

NC DIVISION OF COASTAL MANAGEMENT

NC DEPARTMENT OF
ENVIRONMENT AND NATURAL
RESOURCES
DIVISION OF COASTAL
MANAGEMENT

Coastal
Resources
Advisory
Council
Guidebook

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WELCOME TO NORTH CAROLINA'S COASTAL RESOURCES ADVISORY COUNCIL!

You have been appointed to join 44 other North Carolina representatives in a very important mission. The Coastal Resources Advisory Council (CRAC) works with the Governor-appointed Coastal Resources Commission (CRC) to balance and foster the protection and wise development of NC's coastal resources, through both planning and regulation. You will be appointed to one of two standing committees of the CRC by the CRC Chairman, either the Planning and Special Issues Committee or the Implementation and Standards Committee. Each committee is made up of approximately half of the CRC and CRAC membership and provides advisory recommendations to the CRC following lively discussion and debate.

You will be introduced to your fellow CRAC members at your first meeting of the group. Materials for this and subsequent meetings usually arrive a week in advance.

In the meantime, please read this Guidebook! It should serve as an orientation manual for you on all facets of the CRAC and its operating procedures.

As necessary, there will be updates and/or additions to the Guidebook, so we ask that you keep it as a reference document.

Again, welcome! We look forward to working with you in caring for our coast.

INTRODUCTION TO THE COASTAL AREA MANAGEMENT ACT (CAMA), THE COASTAL RESOURCES COMMISSION (CRC), AND THE COASTAL RESOURCES ADVISORY COUNCIL (CRAC)

THE COASTAL AREA MANAGEMENT ACT

The Coastal Area Management Act (CAMA) of 1974 established a resource management program for the state's 20 coastal counties to balance the competing demands of protecting coastal resources while guiding and managing development along the NC coast. This is accomplished by

- 1) Local mandatory land use planning and
- 2) State-regulated development in specified Areas of Environmental Concern (AECs) under state-established standards.

CAMA has been amended over the years to include other techniques for balancing competing demands:

- Preservation and stewardship of critical habitat through the NC Coastal Reserves and
- Granting funds to local governments to purchase easements or property in fee to ensure the public has access to sounds, rivers, and beaches in coastal areas.

The Division of Coastal Management (DCM), under the Department of Environment and Natural Resources (DENR), administers the program by reviewing permit applications for coastal development, providing financial and technical assistance to local governments for land use planning and waterfront access projects, reviewing federal projects for consistency with the program, and managing natural areas for education and research purposes. DCM supplies staffing services to the CRC/CRAC; however, DCM staff are not employees of the CRC/CRAC.

CAMA AREAS OF ENVIRONMENTAL CONCERN (AEC)

AECs cover about 7% of the land area of the 20 coastal counties and all public waters of the coast, including:

- Coastal shorelines: non-ocean shorelines along estuarine waters, estuaries, sounds, bays, fresh and brackish waters, and public trust waters;
- Ocean hazard system including erosion and flood-prone areas as well as inlet hazard zones on or near the ocean;
- Coastal public water supplies; and
- Coastal natural and cultural resources.

CAMA PERMITS

One of the principal ways the coastal management program protects natural resources is through the development permitting program. Permits are required for any development in an AEC, as designated by the CRC. All types of construction, associated land clearing and land alteration are considered to be development.

Minor Permits are required for smaller projects such as single-family homes and are issued by local governments consistent with CRC-established standards (45% of CAMA permits issued in 1999).

General Permits are streamlined major permits for routine projects such as bulkheads and private piers (50% of all CAMA permits issued in 1999).

Major Permits are necessary for any development project that requires another state or federal permit, covers more than 20 acres, or has a structure larger than 60,000 square feet. Major development projects are reviewed by 14 state and

federal agencies and issued by DCM's Morehead City office (5% of CAMA permits issued in 1999).

