards are a testimony to the wonderful spirit of volunteerism that exists in Dare County. He recognized Jennifer Albanese at Interfaith Community Outreach for the work that has been done in the community in conjunction with Social Services and the Methodist Men. Commissioner Couch congratulated the team from Cape Hatteras Elementary School on winning first prize in the Battle of the Books competition. A petition was presented from residents of Flowers Ridge Road seeking help with the condition of their road.

**MOTION (Att. #2)**

Commissioner Shea motioned to forward the petition to NCDOT along with a resolution from the Dare County Board of Commissioners.

Vice Chairman Overman seconded the motion.

VOTE: AYES unanimous

Chairman Woodard – complimented the Dare County Public Relations Department for the work done on the “More Beach To Love” campaign explaining this year’s beach nourishment projects throughout the County to residents and visitors.

**MANAGER’S/ATTORNEY’S BUSINESS – None**

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

**MOTION**

Commissioner House and Commissioner Couch motioned to adjourn the meeting.

Commissioner Shea seconded the motion.

VOTE: AYES unanimous

At 6:00 p.m., the Board of Commissioners adjourned until 9:00 a.m., May 1, 2017.

Respectfully submitted,

[SEAL]

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

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



*FY 2017 Lease for Computer Equipment for New EOC-911*

**Description**

Leasing Documents for DELL Computers for FY 2017 for the New EOC-911 building. Lease is for period 48 months

**Board Action Requested**

Approval by Board and authorization for Chairman to sign

**Item Presenter**

Robert Outten, County Manager



**Dare (County of), NC  
TRUE LEASE SCHEDULE NO. 001-1636362-521  
TO MASTER LEASE AGREEMENT NO. 1636362**

THIS SCHEDULE IS SUBJECT TO AND INCORPORATES THE TERMS AND CONDITIONS OF MASTER LEASE AGREEMENT NO. 1636362 ("Agreement") DATED September 6, 2001 BETWEEN DELL FINANCIAL SERVICES L.L.C. ("Lessor") AND Dare (County of), NC ("Lessee").

Lessor hereby agrees to lease and/or make available to Lessee subject to the terms, conditions and provisions set forth in this Schedule and in the Agreement, the Products described below. Any capitalized term used herein and not defined herein shall have the meaning ascribed to it in the Agreement.

PRODUCT DESCRIPTION AND LOCATION: See below or Exhibit "A" attached to and made a part hereof.

PRODUCT SELLER: Dell Inc, One Dell Way, Round Rock, TX 78682

<u>Product Description</u>	<u>Product Location</u>	<u>Lessee Purchase Order No.</u>	<u>Rent*</u>	<u>Primary Term (Mos.)</u>	<u>Commencement Date**</u>
See Exhibit A	See Exhibit A	2017063500	\$12,022.83	48	April 1, 2017

**Total Product Acquisition Cost: \$46,279.06**

Rent is payable: **in advance**

Payment Period: **Annually**

\* Lessee is responsible for applicable taxes, shipping, and other amounts as described in the Agreement, and, with the first payment of Rent, any prorated Rent, if applicable. Such amounts are further described in Exhibit "A".

\*\* The Commencement Date may be extended for one Payment Period until the Schedule is returned in accordance with the terms stated in the Agreement. Lessor may charge Lessee prorated Rent accruing from the Acceptance Date to the Commencement Date, as such date is finally determined.

**TRUE LEASE PROVISIONS**

The following provisions shall apply to this Schedule in addition to the provisions in the Agreement:

**1. TRUE LEASE: The parties intend for this lease to constitute a true lease of Products under the UCC and all applicable laws.** If this Lease is determined to be a lease intended as security, in no event shall Lessee be obligated to pay any time price balance differential in excess of the maximum amount permitted by applicable law (as specified herein or the state where the Products are located, whichever law permits the greater amount). In the event Lessor shall receive anything of value under a Lease that is deemed interest which would exceed the maximum amount of interest allowed under the law, the excess amount shall be applied to the reduction of the unpaid time price balance or shall be refunded to Lessee. In order to reduce the unpaid time price balance, any amount deemed interest shall, to the fullest extent permitted by applicable law, be amortized and spread uniformly throughout the Lease Term."

**2. END OF LEASE OPTIONS.**

(a) Provided that no Event of Default has occurred and is continuing, and at least 90 days but no more than 180 days prior to the expiration of the Primary Term (the "Expiration Date"), Lessee will give irrevocable written notice to Lessor of its intention to either:

- (i) purchase all of the Products at the Fair Market Value (as defined below);
- (ii) renew the Lease Term for a minimum of six (6) months at a rate and for a term agreed upon by both parties; or
- (iii) return all of the Products in accordance with the Agreement.

(b) If Lessee exercises the option to purchase the Products then, upon receipt of payment of the "Fair Market Value" (defined below), plus applicable taxes, Lessor will sell the Products to Lessee AS IS-WHERE IS, WITHOUT WARRANTY OR RECOURSE, EXPRESS, IMPLIED OR OTHERWISE, INCLUDING ANY WARRANTIES OF DESIGN, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR AGAINST INFRINGEMENT. The Fair Market Value purchase price shall be paid on or before the last day of the Primary Term. "Fair Market Value" means the price of the Products, installed, in use and in the condition required by the Agreement as determined by Lessor in its reasonable judgment. If Lessee disagrees with the Fair Market Value, Lessee shall notify Lessor in writing within 60 days prior to the Expiration Date and, upon Lessee's request, and within ten (10) days after receipt of Lessee's notice, Lessor shall appoint a qualified appraiser reasonably acceptable to Lessee to appraise the retail value of the Products. The amount determined by such appraiser shall be the final Fair Market Value. Lessor and Lessee shall share the expense of such appraisal equally.

(c) If Lessee desires to renew a lease, Lessee and Lessor shall enter into a supplement to this Schedule describing the length of the renewal Lease Term and the renewal Rent provided, however, all other terms of this Schedule and the Agreement shall remain in full force and effect.

(d) Whether or not Lessee has given Lessor notice of its intent as described above, if Lessee does not return or purchase the Products or renew the Lease as required above, the Lease Term shall automatically extend on a month-to-month basis at the Rent in effect on the Expiration Date (prorated on a monthly basis if the Payment Period was other than monthly during the Primary Term). Such extension shall continue until Lessee: (i) provides thirty (30) days prior written notice of its intention to return or purchase the Products (to take effect on the next Rent payment date that is at least 30 days after the notice is received by Lessor) and (ii) either returns or purchases all of the Products in accordance with the End of Lease options above. Payments of Rent during the month-to-month extension are due and payable monthly as specified in Lessor's invoice. If Lessee fails to return or purchase any Products, the Schedule and associated Rent for the Products that have not been returned or purchased shall extend on a month-to-month basis in accordance with the prior sentence.

3. **COMPLETION OF SCHEDULE.** Lessee hereby authorizes Lessor to insert or update the serial numbers of the Products from time to time if necessary.

If Lessee delivers this signed Schedule, any amendment or other document related to this Schedule or the Master Lease (each a "Document") to Lessor by facsimile transmission, and Lessor does not receive all of the pages of that Document, Lessee agrees that, except for any pages which require a signature, Lessor may supply the missing pages to the Document from Lessor's database which conforms to the version number at the bottom of the page. If Lessee delivers a signed Document to Lessor as an e-mail attachment, facsimile transmission or by U.S. mail, Lessee acknowledges that Lessor is relying on Lessee's representation that the Document has not been altered. Lessee further agrees that, notwithstanding any rule of evidence to the contrary, in any hearing, trial or proceeding of any kind with respect to a Document, Lessor may produce a tangible copy of the Document transmitted by Lessee to Lessor by facsimile or as an e-mail attachment and such signed copy shall be deemed to be the original of the Document. To the extent (if any) that the Document constitutes chattel paper under the Uniform Commercial Code, the authoritative copy of the Document shall be the copy designated by Lessor or its assignee, from time to time, as the copy available for access and review by Lessee, Lessor or its assignee. All other copies are deemed identified as copies of the authoritative copy. In the event of inadvertent destruction of the authoritative copy, or corruption of the authoritative copy for any reason or as the result of any cause, the authoritative copy may be restored from a backup or archive copy, and the restored copy shall become the authoritative copy. At Lessor's option, this electronic record may be converted into paper form. At such time, such paper copy will be designated or marked as the authoritative copy of the Document.

By signing below, each of the parties hereto agrees to be bound by the terms of the Agreement, this Schedule and the attached Exhibit "A".

**Dare (County of), NC**  
(Lessee)

**DELL FINANCIAL SERVICES L.L.C.**  
(Lessor)

By: \_\_\_\_\_  
(Authorized Signature)  
\_\_\_\_\_  
(Name/Title)  
\_\_\_\_\_  
(Date)

By: \_\_\_\_\_  
(Authorized Signature)  
\_\_\_\_\_  
(Name/Title)  
\_\_\_\_\_  
(Date)

DARE COUNTY  
LEASE SCHEDULE  
No.00163632-021  
EXHIBIT A

Commencement Date: 4/1/2017  
Termination Date: 3/31/2021

PQ #	DELL Order #	Qty	Item #	Service Tag	Item Description	Periodic Rent	Total Equipment Cost	Expensed Items	Hawaii Excise Fee	State Recycle Fee	Uplift Tax	Shipping Cost	Equipment Location	MANTEO	NC	27954	18F Asset	DELL Order #	Shipping Cost	Soft Costs	Customer Name	Co. #	Ship Date	
		2	A880492	NA	VLA VMWARE HORIZON 7 ENTERPRISE 10 PACK								954 MARSHALL COLLINS DR	MANTEO	NC	27954								
		2	A887340		VLA VMWARE PROD SWS FOR VMWARE HORIZON 7									MANTEO	NC	27954	0.2769	192254562	\$0.00	\$13,331.06	DARE COUNTY	65	3/3/2017	
201706301	192254562					\$3,691.37	\$13,331.06	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	954 MARSHALL COLLINS DR	MANTEO	NC	27954								
		1	210-AFD	782MCH2	OptiPlex 5040 Mini Tower XCTO								954 MARSHALL COLLINS DR	MANTEO	NC	27954								
		1	210-AFD	785QCH2	OptiPlex 5040 Mini Tower XCTO								954 MARSHALL COLLINS DR	MANTEO	NC	27954								
		1	210-AFD	785KCH2	OptiPlex 5040 Mini Tower XCTO								954 MARSHALL COLLINS DR	MANTEO	NC	27954								
		1	210-AFD	785NCH2	OptiPlex 5040 Mini Tower XCTO								954 MARSHALL COLLINS DR	MANTEO	NC	27954								
		1	210-AFD	785PCH2	OptiPlex 5040 Mini Tower XCTO								954 MARSHALL COLLINS DR	MANTEO	NC	27954								
		1	210-AFD	785LCH2	OptiPlex 5040 Mini Tower XCTO								954 MARSHALL COLLINS DR	MANTEO	NC	27954								
		6	338-BHJF		Intel Core i5-6500 (QZ/6MB/AT/3.2GHZ/65W																			
		6	412-ANGU		Mini Tower Processor Heatsink 65 Watt																			
		6	619-AHKN		Win 10 Pro 64 English, French, Spanish																			
		6	630-AAPK		No Productivity Software																			
		6	376-AJCV		8GB (1x8GB) 1600MHz DDR4 Memory																			
		6	400-ANPK		2.5 inch 128GB SATA Class 30 Solid State																			
		6	575-BBGL		Bracket for 2.5 inch Hard Drive Disk Mini																			
		6	490-BBFG		Intel Integrated Graphics, Dell OptiPlex																			
		6	325-BBRL		DVD-RW Bezel																			
		6	429-AAV		DVD-RW Drive (Reads and Writes to DVD/CD																			
		6	658-BBTV		CyberLink Media Suite Essentials for Win																			
		6	620-AALW		OS Windows Media Not Included																			
		6	580-ADJC		Dell KB216 Wired Multi-Media Keyboard En																			
		6	275-BBWW		Dell MS116 Wired Mouse, Black																			
		6	634-BBHZ		No OUP-ESS Software																			
		6	954-3465		Dell ProSupport for Software, DPE Suppo																			
		6	401-AAHH		2nd Hard Drive: not included																			
		6	385-BBCK		No Media Card Reader																			
		12	555-BBFO		No Wireless																			
		6	329-BBCT		OptiPlex 5040 MT with 240W up to 85% eff																			
		6	631-AASR		No Out-of-Band Systems Management																			
		6	340-AJFC		Kickstart Product Registration																			
		6	422-0008		Dell Data Protection System Tools Digita																			
		6	525-BBCL		SupportAssist																			
		6	640-BBWW		Dell/TPM Digital Delivery Circuit Client																			
		6	658-BBHQ		Enables Low Power Mode																			
		6	658-BBMR		Dell Client System Update (updates bios																			
		6	658-BBNH		Waves Maxx Audio																			
		6	658-BCUV		Dell Developed Recovery Environment																			
		6	387-BBEZ		ENERGY STAR Version 6.0																			
		6	450-AAOJ		System Power Cord (Philippine/TH/US)																			
		6	340-AGIK		Safety/Environment and Regulatory Guide																			
		6	696-BBBC		No Special BIOS Setup Required																			
		6	329-BBBL		TPM Enabled																			
		6	340-AJFB		Shipping Material for System, Minitower,																			
		6	389-BBQU		Shipping Label for DAD																			
		6	817-BB88		No FGA																			
		6	389-BHKN		Regulatory Label																			
		6	461-AABF		No CompuTrace																			
		6	551-BBBJ		No Intel Responsive																			
		6	389-BHB		Intel(R) Core(TM) i5 Label																			
		6	800-BBKO		Desktop BTO Standard shipment																			
		6	817-BBBC		Not selected in this configuration																			
		6	450-ABBX		No Adaptor																			
		6	480-AAAX		Display Not Included																			
		6	997-BE3J		Dell Limited Hardware Warranty Plus Serv																			
		6	997-BE5S		Onsite/In-Home Service After Remote Diag																			
		6	340-ABH		No Diagnostics/Recovery CD media																			
		6	340-ASV		Placement Documentation																			
		6	332-1286		Non-Canada Orders																			
		6	389-BCGW		No LFC Label																			
20170635	186446315					5980.04	\$3,993.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	954 MARSHALL COLLINS DR	MANTEO	NC	27954	0.2454	186446315	\$0.00	\$0.00	DARE COUNTY	83	2/20/2017	
		16	210-AEMS	NA	Wyes S030 PCoIP Zero Client, BTX								954 MARSHALL COLLINS DR	MANTEO	NC	27954								
		16	619-AGPK		Zero Client PCoIP, English																			





***PROCLAMATION***  
***Hurricane Preparedness Week of 2017***

**Description**

Important information to ensure the safety of all Dare County individuals, families and businesses during the upcoming hurricane season.

**Board Action Requested**

Adoption of this Hurricane Preparedness Week Proclamation

**Item Presenter**

Drew Pearson, Dare County Emergency Manager

**PROCLAMATION**

***HURRICANE PREPAREDNESS WEEK OF 2017***

**WHEREAS**, hurricanes and tropical systems have impacted North Carolina and Dare County in the past; and

**WHEREAS**, hurricanes and tropical systems can cause life-threatening hazards such as flooding, storm surge, high winds and tornadoes; and

**WHEREAS**, people are less likely to be injured when they are prepared for hazardous weather and know what to do when a hurricane threatens; and

**WHEREAS**, Dare County Emergency Management works continuously to inform and educate residents, businesses and visitors about how to plan, prepare and stay safe before, during and after a hurricane to ensure all are ready to take actions needed to protect their personal safety and property; and

**WHEREAS**, during this Hurricane Preparedness Week of 2017, Dare County Emergency Management highly recommends that all individuals, families and businesses take the following steps as they prepare for the upcoming hurricane season which begins June 1 and ends November 30, 2017; determine their risk, develop an evacuation plan, prepare their personal disaster supplies for use at home or during evacuation, secure an insurance checkup, strengthen their home and or business, check on neighbors and complete their hurricane plan; Additional information on these important steps can be found on the Dare County Web site; and

**NOW THEREFORE**, the Dare County Board of Commissioners do hereby proclaim May 7-13, 2017, as Hurricane Preparedness Week throughout the county and encourage all residents, businesses and visitors to review and update their preparedness plans to ensure personal readiness for this 2017 Hurricane Season in Dare County, North Carolina.

DATE:

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Robert L. Woodard, Chairman  
Dare County Board of Commissioners



*Dare County Transportation Title VI Plan - 2017*

**Description**

NCDOT has requested that Dare County Transportation revise our Title VI anti-discrimination plan to present standards set forth by the Title VI Civil Rights Act (42 U.S.C 2000d) and the U.S Department of Transportation implementing regulations.

**Board Action Requested**

Policy to be adopted by the Dare County Board of Commissioners.

