



Agenda
Foxfire Village Council
Work Session Meeting
August 27, 2026 5:30 PM
Village Hall Meeting Room

1. Call to Order
2. Planning & Zoning Board Recommendations - Mick McCue, P&Z Board Chair
 - Dwelling Units and Short Term Rentals
 - Section 4-1 of the General Code
 - Various Sections of the UDO
 - Appendix A - Table of Authorized Uses
3. Continued Discussion Items:
 - a. IT Governance Policy
 - b. Emergency Disaster Plan
 - c. Purchasing Policy
 - d. Street Paving
 - e. Special Events
4. New Discussion:
 - a. Forest Lake Drive ROW Maintenance
5. Public Comment Period - Comments limited to items not listed on this agenda
6. Adjournment
7. ATTACHMENTS
 - Short Term Rentals
 - General Code Chapter 4
 - Amending Various UDO
 - Table of Authorized Uses Attachment A
 - Foxfire Village IT Governance Policy

FOXFIRE VILLAGE PLANNING AND ZONING BOARD
RECOMMENDATION TO AMEND SECTION 21-8-13, USE OF DWELLING UNITS AND
SHORT-TERM RENTALS, ARTICLE VIII OF THE FOXFIRE VILLAGE UNIFIED
DEVELOPMENT ORDINANCE (UDO)

The Foxfire Village Planning and Zoning Board recommends the attached amendment to the subject section of the Foxfire Village UDO.

The Planning and Zoning Board finds that the proposed amendment is consistent with the Village Long Range Plan and Land Use Plan in that the amendment preserves the rural residential nature of the Village by limiting the use of residential properties on smaller lots for commercial lodging activities.

E. M. McCune III
19 August 2026

ORDINANCE #2026-?

AMENDING SECTION 21-8-13, USE OF DWELLING UNITS AND SHORT-TERM RENTALS, ARTICLE VIII OF THE FOXFIRE VILLAGE UNIFIED DEVELOPMENT ORDINANCE

THE FOXFIRE VILLAGE COUNCIL ORDAINS:

SECTION 1.

Article VIII, Section 21-8-13. Use of dwellings units and short-term rentals is deleted and re-written as follows:

Section 21-8-13. Use of Dwelling Units and Short-term Rentals (STR).

Dwelling units may be occupied or held ready for occupancy for residential purposes only. Accessory or other uses of dwelling units (e.g., no-impact home-based businesses ~~home occupations~~) may be permissible under other provisions of this UDO. Dwelling units may be occupied or held ready for occupancy by one family on a long term basis. A dwelling unit is occupied or held ready for occupancy by one family on a long term basis if the dwelling unit is being occupied as a permanent residence by one family, or is offered for sale or rent as a permanent residence for one family, or is being offered for rent or is rented to one family for a minimum period of at least 90 days.

Short-term rental (STR) of dwelling units.

STRs are not permitted within the RS-20, RS-30, and RS-40WS zoning districts. A dwelling unit is occupied or held ready for occupancy on a short-term basis if the dwelling unit is rented or offered for rent or otherwise occupied for 30 days or less. Dwelling units in the RS-20, RS-30, and RS-40 WS districts rented or occupied on a short-term basis no more than a total of 20 days within a calendar year are not considered an STR. Dwelling units in the RM, EU, RE, RA-5, and RF-200 zoning districts are exempt from STR permitting requirements, but are subject to the regulations listed below.

Owners of dwelling units used as STRs in the RS-20, RS-30, and RS-40WS zoning districts during the 365 days prior to the adoption of this ordinance may continue to operate as an STR, and must apply for an annual STR Nonconforming Use permit with the Village Zoning Administrator. Once a property ceases to be used as an STR for a period of 180 consecutive days, the nonconforming use is discontinued and the use of the property must comply with the underlying zoning district.

Owners of dwelling units used as STRs must apply with the Village Zoning Administrator to receive a copy of NCGS Chapter 42A, Vacation Rental Act, and the STR regulations set forth below.

1. No displays of goods, products, services, or other advertising shall be visible from outside the dwelling;
2. No activities other than lodging and related activities are permitted;
3. Off-street parking must be provided all guests;
4. No signs permitted except those authorized by section 21-8-5;

5. Length of stay of guests shall be less than one month;
6. Exterior lighting shall be residential in nature and must comply with the requirements of the UDO;
7. STR owner or operator shall maintain liability insurance on the property which covers the use as an STR;
8. STR shall comply with all current and applicable building codes;
9. STR must be reviewed annually for compliance with the annual zoning permit;
10. Commercial activity is prohibited;
11. On premises events are limited to a maximum of 16 persons including staying guests; and
12. STR occupants shall comply with all Village ordinances, including those regarding noise and unlawful acts.