THE COASTAL RESOURCES COMMISSION (CRC)

Under CAMA, a 15-member Coastal Resources Commission (CRC) was established to set policies and guidelines for development and natural resource protection in the 20 coastal counties.

Specifically, the CRC:

- Sets objectives, policies, and standards for the use of public and private land and water within coastal areas;
- Approves local CAMA land use plans that meet coastal management standards;
- Establishes permit requirements for development in AECs, including permitting under the Dredge and Fill Act; and
- Establishes AECs.

The Governor appoints all 15 members. Ten (10) members must have experience in specific coastal issues, including: coastal engineering, wildlife or sports fishing, coastal land development and financing, commercial fishing, coastal forestry, marine ecology, state or national conservation, marine related business, and coastal agriculture; two (2) members must have local government expertise; and three (3) members serve in at-large seats. Members serve staggered four (4) year terms.

(See DCM Website for a list of current CRC members, contact information, areas of expertise, appointment terms, and identification of officers/committee chairs)

THE COASTAL RESOURCES ADVISORY COUNCIL (CRAC)

The Coastal Resources Advisory Council (CRAC), which was also established by CAMA, consists of "not more than 45 members, appointed or designated." There is a provision for 12 members to be appointed by the CRC. These include the following appointments: up to eight (8) members representing coastal cities, three (3) members who are marine scientists or technologists, and one (1) member who is a local health director recommended by the Secretary of DENR.

CRAC MEMBERSHIP

<u>Organization</u>	<u>#</u>	<u>Appointing Authority</u>
Coastal Counties	20	Boards of County Commissioners
Coastal Cities	8	CRC
Scientists/Technologists	3	CRC
Health Director (local)	1	CRC
Planning Districts	4	District Lead Agencies
DENR	2	Secretary of DENR
Dept of Administration	1	Secretary of Administration
Dept of Commerce	1	Secretary of Commerce
Dept of Cultural Resources	1	Secretary of Cultural Resources
Dept of Transportation	2	Secretary of Transportation
Dept of Agriculture	1	Commissioner of Agriculture
Health Director (state)	1	State Health Director

CRAC's internal operating procedures specify two (2) year terms for those CRAC appointments made by the CRC, although there are no terms established by statute for CRAC members.

CRAC's internal operating procedures state that the Executive Secretary will, at least 30 days prior to the appointment of city representatives, notify by letter all coastal cities of the appointments to be made and solicit their recommendations.

CRAC members not appointed by the CRC can be replaced by their appointing authorities at any time. CRAC's bylaws require notification to the member and appointing authority if three (3) consecutive meetings are missed, with a request that a new appointment be made, unless the attendance requirement is waived by the CRAC chairperson due to extraordinary circumstances.

CRAC's internal operating procedures state that, if members are unable to serve their full terms, the same procedures shall be followed in appointing persons to serve unexpired terms.

(See DCM Website for a list of current CRAC members (and vacancies), contact information, appointing authority, and appointment dates).

Responsibilities Of A CRAC Member

THE STATUTE (113A-105)

"The Advisory Council shall assist the Secretary of Environment and Natural Resources and Secretary of Administration in an advisory capacity:

- (1) On matters which may be submitted to it by either of them or by the Commission, including technical questions relating to the development of rules, and
- (2) On such other matters arising under this Article as the Council considers appropriate."

COUNTY MEMBERS

The members of the CRAC who are appointed to represent coastal counties serve at the pleasure of the appointing county and have the following responsibilities:

1. Meet with the appointing body to understand issues and concerns as related to CRAC and CRC activities and plans. Agree on the method by which information will be exchanged with the appointing body and the frequency of information exchange.
2. Attend CRAC and CRC meetings, or, arrange for a formally designated alternate to attend.
3. Actively participate in assigned CRC and CRAC committees.
4. Take the initiative to become educated about issues before the CRAC and CRC by reading meeting materials, listening to CRC and CRAC discussions, and interacting with fellow members and DCM staff.