**Item Presenter**

Don Cabana

Dare County Transportation System  
(DCTS)  
Title VI Plan



Adopted on: \_\_\_\_\_

Adopted by: Dare County Board of County Commissioners

Revised on: \_\_\_\_\_

*This policy is hereby adopted and signed by:*

**Dare County Board of Commissioners**

Executive Name/Title: Robert Woodard, Commissioner Chairperson

Executive Signature: \_\_\_\_\_



## **Title VI Plan Elements**

The **Transit System's** Title VI plan includes the following elements:

1. Introduction
2. Policy Statement
3. Title VI Coordinator Responsibilities and Duties
4. Evidence of Policy Approval
5. Notice to the Public
6. Complaint Procedure
7. Complaint Form
8. List of transit related Title VI Investigations, Complaints and Lawsuits
9. Public Participation Plan
10. Language Assistance Plan
11. Minority Representation Table and Description

Note: *Additional materials will be attached, if required.*

**TITLE VI NONDISCRIMINATION AGREEMENT**  
BETWEEN  
**THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION**  
AND  
**DARE COUNTY TRANSPORTATION**

In accordance with DOT Order 1050.2A, DCTS assures the North Carolina Department of Transportation (NCDOT) that no person shall, on the ground of **race, color, national origin, sex, creed (religion), age, or disability**, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and related nondiscrimination authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity undertaken by DCTS.

Further, DCTS hereby agrees to:

1. Designate a Title VI Coordinator that has a responsible position within the organization and easy access to the Transportation Planner of the organization.
2. Issue a policy statement, signed by the Transportation Planner of the organization, which expresses a commitment to the nondiscrimination provisions of Title VI and related applicable statutes. The signed policy statement shall be posted and circulated throughout the organization and to the general public, and published where appropriate in languages other than English. The policy statement will be re-signed when there is a change of Transportation Planner.
3. Insert the clauses of the contract language from Section 6.1 in every contract awarded by the organization. Ensure that every contract awarded by the organization's contractors or consultants also includes the contract language.
4. Process all and, when required, investigate complaints of discrimination consistent with the procedures contained within this Plan. Log all complaints for the administrative record.
5. Collect statistical data (race, color, national origin, sex, age, disability) on participants in, and beneficiaries of, programs and activities carried out by the organization.
6. Participate in training offered on Title VI and other nondiscrimination requirements. Conduct or request training for employees or the organization's sub recipients.
7. Take affirmative action, if reviewed or investigated by NCDOT, to correct any deficiencies found within a reasonable time period, not to exceed 90 calendar days, unless reasonable provisions are granted by NCDOT.
8. Document all Title VI nondiscrimination-related activities as evidence of compliance. Submit information and reports to NCDOT on a schedule outlined by NCDOT.

**THIS AGREEMENT** is given in consideration of, and for the purpose of obtaining, any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding.

---

Robert Woodard, Dare County Board of Commissioners Chairman

---

Date

## INTRODUCTION

Title VI of the 1964 Civil Rights Act, 42 U.S.C. 2000d provides that: "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." The broader application of nondiscrimination law is found in other statutes, executive orders, and regulations, which provide additional protections based on age, sex, religion, and disability, including the 1987 Civil Rights Restoration Act, which extended nondiscrimination coverage to all programs and activities of federal-aid recipients, sub recipients, and contractors, including those that are not federally-funded

Dare County Transportation Services (DCTS) is a recipient of Federal financial assistance from the North Carolina Department of Transportation (NCDOT) and the United States Department of Transportation (USDOT), receiving Federal Transit Administration (FTA) funds through the NCDOT. As the primary recipient of USDOT funds in North Carolina, the NCDOT's comprehensive Title VI Nondiscrimination Program includes compliance oversight and technical assistance responsibilities towards its sub recipients and those sub recipients must use federal and state funds in a nondiscriminatory manner.

Dare County Transportation System (DCTS) establishes this Title VI Nondiscrimination Plan for the purpose of complying with Title VI of the Civil Rights Act of 1964, as required by FTA Circular 4702.1B, and related requirements outlined under Group 01.D, "Nondiscrimination Assurance," of the FTA Certifications and Assurances? This document details the nondiscrimination program, policies, and practices administered by this organization, and will be updated periodically to incorporate changes and additional responsibilities as they are made.

## DESCRIPTION OF PROGRAMS AND SERVICES

DCTS operates a fleet of 10 passenger and wheelchair equipped vans. Vans are operated by funding provided through NCDOT Grants 5310 and 5311, Local Funds, Fare Revenues, and Donations. DCTS may not operate in competition with private transportation services such as same day service providers like Taxi and Shuttle Van services. All Transportation appointments are required to be scheduled a minimum of 48 hours in advance. All appointments are scheduled on a first come first serve basis. DCTS has limited space on its schedules so transportation appointments should be made as far in advance as possible by calling reservations at (252) 475-5640, between the hours of 7:30 a.m. and 5 p.m. M – F.

Provides "Out of County" Transportation for Medical Appointments on Tuesdays and Thursdays to the following locations on a capacity limited basis:

- Elizabeth City
- Greenville
- Chapel Hill & Duke
- Chesapeake / Virginia Beach
- Norfolk
- Veterans Hospital, Hampton

## PROGRAM(S) AND SERVICES ADMINISTERED

Dare County Transportation staff consists of a Transportation Director, Transportation Scheduler/Dispatcher, Lead Driver, Full Time Driver, and approximately 22 part time drivers

**FUNDING SOURCES / TABLES**

For the purpose of federally-assisted programs, "federal assistance" shall include:

1. grants and loans of Federal funds;
2. the grant or donation of Federal property and interest in property;
3. the detail of Federal personnel;
4. the sale and lease of, and the permission to use (on other than a casual or transient basis), Federal property or any interest in such property without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient; and
5. any Federal agreement, arrangement, or other contract which has, as one of its purposes, the provision of assistance.

Each FTA Formula Grant received by our system during the past year, and whether the funds were received through NCDOT or directly from FTA, is checked below. Additional details are provided on how often each of the grants is received (*annually, first time, etc.*) and the amount. [To check a box, double click on the check box. In the pop up select "Checked."]

Grant Title	NCDOT	FTA	Details (i.e., purpose, frequency, and duration of receipt)
5307 (Urbanized Area Formula)	<input type="checkbox"/>	<input type="checkbox"/>	
5309 (b)(2) (Fixed Guideway Modernization)	<input type="checkbox"/>	<input type="checkbox"/>	
5310 (Transportation for Elderly Persons and Persons with Disabilities)	<b>x</b>	<input type="checkbox"/>	Annual Grant Application
5311 (Formula Grants for Other than Urbanized Areas)	<input type="checkbox"/>	<input type="checkbox"/>	
5311 (b)(3) (Rural Transit Assistance)	<b>x</b>	<input type="checkbox"/>	Annual Grant Application
5316 (Job Access and Reverse Commute)	<input type="checkbox"/>	<input type="checkbox"/>	
5317 (New Freedom)	<input type="checkbox"/>	<input type="checkbox"/>	
5303, 5304 and/or 5305 (Metropolitan & Statewide Planning)	<input type="checkbox"/>	<input type="checkbox"/>	
5339 (Bus and Bus Facilities Formula)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Other:</b>	<input type="checkbox"/>	<input type="checkbox"/>	

## **DECISION MAKING PROCESS**

The Dare County Board of Commissioners (BOC) is the governing board for Dare County Transportation and makes the final decisions on adopting program documents. The seven member board vote at one of the one or two monthly meetings on the first Monday or Third Monday of the month. Permission is granted to be on the agenda. Various Plans/Policies/documents are required to be adopted by the Board of Commissioners. Dare County Local Coordinated Plan (LCP) must be approved every four years, the Substance Abuse Policy (amended as needed), System Safety Program Plan (SSPP) yearly, Title VI Plan amended as needed or every 3 years. The Board of Commissioners approves by vote. A Resolution granting permission for Dare County to apply and receive the annual CTP funds must be passed by the BOC.

Any documents that do not need the commissioners' approval will be brought before the thirteen members Dare County Transportation Advisory Board (TAB) at a quarterly meeting. Members of the Advisory Board are appointed by the Board of Commissioners and serve a three year term. The Board of Commissioners and TAB must approve any rate changes.

## TITLE VI NONDISCRIMINATION POLICY STATEMENT

It is the policy of the Dare County Transportation System (DCTS), as a federal-aid recipient, to ensure that no person shall, on the ground of **race, color, national origin, sex, creed (religion), age or disability**, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of our programs and activities, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and all other related nondiscrimination laws and requirements.

---

Don Cabana, Dare County Transportation Title VI  
Coordinator

---

Date

### **Title VI and Related Authorities**

Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d) provides that, "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." The 1987 Civil Rights Restoration Act (P.L. 100-259) clarified and restored the original intent of Title VI by expanding the definition of "programs and activities" to include all programs and activities of federal-aid recipients (such as, Wilson County Transportation Services), sub recipients, and contractors, whether such programs and activities are federally-assisted or not.

Related nondiscrimination authorities include, but are not limited to: U.S. DOT regulation, 49 CFR part 21, "Nondiscrimination in Federally-assisted Programs of the Department of Transportation--Effectuation of Title VI of the Civil Rights Act"; 49 U.S.C. 5332, "Nondiscrimination (Public Transportation)"; FTA Circular 4702.1B - Title VI Requirements and Guidelines for Federal Transit Administration Recipients; DOT Order 5610.2a, "Actions to Address Environmental Justice in Minority Populations and Low-Income Populations"; FTA C 4703.1 - Environmental Justice Policy Guidance For Federal Transit Administration Recipients; Policy Guidance Concerning (DOT) Recipient's Responsibilities to Limited English Proficient (LEP) Persons, 74 FR 74087; The Americans with Disabilities Act of 1990, as amended, P.L. 101-336; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 790; Age Discrimination Act of 1975, as amended 42 U.S.C. 6101; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681; Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. 4601; Section 508 of the Rehabilitation Act of 1973, 29 U.S.C. 794d;

### **Implementation**

- This statement will be signed by the Transportation Planner of the Dare County Transportation System, and re-signed whenever a new person assumes that position.
- The signed statement will be posted on office bulletin boards, near the receptionist's desk, in meeting rooms, at transit stops, inside vehicles, and disseminated within brochures and other written materials.
- The *core* of the statement (signature excluded) will circulate *internally* within annual acknowledgement forms.
- The statement will be posted or provided in languages other than English, when appropriate.

## **Dare County Transportation Title VI Coordinator**

Don Cabana  
*Dare County Transportation Director / Title VI Coordinator*  
954 Marshall C. Collins Drive  
Manteo, NC. 27954  
Voice (252) 475-5641  
Fax (252) 473-3471  
E-Mail: donc@darenc.com

### **Dare County Transportation TITLE VI Coordinator Responsibility**

- Administer and implement Dare County Transportation's Title VI plan and policy.
- Conduct Title VI Training programs for department employees.
- Work with liaisons to ensure community involvement and outreach is in compliance with Title VI and provides equitable opportunities for participation.
- Ensure Title VI language is included in Dare County Transportation contracts.
- Collect, review and preserve statistical data (race, color, national origin, language, gender, etc.) of programs to ensure Dare County Transportation's compliance with Title VI.
- Maintain all Title VI records and correspondence, including but not limited to, signed employee acknowledgements, complaints and all correspondence regarding such, requests for language services, demographic statistics, department compliance reviews and all Title VI federal agency correspondence and records.
- Address all Title VI discrimination complaints.
- Review and update the Title VI plan and policy as needed or required.
- Prepare and submit the annual Title VI update report.

### 3.0 NOTICE OF NONDISCRIMINATION

- The Dare County Transportation System operates its programs and services without regard to **race, color, national origin, sex, creed (religion), age, and disability** in accordance with Title VI of the Civil Rights Act and related statutes. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice may file a complaint with the Dare County Transportation System.
- For more information on the Dare County Transportation's Civil Rights program, and the procedures to file a complaint, contact (252) 475-5641; email [donc@darenc.com](mailto:donc@darenc.com); or visit our administrative office at P.O. Box 1000, 954 Marshall C. Collins Drive Manteo, NC. 27954. For more information, visit <http://www.darenc.com/transportation/>
- If information is needed in another language, contact 704-694-2596.
- A complainant may file a complaint directly with the North Carolina Department of Transportation by filing with the Office of Civil Rights, External Civil Rights Section, 1511 Mail Service Center, Raleigh, NC 27699-1511, Attention: Title VI Nondiscrimination Program; phone: 919-508-1808 or 800-522-0453, or TDD/TTY: 800-735-2962.
- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

The **Transit System's** Notice to the Public is posted in the following locations: *(check all that apply)*

- Agency website <http://www.darenc.com/transportation/>
- Public areas of the agency office (common area, public meeting rooms, etc.)
- Inside vehicles
- Rider Guides/Schedules
- Transit shelters and stations
- Other, \_\_\_\_\_

#### **Implementation**

- The notice will be posted in its entirety on our website and in any documents and reports we distribute.
- Ads in newspapers and other publications shall include the first three (3) bullets.
- The statement will be posted or provided in languages other than English, when appropriate.



## EXTERNAL DISCRIMINATION COMPLAINT PROCEDURES

These discrimination complaint procedures describe the process used by DCTS to process and investigate complaints of alleged discrimination filed under Title VI of the Civil Rights Act of 1964 and related nondiscrimination laws that are applicable to programs, services, and activities carried out by Wilson County Transportation Services.

Complaints will be investigated by the appropriate authority. Upon completion of every investigation, Wilson County Transportation Services will inform the complainant of all avenues of appeal. Wilson County Transportation Services will make every effort to obtain early resolution of complaints at the lowest level possible. The option of informal mediation between the affected parties and DCTS staff may be utilized for resolution.

### FILING OF COMPLAINTS

1. **Applicability** – The complaint procedures apply to the beneficiaries of Wilson County Transportation Services programs, activities, and services, such as the members of the public and any consultants/contractors hired by Wilson County Transportation Services.
2. **Eligibility** – Any person or class of persons who believes that he/she has been subjected to discrimination or retaliation prohibited by any of the Civil Rights authorities based upon race, color, sex, age, national origin, creed (religion), or disability, may file a written complaint with Wilson County Transportation Services. The law prohibits intimidation or retaliation of any sort. The complaint may be filed by the affected individual or a representative, and must be in writing.
3. **Time Limits and Filing Options** – A complaint must be filed no later than 180 calendar days after the following:
  - The date of the alleged act of discrimination; or
  - The date when the person(s) became aware of the alleged discrimination; or
  - Where there has been a continuing course of conduct, the date on which that conduct was discontinued or the latest instance of the conduct.

Complaints may be submitted to the following entities:

- **Wilson County Transportation Services and Contact Information**
  - **North Carolina Department of Transportation**, Office of Civil Rights, External Civil Rights Section, 1511 Mail Service Center, Raleigh, NC 27699-1511; 919-508-1830 or toll free 800-522-0453
  - **US Department of Transportation**, Departmental Office of Civil Rights, External Civil Rights Programs Division, 1200 New Jersey Avenue, SE, Washington, DC 20590; 202-366-4070
  - **Federal Transit Administration**, Office of Civil Rights, ATTN: Title VI Program Coordinator, East Bldg. 5<sup>th</sup> Floor – TCR, 1200 New Jersey Avenue, SE, Washington, DC 20590
  - **Federal Highway Administration**, Office of Civil Rights, 1200 New Jersey Avenue, SE, 8<sup>th</sup> Floor, E81-314, Washington, DC 20590, 202-366-0693 / 366-0752
  - **Federal Highway Administration**, North Carolina Division Office, 310 New Bern Avenue, Suite 410, Raleigh, NC 27601, 919-747-7010
  - **Federal Aviation Administration**, Office of Civil Rights, 800 Independence Avenue, SW, Washington, DC 20591, 202-267-3258
  - **US Department of Justice**, Special Litigation Section, Civil Rights Division, 950 Pennsylvania Avenue, NW, Washington, DC 20530, 202-514-6255 or toll free 877-218-5228
4. **Format for Complaints** – Complaints shall be in **writing** and **signed** by the complainant(s) or a representative and include the complainant's name, address, and telephone number. Complaints received by fax or e-mail will be acknowledged and processed. Allegations received by telephone or in person will be reduced to writing, may be recorded and will be provided to the complainant for confirmation or revision before processing. Complaints will be accepted in other languages, including Braille.
  5. **Discrimination Complaint Form** – The Discrimination Complaint Form is consistent with the Nondiscrimination Assurance in Group 01.D of the FTA Certifications & Assurances.

**6. Complaint Basis** – Allegations must be based on issues involving race, color, national origin, sex, creed (religion, age, or disability). The term “basis” refers to the complainant’s membership in a protected group category.

