



TOWN OF NAGS HEAD

AGENDA

TOWN OF NAGS HEAD BOARD OF COMMISSIONERS
NAGS HEAD MUNICIPAL COMPLEX - BOARD ROOM
WEDNESDAY, OCTOBER 7, 2020, 9:00 A.M.

(PLEASE NOTE: In accordance with State and County Regulations - Face Coverings must be worn in indoor and outdoor public spaces where social distancing cannot be maintained)

A. CALL TO ORDER / MOMENT OF SILENCE / PLEDGE OF ALLEGIANCE

B. ADOPTION OF AGENDA

C. RECOGNITION

1. RECOGNITION

NEW EMPLOYEE - Public Safety - Police Officer Grady Edwards - March 16, 2020
NEW EMPLOYEE - Admin Services - Human Resources Manager Stacey Reichler - October 5, 2020

FIVE YEARS - Public Safety - Police Officer Benjamin Jadoff - September 4, 2015

FIFTEEN YEARS - Public Safety - Fire Captain Philip Wolfe - September 19, 2005

FIFTEEN YEARS - Public Safety - Fire Captain Wayne Kidd - September 19, 2005

FIFTEEN YEARS - Public Safety - Fire Captain Christopher Day - September 19, 2005

FIFTEEN YEARS - Public Safety - Police Sergeant Steven Anderson - September 26, 2005

LIFESAVING RECOGNITION - Recognition of Ocean Rescue Captain Chad Motz

PROCLAMATION - Declaration of October 2020 as Community Planning Month

PROCLAMATION - Declaration of October 4-10, 2020 as Fire Prevention Week

Documents:

[10 C RECOGNITION SUMMARY.PDF](#)

[10 C PLANNING MONTH PROC.PDF](#)

[10 C FIRE PREV WEEK PROC.PDF](#)

D. PUBLIC COMMENT

E. CONSENT AGENDA

1. Consideration Of Budget Adjustment #4 To FY 20/21 Budget

Documents:

10 E1 BUDGET ADJ TO FY 20-21 SUMMARY.PDF
10 E1 BUD ADJ WORKSHEETS.PDF

2. Consideration Of Tax Adjustment Report

Documents:

10 E2 TAX ADJUST REPORT SUMMARY.PDF
10 E2 TAX ADJ REPORT MSD.PDF
10 E2 TAX ADJ REPORT TOWN-WIDE.PDF

3. Ratification Of Resolution In Support Of J-1 And H-2B Visa Exchange Visitor Programs

Documents:

10 E4 RATIFY INTNL VISA PGMS RES SUMMARY.PDF
10 E4 RATIFY INTNL VISA PGMS RES.PDF

F. REPORTS AND RECOMMENDATIONS FROM THE PLANNING BOARD AND THE PLANNING AND DEVELOPMENT DIRECTOR

1. Update From Planning Director

Documents:

10 F1 PD DIRECTOR REPORT SUMMARY.PDF
10 F1 PD DIRECTOR REPORT.PDF

2. Site Plan Review Of Islington Street Beach Access

Documents:

10 F2 ISLINGTON BEACH ACCESS SUMMARY.PDF
10 F2 ISLINGTON BEACH ACCESS MEMO.PDF
10 F2 ISLINGTON APPLICATION AND PLAN SET.PDF

G. OLD BUSINESS TABLED FROM PREVIOUS MEETINGS

1. From Jul 1st Board Meeting - Discussion Of Further Amendments To The Camping Provisions In The Town Code

Documents:

10 G1 CAMPING AMENDMENTS DISC SUMMARY.PDF
10 G1 CAMPING AMENDMENTS MEMO.PDF
10 G1 CAMPING AMENDMENTS ORD.PDF

2. From Sep 2nd Board Meeting - Response To Those Who Spoke During Public Comment Re: Dowdy Park Farmer's Market Part-Time Position

Documents:

10 G2 DOWDY PARK EVENT COORD SUMMARY.PDF
10 G2 DOWDY PARK EMAILS.PDF

H. NEW BUSINESS

1. Committee Reports

Documents:

[10 H1 COMMITTEE REPORTS SUMMARY.PDF](#)

2. Consideration Of Appointment/Reappointment To Personnel Grievance Panel

Documents:

[10 H2 APPOINTMENT SUMMARY.PDF](#)
[10 H2 APPOINTMENT CURRENT PGP CHART.PDF](#)

3. Annual Beach Monitoring Survey Report - Presented By Moffat & Nichol

Documents:

[10 H4 ANNUAL BEACH MONITOR SURVEY RPT SUMMARY.PDF](#)
[10 H4 ANNUAL BEACH MONITOR SURVEY RPT PRESENTATION.PDF](#)

I. ITEMS REFERRED TO AND PRESENTATIONS FROM TOWN ATTORNEY

1. Request For Closed Session

pursuant to NCGS 143-318.11(a)(3) and (6) in order to confer with the Town Attorney regarding a matter within the attorney/client privilege and to preserve that privilege and to discuss a confidential personnel matter in accordance with North Carolina General Statute 160A-168

Documents:

[10 I1 TOWN ATT RCS SUMMARY.PDF](#)

J. ITEMS REFERRED TO AND PRESENTATIONS FROM TOWN MANAGER

1. Update On Waste Reduction Task Force

Documents:

[10 J1 TN MGR UPDATE SUMMARY.PDF](#)

K. BOARD OF COMMISSIONERS AGENDA

1. Comr. Renée Cahoon – Discussion Of Commercial Lighting

Documents:

[10 K1 RENEE COMM LIGHTING SUMMARY.PDF](#)

L. MAYOR'S AGENDA

1. Future Town Envision

Documents:

[10 L1 MAYOR ENVISION THE TOWN SUMMARY.PDF](#)

M. OTHER BUSINESS

N. ADJOURNMENT

O. FULL AGENDA In .PDF Format With Bookmarks

**5401 S. Croatan Hwy, Nags Head, NC 27959
252-441-5508**



Agenda Item Summary Sheet

Item No: C
Meeting Date: October 7, 2020

Item Title: Recognition

Item Summary:

Recognition at the October 7th Board meeting includes the following:

NEW EMPLOYEE - Public Safety - Police Officer Grady Edwards - March 16, 2020

NEW EMPLOYEE – Admin Services – Human Resources Manager Stacey Reichler – October 5, 2020

FIVE YEARS - Public Safety - Police Officer Benjamin Jadoff - September 4, 2015

FIFTEEN YEARS - Public Safety - Fire Captain Philip Wolfe - September 19, 2005

FIFTEEN YEARS - Public Safety - Fire Captain Wayne Kidd - September 19, 2005

FIFTEEN YEARS - Public Safety - Fire Captain Christopher Day - September 19, 2005

FIFTEEN YEARS - Public Safety - Police Sergeant Steven Anderson - September 26, 2005

LIFESAVING RECOGNITION - Recognition of Ocean Rescue Supervisor Chad Motz

PROCLAMATION - Declaration of October 2020 as Community Planning Month (please see attached)

PROCLAMATION - Declaration of October 4-10, 2020 as Fire Prevention Week (please see attached)

Number of Attachments: 2

Specific Action Requested:

Provided for Board recognition.

Submitted By: Administration

Date: September 30, 2020

Finance Officer Comment:

No unbudgeted fiscal impact.

Signature: Amy Miller

Date: September 30, 2020

Town Attorney Comment:

N/A

Signature: John Leidy

Date: September 30, 2020

Town Manager Comment and/or Recommendation:

N/A

Signature: Greg Sparks

Date: September 30, 2020



**Town of Nags Head
October 2020 Community Planning Month Proclamation**

WHEREAS, change is constant and affects all cities, towns, suburbs, counties, boroughs, townships, rural areas, and other places; and

WHEREAS, community planning and planners can help manage this change in a way that provides better choices for how people work, live, and play live; and

WHEREAS, community planning provides an opportunity for all residents to be equally involved in making choices that determine the shared-vision of their neighborhoods; and

WHEREAS, the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and

WHEREAS, the month of October is designated as National Community Planning Month throughout the United States of America and its territories; and

WHEREAS, the American Planning Association and its professional institute, the American Institute of Certified Planners, endorse National Community Planning Month as an opportunity to highlight the contributions sound planning and plan implementation make to the quality of our neighborhoods and environment; and

WHEREAS, the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of the members of the Planning Board and other citizen planners who have contributed their time and expertise to the improvement of the Town of Nags Head; and

WHEREAS, we recognize the many valuable contributions made by the professional community planners of the Town of Nags Head and extend our heartfelt thanks for the continued commitment to public service by these professionals.

NOW, THEREFORE, BE IT RESOLVED that the month of October 2020 is hereby designated as Community Planning Month in the Town of Nags Head in conjunction with the celebration of National Community Planning Month.

Adopted at the Town of Nags Head, North Carolina this 7th day of October 2020.

Benjamin Cahoon, Mayor
Town of Nags Head

ATTEST:

Carolyn F. Morris, Town Clerk



**Town of Nags Head
October 2020 Fire Prevention Week Proclamation**

WHEREAS, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

WHEREAS, all Town of Nags Head residents should identify places in their home where fires can start and eliminate those hazards; and

WHEREAS, working smoke alarms cut the risk of dying in reported home fires in half; and

WHEREAS, all Town of Nags Head residents should install smoke alarms in every sleeping room, outside each separate sleeping area, and on every level of the home; and

WHEREAS, Town of Nags Head residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

WHEREAS, all Town of Nags Head residents should listen for the sound of the smoke alarm and when it sounds respond by going outside immediately to the designated meeting place; and

WHEREAS, the Town of Nags Head first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

WHEREAS, the 2020 Fire Prevention Week theme, "Serve Up Fire Safety in the Kitchen!" effectively serves to remind us to stay alert and use caution when cooking to reduce the risk of kitchen fires.

NOW, THEREFORE BE IT RESOLVED that October 4 - 10, 2020 is hereby designated as Fire Prevention Week throughout this town and all the people in the town are urged to be aware of their surroundings, look for available ways out in the event of a fire or other emergency, respond when the smoke alarm sounds by exiting the building immediately, and to support the many public safety activities and efforts of the Town of Nags Head fire and emergency services during Fire Prevention Week 2020.

All town residents and visitors are invited to attend the annual Nags Head Fire Department drive-through open house, held at the Douglas A. Remaley Fire Station 16 on Thursday, October 8, 2020 from 4:00 PM to 7:00 PM.

Adopted at the Town of Nags Head, North Carolina this 7th day of October 2020.

Benjamin Cahoon, Mayor
Town of Nags Head

ATTEST:

Carolyn F. Morris, Town Clerk



Agenda Item Summary Sheet

Item No: **E-1**
Meeting Date: **October 7, 2020**

Item Title: Consideration of Budget Adjustment #4 to FY 20/21 Budget

Item Summary:

Attached please find Budget Adjustment #4 to the FY 20/21 Budget which is provided for Board review and approval at the October 7th Board of Commissioners meeting – and is in accordance with the FY 20/21 Budget Ordinance, adopted at the June 17, 2020 meeting. The worksheets associated with Budget Adjustment #4 are attached.