5. Review CRC policies and proposals to determine how these may affect the appointing county.
6. Report CRAC and CRC issues to the appointing county and determine the county's response as appropriate.
7. Share appointing county's responses to CRAC and CRC issues during appropriate CRAC and CRC discussion sessions or comment periods.
8. Provide relevant information to the CRAC and CRC on issues affecting the appointing body.
9. Vote (and make proposals or motions) on issues before the CRAC or CRC Standing Committees as appropriate.
10. Maintain ongoing liaison between the appointing body and the CRAC and CRC.
11. Provide input for presentations, action items, local issues forums, and field trips of the CRC and CRAC.
12. Inform citizens of CRC and CRAC actions as opportunities arise. Provide referrals to appropriate state staff as requested.

CITY MEMBERS

The CRC appoints up to eight (8) members to represent coastal cities. These members have the following responsibilities:

1. Attend CRAC and CRC meetings.
2. Actively participate in assigned CRAC and CRC committees.
3. Take the initiative to become educated about issues before the CRAC and CRC by reading meeting materials, listening to CRC and CRAC discussions, and interacting with fellow members and DCM staff.
4. Review CRC policies and proposals to determine possible effects on coastal cities.
5. Network with city officials to help formulate city positions on current issues or proposed changes and communicate these positions during appropriate CRC or CRAC discussion sessions or comment periods.
6. Vote (and make proposals or motions) on issues before the CRAC or CRC Standing Committees to reflect the position of coastal cities.

7. Ensure that coastal cities are provided information on issues of importance including:
 - Proposed changes in rules that affect coastal cities
 - Actions of the CRC
 - Appointment opportunities
 - Land use planning guidanceCommunication tools could include the CAMAgram, email, and Council of Government (COG) newsletters.
8. Report innovative and/or outstanding activities of coastal cities involving planning, water quality improvement or protection, development, tourism, etc. that would be of interest to other CRAC or CRC members. Opportunities for providing this information include the CRC local issues forum, field trips in conjunction with CRC and CRAC meetings, and information items on CRC and CRAC agendas.

PLANNING DISTRICT (COUNCIL OF GOVERNMENT) MEMBERS

The CRAC includes a position from each of the 4 coastal planning districts. These members have the following responsibilities:

1. Attend CRAC and CRC meetings, or arrange for a formally designated substitute to attend.
2. Actively participate in assigned CRAC and CRC committees.
3. Take the initiative to become educated about issues before the CRAC and CRC by reading meeting materials, listening to CRC and CRAC discussions, and interacting with fellow members and DCM staff.
4. Review CRC's policies and proposals to determine how these may affect planning district programs and policies.
5. Provide technical expertise on issues.
6. Communicate with local governments about actions before the CRC through the following mechanisms: newsletter write-ups, press releases (as appropriate), distribution of CRC summary reports or topical memos, discussion at regularly scheduled or called meetings with local government officials or managers, and discussion at area planners meetings.
7. Report Planning District positions on issues to the CRC and CRAC.
8. Vote (and make proposals or motions) on issues before the CRAC or CRC Standing Committees as appropriate.

9. Report points of interest/information about activities under way within the Planning District that could be relevant to other CRAC members.
10. Provide input for presentations, action items, local issues forums, and field trips of the CRAC and CRC.
11. Write and administer CAMA-related planning grants.
12. Write and administer CAMA plan amendments.

STATE AGENCY MEMBERS

Members of the CRAC, who are appointed to represent state agencies, serve at the pleasure of the appointing agency and have the following responsibilities:

1. Attend CRAC and CRC meetings. Or, arrange for a formally designated substitute to attend.
2. Actively participate in assigned CRC and CRAC committees.
3. Take the initiative to become educated about issues before the CRAC and CRC by reading meeting materials, listening to CRC and CRAC discussions, and interacting with fellow members and DCM staff.
4. Review CRC policies and proposals to determine how these may affect the appointing agency's programs and policies.
5. Provide technical expertise on issues related to the appointing agency.
6. Communicate CRC and CRAC issues to the appropriate policy makers and individuals within the appointing agency and determine responses, as appropriate.
7. Vote (and make proposals or motions) on issues before the CRAC or CRC Standing Committees, as appropriate.
8. Provide input for presentations, action items, local issues forums, and field trips of the CRC and CRAC.
9. Provide continuity to the CRAC and CRC by providing knowledge of past and/or current rulemaking by the CRC, or the appointing agency as it relates to the CRAC or CRC.