STRs shall have a designated responsible party who is available 24 hours a day during all time the STR is rented or used on a transient basis. The name, phone number, and email address of the responsible party shall be conspicuously posted within the STR unit. The responsible party must be capable of responding to complaints or issues with the STR within one hour of their receipt.

Dates and instructions for trash and recycling collection shall be posted prominently within the STR. Trash receptacles must be of the size and number authorized by existing refuse contracts. The STR operator shall ensure all receptacles are set out for collection and retrieved on the scheduled collection day per Chapter 14 of the Foxfire Village Code.

Any three (3) violations of these regulations in a consecutive 365 day period will result in a loss of the STR permit.

SECTION 2.

The following definitions are added to Article XVI. Definitions of the UDO.

Short-term Rental (STR): A residential dwelling unit used for rental purposes for periods of less than 30 days, for more than 20 days within a calendar year, per contracted transient lodging event in exchange for financial consideration.

Nonconforming use permit: A permit acknowledging that a property's use was legal prior to a newly adopted zoning ordinance and may continue as long as the use is not discontinued, enlarged, extended, or intensified.

Section 3. All provisions of any Village ordinance in conflict with this ordinance are hereby repealed. In the event that any provisions of this ordinance are found to be unlawful or unenforceable the remaining provisions remain in effect.

Section 4. This ordinance shall become effective upon adoption.

Adopted this _____ day of _____, 2026

Janice Gregorich, Mayor

ORDINANCE #2026-09

AMENDING THE FOXFIRE VILLAGE GENERAL CODE CHAPTER 4- BUSINESSES, Article I- Sec. 4-1 Restrictions in residential areas

THE FOXFIRE VILLAGE COUNCIL ORDAINS:

SECTION 1.

Chapter 4- Businesses, Article I, Sec. 4-1 Restrictions in residential areas is

Amended to read as follows:

Chapter 4, Article I, Sec. 4-1 No-Impact Home-Based Businesses.

Certain no-impact home-based businesses that do not endanger health or safety; that are compatible with the residential use of the property and surrounding residential use; are secondary to the use of the property as a residential dwelling; comply with state and federal law; and meet the following criteria are permitted within the village.

- a. Total number of on-site employees and clients/customers does not exceed the occupancy limit for the residential property;
- b. Does not use more than 30% of the first floor area of the residential dwelling, but may occupy the entirety of a permitted accessory building;
- c. Limited to the sale of lawful goods and services;
- d. Does not generate on-street parking or a substantial increase in traffic in the residential area;
- e. Does not use large noise generating equipment or produce noise levels that exceed those generally accepted in residential areas;
- f. Does not have walk-in trade;
- g. Occurs inside or in the yard of the residential dwelling or permitted accessory building, and is not visible from the street;
- h. Does not store merchandise, equipment, products, supplies, or materials outside of the dwelling or permitted accessory building; and
- i. Signs are regulated by Sec. 21-8-5.

SECTION 2. All provisions of any Village ordinance in conflict with this ordinance are hereby repealed. In the event any provisions of this ordinance are found unlawful or unenforceable the remaining provisions remain in effect.

SECTION 3. This ordinance shall become effective upon adoption.

Adopted this _____ day of _____, 2026

Janice Gregorich
Mayor

ATTEST:

Lisa Kivett, Village Clerk, MMC, NCCMC, CZO

**FOXFIRE VILLAGE PLANNING AND ZONING BOARD
RECOMMENDATION TO AMEND CERTAIN PORTIONS OF THE FOXFIRE VILLAGE
GENERAL CODE AND UNIFIED DEVELOPMENT ORDINANCE**

The Foxfire Village Planning and Zoning Board recommends the attached changes to Section 4-1 of the General Code and to various sections of the Unified Development Ordinance (UDO) and Appendix A of the UDO. See attached draft ordinance amendments.

The Planning and Zoning Board finds that the proposed changes are consistent with The Foxfire Village Long Range Plan and the Land Use Plan in that the proposed changes clarify regulations with respect to accessory buildings in different zoning districts, bring the regulations regarding home-based businesses in compliance with state law, and clarifies and corrects erroneous markings within Appendix A.