Protected Categories	Definition	Examples	Applicable Statutes and Regulations		
			FHWA	FTA	
Race	An individual belonging to one of the accepted racial groups; or the perception, based usually on physical characteristics that a person is a member of a racial group	Black/African American, Hispanic/Latino, Asian, American Indian/Alaska Native, Native Hawaiian/Pacific Islander, White	Title VI of the Civil Rights Act of 1964; 49 CFR Part 21; 23 CFR 200	Title VI of the Civil Rights Act of 1964; 49 CFR Part 21; Circular 4702.1B	
Color	Color of skin, including shade of skin within a racial group	Black, White, brown, yellow, etc.			
National Origin	Place of birth. Citizenship is not a factor. Discrimination based on language or a person’s accent is also covered.	Mexican, Cuban, Japanese, Vietnamese, Chinese			
Sex	Gender	Women and Men	1973 Federal-Aid Highway Act	Title IX of the Education Amendments of 1972	
Age	Persons of any age	21 year old person	Age Discrimination Act of 1975		
Disability	Physical or mental impairment, permanent or temporary, or perceived.	Blind, alcoholic, paraplegic, epileptic, diabetic, arthritic	Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990		
Creed	Religion.	Religion.	Creed, Christian, Muslim, Atheist	Religion, Christian, Muslim, Atheist	Creed, Muslim, Christian, Atheist

**Complaint Processing**

1. When a complaint is received by DCTS, a written acknowledgment and a Consent Release form will be mailed to the complainant within ten (10) business days by registered mail.
2. **DCTS cannot investigate Title VI complaints filed against itself**, but can investigate ADA complaints against itself. DCTS will consult with the NCDOT External Civil Rights Section to determine the acceptability and jurisdiction of all complaints received. (Note: If NCDOT has jurisdiction, the External Civil Rights Section will be responsible for the remainder of this process. DCTS will record the transfer of responsibility in its complaints log).
3. Additional information will be requested if the complaint is incomplete. The complainant will be provided 15 business days to submit any requested information and the signed Consent Release form. Failure to do so may be considered good cause for a determination of no investigative merit.
4. Upon receipt of the requested information and determination of jurisdiction, DCTS will notify the complainant and respondent of whether the complaint has sufficient merit to warrant investigation.
5. If the complaint is investigated, the notification shall state the grounds of the DCTS’s jurisdiction, while informing the parties that their full cooperation will be required in gathering additional information and assisting the investigator.
6. If the complaint does not warrant investigation, the notification to the complainant shall specifically state the reason for the decision.

**Complaint Log**

1. When a complaint is received by DCTS, the complaint will be entered into the Discrimination Complaints Log with other pertinent information, and assigned a **Case Number**. (Note: All complaints must be logged).
2. The complaints log will be submitted to the NCDOT’s Civil Rights office during Title VI compliance reviews. (Note: NCDOT may also be request the complaints log during pre-grant approval processes).
3. The **Log Year(s)** since the last submittal will be entered (e.g., 2012-2015, 2014-2015, FFY 2015, or 2015) and the complaints log will be signed before submitting the log to NCDOT.
4. When reporting **no complaints**, check the **No Complaints or Lawsuits** box and sign the log.

## Title VI Complaint Form

### Dare County Transportation DISCRIMINATION COMPLAINT FORM

Any person who believes that he/she has been subjected to discrimination based upon race, color, sex, age, national origin, or disability may file a written complaint with Dare County Transportation System, within 180 days after the discrimination occurred.				
Last Name:		First Name:		<input type="checkbox"/> Male <input type="checkbox"/> Female
Mailing Address:		City	State	Zip
Home Telephone:	Work Telephone:	E-mail Address		
Identify the Category of Discrimination: <input type="checkbox"/> RACE <input type="checkbox"/> COLOR <input type="checkbox"/> NATIONAL ORIGIN <input type="checkbox"/> AGE <input type="checkbox"/> CREED (RELIGION) <input type="checkbox"/> DISABILITY <input type="checkbox"/> SEX/GENDER				
Identify the Race of the Complainant <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian American <input type="checkbox"/> American Indian <input type="checkbox"/> Alaskan Native <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Other _____				
Date and place of alleged discriminatory action(s). Please include earliest date of discrimination and most recent date of discrimination.				
Names of individuals responsible for the discriminatory action(s):				
How were you discriminated against? Describe the nature of the action, decision, or conditions of the alleged discrimination. Explain as clearly as possible what happened and why you believe your protected status (basis) was a factor in the discrimination. Include how other persons were treated differently from you. <b>(Attach additional page(s), if necessary).</b>				
The law prohibits intimidation or <b>retaliation</b> against anyone because he/she has either taken action, or participated in action, to secure rights protected by these laws. If you feel that you have been retaliated against, separate from the discrimination alleged above, please explain the circumstances below. Explain what action you took which you believe was the cause for the alleged retaliation.				
Names of persons (witnesses, fellow employees, supervisors, or others) whom we may contact for additional information to support or clarify your complaint: (Attached additional page(s), if necessary).				
<u>Name</u>		<u>Address</u>		<u>Telephone</u>
1. _____				
2. _____				
3. _____				
4. _____				

**DISCRIMINATION COMPLAINT FORM**

Have you filed, or intend to file, a complaint regarding the matter raised with any of the following? If yes, please provide the filing dates. Check all that apply.

NC Department of Transportation \_\_\_\_\_

Federal Transit Administration \_\_\_\_\_

Federal Highway Administration \_\_\_\_\_

US Department of Transportation \_\_\_\_\_

Federal or State Court \_\_\_\_\_

Other \_\_\_\_\_

Have you discussed the complaint with any DCTS representative? If yes, provide the name, position, and date of discussion.

Please provide any additional information that you believe would assist with an investigation.

Briefly explain what remedy, or action, are you seeking for the alleged discrimination.

**\*\*WE CANNOT ACCEPT AN UNSIGNED COMPLAINT. PLEASE SIGN AND DATE THE COMPLAINT FORM BELOW.**

_____ <b>COMPLAINANT'S SIGNATURE</b>	_____ <b>DATE</b>
---	----------------------

**MAIL COMPLAINT FORM TO:**  
**Dare County Title VI Coordinator**  
**Don Cabana**  
 Dare County Transportation Director  
 954 Marshall C. Collins Drive, Manteo, NC. 27954  
 (252) 475-5641  
 donc@darenc.com

**FOR OFFICE USE ONLY**

Date Complaint Received: \_\_\_\_\_

Processed by: \_\_\_\_\_

Case #: \_\_\_\_\_

Referred to:     NCDOT     FTA    Date Referred: \_\_\_\_\_

**DISCRIMINATION COMPLAINTS LOG**

**Log Year(s):**

CASE NO.	COMPLAINANT NAME	RACE/ GENDER	RESPONDENT NAME	BASIS	DATE FILED	DATE RECEIVED	ACTION TAKEN	DATE INVESTIG. COMPLETED	DISPOSITION

**No Complaints or Lawsuits**

I certify that to the best of my knowledge, the above described complaints or lawsuits alleging discrimination, or **no complaints or lawsuits** alleging discrimination, have been filed with or against **Dare County Transportation System** since the previous Title VI Program submission to NCDOT.

\_\_\_\_\_

**Signature of Title VI Coordinator or Other Authorized Official**

**Date**

\_\_\_\_\_

**Print Name and Title of Authorized Official**

## **PUBLIC INVOLVEMENT**

### **INTRODUCTION**

Effective public involvement is a key element in addressing Title VI in decision-making. Recipients engaged in planning and other decision-making activities must have a documented public participation process that provides adequate notice of public participation activities, and early and continuous opportunities for public review and comment at key decision points. Underlying these efforts is our commitment to determining the most effective outreach methods for a given project or population.

This **Public Participation Plan** describes how the Organization Name will disseminate vital agency information and engage the public by seeking out and considering the needs and input of interested parties and those traditionally underserved by existing transportation systems, such as minority and limited English proficient persons, who may face challenges accessing programs and other services. General public involvement practices will include:

- Scheduling meetings at times and locations that are convenient and accessible for minority and LEP communities.
- Employing different meeting sizes and formats.
- Coordinating with community- and faith-based organizations, educational institutions, and other entities to implement public engagement strategies that reach out specifically to members of affected minority and/or LEP communities.
- Providing opportunities for public participation through means other than written communication, such as personal interviews or use of audio or video recording devices to capture oral comments.
- Considering radio, television, or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP persons could also include audio programming available on podcasts.

### **PUBLIC NOTIFICATION**

Passengers and other interested persons will be informed of their rights under Title VI and related authorities with regard to our program. The primary means of achieving this will be posting and disseminating the policy statement and notice as stipulated in Sections 3.0 and 4.0, respectively. Additional measures may include openly stating our obligations and the public's rights at meetings, placing flyers at places frequented by targeted populations, and an equal opportunity tag-on at the end of radio announcements. The method of notification will be determined through an initial screening of the area.

### **DISSEMINATION OF INFORMATION**

Information on Title VI and other programs will be crafted and disseminated to employees, contractors and sub recipients, stakeholders, and the general public. Public dissemination efforts may vary depending on factors present, but will generally include: posting public statements setting forth our nondiscrimination policy in eye-catching designs and locations; placing brochures in public places, such as government offices, transit facilities, and libraries; having nondiscrimination language within contracts; including nondiscrimination notices in meeting announcements and handouts; and displaying our Notice of Nondiscrimination at all our public meetings.

At a minimum, nondiscrimination information will be disseminated on our website and on posters in conspicuous areas at our office(s). Project-related information and our most current Title VI-related information will be maintained online.

### **MEETINGS AND OUTREACH**

There is no one-size-fits-all approach to public involvement. A variety of comprehensive and targeted public participation methods will be used to facilitate meaningful public involvement. Methods for engaging stakeholders and target audiences, including traditionally underserved and excluded populations (i.e., minorities, youth, low-income, the disabled, etc.) will include the following:

### Public Relations and Outreach

Public relations and outreach (PRO) strategies aim to conduct well-planned, inclusive and meaningful public participation events that foster good relations and mutual trust through shared decision-making with the communities we serve.

- We will seek out and facilitate the involvement of those potentially affected.
- Public events will aim to be collaborative, fun, and educational for all, rather than confrontational and prescriptive.
- Media plans will typically involve multiple channels of communication like mailings, radio, TV, and newspaper ads.
- Abstract objectives will be avoided in meeting announcements. Specific “attention-grabbing” reasons to attend will be used, such as “Help us figure out how to relieve congestion on [corridor name]” or “How much should it cost to ride the bus? Let us know on [date].”
- Efforts will be made to show how the input of participants can, or did, influence final decisions.
- We will do our best to form decision-making committees that look like and relate to the populations we serve.
- We will seek out and identify community contacts and partner with local community- and faith-based organizations that can represent, and help us disseminate information to, target constituencies.
- Demographic data will be requested during public meetings, surveys, and from community contacts and committee members.

### Public Meetings

“Public meeting” refers to any meeting open to the public, such as hearings, charrettes, open house and board meetings.

- Public meetings will be conducted at times, locations, and facilities that are convenient and accessible.
- Meeting materials will be available in a variety of predetermined formats to serve diverse audiences.
- An assortment of advertising means may be employed to inform the community of public meetings.
- Assistance to persons with disabilities or limited English proficiency will be provided, as required.

### Small Group Meetings

A small group meeting is a targeted measure where a meeting is held with a specific group, usually at their request or consent. These are often closed meetings, as they will typically occur on private property at the owner’s request.

- If it is determined that a targeted group has not been afforded adequate opportunities to participate, the group will be contacted to inquire about possible participation methods, including a group meeting with them individually.
- Unless unusual circumstances or safety concerns exist, hold the meeting at a location of the target group’s choosing.
- Share facilitation duties or relinquish them to members of the target group.
- Small group discussion formats may be integrated into larger group public meetings and workshops. When this occurs, the smaller groups will be as diverse as the participants in the room.

### Community Surveying

- Opinion surveys will occasionally be used to obtain input from targeted groups or the general public on their transportation needs, the quality or costs of our services, and feedback on our public outreach efforts.
- Surveys may be conducted via telephone, door-to-door canvassing, at community fairs, by placing drop boxes in ideal locations, or with assistance from other local agencies like social services.

**Documented Public Outreach**

The direct public outreach and involvement activities conducted by DCTS are summarized in the table below. Efforts include *meetings, surveys, focus groups, etc.*

Information pertinent to each event and/or activity will be provided to NCDOT upon request. Examples include copies of: meeting announcements, agendas, posters, attendee list, etc.

<b>Event Date</b>	<b>Transit System Staffer(s)</b>	<b>Event</b>	<b>Date Publicized and Communication Method</b> (Public Notice, Posters, Social Media)	<b>Outreach Method</b> (Meeting, Focus Group, Survey, etc).	<b>Notes</b> (Meeting size and format, location, Number of Attendees, etc.)
9-7-2016	Don Cabana	Advisory Meeting	County Meeting Calendar	Open Public Meeting	Dare Co Center, 15
11-30-2016	Don Cabana	Advisory Meeting	County Meeting Calendar	Open Public Meeting	Dare Co. Center 12
3-8-2017	Don Cabana	Advisory Meeting	County Meeting Calendar	Open Public Meeting	Dare Co. Center 13
6-22-2016	Don Cabana	Comm Benefit Expo / Luncheon OBX Hospital	Outer Banks Hospital Publication	Open Expo	Outer Banks Hospital.
1/1/2016 – 12/31/2016	Don Cabana			Department Brochures distributed to all social gathering areas and public offices	
1/1/2016 – 12/31/2016	Don Cabana			DCTS Website	



## Language Assistance Plan

### Plan Components

As a recipient of federal US DOT funding, **DCTS** is required to take reasonable steps to ensure meaningful access to our programs and activities by limited-English proficient (LEP) persons.

**Limited English Proficient (LEP):** Refers to persons for whom English is not their primary language and who have a limited ability to read, write, speak or understand English. This includes those who have reported to the U.S. Census that they speak English less than very well, not well, or not at all.

**DCTS's** Language Assistance Plan includes the following elements:

1. The results of the Four Factor Analysis, including a description of the LEP population(s), served.
2. A description of how language assistance services are provided by language
3. A description of how LEP persons are informed of the availability of language assistance service
4. A description of how the language assistance plan is monitored and updated
5. A description of how employees are trained to provide language assistance to LEP persons
6. Additional information deemed necessary

### Methodology

To determine if an individual is entitled to language assistance and what specific services are appropriate, **DCTS'** has conducted a Four Factor Analysis<sup>1</sup> of the following areas: 1) Demography, 2) Frequency, 3) Importance and 4) Resources and Costs.

LEP Four Factor Analysis

#### Factor 1 – Demography:

The Dare County Transportation System does not contract with a transit provider to provide transportation service for the Dare County Transportation System and in Dare County.

The US Census Bureau – American Fact Finder (2008-2012) reports there are numerous languages spoken in USA County. Some of these languages include Spanish, German, Russian, Japanese, Hmong, and Vietnamese. After English, the second largest language group is Spanish.

The Safe Harbor Threshold is calculated by dividing the population estimate for a language group that “speaks English less then very well” by the total population of the county. The LEP Safe Harbor Threshold provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less), the Dare County Transportation System must provide translation of vital documents in written format for non-English speaking persons.

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According to US Census Bureau American Fact Finder data for 2013, the Dare County population estimate is **32,549**, according to the US Census Bureau Language Mapper Tool 2011 data, approximately **965** (with a +/-320) Spanish speaking persons have identified themselves as “Speak English less than very well”. According to the US Census, due to the possibility of 1,285 person (965 with a +/-320) DCTS passes the Safe Harbor Threshold of the 5% or 1,000 person. This means Dare County Transportation System is required to provide written translation of vital documents. All of the other language groups listed above are also below the safe harbor threshold. This means, at this time, Dare County Transportation System is also not required to provide written translation of vital documents in these languages.

**Data:**

LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER  
 Universe: Population 5 years and over.  
 2009-2013 American Community Survey 5-Year Estimates

<b>Dare County, North Carolina, 2013-Table</b>		
	<b>Estimate</b>	<b>Margin of Error</b>
□		□
<b>Total:</b>	32,549	+/-55
<b>Speak only English</b>	30,110	+/-353
<b>Spanish or Spanish Creole:</b>	1,981	+/-295
<b>Speak English "very well"</b>	1,016	+/-354
<b>Speak English less than "very well"</b>	<b>965</b>	<b>+/-320</b>

**Factor 2 – Frequency:**

Dare County Transportation System (and its contractor/lessee, if relevant) will be trained on what to do when they encounter a person that speaks English less than well. Dare County Transportation System and/or its contractor/lessee will track the number of encounters and consider making adjustments as needed to its outreach efforts to ensure meaningful access to all persons and specifically to LEP and minority populations of the Dare County Transportation System’s programs and services. Dare County Transportation will begin to log all incoming LEP calls.

The Dare County Transportation System provides rides to many persons each year. While formal data has not been collected, the system has indicated it has encountered (0) zero LEP persons using the service within the last six months.

The Dare County Transportation System has an open door policy and will provide rides to any person who requests a ride. If an individual has speech limitations, the dispatcher or driver will work with the Dare County Spanish Interpreter and or Transportation Director and the Dare County Transportation System, if needed to ensure the individual receives access to the transportation service.

Dare County Transportation will annually distribute a questionnaire printed in English and Spanish languages in an attempt to assist in determining assessment? The following questions will be asked:

- What means of Dare County Transportation System's services do you often use?
- How often a week are you utilizing these services?

### **Factor 3 – Importance**

The Dare County Transportation System understands an LEP person with language barrier challenges also faces difficulties obtaining health care, education or access to employment. A transportation system is a key link to connecting LEP persons to these essential services.

The Dare County Transportation System's assessment of what programs, activities and services that are most critical included contact with community organization(s) that serve LEP persons, as well as contact with LEP persons themselves to obtain information on the importance of the modes or the types of services that are provided to the LEP populations.