Number of Attachments: 1

Specific Action Requested:

Request Board approval of attached Budget Amendment #4.

Submitted By: Administrative Services

Date: September 30, 2020

Finance Officer Comment:

Request Board approval of attached Budget Amendment #4.

Signature: Amy Miller

Date: September 30, 2020

Town Attorney Comment:

N/A

Signature: John Leidy

Date: September 30, 2020

Town Manager Comment and/or Recommendation:

I concur with staff's request.

Signature: Greg Sparks

Date: September 30, 2020

**BUDGET AMENDMENT REQUEST
FY 2020-2021**

**BUDGET AMENDMENT NO. 4
AMENDMENT 4.1
USE OF FUNDS**

SOURCE OF FUNDS

CODE	ACCOUNT	AMOUNT	CODE	ACCOUNT	AMOUNT
10-499000	General Fund Revenues Appropriated Fund Balance	1,188,722.04	410-544500	General Fund Governing Body Contracted Services	10,000.00
				Town Manager	
			420-544000	Professional Fees	7,916.00
			420-544500	Contracted Services	440.00
			420-577300	Capital Outlay Other	652.00
				Admin Services	
			440-544000	Professional Fees	4,000.00
			440-577400	Capital Outlay Equipment	14,811.07
				IT	
			441-532001	Computer Training	2,602.00
			441-543400	Other Supplies	500.00
				Planning	
			490-577300	Capital Outlay Other	3,763.02
			490-577400	Capital Outlay Equipment	7,584.00
			490-577500	Capital Outlay Vehicles	784.57
			490-577407	Capital Outlay Infrastructure	648,815.08
				Facilities Maintenance	
			530-543400	Other Supplies	3,066.78
			530-543500	Maint/Repair Buildings	17,450.00
			530-543800	Maint/Repair Other	25,040.00
			530-577300	Capital Outlay Other	78,071.00
				Sanitation	
			580-577500	Capital Outlay Vehicles	309,328.00
				Police	
			610-543300	Supplies	1,496.00
				Stormwater	
			625-577407	Capital Outlay Infrastructure	47,822.52
				Fire	
			730-532002	Safety Training	2,134.00
			730-544500	Contracted Services	1,270.00
				Ocean Rescue	
			792-543600	Maint/Repair Equipment	1,176.00
TOTAL CHARGES		\$ 1,188,722.04	TOTAL CREDITS		\$ 1,188,722.04

JUSTIFICATION

Encumbrance carryovers
General Fund

ADMINISTRATIVE SERVICES 9/29/2020
RECOMMENDED BY _____ DATE

APPROVED BY BOC: _____ DATE

POSTED TO GENERAL LEDGER:

INITIALS _____

**BUDGET AMENDMENT REQUEST
FY 2020-2021**

**BUDGET AMENDMENT NO. 4
AMENDMENT 4.2
USE OF FUNDS**

SOURCE OF FUNDS

CODE	ACCOUNT	AMOUNT		CODE	ACCOUNT	AMOUNT
10-499100	Water Fund Revenues Appropriated Retained Earnings	175,000.00		725-577300 725-577400	Water Fund Septic Health Capital Outlay Other Capital Outlay Equipment	150,000.00 25,000.00
TOTAL CHARGES		\$ 175,000.00		TOTAL CREDITS		\$ 175,000.00

JUSTIFICATION

Encumbrance carryovers
Water Fund

ADMINISTRATIVE SERVICES _____ 9/29/2020
RECOMMENDED BY _____ DATE

APPROVED BY BOC: _____ DATE

POSTED TO GENERAL LEDGER:

INITIALS

**BUDGET AMENDMENT REQUEST
FY 2020-2021**

**BUDGET AMENDMENT NO. 4
AMENDMENT 4.3
USE OF FUNDS**

SOURCE OF FUNDS

CODE	ACCOUNT	AMOUNT		CODE	ACCOUNT	AMOUNT
730-577400	General Fund Expenditure Fire Capital Outlay Equipment	47,576.00		10-430201	General Fund Revenues FEMA Fire Grant	47,576.00
TOTAL CHARGES		\$ 47,576.00		TOTAL CREDITS		\$ 47,576.00

JUSTIFICATION

Quote for SCBA units came in less than estimate/under grant amount approved

ADMINISTRATIVE SERVICES 9/29/2020
RECOMMENDED BY _____ DATE

APPROVED BY BOC: _____ DATE

POSTED TO GENERAL LEDGER:

INITIALS _____

**BUDGET AMENDMENT REQUEST
FY 2020-2021**

**BUDGET AMENDMENT NO. 4
AMENDMENT 4.4
USE OF FUNDS**

SOURCE OF FUNDS

CODE	ACCOUNT	AMOUNT		CODE	ACCOUNT	AMOUNT
	General Fund				General Fund	
	Expenditure Town Manager				Expenditure Admin Services	
420-510200	Salaries	65,000.00		440-510200	Salaries	65,000.00
420-520600	FICA tax	4,972.00		440-520600	FICA tax	4,972.00
420-520700	Group health insurance	12,000.00		440-520700	Group health insurance	12,000.00
420-520800	Retirement	6,636.00		440-520800	Retirement	6,636.00
420-521000	401k	1,300.00		440-521000	401k	1,300.00
TOTAL CHARGES		\$ 89,908.00		TOTAL CREDITS		\$ 89,908.00

JUSTIFICATION

Human Resources Manager position was moved under Administrative Services

ADMINISTRATIVE SERVICES 9/29/2020
RECOMMENDED BY _____ DATE

APPROVED BY BOC: _____ DATE

POSTED TO GENERAL LEDGER:

INITIALS _____



Agenda Item Summary Sheet

Item No: **E-2**
Meeting Date: **October 7, 2020**

Item Title: Consideration of Tax Adjustment Report

Item Summary:

Attached please find the list of adjustments to the 2020 Tax Levy (per information received from Dare County) for the monthly Property and MSD valuations.

These reports are submitted for your approval at the October 7th Board of Commissioners meeting.

Number of Attachments: 2

Specific Action Requested:

Tax reports provided for Board review and approval.

Submitted By: Linda Bittner, Tax Collector

Date: September 30, 2020

Finance Officer Comment:

No unbudgeted fiscal impact.

Signature: Amy Miller

Date: September 30, 2020

Town Attorney Comment:

N/A

Signature: John Leidy

Date: September 30, 2020

Town Manager Comment and/or Recommendation:

I concur with staff.

Signature: Greg Sparks

Date: September 30, 2020

Town of Nags Head, North Carolina
ANALYSIS OF CURRENT 2019 MSD TAX LEVY
2020 Tax Levy As of September 28, 2020 for the October 7, 2020 BOC Mtg

	BEACH NOURISHMENT DISTRICT			MSD Excluding Registered Motor Vehicles	Registered Motor Vehicles
	MSD Valuation	Rate	Total Levy		
Original MSD Levy:					
MSD Beach Nourishment at current year's rate	1,043,698,667	0.00143	1,492,489.68	1,492,489.68	
Registered Motor Vehicles at current year's rate	92,352	0.00143	91.97		91.97
Registered Motor Vehicles at 2019 year's rate	413,691	0.00175	723.96		723.96
Registered Motor Vehicles at 2018 year's rate	0	0.00175	0.00		0.00
Penalties			0.00	0.00	
Total	1,044,204,710		1,493,305.61	1,492,489.68	815.93
Discoveries & Adjustments:					
Current year discoveries & adjustments	0.00		0.00	0.00	
Town wide beach nourishment			0.00	0.00	
Penalty Discoveries			0.00	0.00	
Total			0.00	0.00	
Releases & Adjustments:					
Current year releases & adjustments	0.00		0.00	0.00	
Town wide beach nourishment			0.00	0.00	
Penalty Releases			0.00	0.00	
Total			0.00	0.00	
Write-offs or Adjustments:			0.00	0.00	
Total MSD Valuation	1,044,204,710				
Net levy		1,493,305.61		1,492,489.68	815.93
TOTAL UNCOLLECTED MSD AS OF 09/28/20:		(905,933.31)		(905,933.31)	0.00
CURRENT YEAR MSD COLLECTED:		587,372.30		586,556.37	815.93
CURRENT MSD COLLECTION PERCENTAGE:		39.334%		39.301%	100.000%

Town of Nags Head, North Carolina
ANALYSIS OF CURRENT 2019 TAX LEVY
2020 Tax Levy As of September 28, 2020 for the October 7, 2020 BOC Mtg

	Town-Wide Tax			Total Levy	
	Property Valuation	Rate	Total Levy	Property Excluding Registered Motor Vehicles	Registered Motor Vehicles
Original levy:					
Property taxed at current year's rate	3,023,074,681	0.00265	8,011,156.45	8,011,156.45	
Registered Motor Vehicles at current year's rate	2,714,603	0.00265	6,597.03		6,597.03
Registered Motor Vehicles at 2019 year's rate	6,856,536	0.00317	21,735.22		21,735.22
Registered Motor Vehicles at 2018 year's rate	10,391	0.00307	31.90		31.90
Registered Motor Vehicles at 2017 year's rate	0	0.00297	0.00		0.00
Penalties			3,110.31	3,110.31	
Total	3,032,656,211		8,042,630.91	8,014,266.76	28,364.15
Discoveries & Adjustments:					
Current year discoveries & adjustments tax	170,200.00		412.74	412.74	
Town wide beach nourishment tax			38.30	38.30	
Corporate Utilities discoveries & tax	0.00		0.00	0.00	
Corporate Utilities beach nourishment tax			0.00	0.00	
Penalty Discoveries			0.00	0.00	
Total	170,200		451.04	451.04	
Releases & Adjustments:					
Current year releases & adjustments	(749,600.00)		(1,817.78)	(1,817.78)	
Town wide beach nourishment			(168.66)	(168.66)	
Penalty Releases			0.00	0.00	
Total	(749,600)		(1,986.44)	(1,986.44)	
Write-offs or Adjustments:			0.00	0.00	
Total Property Valuation	3,032,076,811				
Net levy		8,041,095.51		8,012,731.36	28,364.15
Uncollected Taxes & Penalties		(4,606,225.70)		(4,606,225.70)	0.00
Uncollected Town Wide Beach Nourishment		(427,169.41)		(427,169.41)	0.00
TOTAL UNCOLLECTED TAXES AS OF 09/28/20:		(5,033,395.11)		(5,033,395.11)	0.00
CURRENT YEAR TAXES COLLECTED:		3,007,700.40		2,979,336.25	28,364.15
CURRENT LEVY COLLECTION PERCENTAGE:		37.404%		37.183%	100.000%



Agenda Item Summary Sheet

Item No: **E-4**
Meeting Date: **October 7, 2020**

Item Title: Ratification of Resolution in support of J-1 and H-2B Visa Exchange Visitor Programs

Item Summary:

A resolution in support of the J-1 Visa Exchange Visitor Program was unanimously adopted by the Board of Commissioners at their September 2nd meeting. After that time it was modified to include the H-2B Visa Exchange Visitor Programs.

