



Established 1771

COUNTY COMMISSIONERS Res. #2009-51  
George Lucier, *Chairman*  
Sally Kost, *Vice Chairman*  
Mike Cross  
Carl Thompson  
Tom Vanderbeck

COUNTY MANAGER  
Charlie Horne

P. O. Box 1809, Pittsboro, NC 27312-1809 • Phone: (919) 542-8200 • Fax: (919) 542-8272

## A RESOLUTION APPROVING THE DIVISION OF DUTIES OF THE FLOODPLAIN ADMINISTRATOR AND THE WATERSHED ADMINISTRATOR

**WHEREAS**, the Chatham County Board of Commissioners has transferred the Watershed Review Board duties from the Planning Board to the Environmental Review Board; and

**WHEREAS**, the Board appointed the County Manager or his designee as the Watershed Administrator; and

**WHEREAS**, the Sustainable Communities Development Department Director has reviewed and recommends Exhibit A, "Division of Duties and Responsibilities between the Planning Director and the Environmental Resources Director as the Chatham County Floodplain Administrator and the Watershed Administrator", dated July 22, 2009; and

**BE IT ORDAINED**, by the Board of Commissioners of Chatham County as follows:

1. The division of duties and responsibilities of the Floodplain Administrator and the Watershed Administrator is implemented as stated in Exhibit A.
2. This resolution shall become effective upon its adoption.

Adopted this 3rd day of August, 2009.

  
George Lucier, Chairman

ATTEST:


  
Sandra B. Sublett, CMC, Clerk to the Board  
Chatham County Board of Commissioners

Exhibit A

July 22, 2009

Staff Recommendations for the  
Division of Duties and Responsibilities between the Planning Director (PD) and the  
Environmental Resources Director (ERD) as the Chatham County Floodplain  
Administrator and the Watershed Administrator

Flood Damage Prevention Ordinance- Floodplain Administrator duties and  
responsibilities

The ERD will generally perform the following listed duties based on professional  
experience, professional engineering licensure (PE) in the State of North Carolina and  
certification as a Certified Floodplain Administrator (CFM):

1. Technical issues related to established base flood elevations and proposed development  
activity such as floodproofing structures, regulatory floodplain and floodway  
encroachments and conditional letters of map changes and revisions (LOMC, LOMA and  
LOMR) issues, hydrologic and hydraulic model reviews and other technical reviews and  
approvals requiring the practice of professional engineering.
2. Variance issues involving technical or engineering reviews and recommendations.

The PD will perform all other non-engineering (day-to-day) review and permitting  
activities not requiring #1 and #2 above.

Watershed Protection Ordinance- Watershed Administrator duties and responsibilities

The ERD will generally perform the following listed duties based on professional  
experience, and certificates of training in wetlands identification and delineation and  
stream and surface water identification for riparian buffer rules.

1. Technical issues requiring a hearing of the Watershed Review Board, unless an appeal  
is from county actions, where the ERD and PB will address it jointly.
2. Address Section 304 issues including but not limited to making and/or reviewing on-  
site riparian buffer determinations for new development and re-development applications.
3. Review and determine non-residential watershed requests as they relate to impervious  
surface calculations and other stormwater related issues.

4. Section 305 where there is uncertainty with respect to the interpretation of a watershed area boundary.
5. Remedies and other recommendations to the Watershed Review Board.

The PD will generally perform the following balance of duties to include but not be limited to:

1. Review and make determinations concerning residential development issues and permit applications.
2. Review and make determinations of land use within the watershed areas.
3. Review and make determinations related to watershed area boundary determinations that are not in question or with uncertainty.