Dare County Transportation will annually distribute a questionnaire printed in English and Spanish languages in an attempt to assist in determining assessment? The following questions will be asked:

- Is Dare County Transportation services important to you?
- If so for which destination? Ex. (employment, shopping, medical appointments, social activities)

### **Factor 4 – Resources and Costs**

Even though the Dare County Transportation System does not have a separate budget for LEP outreach, it will work to implement low cost methods of reaching LEP populations meeting the Safe Harbor threshold. For example, the Dare County Transportation System will contract a LEP speaking person as needed to translate information to LEP persons meeting the Safe Harbor threshold. In addition, the Dare County Transportation System and our contractor/transit provider work with local advocacy groups to reach LEP populations.

Dare County has an F/T Spanish Interpreter who is available to assist with LEP outreach. There is no associated cost for this service to Dare County Transportation Interpretation Services



## Additional Required Elements

In addition to the Four Factor Analysis (listed below as item #1), the Transit System will address the following elements:

- Item #2: A description of how language assistance services are provided by language
- Item #3: A description of how LEP persons are informed of the availability of language assistance service
- Item #4: A description of how the language assistance plan is monitored and updated
- Item #5: A description of how employees are trained to provide language assistance to LEP persons

And, any additional information deemed necessary.

### Item # 2 – Description of how Language Assistance Services are Provided, by Language

**DCTS** does not have a Spanish speaking person on staff but does have a volunteer on call when needed. This has ensured **DCTS** can provide assistance to LEP Spanish-speaking persons, if needed.

Agency staff will be provided a list of referral resources that can assist LEP persons with written translation and oral interpretation, including the Title VI Coordinator and any outside consultant contracted to provide language services. This list will be updated as needed, to remain current.

Training: All employees will be instructed on our procedures for providing timely and reasonable assistance to LEP persons. New employee orientation will also explain these procedures to new hires. Staff routinely encountering LEP persons by telephone or in person will receive annual refresher training. All other employees will be reminded of LEP requirements through annual Title VI program acknowledgements (Section 5.0) and basic Title VI trainings (Section 11.0).

### Item # 3 - Description of how LEP Persons are Informed of the Availability of Language Assistance Service

**DCTS** will do the following to inform LEP persons of the availability of language assistance services: provide pictograms and other symbols in relevant published materials, strived to employ multilingual staff when the need is sufficient, and create and post multi-language announcements, posters and other information.

### Item # 4 – Description of how the Language Assistance Plan is Monitored and Updated

**DCTS** reviews its plan on an annual basis or more frequently as needed. In particular, **DCTS** will evaluate the information collected during encounters with LEP persons, as well as public outreach efforts, to determine if adjustments should be made to the delivering of programs and services to ensure meaningful access to minority and LEP persons.

**DCTS** employees are oriented on the principles of Title VI and **DCTS'** Language Assistance Plan. New employees will be provided guidance on the needs of clients served and how best to meet their needs. **See Appendix A**

An important discussion point is that of language assistance. If a driver, dispatcher or employee needs further assistance related to LEP program participants, he/she will work with **DCTS** Title VI Coordinator to identify strategies to meet the language needs of the participants of the program or service. Also, annual training/retraining in non-discrimination will be provided, along with **DCTS** Policy and proper procedures for handling a complaint.

## Minority Representation Information

### Minority Representation Data Collection Form

#### Efforts to Encourage Minority Participation

The Dare County Transportation System understands diverse representation on committees, councils and boards results in sound policy reflective of its entire population. As such, **DCTS** encourages participation of all its citizens. As of February 2014, most races residing in the Dare County were represented on our Transportation Advisory Board. As vacancies on boards, committees and councils become available, Dare County Transportation will make efforts to encourage and promote diversity as shown in **Appendix B**

To encourage participation on its boards, committees and councils, Dare County Transportation will use creative ways to make participating realistic and reasonable including, scheduling meetings up to 3-months in advance, listing meeting locations and times on the Dare County website, posting meeting event posters, selecting times best suited to its members, and providing free transportation, if needed for its members.

Dare County Transportation will continue to reach out to the following community, ethnic, and faith-based organizations.

- Interfaith Community Outreach
- Hands of Hope
- Outer Banks Hotline
- Mano Al Hermano Community Based Non-Profit Organization

A Demographic Organizational Chart is located in **Appendix C**

# Appendix A

## Dare County Employee Education

Dare County Transportation will conduct annual Title VI training which may include educational videos, and reading materials. Training records will be maintained within the Lead Driver's office. Refresher training will be conducted as needed.

All employees will be required to complete an "Acknowledgement of Receipt" statement.

## Dare County Transportation Annual Education and Acknowledgement Form

### Title VI Nondiscrimination Policy

*(Title VI and related nondiscrimination authorities)*

No person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of a Federal-aid recipient.

All employees and representatives of Dare County Transportation are expected to consider, respect, and observe this policy in their daily work and duties. If any person approaches you with a civil rights-related question or complaint, please direct him or her to Don Cabana, Title VI Coordinator at (252) 475-5641, or [donc@darenc.com](mailto:donc@darenc.com).

In all dealings with the public, use courtesy titles (e.g., Mr., Mrs., Miss, Dr.) to address or refer to them without regard to their race, color, national origin, sex, age or disability.

### ***Acknowledgement of Receipt of Title VI Program***

I hereby acknowledge receipt of Dare County Transportation's Title VI Program and other nondiscrimination guidelines. I have read the Title VI Program and I am committed to ensuring that no person is excluded from participation in or denied the benefits of Dare County Transportation's programs, policies, services and activities on the basis of race, color, national origin, sex, age, or disability, as provided by Title VI of the Civil Rights Act of 1964 and related nondiscrimination statutes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Appendix B**

**Dare County Transportation System  
Demographic Request**

Dare County is required by Title VI of the Civil Rights Act of 1964 and related authorities to record demographic information on members of its boards and committees. Please provide the following information:

<p><b>Race/Ethnicity:</b></p> <p><input type="checkbox"/> White</p> <p><input type="checkbox"/> Black/African American</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> American Indian/Alaskan Native</p> <p><input type="checkbox"/> Native Hawaiian/Pacific Islander</p> <p><input type="checkbox"/> Hispanic/Latino</p> <p><input type="checkbox"/> Other (please specify): _____</p>	<p><b>National Origin:</b> (if born outside the U.S.)</p> <p><input type="checkbox"/> Mexican</p> <p><input type="checkbox"/> Central American: _____</p> <p><input type="checkbox"/> South American: _____</p> <p><input type="checkbox"/> Puerto Rican</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Vietnamese</p> <p><input type="checkbox"/> Korean</p> <p><input type="checkbox"/> Other (please specify): _____</p>
<p><b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female</p>	<p><b>Age:</b></p> <p><input type="checkbox"/> Less than 18      <input type="checkbox"/> 45-64</p> <p><input type="checkbox"/> 18-29              <input type="checkbox"/> 65 and older</p> <p><input type="checkbox"/> 30-44</p>
<p><b>Disability:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p><b>I choose not to provide any of the information requested above:</b> <input type="checkbox"/></p>	

Completed forms will remain on file as part of the public record. For more information regarding Title VI or this request, please contact the Dare County Transportation at (252) 475-5641 or by email at donc@darenc.com.

Please sign below acknowledging that you have completed this form.

Thank you for your participation!

**Name (print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_



Dare County																											
Committee Name:		Dare County Transportation Advisory Board										Race and Gender															
Names	Did Not Self-Identify	Age			Disabled	National Origin Born outside US	AMERICAN INDIAN OR ALASKA NATIVE		ASIAN		BLACK or AFRICAN AMERICAN		HISPANIC OR LATINO		NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		WHITE OR CAUCASIAN		ALL OTHERS		TOTAL MEMBERS		TOTAL RACIAL/ ETHNIC MINORITY		AFFILIATION OR INTEREST		
		Less than 18	18-64	65 and older			M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F			
1 Jay Burrus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>												1				1	0	0	0	Director of Dare County Social Services	
2 Kenzy Kee	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												1				1	0	0	0	Job Link Director	
3 Brandi Rheubottom	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>													1		1		0	1	0	0	Dare County Senior Services Supervisor
4 Paul Keller	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												1				1	0	0	0	Private Provider	
5 Maria Hefferon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							1									0	1	0	1	Member of the public	
6 Arny Montgomery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														1		0	1	0	0	Hospital Staff	
7 Jack Snes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														1		1	0	0	0	Elected Official	
8 Nestle Siler	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>															1		0	1	0	0	Member of the public
9 Simey Zdanski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																0	1	0	0	Dare County Health Department	
10 Don Cabane	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															1		1	0	0	0	Dare County Transportation Director
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																0	0	0	0		
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																0	0	0	0		
13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																0	0	0	0		
14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																0	0	0	0		
15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																0	0	0	0		
16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																0	0	0	0		
17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																0	0	0	0		
18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																0	0	0	0		
19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																0	0	0	0		
20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																0	0	0	0		
21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																0	0	0	0		
22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																0	0	0	0		
23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																0	0	0	0		
24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																0	0	0	0		
25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																0	0	0	0		
26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																0	0	0	0		
27	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																0	0	0	0		
28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																0	0	0	0		
29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																0	0	0	0		
30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																0	0	0	0		
31	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																0	0	0	0		
32	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																0	0	0	0		
33	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																0	0	0	0		
34	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																0	0	0	0		
35	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																0	0	0	0		
							0	0	0	0	0	0	0	1	0	0	5	4	0	0	0	5	5	0	1		
							0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	10.0%	0.0%	0.0%	50.0%	40.0%	0.0%	40.0%	50.0%	50.0%	0.0%	10.0%			

\*\* Instructions: To complete the Race and Gender portion above, add the number 1 to the appropriate cell in the BLUE columns for the race and gender of the corresponding board or committee member.

## APPENDIX D

### SUMMARY OF OUTREACH EFFORTS MADE SINCE THE LAST TITLE VI PROGRAM SUBMISSION

The following format will be used to report all outreach efforts made since our last NCDOT Title VI Compliance Review. All meetings and disseminations of information shall enable collection of information for the table below:

Meeting Date	Meeting Time	Meeting Purpose	Target Audience	Information Disseminated



*Tax Collector's Report*

**Description**

Feb 2017 Discoveries over \$100.00  
Feb 2017 Refunds over \$100.00  
Feb 2017 NCVTS Refunds over \$100.00  
March 2017 Discoveries over \$100.00  
March 2017 Refunds over \$100.00  
March 2017 NCVTS Refund over \$100.00

**Board Action Requested**

Approved

**Item Presenter**

Becky Huff, Tax Collector

Discovery Report for REAL ESTATE, PERSONAL PROPERTY and MOTOR VEHICLE

(Discoveries over \$100.00 )

MONTH: FEBRUARY Date Range: 2/1/2017 - 2/28/2017 SUBMITTED BY: Becky Huff

Taxpayer Name	Parcel	Bill Yr	Value Discovered	Tax Discovered
RICKS-SAMPLE, JACQUELINE P TTEE	023830000	2016	6,280.00	350.46
PADGETT, ANNA LEE FLEMING	020721000	2016	7,840.00	459.98
DAVENPORT, MICHAEL R.	936588000	2016	<u>8,830.00</u>	<u>467.53</u>
			<b>22,950.00</b>	<b>1,277.97</b>



# North Carolina Vehicle Tax System

Feb 2017 Over \$100 Refund

## NCVTS Pending Refund report

Report Date 3/2/2017  
3:15:49 PM

Payee Name	Address 1	Address 3	Refund Type	Plate Number	Tax Jurisdiction	Change	Interest Change	Total Change
CRUMPTON, CLARENCE HAYWOOD III	117 GABLES WAY	KITTY HAWK, NC 27949	Proration	NZW2488	C99	(\$120.17)	\$0.00	(\$120.17)
					T08	(\$83.84)	\$0.00	(\$83.84)
					T08BN	(\$11.18)	\$0.00	(\$11.18)
					Refund			\$215.19
GOODRICH, CATHERINE SUE ERICKSON	PO BOX 1724	KILL DEVIL HILLS, NC 27948	Proration	EFP2646	C99	(\$114.67)	\$0.00	(\$114.67)
					T14	(\$79.20)	\$0.00	(\$79.20)
					Refund			\$193.87
GREGORY, HAROLD KEITH	1103 W AVALON DR	KILL DEVIL HILLS, NC 27948	Adjustment >= \$100	PWRDUDE	C99	(\$63.83)	\$0.00	(\$63.83)
					T07	(\$56.54)	\$0.00	(\$56.54)
					Refund			\$120.37
RASMUSSEN, PAMELA HARRIS	PO BOX 326	NAGS HEAD, NC 27959	Proration	PEH2628	C99	(\$244.75)	\$0.00	(\$244.75)
					T10	(\$210.59)	\$0.00	(\$210.59)
					Refund			\$455.34
WHITEHEAD, BYRON SNEAD JR	109 OLD MCKEE ROAD	WAVERLY HALL, GA 31831	Proration	BAL4603	C99	(\$80.24)	\$0.00	(\$80.24)
					F51	(\$8.11)	\$0.00	(\$8.11)
					S99	(\$19.22)	\$0.00	(\$19.22)
					Refund			\$107.57
WHITEHEAD, BYRON SNEAD JR	109 OLD MCKEE ROAD	WAVERLY HALL, GA 31831	Proration	BHP3092	C99	(\$80.81)	\$0.00	(\$80.81)
					F51	(\$8.17)	\$0.00	(\$8.17)
					S99	(\$19.36)	\$0.00	(\$19.36)
					Refund			\$108.34
							Refund Total	\$1200.68



# North Carolina Vehicle Tax System

Feb 2017 Over \$100 Refund

## NCVTS Pending Refund report

Report Date 3/2/2017  
3:15:49 PM

Payee Name	Address 1	Address 3	Refund Type	Plate Number	Tax Jurisdiction	Change	Interest Change	Total Change
CRUMPTON, CLARENCE HAYWOOD III	117 GABLES WAY	KITTY HAWK, NC 27949	Proration	NZW2488	C99	(\$120.17)	\$0.00	(\$120.17)
					T08	(\$83.84)	\$0.00	(\$83.84)
					T08BN	(\$11.18)	\$0.00	(\$11.18)
					Refund			\$215.19
GOODRICH, CATHERINE SUE ERICKSON	PO BOX 1724	KILL DEVIL HILLS, NC 27948	Proration	EFP2646	C99	(\$114.67)	\$0.00	(\$114.67)
					T14	(\$79.20)	\$0.00	(\$79.20)
					Refund			\$193.87
GREGORY, HAROLD KEITH	1103 W AVALON DR	KILL DEVIL HILLS, NC 27948	Adjustment >= \$100	PWRDUDE	C99	(\$63.83)	\$0.00	(\$63.83)
					T07	(\$56.54)	\$0.00	(\$56.54)
					Refund			\$120.37
RASMUSSEN, PAMELA HARRIS	PO BOX 326	NAGS HEAD, NC 27959	Proration	PEH2628	C99	(\$244.75)	\$0.00	(\$244.75)
					T10	(\$210.59)	\$0.00	(\$210.59)
					Refund			\$455.34
WHITEHEAD, BYRON SNEAD JR	109 OLD MCKEE ROAD	WAVERLY HALL, GA 31831	Proration	BAL4603	C99	(\$80.24)	\$0.00	(\$80.24)
					F51	(\$8.11)	\$0.00	(\$8.11)
					S99	(\$19.22)	\$0.00	(\$19.22)
					Refund			\$107.57
WHITEHEAD, BYRON SNEAD JR	109 OLD MCKEE ROAD	WAVERLY HALL, GA 31831	Proration	BHP3092	C99	(\$80.81)	\$0.00	(\$80.81)
					F51	(\$8.17)	\$0.00	(\$8.17)
					S99	(\$19.36)	\$0.00	(\$19.36)
					Refund			\$108.34
							Refund Total	\$1200.68

Discovery Report for REAL ESTATE, PERSONAL PROPERTY and MOTOR VEHICLE

(Discoveries over \$100.00)

MONTH: MARCH

Date Range: 3/1/2017 - 3/31/2017

SUBMITTED BY: Becky Huff

Taxpayer Name	Parcel	Bill Yr	Value Discovered	Tax Discovered
BARNES, LAWRENCE C.	831234041	2016	<u>9,514.00</u>	<u>272.04</u>
			<b>9,514.00</b>	<b>272.04</b>







**Refund Report for REAL ESTATE, PERSONAL PROPERTY and MOTOR VEHICLE**

*(Refunds over \$100.00 )*

**MONTH: MARCH**

**Date Range: 3/1/2017 - 3/31/2017**

**SUBMITTED BY: Becky Huff**

<b>Taxpayer Name</b>	<b>Parcel</b>	<b>Bill Yr</b>	<b>Reason</b>	<b>Refund Amount</b>
TAYLOR, BILL M	028310067	2016	Overpayment	-5,834.15
SMITH, TIMOTHY A	028348000	2016	Overpayment	-3,326.70
LEBLANC, BRIAN H	028619000	2016	Overpayment	-2,002.99
SIMPSON, REX EDWARD	028780000	2016	Overpayment	-1,468.89
ESPOSITO, JAMES P	029196000	2016	Overpayment	-469.44
DUCKS NEST, LLC	030139000	2016	Overpayment	-420.07
BARKER, LARRY E	030170000	2016	Overpayment	-377.93
OCEANFRONT CAROLINA, LLC	030968000	2016	Overpayment	-999.85
CARLSON, CLARK K	031158000	2016	Overpayment	-787.50
SHEFFIELD, JAMES H	962420000	2016	Overpayment	-219.86
CALLIS, TOM	6989	2016	Overpayment	-409.37
				<b>-134,838.07</b>



# North Carolina Vehicle Tax System

## NCVTS Pending Refund report

Report Date 4/3/2017 3:08:28 PM

Payee Name	Address 1	Address 3	Refund Type	Tax Jurisdiction	Change	Interest Change	Total Change
BERG, ELLEN DONOHUE	4740 ELM CT	KITTY HAWK, NC 27949	Tag Surrender	C99	(\$132.38)	\$0.00	(\$132.38)
				T08	(\$92.36)	\$0.00	(\$92.36)
				T08BN	(\$12.31)	\$0.00	(\$12.31)
				Refund			
HUDSON, BRADLEY WAYNE	435 W AYCOCK ST	KILL DEVIL HILLS, NC 27948	Military	C99	(\$77.79)	\$0.00	(\$77.79)
				T07	(\$68.90)	\$0.00	(\$68.90)
				Refund			
KRINER, JOHN CONRAD IV	3992 SE 12TH AVE #1	CAPE CORAL, FL 33904	Reg . Out of state	C99	(\$53.12)	\$0.00	(\$53.12)
				T07	(\$47.06)	\$0.00	(\$47.06)
				Refund			
LEE, JULIA PHILLIPS	PO BOX 1516	KILL DEVIL HILLS, NC 27948	Over Assessment	C99	(\$74.59)	\$0.00	(\$74.59)
				T07	(\$66.08)	\$0.00	(\$66.08)
				Refund			
PARRA, RICHARD ALLEN	206 GUNAS DR	KILL DEVIL HILLS, NC 27948	Military	C99	(\$67.85)	\$0.00	(\$67.85)
				T07	(\$60.11)	\$0.00	(\$60.11)
				Refund			
						Refund Total	\$752.55



*Board Appointments*

**Description**

The Dare County Board of Commissioners will consider the following Board Appointments:

1. Board of Adjustment
2. Veterans Advisory Council

Complete information about each appointment appears after this page.  
Upcoming Board Appointments for the next three months are highlighted at the end.