E. M. McCon III
19 August 2026

ORDINANCE #2026-_____

Amending Article VIII- Regulation of Particular Uses and Areas Sec. 21-8-1, Sec. 21-8-1.1, and Sec. 21-8-6; Appendix A-Table of Authorized Uses; Article XVI, Sec. 21-16.1 Definitions, of the Foxfire Village Unified Development Ordinance

THE FOXFIRE VILLAGE COUNCIL ORDAINS:

SECTION 1.

Article VIII, Sec. 21-8-1 Accessory Buildings.

The first paragraph is amended to read:

Accessory buildings are permitted within *all zoning districts except the RM zoning district, the districts specified in appendix A* with the approval of a development permit. A development permit will be issued when the accessory building meets the requirements of the district and the following:

Subsection (2) is amended to read:

(2) Accessory buildings shall not be rented. ~~or used for gain.~~

and the following Subsection (14) be added:

(14) Additional accessory buildings to those permitted by sub-section (3) above are permitted within the RA-5, EU, RE, and RF-200 zoning districts. The restrictions as to number and total square footage for accessory buildings set forth in sub-section (3) above do not apply to additional accessory buildings in these zoning districts.

Article VIII, Sec. 21-8-1.1 Additional Accessory Buildings

The first paragraph is amended to read:

Additional accessory building to those permitted by section 21-8-1 are permitted within the EU, RE, RF-200, and RA-5 zoning districts when they meet the following requirements:

Subsection (1) is amended by deleting the following:

- ~~(d) Pool House~~
- ~~(e) Greenhouse~~

Re-lettering the following items: d. through h.

and adding the following:

- i. Other accessory buildings that are subordinate and incidental to the use of equine, small farm, and rural estate properties.

Subsection (3) is amended as follows:

(3) Accessory buildings shall not be rented. ~~or used for gain.~~

Article VIII, Sec. 21-8-6 – Home Occupations

The section is amended to read as follows:

Article VIII, Sec. 21-8-6 – No Impact Home-Based Businesses

No-impact home-based businesses that comply with all the provisions of Section 4-1, Foxfire Village General Code, are permitted.

Appendix A – Table of Authorized Uses

Appendix A is replaced in its entirety. See Attachment A.

Article XVI. Sec. 21-16.1 - Definitions

Be amended by deleting the following definition;

Home Occupation

rewriting the following definitions;

Detached Garage: A freestanding, roofed, and enclosed structure (separate from the main dwelling) designed primarily to shelter or store one or more motor vehicles.

and adding the following definitions:

Barn: A large farm building used for storing grain, hay, or other crops, and often for housing livestock or farm equipment. It can also refer to a very large or bare building in a non-farm context.

Chicken Coop: A small building or enclosure for housing and keeping chickens or other poultry.

Detached Guest Quarters (or guesthouse/guest quarters): A separate, detached small building or living space (near a main house) designed for accommodating guests, providing temporary lodging with its own facilities.

Greenhouse: A structure used for growing or protecting plants under controlled temperature and climate conditions, may have glass or transparent walls and a roof.

No-Impact Home-based Businesses: any business conducted for gain within a residential dwelling or accessory building (working remotely from home is not considered a home-based business).

Pool House: A small freestanding structure located near a swimming pool, typically used for changing clothes, storing pool equipment, providing bathrooms/showers, or offering guest amenities.

Rabbit Hutch: A cage or small enclosure (usually made of wood and wire mesh) for keeping domestic rabbits.

Run-in Shed: A simple, usually three-sided shelter with a roof and open front, designed for animals (especially horses) to enter for protection from weather elements like rain, wind, or sun.

Stable: A building in which domestic animals (especially horses) are sheltered and fed, typically divided into stalls or compartments.

Storage Building: A building or structure primarily used for storing goods, materials, equipment.

Tool Shed: A small outbuilding or shed used for storing tools, often garden or yard tools.

Walk-in Trade: (also called walk-in business or walk-in customers) refers to the portion of a business's revenue or activity that comes from unscheduled customers who spontaneously enter the premises without a prior appointment.

SECTION 2.

All provisions of any Village ordinance in conflict with this ordinance are hereby repealed.

SECTION 3. This ordinance shall become effective upon adoption.

Adopted this _____ day of _____ 2026.