10. Be available for discussions with those who may have business that relates to CRC or CRAC matters and/or the appointing agency.

TECHNICAL/SCIENTIFIC MEMBERS

Several members of the CRAC are appointed based on their scientific or technical expertise and these members have the following responsibilities:

1. Attend CRAC and CRC meetings.
2. Actively participate in assigned CRAC and CRC committees.
3. Take the initiative to become educated about issues before the CRAC and CRC by reading meeting materials, listening to CRC and CRAC discussions, and interacting with fellow members and DCM staff.
4. Provide information, data, and analysis on issues before the CRC or CRAC based on the member's area of expertise.
5. Vote (and make proposals or motions) on issues before the CRAC or CRC Standing Committees as appropriate.
6. Provide input for presentations, action items, local issues forums, and field trips of the CRC and CRAC.
7. Provide continuity to the CRAC and CRC by providing knowledge and technical expertise about past and/or current rulemaking by the CRC.

CRAC MEETINGS AND OPERATING PROCEDURES

(See Bylaws and Meeting Dates on DCM Website)

MEETINGS

The CRAC meets, at a minimum, four (4) times a year, generally in conjunction with regularly scheduled CRC meetings. It may meet at other times with the approval of the chairperson and the DCM Division Director.

ATTENDANCE

Regular attendance is a duty of each member. The chairperson, in consultation with the division and department secretary, is empowered to notify a member and the appropriate appointing body any time a member has missed three (3) consecutive regularly scheduled Council meetings and request that a new appointment be made, unless the attendance requirement is waived by the chairperson due to extraordinary circumstances.

If a member plans to miss a regularly scheduled meeting, he or she should notify the chairperson or DCM staff. County, planning district, and state CRAC members can have a formally designated alternate. When a designated alternate member attends the meeting, the regular CRAC member will not be considered absent.

Each member (or designated alternate) is responsible for signing the attendance form on each day of the meeting.

OFFICERS

The statutory officers of the Council are the chairperson and vice-chairperson. These officers are elected annually, on a calendar year basis.

The chairperson presides over Council meetings, approves meeting agendas, appoints subcommittees and chairpersons as necessary to carry out the council's business, assigns mentors to each newly appointed member, presents CRAC views to the CRC as appropriate, and provides necessary liaison with the CRC Chairperson and Executive Secretary. The chairperson will also review and take the necessary actions to make appropriate revisions to this Guidebook at the beginning of his or her term.

The vice-chairperson presides over Council meetings in the absence of the chairperson and assumes the duties of the chairperson if the chairperson is unable to complete his or her term. In this situation, when the vice-chairperson assumes the chair position, a nominating committee will be appointed to seek a new vice-chairperson. The vice-chairperson works with state staff to establish council meeting agendas, subject to the approval of the chairperson. The vice-chairperson provides guidance to CRAC members, as requested, on the Code of Conduct/Potential Conflicts of Interest policy.

Staff to the CRAC is provided by the Division of Coastal Management (DCM).

STANDARD ORDER OF BUSINESS

1. Call to Order/Roll Call of Members
2. Approval of Minutes of Previous Meeting
3. Announcements
4. Approval of Agenda
5. Committee Meetings
6. Committee Reports
7. Old Business
8. New Business
9. Adjournment

Business is conducted in accordance with the current edition of Robert's Rules of Order Newly Revised in all cases where applicable.

COUNCIL AGENDAS

Persons, both members and non-members, desiring to have topics on the agenda for discussion at a regular Council meeting should notify the chairperson, vice-chairperson or division staff at the preceding meeting or at least three (3) weeks prior to the Council meeting date.