The attached resolution, indicating the Board's support and endorsement of the State Department's Summer Work Travel Program for both the J-1 and H-2B Visa Exchange Visitor Programs, is provided for adoption/ratification at the October 7th Board of Commissioners meeting.

The resolution was forwarded to the White House and federal Congressional delegates as well as to local government officials for consideration.

Number of Attachments: 1

Specific Action Requested:

Provided for Board adoption.

Submitted By: Administration Date: September 30, 2020

Finance Officer Comment:

Insufficient information to determine fiscal impact.

Signature: Amy Miller Date: September 30, 2020

Town Attorney Comment:

N/A

Signature: John Leidy Date: September 30, 2020

Town Manager Comment and/or Recommendation:

N/A

Signature: Greg Sparks Date: September 30, 2020



Resolution in Support of the J-1 and H-2B Visa Exchange Visitor Programs

WHEREAS the Town of Nags Head, its residents, local businesses, and tourists depend on and value the students who participate in the J-1 and H-2B Visa Exchange Visitor Programs - Summer Work Travel Programs to meet the demands of visiting tourists during the summer season; and

WHEREAS the Presidential Proclamation issued on June 22, 2020, suspended the Summer Work Travel Programs through December 31, 2020, with the possibility of extension; and

WHEREAS during the 2019 season there were approximately 400 Summer Work Travel participants employed within the Town of Nags Head, while during the 2020 season no more than 40 were employed within the Town; and

WHEREAS due to the suspension and loss of Summer Work Travel Program participants, Summer Work Travel Host Employers have needed to reduce services and operating hours, close off portions of their facilities, and turn away customers; and

WHEREAS Town of Nags Head Ocean Rescue, which has relied on Summer Work Travel Program participants in seasons' past, has also been impacted, having approximately 20 fewer lifeguards, resulting in the reduction of lifeguard stands from 15 to 10 and negatively impacting this critical service; and

WHEREAS a recent survey of Summer Work Travel Host Employers found the average employer laid off or furloughed 13 employees each, and lost on average \$250,000 in revenues, because of the loss of Summer Work Travel participants; and

WHEREAS the Town of Nags Head is committed to ensuring American employees are protected during these difficult economic times, but that not nearly enough Americans are applying for the seasonal jobs offered in Nags Head, and certainly not enough to replace the lost Summer Work Travel Program participants; and

WHEREAS the Presidential Proclamation 10014 of June 22, 2020, as amended by the Presidential Proclamation of 22 June 2020 has a specific provision for periodically reviewing the suspension of programs like the Summer Work Travel program from the Proclamation's suspension, such as the 30 and 60 day reviews directed by the modifications to Section 4 of the Presidential Proclamation 10014; and

WHEREAS Section 3(b)(iv) the Presidential Proclamation of June 22, 2020 provides that the Secretaries of State and/or the Secretary of Homeland Security can determine which groups, like Summer Work Travel, can be exempted from the suspension because their entry would be in the national interest of the United States; and

WHEREAS Section 4(a)(i) of the Presidential Proclamation of June 22, 2020 further directs those Secretaries, along with the Secretary of Labor, to define categories like the Summer Work Travel program to be exempted per the procedures of Section 3(b)(iv) who can facilitate the immediate and continued economic recovery of the United States can determine which groups, like Summer Work Travel, can be exempted from the suspension because their entry would be in the national interest of the United States; and

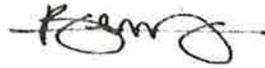
NOW, THEREFORE, BE IT RESOLVED that the Town of Nags Head determines the immediate resumption of the Summer Work Travel Program is necessary to the immediate and continuing economic recovery of businesses within the Town of Nags Head, wholeheartedly endorses the State Department's Summer Work Travel program, and:

1. Petitions the White House and Trump Administration to issue a National Interest Exemption for Economic Recovery during the next 60-Day Review, concluding on September 22, 2020, as provided by Section 3(b)(iv) and 4(a)(i) of the Presidential Proclamation of June 22, 2020;

2. Asks the federal Congressional delegation for the Town of Nags Head to engage the White House in support of this National Interest Exemption;
3. Directs the Clerk of the Town to send a copy of this Resolution to the President and all federal Congressional Members representing Nags Head;
4. Encourages all Town residents to participate in events and initiatives that will raise the overall awareness of the need for the resumption of the Summer Work Travel Program and to engage their Congressional Representatives asking them to support this program as well; and
5. Supports the Outer Banks International Student Outreach Program (ISOP) and Summer Work Travel Program sponsors as they help our Town resume this program.

Adopted at the Town of Nags Head, North Carolina this 2nd day of September 2020.

As amended to include the H-2B Visa Exchange Visitor Program via Board consensus approval on this 8th day of September 2020.



Benjamin Cahoon, Mayor
Town of Nags Head



ATTEST:



Carolyn F. Morris, Town Clerk



Agenda Item Summary Sheet

Item No: **F-1**
Meeting Date: **October 7, 2020**

Item Title: Update from Planning Director

Item Summary:

Attached please find a monthly update from Planning Director Michael Zehner.

Number of Attachments: 1

Specific Action Requested:

Provided for Board information and update.

Submitted By: Planning and Development

Date: September 29, 2020

Finance Officer Comment:

N/A

Signature: Amy Miller

Date: September 29, 2020

Town Attorney Comment:

N/A

Signature: John Leidy

Date: September 29, 2020

Town Manager Comment and/or Recommendation:

I will participate in the discussion as necessary.

Signature: Greg Sparks 

Date: September 29, 2020



MEMORANDUM

Town of Nags Head

Planning & Development Department

To: Board of Commissioners
Planning Board

From: Michael Zehner, Director of Planning & Development

Date: September 29, 2020

Subject: Planning and Development Director's Report (F-1)

This memo provides an overview of selected Planning and Development Department activities, projects, and initiatives. If requested, Staff will be prepared to discuss any of this information in detail at the Board of Commissioners meeting on October 7, 2020.

Monthly Activity Report

Attached for the Board's review is the *Planning and Development Monthly Report for August 2020*. In addition to permitting, inspections, code enforcement, and Todd D. Krafft Septic Health Initiative activities, Staff was involved in the following meetings or activities of note during the month:

- Wednesday, August 5 - Board of Commissioners Meeting
- Thursday, August 6 - Farmers' Market
- Thursday, August 13 - Farmers' Market
- Tuesday, August 18 - Planning Board Meeting
- Wednesday, August 19 - Arts & Culture Committee Meeting
- Thursday, August 20 - Farmers' Market
- Wednesday, August 26 - Conference Call with Rep. Murphy re: J-1 Visa Program
- Thursday, August 27 - Farmers' Market

Short-Term Rental Registration Update

As provided in last month's Director's Report, a total of 69 properties were registered as short-term rentals in 2019, and as of August 25, 2020, 32 of these properties were registered in 2020. As of September 29, 2020, 61 of these properties had been registered in 2020. Staff intends to reach out to the owners of the remaining 8 properties to confirm their status and seek registration, if necessary. Last month's Director's Report also indicated that as of August 25, 2020, 98 additional properties had been newly registered in 2020, for a total of 167 properties then currently registered as short-term rentals. As of September 29, 2020, 151 additional properties had been newly registered in 2020, for a total of 216 properties currently registered as short-term rentals.

As reported at the Board's January 2020 meeting, based upon information provided by the Dare County Tax Collector, Staff anticipated that approximately 600 units could be eligible for registration as short-term rentals under the Town's regulations. Through

administration of the regulations and communication with property owners, Staff has been able to determine that at least 16 properties presumed to require registration, are exempt or are otherwise not required to be registered. Therefore, it is estimated that 37% of eligible units have been registered; however, it should be expected that some portion of the remaining properties do not require registration. To this date, 46 properties have been registered as short-term rentals that were not previously identified as rentals on Dare County's records.

Staff had previously noted the intent to bring forward an amendment to the registration regulations to specifically exempt cottage court units managed by a single entity from being required to register as short-term rentals; Staff understands that it was not the intent to require these units to be registered, and has therefore not been requiring these units to be registered. However, based upon a recent court decision concerning the City of Wilmington's registration program, Staff has delayed this change at this time upon the recommendation of the Town Attorney.

Nonconforming Hotels and Fishing Piers - Legacy Establishments/Structures

As the Board is aware, recommendations from the Planning Board and Staff on a text amendment to address nonconforming hotels and fishing piers had been forwarded to the Board prior to the September 2, 2020 meeting to allow the Board to consider the scheduling of a public hearing. At the September 2 meeting, the Board voted to remove the item to schedule the public hearing from the agenda, to discuss the matter at a future meeting. Staff will await further direction from the Board as to a timeline for future consideration of this matter.

CAMA Land Use Plan Update

Staff received notice from DCM on September 28, 2020 that the Town's Comprehensive Plan was accepted as complete, allowing for State review to be initiated. The Plan has been routed to the various review agencies, and the submitted draft is available at the following link:

https://files.nc.gov/ncdeq/Coastal%20Management/documents/PDF/Land%20Use%20Plans/state-review-lups/NagsHeadCompPlanRecvd_092520edit.pdf

The Town will receive comments on the plan no later than Wednesday, December 9th.

Following approval of the Plan, the Board will need to consider final re-adoption of the Plan incorporating modifications required by DCM to satisfy completeness requirements

Planning Board - Pending Applications and Discussions

The September 15, 2020 Planning Board meeting included the Site Plan Review for the Islington Street Beach Access Improvements. Related to this, the Planning Board also discussed safety at the Town's various accesses, and plans to provide ADA-accessible accommodations at accesses. The Board also revisited their consideration of the text amendment to address nonconforming hotels and fishing piers, making a further suggestion that the option to seek a conditional use permit not be permitted for projects

involving the reconstruction of a nonconforming hotel following the voluntary demolition of a significant percentage of existing floor area.

It is important to note that the September 15 Planning Board meeting was broadcast live using the Zoom platform to accommodate remote viewing, as requested by the Outer Banks Association of Realtors. The Board and Staff intend to continue this practice and will look for ways to improve the broadcast of these meetings.

The Planning Board's next meeting is scheduled for Tuesday, October 20, 2020. At this time, the agenda is expected to include consideration of a conditional use permit application for the Dream Center property and the amendment of a previously issued conditional use permit for The Soundside Event Site to include properties recently acquired by the Dare County Tourism Board.