Janice Gregorich
Mayor

ATTEST:

Lisa A. Kivett, MMC, NCCMC, CZO
Village Clerk

PART II - CODE OF ORDINANCES
Chapter 21 - UNIFIED DEVELOPMENT ORDINANCE
APPENDIX A. TABLE OF AUTHORIZED USES

PART II - CODE OF ORDINANCES
Chapter 21 - UNIFIED DEVELOPMENT ORDINANCE
APPENDIX A. TABLE OF AUTHORIZED USES

APPENDIX A. TABLE OF AUTHORIZED USES

Appendix A is intended as a quick reference guide and lists the principal uses allowed by right, with the appropriate permit if required, within each zoning district as well as uses that may be authorized provided certain conditions are met and subject to approval of a special use permit. All uses are subject to the specific standards and regulations within this UDO and discrepancies between Appendix A and specific standards and regulations are governed by the later.

A denotes allowed.

SP denotes allowed with special use permit.

No mark denotes prohibited.

Uses within a Planned Unit Development (PUD) are allowed as negotiated and agreed upon within the development agreement between the Village and the applicant and are not specifically marked.

Uses within the Water Supply Watershed Overlay District (WSO) are additionally subject to the regulations of section 21-6-13.

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APPENDIX A. TABLE OF AUTHORIZED USES

Use Category	Use Type or Description	M U N	V B	R S- 2 0	R S- 3 0	R S- 4 0 W S	R M	R A- 5	R E	R D	R F- 2 0 0	E U	P U D	C Z
Single-Family														
Single-Family Detached	Typical Single-Family Dwelling			A	A	A		A	A			A	A	A
Single-Family Attached (Townhomes)	Each Dwelling Unit on a separate Lot						A							A
Single-Family Manufactured Home	A structure, transportable in one or more sections, as defined in NC G.S. 143-145(7)							S P						S P
Two-Family (Double or Duplex)							A							A
Accessory Dwelling								A	A	A	A	A		A
Accessory Building		A	A	A	A	A		A	A	A	A	A		A
Multi-Family														
Multi-Family	Three or more Dwelling Units						S P							S P
Multi-Family Condominium	Three or more Dwelling Units that are individually owned and common elements						S P							S P
Retirement Housing Services	Offer minimal convenience services													S P

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APPENDIX A. TABLE OF AUTHORIZED USES

[illegible]

PART II - CODE OF ORDINANCES
Chapter 21 - UNIFIED DEVELOPMENT ORDINANCE
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[illegible]

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Beer and Wine Shop		A																	A
Pharmacy or Drug Store	Primarily retail prescription or non-prescription drugs	A																	A
Pet or Pet Supply Store	Retail pets, pet foods, pet supplies	A																	A
Cosmetic and Beauty Supplies and Personal Grooming Products	Primarily retail cosmetics, perfumes, toiletries	A																	A
Optical and Contact Lenses	Retail prescription or non-prescription eyeglasses	A																	A
Farmers Market or Crafts		A																	A
Financial or Banking Services																			
Bank, Credit Union, or Savings Institution	Central Banking Functions	A																	A
Investment Banking, Securities and Brokerages	Securities, underwriting, brokerage, exchange services, managing portfolios	A																	A
Insurance-related Establishment	Insurance, underwriting, selling insurance	A																	A
Food Services																			
Full-service Restaurant	Food served while seated onsite or in combination with take out, may include bar	A														A			A

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APPENDIX A. TABLE OF AUTHORIZED USES

[illegible]

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[illegible]

PART II - CODE OF ORDINANCES
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Facilities Support Services	Provide operating staff for support services within a client's facilities, including janitorial, security, laundry services, etc.		A																A
Employment Agency	Provide employee placement, permanent or temporary help		A																A
Travel Arrangement and Reservation Services	Promote or sell travel, includes convention and visitors bureaus		A																A
Investigation and Security Services	Provide detective, guard or patrol services, pick up and deliver money, sell security systems and remote monitoring services		A																A
Personal Care	Hair, nail, and skin care		A																A
Barber or beauty shop			A																A
Nutrition, Diet and Weight Reduction			A																A
Animal Services	Grooming, not including training or boarding		S P																S P
Special Purpose Recreation																			
Community Center			A																
Parks			A																
Museum			A												A				A