**Board Action Requested**

Make Board Appointments & Announce Upcoming Appointments

**Item Presenter**

Robert Outten, County Manager



*Board Appointment - Board of Adjustment*

**Description**

See Attached Summary

**Board Action Requested**

Take Appropriate Action

**Item Presenter**

Robert Outten, County Manager

May, 2017

**BOARD APPOINTMENTS**

**DARE COUNTY BOARD OF ADJUSTMENT**

(Three Year Term)

The following have terms to expire this month:

**Roland Bowser**

Roanoke Island

(Current Term 5/14 – 5/17)

(Originally Apptd. 5/08)

**Anna Creef**

Dare Mainland

(Current Term 5/14-5/17)

(Originally Apptd. 6/03)

**Roland Bowser would not like to be reappointed.**

**Anna Creef would like to be reappointed.**

Applications have been received from:

Edward Mann, Jr.

Allen Moran

Other Members:

See attached list

1

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

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

Advisory Board or Committee interested in:

1<sup>st</sup> choice Zoning Board of Adjustments

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

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

Name: Edward Mann Jr.

Address: 616 South St.

City/State/Zip Manteo, NC 27954

Telephone Home: (252) 423-1215

Business: (252) 423-1215

Resident of Dare County:  yes  no

Occupation: Investigator, Dare County Sheriff's Office

Business Address: 962 Marshall C. Collins Dr, Manteo, NC 27954

Educational background:

High school graduate, some college experience and continue to enroll in collegiate courses.

Business and civic experience and skills:

Former construction job estimator; I went to school to become a police officer and furthered my education to become a Investigator. Officer of the Manteo Masonic Lodge, Past President of the Dare County Shrine Club, Past President of the Beach Bums, Shriner Parade Unit.

Other Boards/Committees/Commissioners presently serving on:

Board, Committee, or Commission:

I am a founding member and serve on the Dare County Shrine Club "Sportsman's Banquet", which raises \$30,000 to \$45,000 dollars annually for the Dare County Shrine Club operating expenses and Shrine Club charities.

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	Sheriff/Dare County		252-216-9898
Hon. Jerry Tillett	Senior Resident Superior Court Judge		252-423-1998
Bonny Owens	Retired, State Utilities Commission		252-256-0668

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: 5/20/2015 Signature of applicant: \_\_\_\_\_

FOR OFFICE USE ONLY:

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

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



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

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

Advisory Board or Committee interested in:

1<sup>st</sup> choice Planning Board, Tourism Bd., Oregon Inlet Waterways  
2<sup>nd</sup> choice Juvenile Crime Prevention Council, Board of Adjustment Comm.  
3<sup>rd</sup> choice ABC Board, Roanoke Island Community Center Bd. App'd 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: \_\_\_\_\_

**DARE COUNTY BOARD OF ADJUSTMENT**  
 (Initial Staggered Term/Three Year Term)

**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.**

<b><u>MEMBER</u></b>	<b><u>TERM EXPIRATION</u></b>	<b><u>ACTION</u></b>
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:**

CONTACT INFO: Donna Creef, Planning Director

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**



*Board Appointment - Veterans Advisory Council*

**Description**

See Attached Summary

**Board Action Requested**

Take Appropriate Action

**Item Presenter**

Robert Outten, County Manager

May, 2017

**BOARD APPOINTMENT**

**VETERANS ADVISORY COUNCIL**  
(Staggered Three Year Terms)

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.

**Jack Leonard**  
(apptd. 4/15)

**Marsha Brown**  
(apptd. 4/15)

Both wish to be reappointed.

**Charles B. Read, Jr. has resigned.**

Applications have also been received from:

**Kelli R. Harmon**  
**Michael Keating**  
**George Berry**  
**Jack Overman**

Other members:  
See attached list

**CHARLES B. READ, JR.**  
**19 Mallard Cove Loop**  
**Southern Shores, NC 27949**

Chairman, Dare County Board of Commissioners  
Members, Dare County Board of Commissioners  
Dare County Manager  
Chairman, Dare County Veterans Advisory Council  
Members, Dare County Veterans Advisory Council  
In-turn

Via: email and US Mail

April 10, 2017

Dear Chairman Woodard:

I hereby submit my resignation from the Dare County Veterans Advisory Council.

Changes to my career path over the past few days and associated scheduling will conflict with my duties as a member of the Dare County Veterans Advisory Council. In my desire to assist the Dare County Board of Commissioners in filling this vacancy as quickly as possible I ask that my resignation become effective immediately.

I revere our veterans and those who help them and I want everyone to know that it has been a distinct honor to serve the veterans, citizens, and the Board of Commissioners of Dare County. I also wish to commend to your attention the outstanding work of our Dare County Veterans Service Officer, Rhonda Creef. Ms. Creef is the consummate professional; she is extremely knowledgeable, highly-motivated, and truly dedicated and her service, dignity, and aplomb bring great credit upon herself, her office, and the County of Dare, and it has been my great privilege to serve with her.

Very respectfully,

**Charles B. Read, Jr.**

**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.

<b><u>MEMBER</u></b>	<b><u>TERM EXPIRATION</u></b>	<b><u>ACTION</u></b>
<b>Jack Leonard, Ch.</b> 181 Happy Indian Ct. Southern Shores, NC 27949 252-255-4631 (H) <a href="mailto:Pljl12@embarqmail.com">Pljl12@embarqmail.com</a>	5/17	Apptd. 4/15
Carl Reiber, <b>V. Ch.</b> 117 E. Bergen Ct. Nags Head, NC 27959 252-441-9469 (H) carlynreiber@yahoo.com	5/19	Apptd. 8/16
Russell Laney, <b>Secretary</b> 412 Woodard Rd. Kitty Hawk, NC 27949 571-239-3054 (C) <a href="mailto:russobx@charter.net">russobx@charter.net</a>	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
<b>Marsha Brown</b> 163 Roanoke Trail Manteo, NC 27954 252-423-3007 (H) 252-202-2058 (C) <a href="mailto:giglineheroes@aol.com">giglineheroes@aol.com</a>	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](mailto: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](mailto:Gary.kierney@darenc.com)

Jack Shea (Ex-Officio) Apptd. 2/17  
Dare County Commissioner  
290 Wax Myrtle Trail  
Southern Shores, NC 27949  
252-261-4158 (H)

**NOTES:**

VAC was formed on 5/7/12.

**MEETING INFO:** 4<sup>th</sup> 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  
Jack Shea added as Ex-Officio member from the DCBC 2/17.

**REVISED 2/17**



APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

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

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

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

Name Kelli Rose Harmon

Address 1013 US HWY 64, STE A

City/State/Zip Manteo, NC 27954

Email Address KELLI.HARMON@EDWARDJONES.COM

Telephone Home: \_\_\_\_\_

Business: 252-473-1006

Resident of Dare County:  yes  no

Occupation: Edward Jones Financial Advisor

Business Address: 1013 US HWY 64, STE A, Manteo, NC 27954

Educational background:

Campbell University

Business and civic experience and skills:

Planning of local events, Bronze Star Medal Recipient,

U.S. Army Afghanistan Veteran

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


Dare County Arts Council, Roanoke Island Community Center,  
Dare County Parks & Rec

REFERENCES

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

Name	Business/Occupation	Address	Telephone
Clark Twiddy, CEO,	Twiddy & Co,	1142 Ocean Trail, Corolla, NC 27927,	252-457-1174
Jeff Malarney, Attorney,		1181 Duck Road, Duck, NC 27949,	252-457-1177
Lorelei Costa, Director,	OBX Community Foundation,	13 Skyline Rd, Kitty Hawk, NC 27949,	252-261-8839

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: 04/19/17 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:

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

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

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

Name: George H. Berry

Address: 239 North Dogwood Trail

City/State/Zip Southern Shores, NC 27949

Telephone Home: (252) 261-1278

Business: (703) 473-0528

Resident of Dare County:  yes  no

Occupation: CEO Starfish Services, Inc.

Business Address: Same as above

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

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

Other Boards/Committees/Commissioners presently serving on:

Board, Committee, or Commission:

None

Have been attending VET advisory board since

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
<u>Wally Overman, Commissioner</u>			
<u>Beverly Boswell, Commissioner</u>			
<u>Jack Shea, Commissioner</u>			

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

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

FOR OFFICE USE ONLY:

Date received: 6/29/16

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

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

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Advisory Board or Committee interested in:

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

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

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

Name: Michael A. Keating

Address: 5213 Lunar Drive

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

Telephone Home: 252-489-7311

Business: N/A

Resident of Dare County:  yes  no

Occupation: Retired

Business Address: N/A

Educational background:

Associates Degree CoA Dare County Campus

Business and civic experience and skills:

Retired as Customer Svc. Mgr. from City Beverage Co

Assistant Sr. Vice Commandant Marine Corps League O BX

In my younger years I coached Little League Baseball

Six years total Marine Corps

Also a member of the Eagles Club where I have assisted with several fundraisers.

Other Boards/Committees/Commissioners presently serving on:

Board, Committee, or Commission:

N/A

Expiration Date of Terms: N/A

REFERENCES

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

Name	Business/Occupation	Address	Telephone
<u>Frank Draper</u>	<u>retired</u>	<u>P.O. Box 574 Kitty Hawk N.C.</u>	<u>252-255-0619</u>
<u>Robert Janacek</u>	<u>sect. Mgr. Walmart</u>	<u>1718 Creek St Kill Devil Hills N.C.</u>	<u>252-305-5026</u>
<u>Dan Hudson</u>	<u>retired</u>	<u>P.O. Box 231 Corolla, N.C.</u>	<u>703-863-1786</u>

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

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

FOR OFFICE USE ONLY:

Date received: 5/26/16

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

APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

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

2<sup>nd</sup> choice Planning Board

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

Name William J. Overman, Jr.

Address 110 Puddle Lane

City/State/Zip Manteo, NC 27954-9595

Email Address four6ranch@earthlink.net

Telephone Home: 252-473-2126

Business: —

Resident of Dare County:  yes  no

Occupation: Retired U.S. Navy

Business Address: —

Educational background:

B.S. Wake Forest University

Post Grad U of Pitt

Business and civic experience and skills:

Airport Authority early 2000s

Albemarle Commission

First Fit society Bd 20 yrs

1st Fit military Officers Ass. (MOAA) Local chapter 4 yrs Pres

MOAA State President & Bd of Directors

4th Branch Bd (Federal Chamber)

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

NONE

REFERENCES

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

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

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

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

FOR OFFICE USE ONLY:

Date received: 1/26/17





*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**

Robert 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

June 5, 2017

1. College of the Albemarle-Board of Trustees
  - The Board of Trustees is the governing body of the College. Trustee responsibilities include making legal and financial decisions and approving the organization's mission, strategic goals, and objectives.
  - 1 term expires
  
2. Hatteras Community Center Board
  - This Board operates and maintains the Hatteras Community Center.
  - 3 terms expire
  
3. Juvenile Crime Prevention Council
  - The Juvenile Crime Prevention Council assumes responsibility for assessing needs, funding community-based alternatives for troubled youth who enter the courts, and supporting prevention programs.
  - 17 terms expire
  
4. Land Transfer Tax Appeals Board
  - The Board meets when a person disputes the amount of land transfer tax due as stated by the Tax Collector.
  - 4 terms expire

5. Library Board – Dare

- This Board establishes local policies within those set by the Regional Library Board and oversees the Library Trust Fund Budget; and also serves on the Board of the Dare County Library Foundation, a 503-C3 tax-exempt organization.
- 3 terms expire

6. Manns Harbor Community Center Board

- This Board operates and maintains the community center facility and amenities for the use and benefit of Manns Harbor residents.
- 3 terms expire

7. Dare County Waterways Commission

- This Commission promotes the Oregon Inlet Jetty Project, the Hatteras Inlet Project, and oversees County dredging projects and waterways related issues.
- 4 terms expire

8. Roanoke Island Community Center Board

- This Board operates and maintains the community center facility and amenities for the use and benefit of all members of the Community.
- 4 terms expire

9. Dare County Transportation Advisory Board

- The Dare County Transportation System is required by the State's Community Transportation Program to have a local Transportation Advisory Board. This Board is expected to maintain a minimum level of coordinated transportation service and to maintain ongoing communications as a means of seeking public involvement and ongoing administrative oversight.
- 4 terms expire

July 17, 2017

1. East Lake Community Center Board

- This Board operates and maintains the East Lake Community Center.
- 1 term expires

2. Game and Wildlife Commission

- The Game and Wildlife Commission issues and renews duck blind licenses in all Dare County waters. Renewals and new licenses are received on a yearly basis from August through December of each year.
- 4 terms expire

3. Wanchese Community Center Board

- Wanchese Community Center Board manages and is responsible for the upkeep of the community building.
- 5 terms expire

August 7, 2017

1. ABC Board

- Sets policy in conformity with ABC laws and rules.
- 1 term expires

2. Dare County Center Advisory Board

- Provides citizen input on operation and programs of the Dare County Center.
- 4 terms expire

3. Jury Commission

- Certifies jury lists on an as needed basis.
- 1 term expires

**-----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 Janice Williams at 475-5800.

**COLLEGE OF THE ALBEMARLE**  
**BOARD OF TRUSTEES**

**DARE COUNTY COMMISSIONER REPRESENTATIVES**

(Four Year Term)

**The Board of Trustees is the governing body of the College. Trustee responsibilities include making legal and financial decisions and approving the organization's mission, strategic goals, and objectives.**

<b><u>MEMBER</u></b>	<b><u>TERM EXPIRATION</u></b>	<b><u>ACTION</u></b>
Bob Woodard P.O. Box 1000 Manteo, NC 27954 473-8240	6-30-2020	Apptd. 2/17
<b>Fletcher Willey</b> P.O. Box 848 Nags Head, NC 27959 473-5273(H) 480-4600(O)	<b>6-30-2017</b>	Apptd. 6-06 Reapptd. 6-09,13

**NOTES**

Meeting Date:

Bill introduced to extend terms appointed in 1987 to five years. All other terms will be for four years. Received this information from Parker Chesson on May 1, 1987. (letter)

- 1/93 - Chris Seawell appointed to fill unexpired term of Louise Dollard.
- 9/96 - Geneva H. Perry appointed to fill unexpired term of Robert Williams.
- 11/99 - Richard Johnson appointed to fill unexpired term of Geneva H. Perry who resigned.
- 6/06 - Fletcher Willey appointed to fill unexpired term of Chris Seawell.
- 6/11 - Jack Shea appointed to fill unexpired term of Richard Johnson.
- 12/11 - Warren Judge appointed to fill unexpired term of Richard Johnson (Jack Shea was appointed but never took the position).
- 2/17 - Chairman Bob Woodard was appointed due to the passing of Commissioner Warren Judge.