Additional Updates

- **2020 Census** - As previously indicated, the number/percentage of vacant vacation/rental homes in Town would skew the response rate recognized by the Census, as the rate is not adjusted at this time to account for those homes. Dare County has begun releasing the information on the rate depicting more accurate response rates based upon the number of occupied homes in the various communities. Based upon this methodology, the Town's response rate as of September 21, 2020 has been determined to be 90.49%, up from 87.39% on August 17, and up from 85.46% on July 20, 2020.

As the Board may be aware, the collection of Census responses was scheduled to cease on September 30, 2020; however, a recent court order directed an extension until October 31.

- **Town Workforce Housing Study & Plan** - Phase 1 Report presented to the Board of Commissioners at the February 5, 2020 meeting. Further action on this project is on hold pending direction from the Board of Commissioners; however, it is important to note that funds associated with this project were liquidated due to budgetary constraints associated with the Covid-19 Pandemic.

Given discussion at the Board's recent retreat, Staff anticipates reinitiating this project with the Board in the coming months.

- **Skate Park Renovation - Phase 1** - As previously reported, Staff finalized submission of an application for the National Endowment for the Arts Our Town Grant on August 18, 2020, seeking funds to design and develop plans for a future renovation of the Skate Park. With support from the Board, Staff is also preparing to submit for a grant from the Tourism Board.
- **UDO Reference Manual & Permitting Workflow** - Staff continues to develop Reference Manual materials, including identifying and refining workflows, to be brought to the Board of Commissioners for approval at a later date.

- **Art Masts** - As previously noted, the Art Mast project, coordinated with the Arts & Culture Committee, has resulted in four completed art panels. The Arts & Culture Committee continues to discuss the locations for the new Art Masts, and is considering installations beginning at Bonnet Street and ending in the Gallery Row District. Staff is awaiting a proposal from a sign company to identify the best way to install the masts.
- **Decentralized Wastewater Master Plan** - As noted above, an RFQ seeking proposals from consultants was released on August 14, 2020, with responses due September 30, 2020. As of September 29, a total of 3 responses were expected.

A Staff team will be reviewing the responses over the coming weeks to select a consultant for the project. Additionally, Staff will be soliciting volunteers for a project steering committee, and will bring those that express an interest to the Board for consideration at the November 2020 meeting.

- **Dowdy Park Farmer's Market** - As the Board is aware, the Farmers' Market was extended through September, with the final market being held on September 24, 2020.
- **Permitting/Online Permitting** - Staff had previously contacted representatives of the Outer Banks Home Builders Association to coordinate a schedule for a workshop/forum for the building community. However, given current circumstances, this effort has been placed on hold. Staff is considering developing a series of videos in the interim.

As previously noted, in the spring Staff had begun fairly regular email updates to contractors and related design professionals on matters related to permitting and zoning. Similar updates in the future are expected to be made on a more regular schedule using the News Flash feature on the Town's website; this was announced in an email on September 11, 2020, encouraging recipients to subscribe to the Department's News Flash.

As previously reported, as of May 8, 2020, online permitting has been activated for all residential and commercial building and trade permit types. As noted in the FY19-20 3rd and 4th Quarter Permitting Report, Staff will continue to work to make improvements to the platform, publicize the availability of the resource, refine documents providing guidance to the Town's customers, and develop protocols for records management in support of the platform.

- **Grants and Assistance**
 - Staff had submitted a request under the Hazard Mitigation Grant Program (Tropical Storm Michael) to update the Town's Emergency Operations Plan. Staff learned that funding under that event was no longer being considered, but that the request was being considered under funding decisions related to Hurricane Dorian.

- Staff submitted a Letter of Interest (“LOI”) under the Hazard Mitigation Grant Program related to Hurricane Dorian for the acquisition of property, and assisted Fire Chief Wells in the submission of an LOI for replacement of a generator; we have been notified that the generator request has been selected for further consideration, and have also learned that the request for funds for property acquisition also continues to be considered.
 - A final application for a National Fish and Wildlife Foundation - National Coastal Resilience Fund grant to develop an Estuarine Shoreline Management Plan was submitted in July 2020. Additionally, an application was submitted for the 2020 North Carolina Attorney General Environmental Enhancement Grant for the same project. Staff had hoped to learn the status of these applications by the end of September, and is now looking for an update in the next few weeks.
 - As noted, Staff submitted a final application for the National Endowment for the Arts Our Town Grant on August 18, 2020 seeking funds to prepare designs for the renovation of the Town’s Skate Park.
- **Academic/NGO Projects**

As the boards are likely aware, the Outer Banks and Town are the subject of numerous academic and general research projects. We felt it important to provide an overview of the active projects involving the Town in some degree, as follows:

- 2020 OBX Field School and UNC-CSI Capstone Project

The OBX Field School, along with the UNC-CSI Capstone Project, are coordinated through the Coastal Studies Institute. Kicking off the Fall 2020 Semester, Department Staff along with Town Engineer David Ryan were invited to join the UNC Field School on their Water Tour on August 12, 2020. Mr. Ryan and Holly White provided students with an overview of the Town’s Comprehensive Plan and challenges related to groundwater, septic health management, stormwater, and water quality. The students concluded their time with Town Staff with a trip to the groundwater lowering wells near the Barnes Street Park.

In conjunction with the Field School, the Planning Department will virtually host an intern this semester. Brianna “Bri” Thompson is a junior at UNC double majoring in Environmental Studies and Public Policy. She also has an interest in art and design that will assist her in her project with the Town. Bri will work on developing social media messaging and general outreach materials for the stormwater, septic health, and floodplain management programs.

As part of the UNC-CSI Capstone Project, students will perform water sampling at several locations in Nags Head throughout the semester to monitor bacteria and optical brighteners. Their work last year suggested that the groundwater lowering systems, managed by the Town, are having

an added benefit to improved water quality; additional research will be conducted to investigate this further. Lastly, students will develop and conduct a survey to resident and non-residential property owners to assess their knowledge and awareness, attitudes/risk perceptions, and behaviors/practices regarding septic systems. Previous work, and this semester's work, will benefit the forthcoming update of the Town's Decentralized Wastewater Management Plan.

- C-CoAST - The Collaboratory for Coastal Adaptation over Space and Time (C-CoAST)

A Research Coordination Network (RCN) funded by the National Science Foundation (NSF) to address grand challenges in coastal resilience. Developed coastal environments are shaped by interactions between human activities and natural processes. Mitigation and recovery strategies that promote adaptation at the time scale of storm events can be counterproductive over longer timescales. A series of collaborative activities will integrate coastal researcher, stakeholder, and practitioner expertise, building capacity for a comprehensive understanding of the human-natural coastal system. This will enable the potential for steering away from future outcomes that communities may want to avoid, and toward outcomes they deem more desirable.

This network is working to develop a hub which will ultimately provide funding for project implementation for both researchers and practitioners. Dare County was identified as a pilot community in which virtual listening session and a community meeting will be held. Staff's role is limited to providing feedback as a sounding board for ideas and connection to local stakeholder groups.

- ECU Groundwater Study

This project was initiated in 2019, intended to measure and identify changes in groundwater levels within the Town and the causes. There is to be a related focus on impacts to onsite wastewater. The lead researcher is currently out of the country working on a separate research assignment.

- Wastewater Infrastructure Tipping Points: Prioritizing Implementation of Climate Adaptation Plans in Decentralized Systems

This project is being led by North Carolina Sea Grant and faculty from ECU. The project is researching the relationship between climate change/adaptation, groundwater, and onsite decentralized wastewater systems.

- Climate Change Adaptation in a Coupled Geomorphic-Economic Coastal System

This project is being led by UNC-Wilmington, UNC, Duke, and Ohio State. There have been no recent updates.

- Focused CoPe: Supporting Environmental Justice in Connected Coastal Communities through a Regional Approach to Collaborative Community Science

Spearheaded by ECU and the Coastal Studies Institute, the Town recently submitted an “intent to collaborate” letter in support of the project. The project will focus on regional climate adaptation impacts to equity and environmental justice, and will likely result in the Town being provided with two interns during the course of the project. The project is contingent on the successful awarding of a grant.

Upcoming Meetings and Other Dates

- Tuesday, October 6 - Technical Review Committee Meeting
- Wednesday, October 7 - Board of Commissioners Meeting
- Thursday, October 8 - Board of Adjustment Meeting
- Tuesday, October 13 - Permitting/Inspections/Code Enforcement Team Staff meeting
- Tuesday, October 14 - Planning & Zoning Team Staff Meeting
- Wednesday, October 14 - Arts & Culture Committee Meeting
- Tuesday, October 20 - Planning Board Meeting

**TOWN OF NAGS HEAD PLANNING AND DEVELOPMENT
MONTHLY REPORT
AUGUST 2020**

DATE SUBMITTED: September 7, 2020

	Aug-20	Aug-19	Jul-20	2020-2021 FISCAL YTD	2019-2020 FISCAL YTD	FISCAL YEAR INCREASE/ DECREASE
BUILDING PERMITS ISSUED - RESIDENTIAL						
New Single Family	1	1	2	3	2	1
New Single Family, 3000 sf or >	1	1	0	1	2	(1)
Duplex - New	0	0	0	0	0	0
Sub Total - New Residential	2	2	2	4	4	0
Miscellaneous (Total)	14	22	21	35	38	(3)
<i>Accessory Structure</i>	2	3	3	5	6	(1)
<i>Addition</i>	1	1	3	4	1	3
<i>Demolition</i>	0	0	0	0	0	0
<i>Move</i>	0	0	0	0	0	0
<i>Remodel</i>	4	8	5	9	11	(2)
<i>Repair</i>	7	10	10	17	20	(3)
Total Residential	16	24	23	39	42	(3)
BUILDING PERMITS ISSUED - COMMERCIAL						
Multi-Family - New	0	0	0	0	0	0
Motel/Hotel - New	0	0	0	0	0	0
Business/Govt/Other - New	0	0	0	0	0	0
Subtotal - New Commercial	0	0	0	0	0	0
Miscellaneous (Total)	4	3	9	13	8	5
<i>Accessory Structure</i>	0	1	6	6	4	2
<i>Addition</i>	0	0	0	0	0	0
<i>Demolition</i>	0	0	1	1	1	0
<i>Move</i>	0	0	0	0	0	0
<i>Remodel</i>	2	1	0	2	2	0
<i>Repair</i>	2	1	2	4	1	3
Total Commercial	4	3	9	13	8	5
Grand Total	20	27	32	52	50	2
SUB-CONTRACTOR PERMITS						
Electrical	26	43	28	54	92	(38)
Gas	1	2	3	4	4	0
Mechanical	28	38	43	71	81	(10)
Plumbing	6	5	6	12	14	(2)
Sprinkler	0	0	0	0	0	0
VALUE						
New Single Family	\$180,000	\$150,000	\$686,336	\$866,336	\$325,000	\$541,336
New Single Family, 3000 sf or >	\$430,000	\$750,000	\$0	\$430,000	\$1,450,000	(\$1,020,000)
Duplex - New	\$0	\$0	\$0	\$0	\$0	\$0
Misc (Total Residential)	\$305,111	\$410,386	\$617,281	\$922,392	\$765,955	\$156,437
Sub Total Residential	\$915,111	\$1,310,386	\$1,303,617	\$2,218,728	\$2,540,955	(\$322,227)
Multi-Family - New	\$0	\$0	\$0	\$0	\$0	\$0
Motel/Hotel - New	\$0	\$0	\$0	\$0	\$0	\$0
Business/Govt/Other - New	\$0	\$0	\$0	\$0	\$0	\$0
Misc (Total Commercial)	\$140,000	\$77,450	\$111,700	\$251,700	\$140,325	\$111,375
Sub Total Commercial	\$140,000	\$77,450	\$111,700	\$251,700	\$140,325	\$111,375
Grand Total	\$1,055,111	\$1,387,836	\$1,415,317	\$2,470,428	\$2,681,280	(\$210,852)