PART II - CODE OF ORDINANCES
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APPENDIX A. TABLE OF AUTHORIZED USES

Miniature or Disc Golf Establishment																		S	P									S	P
Public Golf Course	May include Country Club																	S	P									S	P
Private Golf Course	May include Country Club																	S	P									S	P
Golf Course Resort	May include clubhouse, guest accommodations and or residences that may be individually owned, but fall within the management of the resort																	S	P									S	P
Recreational Sports	May include archery, horseback riding, ballparks and courts, fitness clubs	S	P															S	P									S	P
Fitness and Athletic Clubs	May include gym, tennis, and pool		S	P														S	P									S	P
Community Service and Health																													
Utility/Well Sites		A																											
Fire and Rescue		A	A																										A
Police	Includes combined police and fire department's	A	A																										A
Ambulatory or Outpatient Care Services	Offer health care services directly to patients without providing inpatient services		S	P																								S	P

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Clinic and Health Spas	Include physician offices, dentist, chiropractors, optometrists, licensed massage therapists, and other licensed or certified health care providers	S	P														S	P
Medical or Diagnostic Laboratory	Provide analytic or diagnostic services including medical imaging	S	P														S	P
Child Daycare	Provide care for infants and preschool children, offer pre-kindergarten education programs	S	P														S	P
Agriculture and Forestry																		
Outdoor Crop Production									A	A			A	A			A	
Nursery and Landscaping									A								A	
Greenhouse			A	A	A	A			A	A	A		A	A			A	
Cattle Ranch									A	A							A	
Dairy Cattle									A	A							A	
Domestic Backyard Chickens	The keeping of up to 10 hens (no Roosters) for personal use								A	A			A	A			A	
Sheep and Goats									A	A			A				A	
Fish									A								A	

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Other Livestock Animals								A					A
Bees			A	A	A			A	A		A	A	A
Horses								A	A		A	A	A
Animal Support Functions	Includes horse boarding and animal breeding							A	A		A	A	A
Forestry and Logging								A	A		A	A	A
Fishing, Hunting and Trapping								A					A
Other Uses													
Solar generation facilities, utility scale								S	P				S
								P					P

(Ord. No. 2021-07, § 2, 7-13-2021; Ord. No. 2023-12, § 1, 5-9-2023; Ord. No. 2024-05, § 1, 2-13-2024; Ord. No. 2024-07, §§ 3, 4, 2-13-2024; Ord. No. 2024-18, § 1, 12-10-2024)

Village of Foxfire

IT Governance & Documentation Policy

Policy Number IT-001

Version Number 1.0

Adopted By

Effective Date

Policy Owner Village Council

Last Reviewed

Next Scheduled Review

IT Administrator Daniel Horton – Horton Technical LLC

Village Administrator Lisa Kievtt

1. Purpose

This policy establishes the framework by which the Village of Foxfire ("the Village") manages information technology credentials, assets, documentation, and personnel transitions. Prior to the appointment of the Village's first IT Administrator, no documented IT governance framework existed. This policy creates that foundational framework and governs the operational practices upon which all subsequent Village IT procedures depend.

2. Scope

This policy applies to all Village elected and appointed officials, employees, contractors, and volunteers who use, administer, or have access to Village-owned IT systems, accounts, credentials, hardware, or software. It covers all Village departments and facilities, including Village Administration, Village Water Department, the Police Department (subject to applicable CJIS standards), Village Park, and the Village Pool.

3. Policy Statements

3.1 Credential Management

- **System of Record:** The Village shall maintain a centralized, encrypted credential vault (password manager) as the sole authorized system of record for all shared and administrative IT credentials. Credentials shall not be stored in plaintext documents, spreadsheets, email, physical notes, or personal devices.

- **Migration & Inventory:** All existing shared credentials — including network equipment, NAS/backup systems, email administration, website/CMS, social media, camera/NVR systems, the FMS server, and Police Department infrastructure administered by Village IT — shall be inventoried and migrated into the vault.
- **Rotation:** Any credential previously shared or stored insecurely shall be rotated immediately upon discovery or migration into the vault.
- **Least Privilege:** Access to vaulted credentials shall grant each user or role the minimum access necessary to perform their duties.
- **Emergency Access ("Break-Glass"):** A documented emergency-access procedure shall be maintained to ensure continuity if the Village Administrator is unavailable. The physical or digital token required for this access shall be held securely by the Village Administrator or IT Administrator. Every invocation of emergency access must be logged, justified, and reviewed.
- **Auditing:** Credential vault contents and access logs shall be reviewed at least annually, and immediately following the departure of any staff member with administrative vault access.