An agenda is emailed to CRAC members at least seven (7) days prior to a regularly scheduled meeting. With a majority vote by members present at a duly constituted Council meeting, additional items may be placed on the agenda for that meeting for discussion and/or action.

It is appropriate for resolutions or motions to be discussed, and adopted with a majority vote, when such resolutions or motions are related to an approved agenda item.

COMMITTEES AND TASK FORCES

The chairperson of the Council can appoint standing or special committees as he or she deems necessary. The chairperson designates the chairperson of each committee from among the Council members and serves as an ex-officio member of all committees.

STRATEGIC PLANNING AND SETTING PRIORITIES

Periodically, a strategic planning session will be held in lieu of a regular meeting to review and revise Council priorities.

CRC MEETINGS AND OPERATING PROCEDURES

MEETINGS

The CRC meets, at a minimum, four (4) times a year. The chairperson may call special meetings as necessary, as long as timely notice is given to CRC members.

CRAC members have a duty to attend regularly scheduled CRC meetings. Each member (or designated alternate) is responsible for signing the attendance form for each day of the meeting.

OFFICERS AND STAFFING

A chairperson is designated by the Governor from among the members of the CRC and a vice-chairperson is elected from and by the members of the CRC every two (2) years.

The Secretary of the Department of Environment and Natural Resources appoints the Executive Secretary for the CRC. This has historically been the Director of the Division of Coastal Management (DCM).

STANDARD ORDER OF BUSINESS

1. Call to order by chairperson
2. Ethics statement and members' disclosure of conflicts of interest
3. Roll call of commissioners in attendance
4. Approval of minutes of previous meeting
5. Opening remarks or ceremonies
6. Reports from Executive Secretary and CRAC Chairperson
7. Discussion of matters relating to operation and procedures of the Commission
8. Consideration of appeals, variance petitions, and declaratory rulings
9. Comments from the public
10. Public presentations by special speakers
11. Direction by chairperson to break into working committees, standing or special, to pursue the business of the Commission
12. Public hearings
13. Reports of the chairperson, or his designee, of each committee to the Commission
14. Consideration of old and new business
15. Announcements
16. Adjournment

Business is conducted in accordance with the current edition of Robert's Rules of Order Newly Revised in all cases where applicable.

STANDING COMMITTEES

There are two standing committees of the CRC: the Planning and Special Issues (P&SI) Committee and the Implementation and Standards (I&S) Committee. The chairperson of the CRC appoints all members of these two committees. Each member of the CRAC will be assigned to one of the two committees, in which each member has the responsibility of participating in discussions and voting. The chairperson can appoint other committees, standing or special, as necessary. (*See DCM Website for current Standing Committee membership*)

COMMENTING ON ISSUES BEFORE THE CRC OR BRINGING NEW ISSUES TO THE CRC

1. If appointing authorities have positions on issues being discussed in either of the standing committees, the CRAC member should attend that committee meeting (even if not a member of that committee) for the purpose of making a comment. Alternatively, the CRAC member can provide a written comment to the chairperson of that committee or ask another member of the committee to make the comment.
2. CRAC members should not discuss any contested cases with CRC members. Contested cases include variances, declaratory rulings, permit and civil penalty appeals.

3. For other items on the agenda of the CRC, CRAC members should seek opportunities to talk with individual CRC members (i.e., telephone calls prior to the meeting, mealtime or break discussions, written correspondence). CRAC members can also ask to be recognized for a comment from the floor, but this avenue for comment is not guaranteed. It is the CRC chairperson's prerogative to recognize comments from the floor and, in the interest of time, this may not always happen.
4. For issues that are not under consideration by the CRC, the CRAC member should use the CRAC meeting as a forum (under New Business) to identify and discuss the issue. As appropriate, the CRAC chairperson could call for the issue to be staffed for the purpose of making a recommendation to the CRC. New issues can also be identified for discussion by using the CRAC member comment form (blue form). Alternatively, the CRAC member could make a statement during the CRC public comment period, but this option should only be used if the CRAC member is commenting as a member of the public and not the CRAC.