**TOWN OF NAGS HEAD PLANNING AND DEVELOPMENT
MONTHLY REPORT
AUGUST 2020**

DATE SUBMITTED: September 7, 2020

	Aug-20	Aug-19	Jul-20	2020-2021 FISCAL YTD	2019-2020 FISCAL YTD	FISCAL YEAR INCREASE/ DECREASE
ZONING						
Zoning Permits	16	26	26	42	47	(5)
CAMA						
CAMA LPO Permits	1	0	2	3	3	0
CAMA LPO Exemptions	0	4	5	5	9	0
Sand Relocations	0	N/A	0	0	N/A	N/A
CODE COMPLIANCE						
CCO Inspections	82	145	82	164	302	(138)
Cases Investigated	48	68	51	99	146	(47)
Warnings	10	5	11	21	15	6
NOVs Issued	39	63	40	79	131	(52)
Civil Citations (#)	0	0	0	0	0	0
Civil Citations (\$)	\$0	\$0	\$0	\$0	\$0	\$0
SEPTIC HEALTH						
Tanks inspected	27	0	0	27	64	(37)
Tanks pumped	15	0	4	19	5	14
Water quality sites tested	69	0	0	69	46	23
Personnel Hours in Training/School	9	0	15	24	0	24



Michael D. Zehner, Director of Planning & Development



Agenda Item Summary Sheet

Item No: **F-2**
Meeting Date: **October 7, 2020**

Item Title: Consideration of a Site Plan for improvements to the Islington Street Beach Access

Item Summary:

Consideration of numerous site improvements to the Islington Street Beach Access, including an asphalt drive aisle with turfstone parking stalls, stormwater management measures, above-grade decking with showers, and wooden walkway to connect to the existing walkway and stairs to the beach.

Staff Recommendation/Planning Board Recommendation

Staff finds that the proposal is consistent with the applicable use and development standards, as well as relevant land use policies. Staff recommends approval of the site plan as presented.

At their September 15, 2020 meeting the Planning Board voted unanimously to recommend approval of the Site Plan as presented.

Number of Attachments: 2

Specific Action Requested:

Consideration of Site Plan.

Submitted By: Planning and Development

Date: September 30, 2020

Finance Officer Comment:

Insufficient information to determine precise fiscal impact.

Signature: Amy Miller

Date: September 30, 2020

Town Attorney Comment:

I will participate in the discussion as necessary.

Signature: John Leidy

Date: September 30, 2020

Town Manager Comment and/or Recommendation:

I will participate in the discussion as necessary.

Signature: Greg Sparks

Date: September 30, 2020



MEMORANDUM
Town of Nags Head
Planning & Development Department

To: Board of Commissioners
From: Kelly Wyatt, Deputy Planning Director
Michael Zehner, Director of Planning and Development
Date: September 30, 2020
Subject: Islington Street Beach Access Site Plan

GENERAL INFORMATION

Applicant: Town of Nags Head.

Application Request: Site Plan Review.

Purpose: Consideration of improvements to the Islington Street Beach Access to include an asphalt drive aisle with turfstone parking stalls, stormwater management measures, above-grade decking with showers, and wooden walkway to connect to the existing walkway and stairs to the beach. These improvements are partially funded through a grant from the North Carolina Division of Coastal Management.

Property Location: 0 E. Islington Street.

Existing Land Use: Vacant, unimproved pedestrian path with portion of wooden walkway.

Zoning Classification of Property: R-2, Medium Density Residential Zoning District.

Zoning Classification of Surrounding Properties: All properties surrounding this site are zoned R-2, Medium Density Residential and are developed residentially.

Flood Hazard Zone of Property: NFIP FIRM Maps indicate that three flood zones span this property: Shaded X, AO and per the Town of Nags Head local RFPE, the VE 12. There are no enclosed structures requiring elevation within the proposed scope of work.

Land Use Plan Map/Policies: The 2017 Comprehensive Plan Future Land Use Map classifies this property as Residential and is located within the South Nags Head Character Area Development Plan. Below is the description of the Residential classification and pertinent excerpts from the Character Area:

The Residential designation is intended to accommodate low-density, single family residential.

Section 2.7.2A Appropriate Land Uses states, "Appropriate land uses in South Nags Head are predominately single-family residential development. Certain institutional and municipal areas are also appropriate under the right conditions such as the Nags Head Fire Station and municipal beach access facilities".

Staff finds this proposal to be consistent with the Residential Land Use Classification.

SPECIFIC INFORMATION

Applicable Zoning Regulations:

- Use Regulations: Pursuant to Section 6.6 of the Unified Development Ordinance, Table of Permitted Uses and Activities, "Public Beach/Sound Access/Bathhouse" is a permitted use within the R-2, Medium Density Residential Zoning District.
- Lot Coverage: Total allowable lot coverage for this site is 33%. Proposed lot coverage is 32.9%, therefore, lot coverage is compliant.
- Height: The scope of work involves construction of parking facilities, above-grade decking with shower facilities, and elevated wooden walkways with stairs to the beach. There are no proposed structures subject to maximum height regulations.
- Architecture Design Standards: No architectural design standards apply to this proposed scope of work.
- Parking: There is no minimum parking requirement for this use; however, 11 parking spaces have been proposed, including 2 handicap accessible parking spaces.

Additionally, Section 10.92.14.4 requires a minimum of 20% of the surface area of the parking area and drive aisles to be constructed using permeable surface materials. An excess of 20% has been provided and is therefore compliant.

- Buffering/Landscaping: A compliant five-foot-wide Buffer Yard C has been provided along the perimeter of the northern and southern property boundaries adjacent to residential uses. In addition to maintaining the existing and mature black pines, numerous native ornamental grasses and flowering plants will be installed.
- Lighting: One light fixture has proposed at the eastern extent of the parking area. A light audit will be conducted to ensure that light intensity does not exceed medium level activity illumination standards.
- Signage: This access will be signed in compliance with Town and CAMA standards as with all other public beach access.

Water and Sewage Disposal: No facilities requiring water and sewage disposal are being proposed.

Stormwater Management: Adequate stormwater management measures have been designed by the Town Engineer.

Traffic Circulation: Compliant traffic circulation has been designed by the Town Engineer.

Fire: The Project will be required to comply with all applicable NC Fire Prevention Code requirements as part of building permit application review and issuance. The Fire Department has reviewed and approved the proposed site plan as presented.

Public Works: Public Works has reviewed and approved the proposed site plan as presented.

CAMA: A CAMA Minor Permit is required for this proposed use and must be issued prior to zoning or building permit issuance.

ANALYSIS & STAFF RECOMMENDATION

Staff finds that the proposal is consistent with the applicable use and development standards, as well as relevant land use policies. Staff recommends approval of the site plan as presented.

PLANNING BOARD RECOMMENDATION

At their September 15, 2020 meeting the Planning Board voted unanimously to recommend approval of the Site Plan as presented.

Attachments: Application and Plan Set.



TOTAL PROPOSED SQUARE FOOTAGE _____ x .50 = \$ _____ +

(Optional) VESTED RIGHT (\$200.00)

= TOTAL FEE DUE _____

**TOWN OF NAGS HEAD
SITE PLAN REVIEW APPLICATION & CHECKLIST**

DATE RECEIVED _____

1. LOCATION AND ZONING INFORMATION

- A. PROJECT TITLE Islington Street Beach Access Improvements
- B. STREET ADDRESS O.E. Islington Street
- C. SUBDIVISION _____
LOT(S) _____ BLOCK _____ SECTION _____
- D. PRESENT ZONING R-2, Medium Density Residential
- E. PRESENT USE Vacant, Pedestrian Walkway
- F. EXISTING NONCONFORMITIES None
- G. ABUTTING PROPERTY ZONING R-2, Medium Density Residential
- H. ABUTTING PROPERTY USE Residential

2. CERTIFICATION AND STANDING

A. As applicant of standing of the above named project, I certify that the information on this checklist and the site plan is complete and accurate.

OWNER AGENT CONTRACT
PURCHASER

- B. APPLICANT/DEVELOPER: NAME Town of Nags Head
ADDRESS P.O. Box 99
Nags Head, NC 27959
TELEPHONE 252-441-5508
- C. CONTACT PERSON: NAME David Ryan, P.E.
ADDRESS P.O. Box 99
Nags Head, NC 27959
TELEPHONE 252-441-5508

3. ADJACENT OWNERSHIP INFORMATION (TO BE SHOWN ON SITE PLAN)

- NAME/ADDRESS (N) Michael Callis; 1200 Wellstone Cir, Apex, NC 27502
- NAME/ADDRESS (S) Roger Baker; P.O. Box 90232 Raleigh, NC 27675
- NAME/ADDRESS (E) Atlantic Ocean
- NAME/ADDRESS (W) _____

(If additional space is needed, please attach separate sheets.)

4. **SITE PLAN AND SITE PLAN ATTACHMENT DATA**

A. Site plan preparer David Ryan P.E. Phone # 252-441-5508
 NC Registered Engineer Architect Surveyor. License # _____

B. The design for the attached Stormwater Management Plan includes:

- 1.5", 2-hour rainfall: retained on-site.
- 4.3", 2-hour rainfall: no important access or health-related impacts.
- 5.0", 2-hour rainfall: no unapproved impacts.

Drainage calculations have been prepared YES NO ATTACHED YES NO

Note: Stormwater Management Plan MUST be approved by the Town Engineer prior to Planning Board review for all listed permitted uses in the zoning ordinance.

C. Sewage disposal approval is being submitted in the form of: n/a

- Attached tentative approval letter dated _____
- Attached final permit dated _____
- State County

D. Project involves condominium ownership. n/a

NO YES, Three copies of condominium documents attached.

E. Amount of land-disturbing activity proposed _____ square feet.

A Soil Erosion and Sedimentation Control Plan has been prepared.

- NO YES; (1) Copy attached,
 (2) Copy submitted to Dare County Soil Conservation Service, Manteo NC 27954.