**REVISED 2/17**

**HATTERAS COMMUNITY CENTER**

(Two Year Term)

**This board operates and maintains the Hatteras Community Center.**

<b><u>MEMBER</u></b>	<b><u>TERM EXPIRATION</u></b>	<b><u>ACTION</u></b>
<b>George Banks</b> P.O. Box 367 Hatteras, NC 27943 986-2709 (H) 475-0297 (Cell)	6-17	Apptd. 6-97
<b>Dennis Robinson</b> Hatteras, NC 27943 475-4388 (H) 986-6335 (O)	6-17	P.O. Box 62
Richard A. Midgett, Ch. P.O. Box 549 Hatteras, NC 27943 986-2357 (H) 995-5333 (W)	6-18	Apptd. 6-93 Reapptd. 6-97,99,01 03,04,06,08,10,12,14, 16
<b>Ricki Shepherd</b> P.O. Box 594 Hatteras, NC 27943 986-2703	6-17	Apptd. 10-96 Reapptd. 6-97,6-99, 6-01, 6-03, 6-05,6-07,09 11,13,15
Rom Whitaker P.O. Box 151 Hatteras, NC 27943 986-1032	6-18	Apptd. 3-03 Reapptd. 7-04,06,08,10, 12,14,16

**NOTES:**

Meeting Date: 3<sup>rd</sup> Weds., each month - Board 7:30 p.m.  
General meeting quarterly – July 8:30 p.m.

Richard A. Midgett replaced Gary Austin 6/93.  
Raymond Willis replaced Belinda Willis 7/95.  
Ricki Shepherd appointed to fill unexpired term of Cora Simmons 10/96.  
Shanklin Peele Jr. appointed to fill unexpired term of Bert Austin 1/97.  
Ernie Foster, Jr. replaced Raymond Willis 6/97.  
Rom Whitaker appointed to fill unexpired term of Shanklin Peele Jr. 3/03.  
Richard Midgett apptd. for one year 6/03 in order to stagger terms.  
George Banks and Dennis Robinson replaced Ernie Foster, Jr. and Geraldine Farrow 6/15.

**REVISED 6/16**

**JUVENILE CRIME PREVENTION COUNCIL**

(Two Year Term)

**As outlined and funded by the Juvenile Justice Reform Act of 1998,  
the Juvenile Crime Prevention Council assumes responsibility for assessing  
needs, funding community-based alternatives for troubled youth who enter  
the courts, and supporting prevention programs.**

<b><u>MEMBER</u></b>	<b><u>TERM EXPIRATION</u></b>	<b><u>ACTION</u></b>
<b>Robert Trivette</b> P.O. Box 888 Kitty Hawk, NC 27949 261-9727 (H), 305-3739 (O) (District Court Judge/Co. Comm. Appt.)	<b>6/17</b>	Apptd. 1/12 Reapptd. 6/13,15
<b>Teresa Twyne</b> P.O. Box 1746 Manteo, NC 27954 473-2681 (School Supt. or designee)	<b>6/17</b>	Apptd. 10/13 Reapptd. 6/15
<b>Vance Haskett</b> P.O. Box 246 Manteo, NC 27954 473-2069 (Police Chief)	<b>6/17</b>	Apptd. 1/08 Reapptd. 7/09,11,13,15
<b>Gail Hutchison</b> 6115 Hwy 64 Manns Harbor, NC 27953 252-216-8337 (Local Sheriff or designee)	<b>6/17</b>	Apptd. 6/13 Reapptd. 6/15
<b>Jennifer Karpowicz</b> P.O. Box 1276 Manteo, NC 27954 919-357-5700 (Asst. Dist. Atty. or designee)	<b>6/17</b>	Apptd. 7/09 Reapptd. 6/11,13,15
<b>LaQreshia Bates-Harley</b> Chief Court Counselor II P.O. Box 513 Elizabeth City, NC 27907 252-331-4759 (O) (Chief Court Counselor or designee)	<b>6/17</b>	Apptd. 6/16
<b>Keith Letchworth</b> 1708 E. Arlingto Blvd. Greenville, NC 27834 252-347-6365 (Director AMH/DD /SA or designee)	<b>6/17</b>	Apptd. 1/16

<p><b>Bonnie Bennett, Treas.</b>  P.O. Box 1000  Manteo, NC 27954  475-5753  (County Manager or designee)</p>	<p>6/17</p>	<p>Apptd. 1/99  Reapptd. 1/01  Reapptd. 1/03  Reapptd. 10/04,05,07  09,11,13,15</p>
<p>Melinda Mogowski  P.O. Box 3707  Kill Devil Hills, NC 27948  441-3536  (Substance Abuse Professional)</p>	<p>6/18</p>	<p>Apptd. 1/99  Reapptd. 1/01  Reapptd. 1/03  Reapptd. 10/04,06,08  6/10,12,14,16</p>
<p>Stephen Wescott  P.O. Box 2148  Manteo, NC 27954  216-6358  (Member of Faith Community)</p>	<p>6/18</p>	<p>Apptd. 11/11  Reapptd. 6/12,14,16</p>
<p><b>Margaret Umphlett</b>  166 Old NC 345  Manteo, NC 27954  305-3241  (County Commissioner)</p>	<p>6/17</p>	<p>Apptd. 12/14  Reapptd. 6/15</p>
<p><b>Pat Hudspeth, CH</b>  5200 Pine Hill Lane  Kitty Hawk, NC 27949  252-473-3484  (Juvenile Defense Attorney)</p>	<p>6/17</p>	<p>Apptd. 3/08  Reapptd. 7/09,11,13,15</p>
<p><b>Richard J. Martin</b>  P.O. Box 1878  Manteo, NC 27954  473-1957  (At Large)</p>	<p>6/17</p>	<p>Apptd. 1/99  Reapptd. 6/13,15</p>
<p>John Gardner  141 Toler Rd.  Manteo, NC 27954  252-599-7791  (Member of Business Community)</p>	<p>6/18</p>	<p>Apptd. 1/16  Reapptd. 6/16</p>
<p>Michael Lewis  P.O. Box 1490  Manteo, NC 27954  252-216-5257 (H)  252-473-5121  (Rep. United Way/other Non-profit)</p>	<p>6/18</p>	<p>Apptd. 2/16  Rapptd. 6/16</p>
<p><b>Laura Twichell</b>  P.O. Box 2311  Manteo, NC 27954  315-345-6464  (At Large)</p>	<p>6/17</p>	<p>Apptd. 6/15</p>



<p><b>Jay Burrus</b>  P.O. Box 669  Manteo, NC 27954  475-5500  (Director-Health &amp; Human Services)</p>	<p>6/17</p>	<p>Apptd. 1/03  Reapptd. 10/04,05,07  09,11,13,15</p>
<p><b>Katherine Irby</b>  P.O. Box 1000  Manteo, NC 27954  473-4290  (4-H/SOS-At Larg.)</p>	<p>6/17</p>	<p>Apptd. 1/03  Reapptd. 10/04,05,07  09,11,13,15</p>
<p><b>Malinda Lathan</b>  P.O. Box 372  Manteo, NC 27954  473-2845 (H)  (At Large)</p>	<p>6/17</p>	<p>Apptd. 2/13  Reapptd. 6/13,15</p>
<p>Tim White  P.O. Box 1000  Manteo, NC 27954  475-5916  (Director, Parks &amp; Rec.)</p>	<p>6/18</p>	<p>Apptd. 6/08  Reapptd.6/10,12,14,16</p>
<p><b>Ryan Henderson</b>  2615 Anchor Lane  Nags Head, NC 27959  252-573-8373  At Large</p>	<p>6/17</p>	<p>Apptd. 1/16</p>
<p><b>Nancy Griffin</b>  94 Skyco Rd.  Manteo, NC 27954  423-1781  (At Large)</p>	<p>6/17</p>	<p>Apptd. 6/15</p>
<p>Marsha Ribner-Cady  103 Weir Point Dr.  Manteo, NC 27954  252-473-3094(At Large)</p>	<p>6/18</p>	<p>Apptd. 6/10  Reapptd. 6/12,14,16</p>
<p>Alejandra Monica-Sanchez  2009 Norfolk St.  Kill Devil Hills, NC 27948  252-441-8217  (Youth Rep. under age 18)</p>	<p>6/18</p>	<p>Apptd. 11/15,16</p>
<p>Joshua Tolson  117 Sherwood Dr.  Manteo, NC 27954  252-475-1780  (Youth Rep. under age 18)</p>	<p>6/18</p>	<p>Apptd. 11/15,16</p>

**NOTES:**

**MEETING INFO. - 2<sup>nd</sup> Tues. each month at 12:30 p.m., Rm. 238, Admin. Bldg.**

**CONTACT INFO:** Bonnie Bennett, Friends of Youth  
Jay Burrus, Dept. of Health & Human Services Director  
Pat Hudspeth, Chair

**MEMBERS COMPENSATED: No**

Doug Oberbeck replaced Dave Cheesman 7/07.  
Tom Waite replaced Tim Hill 7/07.  
Jane Midgett replaced Betty Selby 7/07.  
Renee Welch replaced Amy Wells 7/07.  
Richard Martin replaced DuWayne Gibbs 7/07.  
Katie Lee and Kasey Rollinson filled vacant youth rep. positions 11/07.  
Vance Haskett appointed to fill unexpired term of Francis D'Ambra 1/08.  
Winfield Bevins replaced Jim Southern 6/08.  
Tim White replaced Cliff Ogburn 6/08.  
Sarah Massey filled unexpired term of Tom Waite 10/08.  
Tom Williamson filled unexpired term of Jane Midgett 12/08.  
Melinda Maher filled unexpired term of Renee Welch 12/08.  
Sara Gist filled vacant at large student rep 12/08.  
Richard Martin replaced Nancy Griffin 7/09.  
Jennifer Karpowicz replaced Kimberly Pellini 7/09.  
Kevin Brunk filled unexpired term of Winfield Bevins 7/09.  
Lora Vann filled unexpired Sarah Massey 11/09.  
Lora Gilreath filled unexpired term of Cole Beasley 6/10.  
Marsha Ribner-Cady filled vacant at large seat 6/10.  
Ron Bennett appointed to fill unexpired term of Eddie Lynch 1/11.  
Tripp Hobbs replaced Richard Martin 6/11.  
Jeff Deringer replaced Doug Oberbeck 6/11.  
Richard Martin replaced Edgar Barnes 6/11.  
Lynette Ford replaced Thomas Williamson 6/11.  
Tony Gray replaced Melinda Maher 6/11.  
Sheila Davies filled unexpired term of Tony Gray 11/11.  
Stephen Wescott filled unexpired term of Kevin Brunk 11/11.  
Kara Rap filled unexpired term of Elise Quidley 11/11.  
Wes Rawles filled unexpired term of David Spruill 11/11.  
Matthew Schofield filled unexpired term of Lynette Ford 6/12.  
Natalie Evans filled unexpired term of Matthew Schofield 2/13.  
Malinda Lathan filled unexpired term of Shelia Davies 2/13.  
Teresa Twyne filled unexpired term of Tripp Hobbs 10/13.  
Bobbie Lowe filled unexpired term of Sarah Massey 4/14.  
Adam Leggett filled unexpired term of Bobbie Lowe 12/14.  
Margaret Umphlett filled unexpired term of Virginia Tillet 12/14.  
Appointment for Health Department combined with appointment for Social Services, (Health and Human Services) 2014.  
Laura Twichell replaced Natalie Evans 6/15.  
Nancy Griffin replaced Lora Gilreath 6/15.  
Alejandra Monica-Sanchez appointed to fill unexpired term of Austin Banks 11/15.  
Joshua Tolson appointed to fill unexpired term of Abby Haywood 11/15.  
John Gardner filled unexpired term of Ron Bennett 1/16.  
Keith Letchworth filled unexpired term of Adam Leggett 1/16.  
Ryan Henderson filled vacant, at large seat 1/16.

Michael Lewis filled unexpired term of Lynn Bryant 2/16.  
LaQreshia Bates-Harley filled unexpired term of Sherri Ellington 6/16.

**REVISED 7/16**

**LAND TRANSFER TAX APPEALS BOARD**  
(Four Year Term)

**This Board meets when a person disputes the amount of land transfer  
tax due as stated by the Tax Collector.**

<u>MEMBER</u>	<u>AREA REPRESENTING</u>	<u>TERM EXPIRATION</u>
Jacqueline Ricks-Sample P.O. Box 1367 Kill Devil Hills, NC 27948 441-4367 (Town of KDH appointee)	KDH	6/2017 Reapptd. 6/13
Michael Stone P.O. Box 150 Kitty Hawk, NC 27949 255-0275 (Town of SS appointee)	SS	6/2019 Apptd. 11/15
John Ratzenberger 119 W. Seawatch Court Nags Head, NC 27959 480-0752 (Town of Nags Head appointee)	NH	6/2019 Apptd. 11/15
Jack Overman 110 Puddle Lane Manteo, NC 27954 473-2126	Comm. Apptd.	6/2019 Reapptd. 6/11, 11/15
Vacant (Barbara Connery)	Comm Apptd.	6/2017
June Neri 309 Devon St. Manteo, NC 27954 473-1800 (Town of Manteo appointee)	Manteo	6/2017 Reapptd. 6/13
Emilie Klutz 4805 Lindbergh Ave. Kitty Hawk, NC 27948 261-5878 (Town of Kitty Hawk appointee)	KH	6/2017 Reapptd. 6/13

MEETING DATE: The board only meets when there is an appeal.

County Attorney  
P.O. Box 1000  
Manteo, NC 27954  
475-5811  
Greta Skeen, Tax Adm.  
P.O. Box 1000  
Manteo, NC 27954 Phone: 475-5945

Barbara Connery replaced Manson Meekins who resigned 6/99.  
Russell Langley replaced Smokey Broughton 8/99.  
Robert Muller replaced Ronald Scott 8/99.  
Robert Ralason reappointed for four year term 3/02.  
Barbara Connery reappointed for four year term 4/02.  
June Neri replaced Jule Burrus 4/02.  
Bill Fruit replaced Leo Antonucci 4/02.  
Doug Seay replaced Bill Fruit 9/05.  
Emilie Klutz replaced Doug Seay 1/06.  
Doug Remaley replaced Bob Muller 9/07.  
Jack Overman apptd. to fill seat left vacant by Russell Langley 1/08.  
Jacqueline Ricks-Sample appointed to fill unexpired term of Robert Rollason 5/2010.  
Michael Stone replaced James Perry, Town of Southern Shores 11/15.  
John Ratzenberger replaced the late Doug Remaley, Town of Nags Head, 11/15.

**REVISED 11/15**

**LIBRARY BOARD – DARE**

(Three Year Term)

This Board establishes local policies within those set by the Regional Library Board and oversees the Library Trust Fund Budget; and also serves on the Board of the Dare County Library Foundation, a 503-C3 tax-exempt organization.

<b><u>MEMBER</u></b>	<b><u>TERM EXPIRATION</u></b>	<b><u>ACTION</u></b>
Lisa Phillips P.O. Box 141 Rodanthe, NC 27968 987-2810 (H) 475-5077 (O)	6-19	Apptd. 8-11 Reaptd. 6-13,16
Sandra Carter 3200 Raymond Ave. Kill Devil Hills, NC 27948 441-4354	6-18	Apptd. 6-15
Beverly Boswell 1705 Sunset Ave. Kill Devil Hills, NC 27948 216-9820 (Cell)	6-18	Apptd. 6-16
<b>Ellen Bryson</b> 1800 Saint David St., Unit A1 Kill Devil Hills, NC 27948 480-1257 (H) 261-2313 (O)	<b>6-17</b>	Apptd. 8-11 Reaptd. 6-14
<b>Mike Hogan, CH</b> P.O. Box 1898 Kill Devil Hills, NC 27948 441-6493 (H), 256-0036 (O)	<b>6-17</b>	Apptd. 6-14
Willard Haithcock, III P.O. Box 2374 Manteo, NC 27954	6-18	Apptd. 6-15
Margaret Umphlett(**) 166 Old NC 345 Manteo, NC 27954 305-3241 (H) (Commissioner Term is 4 years)	6-18	Apptd. 12/14 Reaptd. 6-15
<b>Janice Willis</b> P.O. Box 413 Hatteras, NC 27943 986-2109 (H), 986-2365 (O)	<b>6-17</b>	Apptd. 6-14

NOTES:

**MEETING INFO:** 2<sup>nd</sup> Thursday, 10:00 a.m. in Jan, April, July & Oct. in any Library

**CONTACT INFO:** Mike Hogan, Chairperson; Jonathan Wark, Librarian

**MEMBERS COMPENSATED:** No

**\*\*\*\*\*At their meeting held on 6/6/16, the DCBC voted to delete the rule that limited people to serving only two consecutive, two year terms.**

\*\* Commissioner appointee.