COMMUNICATING CRC ACTIONS AND DELIBERATIONS

To assist CRAC members in communicating information about CRC actions and deliberations, DCM staff produces the following:

1. Highlights of CRC actions from each meeting, by email and on DCM's website (<http://www.nccoastalmanagement.net>). This product is produced as soon as possible following the CRC meeting.
2. CRC Standing Committee minutes are posted on the web site.
3. Complete CRC meeting minutes, as soon as possible, are posted on the web site.
4. DCM's quarterly publication, the CAMAgram, provides general news about DCM's programs and CRC actions, as well as interesting facts about CRC policies. This publication is available on DCM's website.

REIMBURSEMENT OF EXPENSES

ALLOWABLE TRAVEL EXPENSES

CRAC members (or their formally designated alternates) are eligible for reimbursement of certain travel expenses associated with attending CRAC and CRC meetings. CRAC members and alternates are responsible for signing the attendance lists for each day of service or reimbursement approval may be delayed. Any questions about reimbursements should be directed to Angela Willis at 252-808-2808.

Meals

The maximum allowable rates for meals are: \$7.50 for breakfast, \$9.75 for lunch, and \$16.75 for dinner. Receipts are not required for meal reimbursement.

CRAC members cannot claim meals if they do not depart (day departing for CRAC/CRC meetings) or return (day returning from CRAC/CRC meetings) within the allowable statutory departure/return times.

If you are a state employee:

Breakfast (\$7.50): Allowed if travel starts prior to 6AM or return after 8AM.

Lunch (\$9.75): Allowed if travel starts prior to noon or return is after 2PM.

Dinner (\$16.75): Allowed if travel starts prior to 5PM or return is after 8PM.

If you are NOT a state employee:

Breakfast (\$7.50): Allowed if travel starts prior to 6AM.

Lunch (\$9.75): Allowed if travel starts prior to 12 noon.

Dinner (\$16.75): Allowed if travel starts prior to 5PM.

Hotel

CRAC members are responsible for making their own hotel reservations. Prior to each meeting, CRAC members will be given the name and phone number of the selected hotel, the negotiated room rate, and the date by which reservations must be made.

Overnight lodging will be reimbursed at the actual single room rate up to \$63.75 per night plus tax. Single room rates over \$63.75 per night plus tax require special Departmental approval.

If a room is shared with another CRC, CRAC, or staff member, reimbursement will be one-half the double room rate.

The original receipt from the hotel which shows a zero (\$0) balance must be attached to the claim form. One must check out at the front desk to obtain a receipt with a zero (\$0) balance. If the original receipt cannot be provided, a written and signed explanation must be provided.

Mileage

Mileage is reimbursed at the rate of \$0.25 per mile of travel.

Compensation for Service

CRAC members who are not state employees are compensated at the rate of \$15.00 per diem for each day of service. This does not include days that are spent just in travel status; you must have attended a CRC or CRAC meeting or function on the day that you claim a per diem.

SUBMITTING CLAIMS

Receipts are required for hotels (must show a zero balance), tolls over \$3.00, phone calls over \$5.00 (show number and purpose of call), and parking (any amount). CRAC members must complete Form OCF-3A, Travel Expense Reimbursement Form within 30 days after the travel period for which the reimbursement is being requested. A copy of this form is provided to each CRAC member in the advance materials for each meeting. An example of a completed form is provided at the end of this chapter. Claim forms must be submitted to Angela Willis, Division of Coastal Management, 400 Commerce Avenue, Morehead City, North Carolina, 28557.