F. Coastal Area Management Act (CAMA) permit. YES NO

5. **INFORMATION TO BE SHOWN ON SITE PLAN**

Twelve (12) copies for Planning Board review

	YES	COMMENTS
A. Property and ownership		
1. Present recorded owner and map book/cabinet reference of the site property.		
2. Current PIN Number.		
3. Current site address.		
4. Owners' names, lot numbers or map book and page reference of all adjacent property owners.		
5. Boundary of the entire parcel by course and distance.		
6. Widths of the existing rights-of-way that abut the site.		
7. Nature or purpose, location and size of existing easements.		
8. At all lot corners, points of tangents and any angle point along a given course of the site, iron pins minimum 3/8-inch diameter or 4x4-inch concrete monuments.		
9. Plan to at least 1"=50' scale, showing north arrow and whether true or magnetic.		
10. Signature and seal of preparer.		
B. Existing features		
1. Streets, curbs, and sidewalks with type and width of pavement.		
2. Topographic features of site and existing grades for any streets, storm drainage system including existing grades at four corners of all structures.		
	YES	COMMENT

3. Flood zone(s) as determined by latest FEMA Flood Insurance Rate Map, with notation, "flood zone subject to change by FEMA."
4. All underground utilities and facilities including gasoline tanks and existing septic facilities (including tanks and fields).
5. The location of any marsh areas, estuarine waters, or US Army Corps of Engineers 404 wetlands protection within or abutting the lot.
6. If the lot is within an ocean hazard Area of Environmental Concern, the location of the first line of stable natural vegetation, the CAMA setback line, and contour lines at 2-foot intervals depicting any dunes located within an oceanfront AEC that are to be disturbed by construction.
7. If the lot is within the small surface water supply watershed AEC (within 1,200 feet from the Fresh Water Pond), the distance between the pond and proposed septic or sewage treatment system.
8. Percentage of site to be undisturbed and included in calculation for compliance with vegetation preservation ordinance Section 48-371.

C. Site improvements in accordance with regulations of state of North Carolina, Dare County, and Town of Nags Head

1. Proposed building type (e.g., concrete or frame), number of floors and dimensions.
2. Proposed building elevations for all sides of building labeled in accordance with proposed architectural design criteria of Section 48-370.
3. Total height and number of stories of proposed structure(s). If increased height is being proposed in conjunction with increased setbacks, show increase allowed in tabular form on plan. Note definition of height in Section 48-7 of Town Code of Ordinances.
4. Existing and proposed ground elevations at the corners of proposed structure(s).
5. Sanitary sewer facilities with connection to sewer system or septic tank.
6. Approximate locations of proposed underground utilities and any necessary easements.
7. Screened dumpster pad(s) accessible to left-side loaders and sized in accordance with the Town Code of Ordinances.
8. Proposed fire hydrants and extensions of water distribution lines in accordance with size and density requirements found in Section 48-363 of the Town Code of Ordinances.
9. Location and height of proposed free-standing signs. See requirements of Chapter 48 Article VIII of the Town Code of Ordinances.
10. Location of all sidewalks, curbs, drives, and parking within the site and proposed finished elevations.
11. Handicapped parking spaces, walks, ramps, and entrances shown in accordance with the NC State Building Code. Include a Handicapped sign detail.
12. The Vegetative Buffer Yard areas have been identified and the proper buffer yard provision(s) have been identified (i.e. Buffer Yard A, B,C,D,E as outlined in Chapter 48 Article XIII of the Town of Nags Head Code of Ordinances).
13. Layout of numbered stalls/loading zones in accordance with Chapter 48 Article V of the Town Code of Ordinances.

Commercial
Residential

Parking Spaces
Required

Parking Spaces
Shown

Loading
Spaces

_____ STORIES			
BUILDING SQUARE FOOTAGE:			
PRINCIPAL _____	n/a	11	0
ACCESSORY _____		(2 ADA)	
TOTAL _____			
# EMPLOYEES <u>n/a</u>			
# DWELLING/LODGING UNITS <u>n/a</u>			

D. EXPLANATORY NOTES

1. Vicinity map.
2. Total square feet of land area to undergo land-disturbing activity.
3. The total required parking spaces versus the total parking spaces provided. Parking spaces to be numbered.
4. Cross-sectional details of all streets, roads, ditches, and parking lot improvements.
5. The number of dwelling/commercial units. If more than one use is proposed (e.g., large hotel with shops, etc.), show breakdown of units or square footage by building.
6. If additional height above 35 feet is being proposed, the additional height and increased setbacks shall be laid out in tabular form.
7. Total site coverage calculations. (Refer to Zoning Ordinance to calculate lot coverage for lots abutting ocean or sound.)
8. Components of the lighting plan (pole location, pole height, type of fixture, wattage, source of illumination, etc.). See Chapter 48 Article IX of the Town Code of Ordinances.
9. A completed architectural points worksheet for commercial structures subject to residential design criteria.

6. PLAN AND ATTACHMENT PREPARER CERTIFICATION

A. I certify that all information for which I am responsible is complete and accurate.

DATE

SIGNATURE OF ENGINEER ARCHITECT SURVEYOR

B. The following individuals have contributed information or attachments to the plan:

Name	Phone #	Information provided
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Site Specific Development Plan Option - Vested Right for Site Plans

Please be advised that as the owner, or agent for the owner, you have the opportunity to apply for and receive a Site Specific Development Plan that will establish a Vested Right for this project for a period of time not to exceed two (2) years from the date the Board of Commissioners approves the plan. You must secure a building permit for this project within two (2) years of the approval date or your Site Specific Development Plan will expire. If you elect not to apply for a Site Specific Development Plan, you must secure a building permit within six (6) months or else your site plan will expire.

If you choose the Site Specific Development Plan option, please keep in mind the following concerns:

1. Although your project may be classified as a permitted use, by requesting a Site Specific Development Plan your project will be processed as a Conditional Use for which a public hearing will be held, and an additional fee of \$200.00 will be charged to process your application.
2. Once your Site Specific Development Plan has been approved with vested rights status no modifications can be made to the plan.

If you wish to take advantage of the Vested Right process please check off the Vested Right box on page one. If you do not then leave the box blank.

TOWN OF NAGS HEAD, NORTH CAROLINA

ISLINGTON ST. BEACH ACCESS IMPROVEMENTS

EROSION PREVENTION AND SEDIMENT CONTROL NOTES

THE APPROVED SEDIMENT AND EROSION CONTROL (SECP) PLAN SHALL BE IMPLEMENTED PRIOR TO ANY LAND-DISTURBING ACTIVITY ON THE CONSTRUCTION SITE. ANY MODIFICATIONS TO THE APPROVED SECP PLAN MUST BE REVIEWED AND APPROVED BY A NCDEQ DEMLR REPRESENTATIVE. SEDIMENT & EROSION CONTROL MEASURES SHALL BE INSTALLED PER THE APPROVED PLAN AND THOSE SET FORTH IN THE NORTH CAROLINA EROSION AND SEDIMENT CONTROL PLANNING AND DESIGN MANUAL.

ACTIONS MUST BE TAKEN TO MINIMIZE THE TRACKING OF MUD AND SOIL FROM CONSTRUCTION AREAS ONTO PUBLIC ROADWAYS. SOIL TRACKED ONTO THE ROADWAY SHALL BE REMOVED DAILY.

SOIL STOCKPILES SHALL BE LOCATED AWAY FROM THE STREAMS, PONDS, SWALES, AND CATCH BASINS. STOCKPILES SHALL BE SEEDED, MULCHED, AND ADEQUATELY CONTAINED THROUGH THE USE OF SILT FENCE.

SEDIMENT-LADEN GROUNDWATER ENCOUNTERED DURING TRENCHING, BORING OR OTHER ACTIVITIES SHALL BE PUMPED TO A SEDIMENT TRAPPING DEVICE PRIOR TO BEING DISCHARGED INTO A STREAM, POND, SWALE, OR CATCH BASIN.

WHERE CONSTRUCTION OR LAND DISTURBING ACTIVITY WILL OR HAS TEMPORARILY CEASED ON ANY PORTION OF A SITE, TEMPORARY SITE STABILIZATION MEASURES SHALL BE REQUIRED AS SOON AS PRACTICAL, BUT NO LATER THAN 14 CALENDAR DAYS AFTER THE ACTIVITY HAS CEASED. PROVIDE A GROUND COVER (TEMPORARY OR PERMANENT) ON EXPOSED SLOPES WITHIN 14 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.

BENCHMARK

NOTE: ALL ELEVATIONS ARE BASED ON NAVD 1988 DATUM AND WERE DERIVED FROM FIELD SURVEY DATA ACQUIRED BY COASTAL ENGINEERING & SURVEYING, DATED 1-8-20. EACH TEMPORARY BENCH MARK SET IS COMPRISED OF A SS NAIL & WASHER EMBEDDED IN THE EXISTING PAVEMENT.

PK NAIL - "ISLINGTON ST. STREET INTERSECTION" ELEV. 4.42'

UTILITY NOTE

ALL UTILITIES ON THESE PLANS ARE APPROXIMATE. INDIVIDUAL SERVICE LINES ARE NOT SHOWN. THE CONTRACTOR OR SUBCONTRACTOR SHALL NOTIFY THE UTILITY PROTECTION CENTER NORTH CAROLINA 811 (TOLL FREE PHONE NO. 1-800-623-4949) FORTY-EIGHT (48) HOURS IN ADVANCE OF ANY CONSTRUCTION ON THIS PROJECT. THIS NUMBER WAS ESTABLISHED TO PROVIDE ACCURATE LOCATIONS OF EXISTING BELOW GROUND UTILITIES (I.E. CABLES, ELECTRIC WIRES, GAS & WATER LINES). WHEN CONTACTING THE NORTH CAROLINA 811 CALL CENTER, PLEASE STATE THE WORK TO BE DONE IS FOR A PROPOSED MSD SEWER OR DRAINAGE FACILITY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR BECOMING FAMILIAR WITH ALL UTILITY REQUIREMENTS SET FORTH ON THE PLANS AND IN THE TECHNICAL SPECIFICATIONS & SPECIAL PROVISIONS.

North Carolina
One-Call Center Inc.