Jack Hohmann was first appointed to the Board April 1977.  
Robert Morrill replaced Harrison Baggerly 6/90.  
Stella Green replaced Margot Tillett 6/90.  
Helen Kleyla replaced Bea Mulford 6/92.  
Nora Fucci replaced Cashar Evans 6/93.  
Wayne Gray appointed to fill unexpired term of Jack Hohmann 11/93.  
Martha Hohmann replaced Hilda Bayliss 6/94.  
Pat Eure replaced Helen Kleyla 7/95.  
Jan DeBlieu replaced Nora Fucci 6/96.  
Elizabeth Newman replaced Robert Morrill 6/96.  
James Melvin replaced Stella Green 6/96.  
Beth Storie replaced Martha Hohmann 6/97.  
Cheryl Byrd replaced Polly Bernd 6/97.  
Jan Willis replaced Ray Gray 6/97.  
Cheryl Byrd moved to fill commissioner appointee position replacing Wayne Gray who resigned 8/98.  
John "Possum" Silver appointed to fill position vacated by Cheryl Byrd 8/98.  
Roger Allen replaced James Melvin 6/99.  
Debbie Sauls replaced John Silver 6/00.  
John Robert Hooper replaced Cheryl Byrd 3/01.  
Dorothy Fink replaced Pat Eure 8/01.  
Paul Charron filled unexpired term of Beth Storie 8/01.  
Laura Perkins replaced Jan DeBlieu 8/02.  
Mel Covey replaced Elizabeth Newman 8/02.  
Lynne Hutchins replaced Roger Allen 11/02.  
Betty Swanson replaced Jan Willis 6/03.  
Amy Huggins filled unexpired term of Paul Charron 10/04.  
Janis Cochrane apptd. to fill unexpired term of Mel Covey 1/05.  
Mike Johnson apptd. to fill unexpired term of John Robert Hooper 1/05.  
Lynne Foster apptd. to fill unexpired term of Dorothy Fink 10/05.  
Michael Hogan apptd. to fill unexpired term of Debbie Sauls 10/05.  
Commissioner Virginia Tillett replaced Commissioner Mike Johnson 2/08.  
Fletcher Willey replaced Laura Catoe 7/08.  
Karen Bachman replaced Janis Cochrane 7/08.  
Joyce Bornfriend replaced Lynne Hutchins 7/08.  
Donna Trivette replaced Betty Swanson 12/09.  
William Pfeifer replaced Amy Huggins 12/09.  
Elizabeth Gaimel replaced Michael Hogan 12/09.  
Jerry Hart replaced Lynne Foster 6/10.  
Ellen Bryson filled unexpired term of Fletcher Willey 8/11.  
Lisa Phillips filled unexpired term of Jerry Hart 8/11.  
Commissioner Margaret Umphlett replaced former Commissioner Virginia Tillett 12/14.  
Sandra Carter replaced Donna Trivette 6/15.  
Willard Haithcock replaced Elizabeth Gaimel 6/15.  
Beverly Boswell filled unexpired term of William Pfeifer 6/16.

**REVISED 7/16**

**MANN'S HARBOR COMMUNITY CENTER**

(Two Year Term)

**This Board operates and maintains the community center facility and amenities for the use and benefit of Manns Harbor residents.**

<b><u>MEMBER</u></b>	<b><u>TERM EXPIRATION</u></b>	<b><u>ACTION</u></b>
Rodney Ballance Manns Harbor, NC 27953 473-5855	6-17	Apptd. 8/01 Reapptd. 6/03,6/05, 6-07,09,11,13,15
Bett Beasley P.O. Box 56 Manns Harbor, NC 27953 473-3217	6-17	Apptd. 8/11 Reapptd. 6/13,15
Clyde Gard P.O. Box 355 Manns Harbor, NC 27953 473-3228	6-18	Apptd. 2/00 Reapptd. 6/01 Reapptd 6/04,06,08,10 12,14,16
Vickie Craddock, Pres. P.O. Box 159 Manns Harbor, NC 27953 473-6086	6-17	Apptd. 1/99 Reapptd. 6/99 6/01, 6/03,6/05, 6/07,09 11,13,15
Bonny Sawyer 5902 Hwy 64 Manns Harbor, NC 27953 473-3038	6-18	Apptd. 6/99 Reapptd. 6/01 Reapptd 6/04,06,08,10 12,14,16

**NOTES:**

MEETING DATE: (Quarterly/Manns Harbor Community Center)

Richard Burke replaced Robin Gard 8/89.  
W.R. Beasley replaced Edward White.  
Lori Hux replaced Janet Craddock 7/91.  
Crystal Mann replaced Bobby Beasley 9/93.  
Joann Ball filled unexpired term of Debbie Tillett 4/95.  
Timmy Midgett filled unexpired term of Richard Burke 4/95.  
Rollins Tillett, Jr. filled unexpired term of Crystal Sidwell 10/97.  
Darlene Craddock appointed to fill unexpired term of Darlene Gard 1/99.  
Vickie Craddock appointed to fill unexpired term of Timmy Midgett 1/99.  
Bonny Sawyer replaced Joann Ball 6/99

Dropped from 6 members to 5 members 6/99. \*(Member dropped was Lori Ann Gibbs who moved to Manteo.)

Clyde Gard appointed to fill unexpired term of Rollins Tillett, Jr. 2/00.  
Rodney Ballance appointed to fill unexpired term of Darlene Craddock 8/01.  
Clyde Gard and Bonny Sawyer's terms extended one year so everyone's terms will be staggered and not expire at the same time.  
Bett Beasley replaced Harry Mann 8/11.

**REVISED 6/16**



**DARE COUNTY WATERWAYS COMMISSION**

(Two Year Term)

**This Commission promotes the Oregon Inlet Jetty Project, the Hatteras Inlet Project and oversees County dredging projects and waterways related issues.**

<u>MEMBER</u>	<u>TERM EXPIRATION</u>	<u>ACTION</u>
Danny Couch P.O. Box 1001 Buxton, NC 27920 995-5671 (H) 216-7383 (Cell)	6-18	Apptd. 1-17
<b>At Large (Vacant)</b>	<b>6-17</b>	
Ernie Foster P.O. Box 120 Hatteras, NC 27943 986-2515 (H)	6-18	Apptd. 2-08 Reapptd. 6-08,10,12,14 6/16
<b>David May, CH.</b> 107 E. Woodlands Dr. Manteo, NC 27954 473-3843 (H) 305-5235 (C)	<b>6-17</b>	Apptd. 6-07 Reapptd. 6-09,11,1,15
Ronald Lowe P.O. Box 23 Hatteras, NC 27943 252-450-5301	6-18	Apptd. 8-16
<b>Dan Oden</b> P.O. Box 306 Hatteras, NC 27943 252-986-2555	<b>6-17</b>	Apptd. 8-16
<b>Fletcher Willey</b> P.O. Box 848 Nags Head, NC 27959 473-5273 (H) 480-4600 (O)	<b>6-17</b>	Apptd. 2-89 Reapptd. 6-93,95 97,99,01,03,05,07,09, 11,13,15
Steve Coulter P.O. Box 189 Hatteras, NC 27943 995-4832 (H)	6-18	Apptd. 3-16

**NOTES:**

**MEETING INFO:** Monthly, odd months in Manteo, even months in Buxton.

**CONTACT INFO:** David May, Chairman  
Jenny Gray Jones, OIWC Clerk

**MEMBERS COMPENSATED:** Members - \$50 per meeting  
Chairman - \$75 per meeting

Robert Williams replaced Jim Bunch 6/91.  
Wayne Gray replaced John Blair 7/92.  
Barry Martin replaced Harry Schiffman 6/93.  
Ephraim O'Neal replaced Chris Costenbader 6/94.  
Floyd L. Basnight appointed to fill unexpired term of H.O. Golden 8/96.  
Billy Carl Tillet replaced Wayne Gray 8/96.  
Richard Johnson appointed to fill unexpired term of the late Robert Williams 1/97.  
Moon Tillet appointed chairman 1/97.  
Ron Tillet appointed to fill unexpired term of Richard Perkins 4/97.  
DCBC appointed Moon Tillet as Chairman, Glen Miller as Vice Chairman 6/97.  
Michael Davenport replaced Barry Martin 6/98.  
Ervin Farrow III replaced Glenn Miller 6/01.  
Lee Tugwell filled unexpired term of Moon Tillet 10/04.  
Warren Judge apptd. to fill unexpired term of Richard Johnson 6/05.  
Allen Burrus apptd. to fill unexpired term of Warren Judge 1/07.  
Robin Mann replaced Lee Tugwell 6/07.  
David May replaced Jerald Craddock 6/07.  
Ernie Foster filled unexpired term of Ephraim O'Neal 2/08.  
Jed Dixon replaced Robin Mann 12/11 (for term 6/11-6/13).  
Jim Tobin filled unexpired term of Richard Johnson 6/13.  
Danny Couch filled unexpired term of Jed Dixon 4/16.  
Holly White replaced Jim Tobin 6/16.  
Ronald Lowe appointed to replace Holly White who could not serve due to moving out of Dare County 8/16.  
Dan Oden appointed to fill unexpired term of Arvin Midgett 8/16.

The OIWC oversees county dredging projects and waterways related issues.

**OIWC membership was reduced to 9 members 6/3/02 (consent agenda)**  
**DCBC relinquished responsibility of appointing chairman and vice chairman to the OIWC effective 9/17/02.**

**OIWC membership reduced to 7 members 6/03.**  
**DCBC added another member (Steve Coulter) for a two year term ending 6/18. (3/16)**  
**\*\*\*Name changed to Dare County Waterways Commission 8/15/16.**

At the DCBC meeting on 1/3/17, Commissioner Danny Couch was moved from the At Large seat to the Commissioners seat. The At Large seat is vacant until a later appointment by the DCBC.

**REVISED 1/17**

**ROANOKE ISLAND COMMUNITY CENTER**

(Two Year Term)

**This Board operates and maintains the community center facility and Amenities for the use and benefit of all members of the community.**

<b><u>MEMBER</u></b>	<b><u>TERM EXPIRATION</u></b>	<b><u>ACTION</u></b>
Jonique Lee 1014 Burnside Rd. Manteo, NC 27954 216-6464 (Cell)	6-17	Apptd. 6/15
Betty Selby P.O. Box 1485 Manteo, NC 27954 473-3570(H) 473-1151(W)	6-17	Apptd. 1/06 Reapptd. 6/07,09 11,13, 15
Kelli Harmon 723 Pirates Way Manteo, NC 27954 910-286-1660 (H)	6-18	Apptd. 7-15 Reapptd. 6/16
Doris Pledger Creecy P.O. Box 1068 Manteo, NC 27954	6-18	Apptd. 6-89 Reapptd. 6-91,93, 95,97,99,01,03,04, 06,08,10,12,14,16
Allen Moran 381 Mother Vineyard Rd. Manteo, NC 27954 423-1309 (H) 475-9222 (W)	6-17	Apptd. 6-15
Daniel Selby, Ch. P.O. Box 1544 Manteo, NC 27954 216-8226	6-18	Apptd. 9-06 Reapptd.6/08,10,12 14,16
David Twiddy 104 Weir Point Dr. Manteo, NC 27954 473-3827 (H) 423-1538 (W)	6-17	Apptd. 6-15

**NOTES:**

Meeting Date: 1<sup>st</sup> Weds. Of each month, 6:00 pm at the RI Comm. Ctr.  
Betty Govan replaced Lemuel Anderson 8/91.  
Beulah Charity replaced Jerome Selby 6-93.  
Wilford Wescott replaced Snooks Tillett 6/97.  
Arvilla Bowser replaced Wilford Wescott 6/99.  
Earl W. Bryant replaced Betty Selby 9/01  
Roland Bowser filled unexpired term of Earline Simmons 1/06.  
Betty Selby filled unexpired term of Dell Collins 1/06.

Willie Brickhous filled unexpired term of Arvilla Bowser 4/06.

Daniel Selby filled unexpired term of Earl Bryant 9/06.

Jonique Lee, Allen Moran and David Twiddy replaced Roland Bowser, Dorothy Tillett and Willie Brickhouse 6/15

Kelli Harmon filled unexpired term of John Daniels 7/15.

**REVISED 6/16**

**DARE COUNTY TRANSPORTATION ADVISORY BOARD**

(Staggered Terms/Four Year Term)

**The Dare County Transportation System is required by the State's Community Transportation Program to have a local Transportation Advisory Board. This Board is expected to maintain a minimum level of coordinated transportation service and to maintain ongoing communications as a means of seeking public involvement and ongoing administrative oversight.**

<b><u>MEMBER</u></b>	<b><u>TERM EXPIRATION</u></b>	<b><u>ACTION</u></b>
Brandi Rheubottom P.O. Box 1000 Manteo, NC 27954 475-5635 DC Older Adult Services	6-2018	Apptd. 6/06 Reapptd. 6/10,14
Jay Burrus P.O. Box 1000 Manteo, NC 27954 473-1471 Dept. of Health & Human Services	6-2018	Apptd. 6-98 Reapptd. 7/02,06,10,14
<b>Vacant</b> East Carolina Health Care	<b>6-2017</b>	
Kenny Kee 1101 E.R. Daniels Rd. Wanchese, NC 27981 480-3500 Job Link Career Center	6-2018	Apptd. 6-04 Reapptd.6-06,10,14
<b>Vacant</b> Private Trans. Provider	<b>6-2017</b>	
Nessie Siler 146 Airport Rd. Manteo, NC 27954 473-3376 Transit User/Disabled	6-2018	Apptd. 6-14
Ginny Zdanski P.O. Box 175 Manteo, NC 27954 473-6316 Public Human Service Agency	6-2020	Apptd. 11-16
Jack Shea P.O. Box 1000 Manteo, NC 27954 475-5700 Dare County Commissioner	6-2019	Apptd. 1/07 Reapptd.6/07,9/11 6/15

Maria Heifferon, Ch. 8410 S. Old Oregon Inlet Rd. Nags Head, NC 27959 441-5323 Ethnic Minority Rep. (Public Sector)	6-2020	Apptd. 7/08 Reapptd. 6/12, 6/16
Vacant Hatteras Island	6-2016	
John Winston, Jr. P.O. Box 905 Nags Head, NC 27959 441-7942 Education Institution	6-2018	Apptd. 6-06 Reapptd. 6/10
Amy Montgomery OBX Hospital 4800 S. Croatan Hwy. Nags Head, NC 27959 (Dialysis/Hospital Rep.)	6-2017	Apptd. 9/11 Reapptd. 6/13
Paul Keller P.O. Box 8106 Duck, NC 27949 261-3395 (Public/Business Rep.)	6-2017	Apptd. 8/09 Reapptd. 6/13

**NOTES:**

**CONTACT INFO:** Don Cabana, Transportation Director  
475-5641

**MEETING DATE:** Quarterly, Dare Co. Center, 8:30 a.m.

Stuart Bell appointed to fill unexpired term of Dick Wood 2/99.  
Warren Judge replaced Stuart Bell 7/99.  
Doug Tutwiler replaced John Xenakis 7/99.  
Randy Hemmis filled unexpired term of Al Valentino 1/00.  
Bryan Shaw filled unexpired term of Ward Barnett 1/00.  
Richard Wescoat appointed to fill unexpired term of Al Forman 2/00.  
Donnie Just appointed to fill unexpired term of Doug Tutwiler 2/00  
Ray Seiwel filled unexpired term of Randy Hemmis 2/00.  
Trish Blacmon appointed to fill unexpired term of Wilson Shearin 6/00.  
Christan Zdanski replaced Uli Bennewitz 6/00.  
Oral Ali replaced Lani Goodwin 6/00.  
Dawn Enochs replaced Warren Judge 6/00.  
David Hoare appointed to fill unexpired term of Richard Wescoat 10/00.  
Curtis Creech appointed to fill unexpired term of Chris Zdanski 12/00.  
Comm. Geneva H. Perry filled unexpired term of outgoing Comm. Cheryl Byrd 1/01.  
Kim Bailey replaced Ann Laughlin 7/01.  
David Quidley replaced Bryan Shaw 7/01.  
Jeff Tack filed unexpired term of Dawn Enoch 7/01.  
Eric Spears filled unexpired term of Donnie Just 7/01.  
Kermit Skinner filled unexpired term of the late Curtis Creech 6/02.

DCBC eliminated seat for Cancer Support Group 7/1/02.  
Jody Crosswhite filled unexpired term of Trish Blackmon 12/02.  
Comm. Cheryl Byrd appointed to fill unexpired term of outgoing Comm. Geneva Perry 2/03.  
Margie Midgett appointed to fill unexpired term of Dell Collins 3/03.  
Doug Seay replaced Jeff Tack (OB Visitor Bureau) 6/03.  
Sandy Morrison apptd. to fill unexpired term of David Hoare 6/03.  
Pete Groom replaced Alex Risser 6/04.  
Pat Morrissey replaced Kermit Skinner, 6/04.  
Kenny Kee replaced Jimmy Perry 6/04.  
Megan Gregory replaced David Quidley 1/05.  
Robert Woodard apptd. to fill unexpired term of Doug Seay 2/05.  
Amy Etheridge apptd. to fill unexpired term of Kim Bailey 2/05.  
Ben Sproul apptd. to fill vacant OB Rest. Asso. seat 4/05.  
Andy Szakos filled unexpired term of Sandy Morrison 3/06.  
Michelle Pharr filled unexpired term of Bob Woodard 3/06.  
Tim Shearin filled unexpired term of Pat Morrissey 4/06.  
David Kleinschuster apptd. To fill unexpired term of Amy Etheridge 6/06.  
Comm. Jack Shea apptd. to fill unexpired term of Cheryl Byrd 1/07.  
Amy Montgomery filled unexpired term of Gina Scarborough 9/11.  
Kristen Parrino filled vacant Hatteras Island seat 4/15.  
Apptd. Ginny Zdanski to fill vacant Public Human Service Agency seat 11/16.