Code of Conduct / Potential Conflicts of Interest

CRAC members play an important advisory role in the creation of North Carolina coastal policy and regulations. In fact, the CRAC has been recently referenced by Milton Heath in his text entitled: A Guide for North Carolina State Boards, Commissions, and Councils (Institute of Government, 1999) as an example of an advisory board in North Carolina state government which has been given a very active rule-making role. The “authority” of the CRAC is based on its relationship with the CRC, which has historically been very strong.

The CRC and CRAC together have a responsibility to the people of North Carolina to carry out an effective coastal management program. In carrying out this responsibility, Governor-appointed CRC members are covered by Executive Order 127, the North Carolina Board of Ethics policy. Although CRAC members are selected to represent various appointing bodies, units of government, or disciplines, they have a broader responsibility to engender public trust in the coastal decision-making process.

Therefore, CRAC members should follow two principles in the discussion of issues, policies or rules:

- CRAC members should not “be a judge in their own case.” Members should not vote on matters where they have a significant and unique familial or financial interest.
- CRAC members should avoid situations where their objectivity might be called into question, and thereby taint not only the particular decision at issue, but also the entire process.

In either of these cases, the CRAC member should disclose that he or she might have a conflict of interest, and then describe why. Preferably, the possible conflict should be stated at the beginning of the agenda item discussion.

Since the CRAC is an advisory body, a member has a great deal of latitude to discuss general issues or particular matters before the CRAC even if he or she has disclosed a potential conflict and has decided to withdraw from voting on a particular issue.

Questions or clarifications concerning this policy should be directed to the vice-chairperson of the CRAC.

Division of Coastal Management Staff Responsibilities And Budget

(See DCM Website for Staff Contacts and Job Descriptions)

DIVISION OF COASTAL MANAGEMENT MISSION

Provide leadership and guidance in the protection, conservation, and management of North Carolina's coastal resources, through a comprehensive planning and resource management program.

ORGANIZATION

The Division of Coastal Management currently has 64 staff members, with offices in Raleigh, Elizabeth City, Washington, Morehead City, and Wilmington.

The Raleigh office includes administration, policy analysis, strategic planning, and geographic information systems. The Morehead City office includes the Director's office, Land Use Planning, and public access. CAMA major permits are processed in the Morehead City office, as are applications for federal consistency approval.

District offices house staff responsible for permitting and enforcement and a planner who provides assistance to local governments in developing land use plans and public access sites.

There are three (4) Coastal Reserve offices in Beaufort, Columbia, Kitty Hawk, and Wilmington. Staff in the Beaufort office are responsible for reserve education and managing the Rachel Carson site.

The Kitty Hawk staff manages Kitty Hawk Woods, Currituck Banks, and Buxton Woods. The Emily & Richardson Preyer Buckridge Reserve manager is located in Columbia.

The Wilmington staff oversees reserve coordination in Wilmington as well as management of Permuda, Masonboro and Zeke's Island sites. The newest site, the Emily and Richardson Preyer Buckridge Reserve, is currently being managed out of the Kitty Hawk office.

BUDGET

The Operating Budget (FY 2001-2002) is approximately \$5 million, including a \$3.5 million federal grant from NOAA, a \$1.8 million state appropriation, \$130,000 in receipts, and \$177,000 from other state agencies.

The Division also receives about \$1 million from the Parks and Recreation Trust Fund for public access grants to local governments.

GRANT FUNDS

\$1.4 million in grant funds is distributed annually:

- \$1 million in public waterfront access grants to local governments
- \$161,000 for land use plan implementation measures
- \$212,603 for land use plan updates
- \$30,000 in marina pump-out grants

INFORMATION RESOURCES

1. Web site (www.nccoastalmanagement.net)

The web site provides a wealth of information. The menu includes the following: What We Do, CRC and CRAC, Rules and Permits, Land Use Plans, Current Issues, Coastal Reserve, Wetlands, News Releases, CAMAgram, Access Sites, Links, Storms, and Email DCM.

2. CAMAGRAM

DCM's quarterly online publication, the CAMAgram, provides general news about DCM's programs and CRC actions, as well as interesting facts about CRC policies.