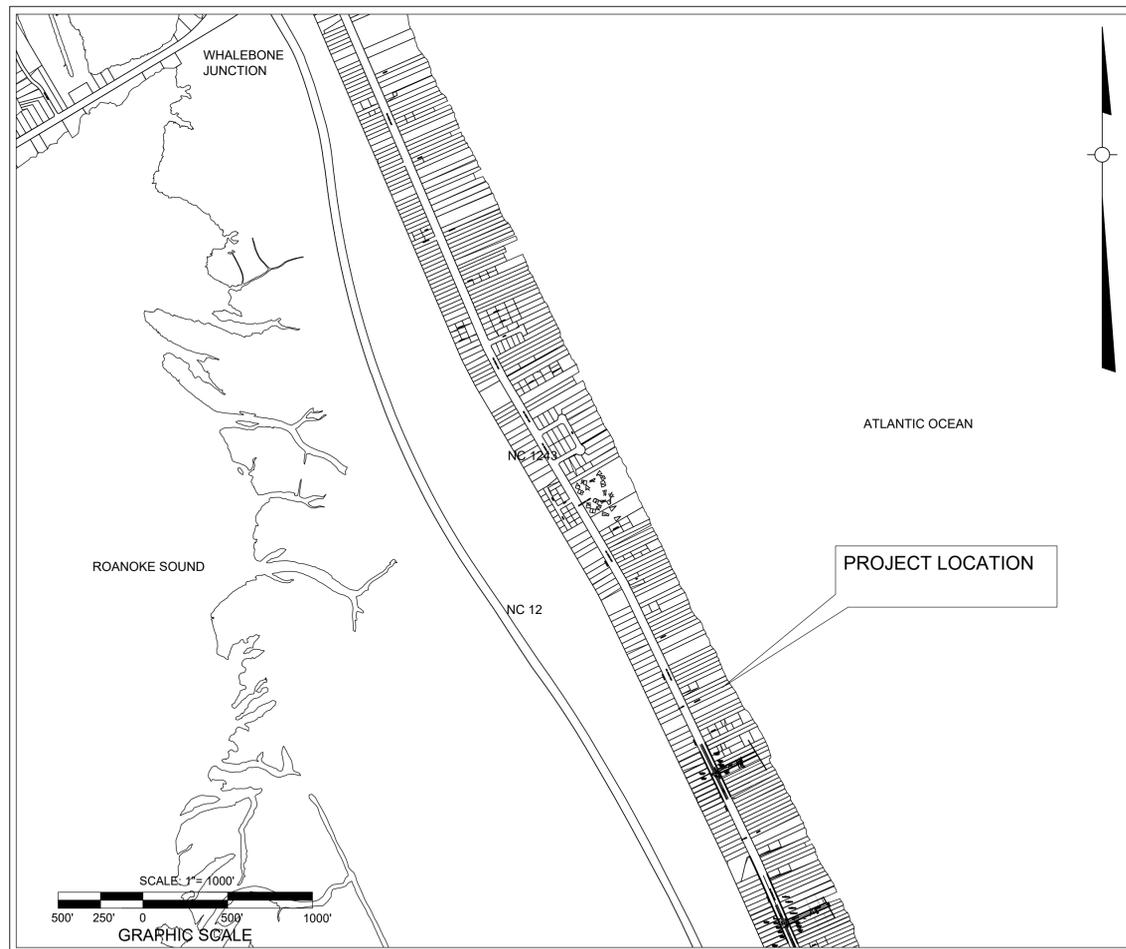
Know what's below
Call before you dig.

GENERAL NOTES

THE INFORMATION DESCRIBED HEREON IS BELIEVED TO BE ACCURATE, COMPLETE, AND CURRENT. THE TOWN OF NAGS HEAD MAKES NO WARRANTY AS TO THE ACCURACY, COMPLETENESS OR CURRENCY OF THE CONTENT. IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THIS INFORMATION PRIOR TO RELYING ON IT. THE CONTENT OF THESE DOCUMENTS MAY INCLUDE TECHNICAL INACCURACIES OR TYPOGRAPHICAL ERRORS. IF SUCH CONDITIONS EXIST, THE CONTRACTOR SHALL CONSULT WITH THE ENGINEER PRIOR TO PROCEEDING WITH THE SCHEDULED WORK UNTIL AUTHORIZATION TO PROCEED HAS BEEN GRANTED.

ALL WORK SHALL CONFORM TO NCDOT & TOWN OF NAGS HEAD STANDARD SPECIFICATIONS.

PROJECT LOCATION MAP



GENERAL NOTES

- DEVELOPER: TOWN OF NAGS HEAD
P.O. BOX 99
NAGS HEAD, NC 27959
- OWNER: NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
1929 ROAD STREET
ELIZABETH CITY, NC 27939
- TOTAL DISTURBED AREA: 9,000 SF = 0.21± AC.
- NO A.C.O.E. JURISDICTIONAL 404 WETLANDS ARE KNOWN TO EXIST WITHIN THE LIMITS OF THE SCHEDULED WORK.
- PRIOR TO ANY LAND DISTURBING ACTIVITIES COMMENCING, A SEDIMENT & EROSION CONTROL PERMIT SHALL BE SECURED THROUGH THE NCDENR DIVISION OF LAND RESOURCES, LAND QUALITY SECTION.
- EXISTING VEGETATION SHALL BE PRESERVED TO THE MAXIMUM EXTENT PRACTICABLE.
- AN NCDOT RIGHT-OF-WAY ENCROACHMENT AGREEMENT & DRIVEWAY PERMIT SHALL BE SECURED PRIOR TO PERFORMING ANY CONSTRUCTION WITHIN THE STATE RIGHT-OF-WAY.

LEGEND

SURFACE FEATURES:		GAS/POWER/TELEPHONE	
EXISTING	DESCRIPTION	SYMBOL	DESCRIPTION
---	BUILDING LINE (EXISTING)	△	PAD MOUNTED TRANSFORMER
...	DITCH CENTERLINE (EXIST.)	P	POWER VAULT
---	CURB/PAVEMENT/SIDEWALK (EX)	○	UTILITY POLE
---	FENCE (EXISTING)	○	POWER POLE
~	VEGETATION/TREELINE	⊖	UTILITY POLE ANCHOR
---	RETAINING WALL (EXISTING)	⊕	LIGHT POLE
---	CENTERLINE (EXISTING)	⊕	TELEPHONE PEDESTAL
---	CONTOUR (DEPRESSION)	T	TELEPHONE VAULT
---	CONTOUR (INDEX) (EXIST.)		
---	EASEMENT		
---	PROPERTY LINE (EXISTING)		
---	RIGHT-OF-WAY (CURRENT)		
---	BOUNDARY LINE		
---	EDGE OF PAVEMENT (EXISTING)		
UTILITIES (EXISTING):		SURVEY	
---	FO FIBER OPTIC (BURIED)	+	BENCH MARK
---	CTV CABLE TELEVISION (BURIED)	○	BLOCK CORNER
---	FM FORCE MAIN	○	IRON PIPE
---	GAS	○	EX. IRON REBAR
---	OHE POWER (AERIAL)	○	CONCRETE MONUMENT
---	UGE POWER (BURIED)	⊕	MONUMENT (IN CASE)
---	SS SANITARY SEWER	×	SPOT ELEVATION
---	12"CMP STORM DRAINAGE		
---	T TELEPHONE (BURIED)		
---	OHT TELEPHONE (AERIAL)		
---	W WATER		
ROAD SURFACE MATERIAL		DRAINAGE	
---	EXISTING PAVEMENT/VEGETATION SCHEDULED FOR REMOVAL	□	STORM DRAIN CATCH BASIN
---	PROPOSED CONCRETE SURFACE	□	STORM DRAIN INLET
---	PROPOSED ASPHALT SURFACE ADDITION	---	STORM DRAIN PIPE
---		⊕	STORM DRAIN JUNCTION
		25 L.F. 12"	STORM PIPE/PROPOSED DOUBLE LINE TO SIZE OF PIPE DIAMETER
LEGEND (CONT'D)		WATER	
SYMBOL	DESCRIPTION	SYMBOL	DESCRIPTION
---	DITCH CENTERLINE	○	GP GUARD POST
---	CURB/PROP	○	FH FH
---	CURB/PAVEMENT/SIDEWALK	⊕	FH WATER VALVE
---	SF SILT FENCE/CONST. LIMITS	⊕	WM WATER METER
---	CONTOUR (INDEX)		
---	GUARDRAIL		

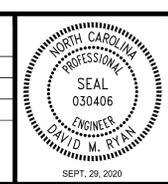
INDEX OF DRAWINGS

SHEET NO.	DESCRIPTION
C1	COVER
C2	EXISTING FEATURES PLAN/ DEMOLITION PLAN
C3	SITE DEVELOPMENT PLAN
C4	LANDSCAPING PLAN
C5	CONSTRUCTION & SEDIMENTATION & EROSION CONTROL DETAILS

LEGEND (CONT'D)

SYMBOL	DESCRIPTION
---	EXISTING PAVEMENT/VEGETATION SCHEDULED FOR REMOVAL
---	PROPOSED CONCRETE SURFACE
---	PROPOSED ASPHALT SURFACE ADDITION

NO.	DATE	REVISION DESCRIPTION	APPD.



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TOWN OF NAGS HEAD
DEPARTMENT OF ADMINISTRATION
P.O. BOX 99
NAGS HEAD, NC 27959
252.441.6221 • www.nagsheadnc.gov