**REVISED 11/16**

**EAST LAKE COMMUNITY CENTER BOARD**  
**(Staggered/Three Year Term)**

Manages the community building and holds fundraisers to maintain the building for reunions, parties, etc. that are held there.

<u>MEMBER</u>	<u>TERM EXPIRATION</u>	<u>ACTION</u>
Ted Hemilright 19635 Dell-Lee Rd. East Lake, NC 27953 473-3192	7-17	Apptd. 3-12 Reapptd. 7-14
Rosemarie Doshier 19880 Hwy 64 East Lake, NC 27953 473-3996	7-18	Apptd. 10-08 Reapptd. 7-09, 12, 15
Crystal Basnight 14540 Hwy 64 East Lake, NC 27953 473-5025	7-19	Apptd. 10-08 Reapptd. 7-10, 13, 16
Joseph Sexton 19544 Laurel Bay Ct. East Lake, NC 27953 473-2213	7-19	Apptd. 3-12 Reapptd. 7-13, 16
Shelly Perrot 19545 Laurel Bay Court East Lake, NC 27953 423-0276	7-19	Apptd. 10-10 Reapptd. 7-12, 13, 16

**Notes:**

**MEETING INFO:** As needed

**CONTACT INFO:** Rosemarie Doshier, Chairman

**MEMBERS COMPENSATED:** No

Asher Vandenburg replaced Ted Hemilright 7/97.  
 Earl Glenn Twiddy appointed to fill unexpired term of Steve Tyler 12/98.  
 Danny Rowe appointed to fill unexpired term of Asher Vandenburg 1/99.  
 John Sethman appointed to fill unexpired term of Earl G. Twiddy 11/99.  
 Willis Creef appointed to fill unexpired term of Danny Rowe 11/99.  
 Deanna Etheridge replaced Willis Creef 7/00.  
 Richard G. Perrot appointed to fill unexpired term of Deanna Etheridge 5/01.  
 Craig Burgess replaced Earl Twiddy 7/04.  
 Nancy Cahoon apptd. for 3 yr term 10/08.  
 Rosemarie Doshier filled unexpired term of John Sethman 10/08.  
 Crystal Basnight filled unexpired term of Violet Cahoon 10/08.  
 Brian Horne appointed to fill unexpired term of Craig Burgess 10/10 (term will expire 2013)  
 Shelly Perrot appointed to fill seat left vacant (last held by Ricky Perrot) 10/10  
 Ted Hemilright appointed to fill unexpired term of Nancy Cahoon 3/12



Joseph Sexton appointed to fill unexpired term of Brian Horne 3/12

**REVISED 7/16**

**DARE COUNTY GAME AND WILDLIFE COMMISSION**

(Staggered/Three Year Terms)

**Issues and renews blind licenses in all Dare County waters. Renewals and new licenses are received on a yearly basis from August through December of each year.**

<b><u>MEMBER</u></b>	<b><u>TERM EXPIRATION</u></b>	<b><u>ACTION</u></b>
Bryan Perry, Ch. P.O. Box 25 Frisco, NC 27936 995-5084 District 4	7-17	Apptd. 8/94 Reapptd. 8/97, 8/00, 7/02,7/05,08, 11,14
Buddy Shelton, V. Ch. 291 Bayview Dr. Stumpy Point, NC 27978 473-5572 District 1	7-17	Apptd. 7/08 Reapptd. 7/11,14
Timmy Midgett P.O. Box 250 Manns Harbor, NC 27953 District 1	7-19	Apptd. 8/16
Mike Johnson P.O. Box 9 Wanchese, NC 27981 441-6958(H) 473-8262(W) District 3	7-19	Apptd. 11/05 Reapptd. 7/07,10,13,16
Edward "Bow" Meekins P.O. Box 532 Wanchese, NC 27981 423-1403 (H) 473-1803 W) District 1	7/19	Apptd. 7/13 Reapptd. 7/16
Sonny Briggs P.O. Box 333 Manteo, NC 27954 473-2393 District 2	7-17	Apptd. 8/90 Reapptd. 7/92, 7/94, 8/97, 8/00 7/02, 7/05,08,11,14
George Henderson P.O. Box 606 Manteo, NC 27954 473-2791 District 2	7-17	Reapptd. 8/90, 7/92, 7/94, 8/97, 8/00, 7/02,7/05,08,11, 14
Dr. Andrew F. Horne 6405 N. Croatan Hwy. Kitty Hawk, NC 27949 261-2250(O), 261-2725(H) District 3	7-18	Apptd. 10/97 Reapptd. 8/00, 7/03,06,09,12,15

Phil Haywood 2473 Colington Rd. Kill Devil Hills, NC 27948 441-5705 District 3	7-18	Reapptd. 8/90, 7/92, 7/94, 8/97, 8/00, 7/03,06,09,12,15
Harvey Scarborough, Jr. P.O. Box 571 Avon, NC 27915 District 4	7-18	Apptd. 7/11 Reapptd;. 7/12,15
Phil Sawyer P.O. Box 310 Manns Harbor, NC 27953 473-2902 District 1	7-18	Apptd. 9/11 Reapptd. 7/12,15

**NOTES:**

**MEETING INFO:** Once a month, August – December, 7 p.m., Rm. 168, Dare County Adm. Building, Meetings for 2016 – Aug. 17, 9/14, 10/12, 11/9, 12/7

**CONTACT INFO:** Bryan Perry, Chairman  
Melva Garrison, Game and Wildlife Clerk

**MEMBERS COMPENSATED:** \$25 per meeting  
\$50 per meeting – Chairman

Bill Walker replaced Randy O'Neal 8/86.  
Phil Haywood replaced Robert D. Parker 1986.  
Sonny Briggs replaced Ken Mann 8/90.  
David Pruitt replaced Gary Dowdy 8/93.  
Leland Midgett replaced Allen Burrus 7/94.  
Barry Martin replaced John Booth, Jr. 7/94.  
Bryan Perry replaced Leland Midgett 8/94.  
6/24/96 – General Statute requires term to be for three years. Changed terms at direction of County Attorney.  
William H. Wilson replaced Barry Martin 8/97.  
Allan Newcomb replaced Ray Scarborough 8/97.  
Dr. Andrew F. Horne replaced Allan Newcomb 10/97.  
Timmy Midgett appointed to fill unexpired term of Harry Mann 12/98.  
Mike Johnson apptd. to fill unexpired term of David Pruitt 11/05.  
Buddy Shelton replaced Earl Ray Mann 7/08.  
Harvey Scarborough, Jr. appointed to fill unexpired term of William Wilson, 7/11.  
Phil Sawyer appointed to fill unexpired term of Manson Meekins 9/11.  
Edward "Bow" Meekins replaced Bill Walker 7/13.  
Eddie Twyne replaced Timmy Midgett 7/16.  
Timmy Midgett apptd. to fill unexpired term of Eddie Twyne 8/16. Mr. Twyne is unable to serve at this time due to work schedule conflict.

**In order to create staggered terms inacted by the General Assembly Attorney Al Cole recommended the following: Reappoint Timmy Midgett, David Pruitt, Bill Walker for 1 yr. Reappoint Bryan Perry, Earl Ray Mann, Sonny Briggs, George Henderson for 2 yrs. Reappoint Andrew Horne, Phil Haywood, William Wilson, Manson Meekins for 3 yrs. This action was done at the 8/7/00 DCBC mtg.**

**REVISED 8/16**

**WANCHESE COMMUNITY CENTER BOARD**  
**(Two Year Term)**

**The Wanchese Community Center Board manages and is responsible for upgrading the community building. The community of Wanchese has the opportunity to have reunions, parties, etc. at the community center.**

<b><u>MEMBER</u></b>	<b><u>TERM EXPIRATION</u></b>	<b><u>ACTION</u></b>
Joyce T. Meekins Old Schoolhouse Rd. Wanchese, NC 27981 252-473-3087	7-18	Apptd. 2-02 Reapptd. 7-02,04,06, 08,10,12,14,16
<b>Rosie Davenport</b> 338 The Lane Wanchese, NC 27981 252-473-5557	<b>7-17</b>	Apptd. 8-93 Reapptd. 7-95,97,99, 01,03,05,07,09,11, 13,15
<b>Bill Wilson</b> 291 ER Daniels Road Wanchese, NC 27981 252-216-6650	<b>7-17</b>	Apptd. 4-17
<b>Sally DeFosse</b> 165 E.R. Daniels Rd. Wanchese, NC 27981 252-473-3792	<b>7-17</b>	Apptd. 2-09 Reapptd. 7-09,11,13, 15
Robert L. Walton P.O. Box 733 Wanchese, NC 27981 252-475-1195	7-18	Apptd. 7-05 Reapptd. 7-06, 08,10, 12
<b>Becky Beacham</b> P.O. Box 177 Wanchese, NC 27981 252-473-5313	<b>7-17</b>	Apptd. 7-13 Reapptd. 7-15
<b>Ulysses S. "Lish" Meekins, Ch.</b> P.O. Box 392 Wanchese, NC 27981 252-305-2002	<b>7-17</b>	Apptd. 1-13 Reapptd. 7-13,15

**NOTES:**

**MEETING INFO:** Quarterly, 1<sup>st</sup> Tuesday of January, April, July, October, 7:00 p.m., Wanchese Community Center

**CONTACT INFO:** Lish Meekins, Chairman

**MEMBERS COMPENSATED:** No

- 8/93 – Rosie Davenport replaced Ruth Whiton
- 8/94 – George Schwartz replaced Harry Horton
- 7/01 – Will Fields replaced Randy O’Neal
- 2/02 – Joyce Meekins filled unexpired term of Linda Byrd Daniels
- 7/03 – Patricia Austin replaced Ken Doughty
- 10/03 – John B. Beasley filled unexpired term of Will Fields
- 7/05 – Jimmie Williams filled unexpired term of George Schwartz
- 7/05 – Robert Walton filled unexpired term of Nora Scarborough
- 2/09 - Sally DeFosse filled unexpired term of Patricia Austin
- 7/13 – Becky Beacham replaced Jimmie Williams
- 12/14 – Robin Holt filled unexpired term of Thomas Baum
- 4/17 – Bill Wilson filled unexpired term of Robin Holt

**A.B.C. BOARD**  
(Three Year Term)

**This Board consists of a Chairman and 4 members appointed by county governing authority.  
They retain authority to set policy and adopt rules in conformity with ABC laws and Commission rules.**

<b><u>MEMBER</u></b>	<b><u>TERM EXPIRATION</u></b>	<b><u>ACTION</u></b>
Ray White, CH P.O. Box 922 Manteo, NC 27954 441-4464	8-19	Reaptd. 8-89 through 8-07 Apptd. 5-08 Reaptd.8-10,13, 16
Bobby Owens P.O. Box 505 Manteo, NC 27954 252-256-0668	8-18	Apptd. 6-11 Reaptd.8-12,15
Fields Scarborough, Sr. P.O. Box 1691 Manteo, NC 27954 473-5833	8-17	Apptd. 8-14
Joe Tauber 205 Eagle Dr. Kill Devil Hills, NC 27948 410-491-9735	8-18	Apptd. 9-15
James Clark 1508 Small Ct. Kill Devil Hills, NC 27948 252-715-0602 (H) 252-207-2912 (O)	8-18	Apptd. 9-15

**NOTES:**

**MEETING INFO:** 3<sup>rd</sup> Tuesday each month, 9:00 a.m., ABC Store in Manteo

**CONTACT INFO:** Ray White, Chairman  
Ted Toler, ABC Supervisor

**MEMBERS COMPENSATED:** No

Rondall Tillett replaced David Mizelle 8/94.  
Aubrey Heath appointed to fill unexpired term of Leon Daniels 8/94.  
Carl Hayes replaced Aubrey Heath 8/98.

Guy Midgett replaced Ray White 8/07.

Ray White appointed to fill unexpired term of Guy Midgett 5/08.

Bobby Owens appointed to fill unexpired term of Rondal Tillett 6/11.

Fields Scarborough, Sr. replaced Carl Hayes 8/14.

\*\*At their meeting on 8/3/15, the Dare County Bd. Of Commissioners voted to increase the size of the ABC Board from 3 to 5 members.

Joe Tauber was appointed 9/8/15.

James Clark was appointed 9/8/15.

**REVISED 8/16**

**DARE COUNTY CENTER ADVISORY BOARD**  
**(Three Year Term)**

This Board advises and promotes goals and policies to enhance  
Dare County Center operations and community outreach.

<u>MEMBER</u>	<u>TERM EXPIRATION</u>	<u>ACTION</u>
Margarette Umphlett 166 Old NC 345 Manteo, NC 27954 305-3421		Apptd. 12/14
Bea Basnight 177 Scuppernong Lane Manteo, NC 27954 473-3856 (H) 475-0105 (Cell)	8/17	Apptd. 7/09 Reapptd. 8/14
Flossie Tugwell P.O. Box 896 Nags Head, NC 27959 473-5993	8/18	Apptd.8/10 Reapptd. 8/12, 15
Mary Pendill 129 Dogwood Circle Manteo, NC 27954 473-3589	8/18	Apptd. 8/14 Reapptd. 8/15
John D. Sibunka 132 Gareth Circle Manteo, NC 27954 473-3300	8/17	Apptd. 8/10 Reapptd. 8/14
Lynda Hester, CH. P.O. Box 457 Manteo, NC 27954	8/19	Apptd. 8/10 Reapptd. 8/13, 16
Mitchell Bateman P.O. Box 100 Wanchese, NC 27981 473-3350	8/17	Apptd.8/14



Rodney Benson 8/19 Apptd. 3/15  
309 Agona St. Reapptd. 8/16  
Manteo, NC 27954  
336-906-0593

Samantha Brown 8/17 Apptd. 12/16  
2621 S. Bridge Lane  
Nags Head, NC 27959  
207-2933(H) 305-1414 (O)

Jean Councill 8/19 Apptd. 8/16  
176 Wax Myrtle Trail  
Kitty Hawk, NC 27949  
573-9174 (H)  
jeanfarrcouncill@gmail.com

Daniel Otte' 8/19 Apptd. 8/16  
185 The Dogwoods  
Manteo, NC 27954  
473-1883(H), 473-8883 (Cell)

Tiffany Wescott 8/18 Apptd. 8/15  
P.O. Box 2148  
Manteo, NC 27954  
216-6341

Anastacia Davis 8/18 Apptd. 8/15  
P.O. Box 1097  
Manteo, NC 27954  
473-5687

**NOTES:**

**MEETING INFO:** 2<sup>nd</sup> Tuesday -monthly, (except June, July, Aug.) 9 a.m., Dare Center Meeting Room

**CONTACT INFO:** Lynda Hester, Chairman  
Sandy Scarborough, Director of Dare Center

**MEMBERS COMPENSATED:** No

Flossie Tugwell filled unexpired term of Betty Blanchard 8/10.  
John Sibunka filled unexpired term of Doris Young 8/10.

Lynda Hester was appointed as an additional member 8/10.  
John Robbins filled unexpired term of Jimmie Williams 6/12.  
Suzy Barrett filled unexpired term of Catherine McCabe 2/13.  
Ann Groves replaced James Harris 9/13.  
Brooke McCord appointed to fill unexpired term of Malcolm Fearing 9/13.  
Mitchell Bateman replaced Isabel Cooper 8/14.  
Mary Pendill filled unexpired term of Betty Mann 8/14.  
Margarette Umphlett replaced Virginia Tillett 12/14.  
Tiffany Wescott replaced Suzy Barrett 8/15.  
Anastacia Davis replaced Fred Brumbach 8/15.  
Jean Council replaced James Brown 8/16.  
Daniel Otte' replaced John Robbins 8/16.  
Samantha Brown filled unexpired term of Brook McCord 12/16.

**REVISED 12/16**

**JURY COMMISSION**

(Two Year Term)

The Jury Commission consists of three members to certify jurors. One member is appointed by the Senior Regular Resident Superior Court Judge, one by the Clerk of Superior Court, and one by the Board of Commissioners.

<b><u>MEMBER</u></b>	<b><u>TERM EXPIRATION</u></b>	<b><u>ACTION</u></b>
Tammy Jennings (Clerk Appointee) Manteo, NC 27954		
Scheryl Gray (Judge Appointee) 123 W. Oak Knoll Dr. Nags Head, NC 27959		
Alma Clark (Commissioner Appointee) 157 Etheridge Rd. Manteo, NC 27954 473-2320	8-17	Apptd. 11/11 Reapptd. 8/13, 15

**NOTES:**

Meeting Date – Every two years to certify jurors

Joyce Sledge replaced Gwen White.  
Janice Midgett replaced Ken Doughty.  
Stella Hollingsworth replaced Joyce Sledge 8/95.  
Kim Grimes replaced Janice Midgett 8/95.  
Mona Meekins replaced Katherine Aguirre 8/95.  
Sandra Robinson replaced Stella Hollingsworth 8/97.  
Tammy Jennings replaced Kim Doughtie.  
Alma Clark filled unexpired term of Sandra Robinson 11/11.

**REVISED 8/15**

**COMMISSIONERS' BUSINESS**

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