3.2 IT Asset Inventory & Lifecycle

- **Living Inventory:** The Village shall maintain a living inventory of all IT hardware, software licenses, and support/warranty terms.
- **Hardware Tracking:** The hardware inventory shall record device type, make/model, serial number, assigned location/user, and acquisition date for all departments, including the Police Department.
- **Software & Compliance:** The software inventory shall record all active licenses, subscriptions, renewal dates, and costs to support compliance and budgeting.
- **Lifecycle & Disposal:** Warranty dates shall be tracked to inform replacement planning. No IT asset shall be disposed of, sold as surplus, or destroyed without the IT Administrator verifying certified data sanitization and updating the inventory log.
- **Audit Cadence:** The inventory shall be physically and digitally audited at least annually to confirm accuracy.

3.3 Documentation Standards

- **Infrastructure Mapping:** The Village shall maintain current-state physical and logical network diagrams, updated upon the completion of any major infrastructure project.
- **Standard Operating Procedures (SOPs):** SOPs shall be documented for recurring IT tasks, including user account lifecycle management, password resets, and backup restoration workflows.
- **Continuity of Access:** All governance documentation, diagrams, SOPs, and inventories shall be stored in a centralized, secure location accessible to the Village Administrator, independent of any individual's personal or local accounts.

3.4 Staff Onboarding & Offboarding

- **Onboarding:** A standardized IT onboarding checklist shall be executed for all new hires, covering account creation, email provisioning, hardware issuance, and mandatory Multi-Factor Authentication (MFA) enrollment.

- **Standard Offboarding:** A standardized offboarding checklist shall be executed for departing staff to ensure the return of hardware and the immediate revocation of system and physical access.
- **Involuntary/Immediate Offboarding:** In the event of an immediate or involuntary termination, the Village Administrator shall notify the IT Administrator if required, and system access shall be revoked concurrently with or prior to the termination action.
- **Notification:** The Village Administrator shall notify the IT Administrator in advance of any hire, departure, or role change if any specific access to systems needs to be revoked.

4. Roles & Responsibilities

Role	Responsibility
IT Administrator	Maintains the credential vault, asset inventory, and governance documentation. Executes onboarding/offboarding technical steps. Has access to "break-glass" emergency access.
Village Administrator	Notifies IT of personnel changes if required to revoke access to systems. Owns the "break-glass" emergency access.
Village Council	Adopts and formally reviews this policy; approves material changes.
All Authorized Users	Comply with credential handling requirements; report suspected security incidents or credential exposures immediately.

5. Enforcement

Failure to comply with this policy — including storing shared credentials outside the approved vault or bypassing onboarding/offboarding procedures — may result in revocation of system access and is subject to the Village's standard personnel or Village Councils disciplinary procedures.

6. Review Cycle

This policy shall be reviewed at least annually by the IT Administrator and revised as needed to reflect changes in Village systems, staffing, or applicable local and state legislation. Material revisions shall be presented to the Village Council for re-adoption.

7. Related Policies & Frameworks

This policy serves as the foundation for the following policy suites, to be developed and integrated sequentially:

- Acceptable Use & Cybersecurity Policy Suite
- Data Management, Retention, & Public Records Policy Suite
- Lifecycle, Asset Management, & Procurement Policy Suite
- Physical & Media Security Policy Suite

8. Definitions

Credential Vault: An encrypted, access-controlled password management platform used to store and share login credentials for shared/administrative accounts.

Break-Glass Procedure: A documented, auditable process for obtaining emergency access to credentials or systems outside of normal access channels.

Example: When to "Break the Glass"

- Imagine a locked emergency box containing master administrative override keys. Under normal circumstances, access requests follow standard approval channels. However, if a high-risk situation arises—such as a critical staff member being abruptly terminated or resigning—and the Village Administrator (who holds primary approval authority) is traveling and completely unreachable, waiting for normal authorization could leave sensitive municipal systems and data exposed to unauthorized access or retaliation.
- In this time-sensitive situation, the Village IT Administrator can "break the glass" to obtain emergency administrative credentials. This allows them to immediately revoke the departing employee's account access, disable active sessions, and secure the network. Once the procedure is activated, the system automatically logs who accessed the emergency credentials, exact timestamps, and every action taken—ensuring full accountability once the Village Administrator returns.

Least Privilege: The security principle of granting users the minimum level of access required to perform their job functions.

Adoption

Adopted by the Village of Foxfire Village Council on _____.

Signature: _____

Title: _____