CAPITAL IMPROVEMENT PROJECT
FY 20/21
ISLINGTON ST. BEACH ACCESS

DRAWING TITLE:
COVER SHEET

DRAWING NO.: C-1 SHEET NO.: SHEET C1 OF 5

SCALE: AS NOTED (24"X36") ISSUE DATE: 9/29/2020



LOT 1
MACRAE BEACH
P.C. 8, SL 76

LOT 2
MACRAE BEACH
P.C. 8, SL 76

LOT 3
MACRAE BEACH
P.C. 8, SL 76

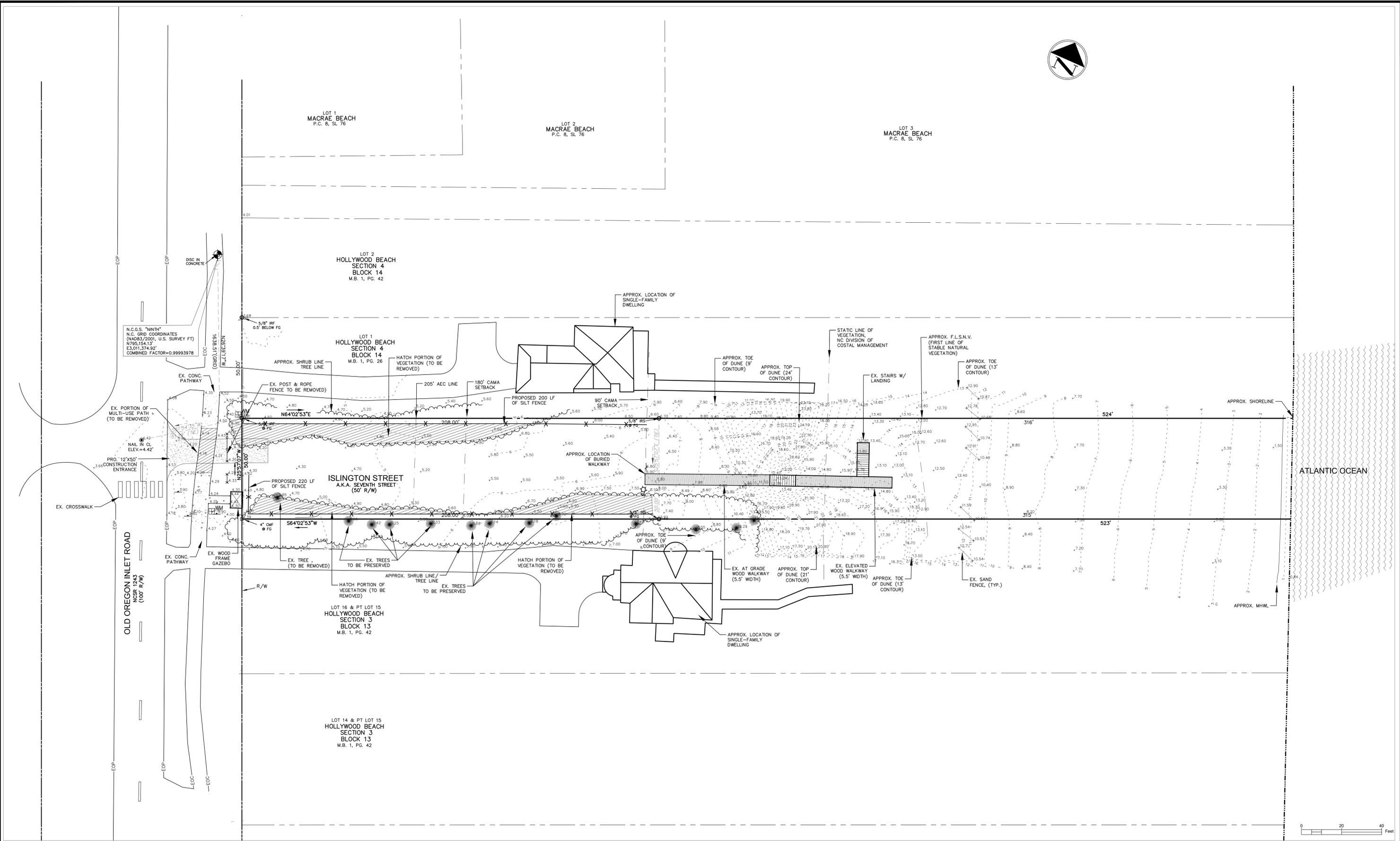
LOT 2
HOLLYWOOD BEACH
SECTION 4
BLOCK 14
M.B. 1, PG. 42

LOT 1
HOLLYWOOD BEACH
SECTION 4
BLOCK 14
M.B. 1, PG. 26

LOT 16 & PT LOT 15
HOLLYWOOD BEACH
SECTION 3
BLOCK 13
M.B. 1, PG. 42

LOT 14 & PT LOT 15
HOLLYWOOD BEACH
SECTION 3
BLOCK 13
M.B. 1, PG. 42

N.C.G.S. "NNM"
N.C. GRID COORDINATES
(NAD83/2011, U.S. SURVEY FT)
N795,154.13'
E3,011,374.92'
COMBINED FACTOR=0.99993978



NO.	DATE	REVISION DESCRIPTION	APPD.

NAME	DATE
DRAWN BY: DMR	7-29-20
DESIGNED BY: DMR	7-29-20
CHECKED BY: DMR	7-29-20



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NAGS HEAD, NC 27959
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CAPITAL IMPROVEMENT PROJECT FY 20/21
ISLINGTON ST. BEACH ACCESS

DRAWING TITLE:
EXISTING CONDITION PLAN

SCALE: 1" = 20' (24"x36")
ISSUE DATE: 9/29/2020

DRAWING NO.: C-2
SHEET NO.: SHEET C2 OF 5



LOT 1
MACRAE BEACH
P.C. 8, SL. 76

LOT 2
MACRAE BEACH
P.C. 8, SL. 76

LOT 3
MACRAE BEACH
P.C. 8, SL. 76

LOT 2
HOLLYWOOD BEACH
SECTION 4
BLOCK 14
M.B. 1, PG. 42

LOT 1
HOLLYWOOD BEACH
SECTION 4
BLOCK 14
M.B. 1, PG. 42

LOT 16 & PT LOT 15
HOLLYWOOD BEACH
SECTION 3
BLOCK 13
M.B. 1, PG. 42

LOT 14 & PT LOT 15
HOLLYWOOD BEACH
SECTION 3
BLOCK 13
M.B. 1, PG. 42

OLD OREGON INLET ROAD
NSR 1243
(100' R/W)

ATLANTIC OCEAN



NAME	DATE
DRAWN BY: DMR	7-29-20
DESIGNED BY: DMR	7-29-20
CHECKED BY: DMR	7-29-20



NOTES:
 ADDRESS: E. ISLINGTON ST.
 PROPERTY PIN: 071913232743
 RECORD INFO: MB 11, SL. 26 D.C.R.
 ZONING: MR - MEDIUM RESIDENTIAL
 LOT AREA = 35,938 SF (0.80 AC)
 AREA WEST OF STATIC LINE = 14,778 SF / 0.34 AC (COORD.)
 SITE COVERAGES:
 ASPHALT PAVEMENT = 3234 SF
 WOOD DECKS = 1210 SF (excluded from calcs)
 CONCRETE AREA = 632 SF
 TURFSTONE AREA = 1002 SF (66%)
 TOTAL = 4,868 SF (32.9% SITE COVERAGE)
 SITE PARKING:
 11 DEFINED PARKING SPACES (INCLUDES 2 HC SPACES)

LOT SUBJECT TO EASEMENTS & COVENANTS OF RECORD.
 PROPERTY SUBJECT TO A FULL AND ACCURATE TITLE SEARCH.
 LOTS MAY BE IN AN AREA OF ENVIRONMENTAL CONCERN.
 PROPERTY IS LOCATED IN F.I.R.M. ZONE "VE" (EL. 141/211)
 AS SHOWN ON COMMUNITY PANEL # 3730071800J INDEX
 DATED: 9/20/08 & SUBJECT TO CHANGE BY F.E.M.A.
 HORIZONTAL DATUM BASED ON NAD 83, VERTICAL DATUM BASED ON NAVD 88.
 PHYSICAL SURVEY PREPARED BY COASTAL ENGINEERING & SURVEYING INC., DATED 1/8/19, PROJ. NO. S3104.18

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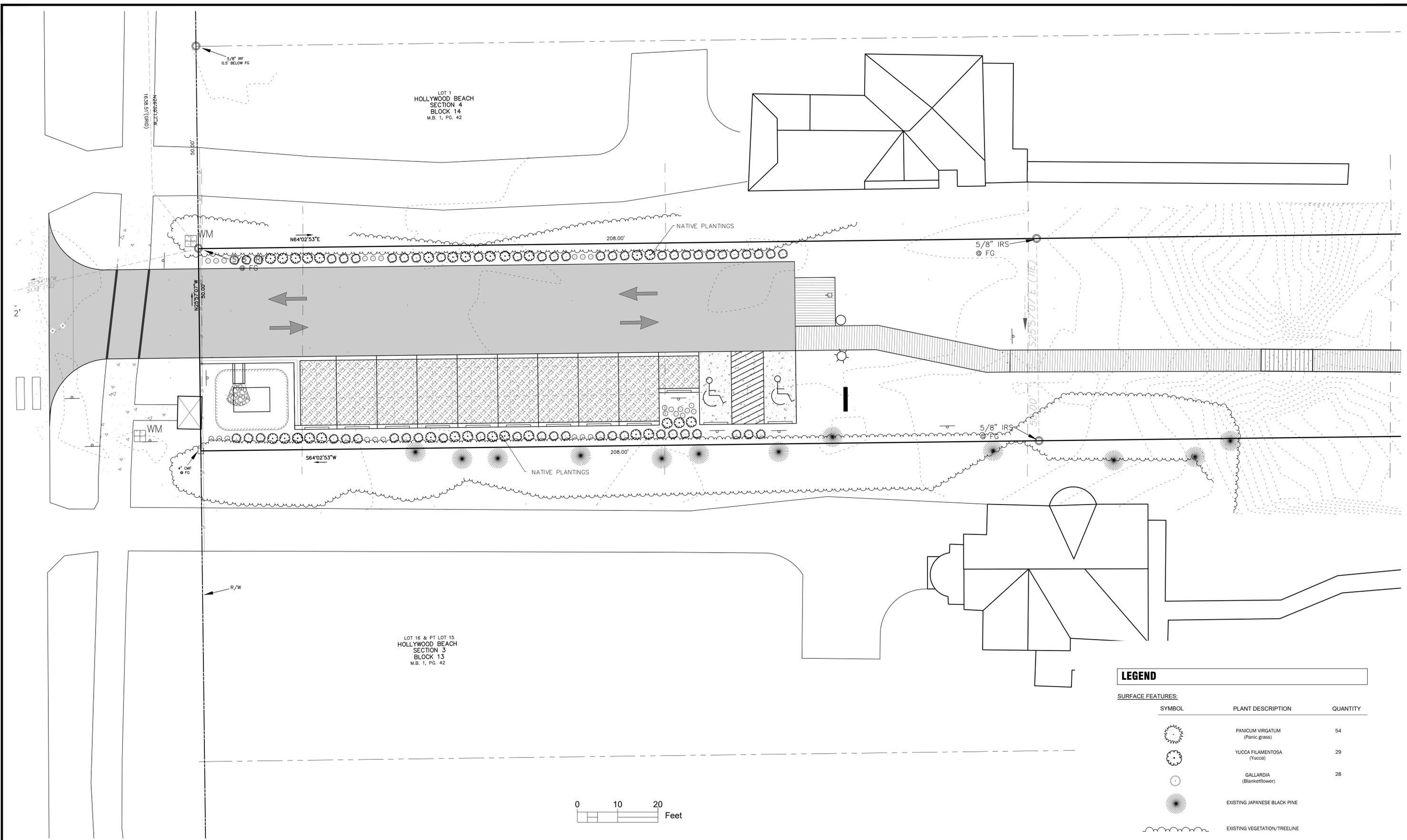
CAPITAL IMPROVEMENT PROJECT
 FY 20/21
 ISLINGTON ST. BEACH ACCESS

SCALE: 1" = 20' (24"x36")
 ISSUE DATE: 9/29/2020

DRAWING TITLE:
SITE DEVELOPMENT PLAN

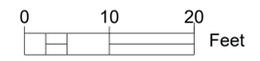
DRAWING NO.: C-3
 SHEET NO.: SHEET C3 OF 5

NO.	DATE	REVISION DESCRIPTION	APPD.



LEGEND

SURFACE FEATURES:		
SYMBOL	PLANT DESCRIPTION	QUANTITY
	PANICUM VIRGATUM (Panic grass)	54
	YUCCA FILAMENTOSA (Yucca)	29
	GALLARDIA (Blanketflower)	28
	EXISTING JAPANESE BLACK PINE	
	EXISTING VEGETATION/TREELINE	



NO.	DATE	REVISION DESCRIPTION

NAME	DATE
DRAWN BY: KJ	9-10-20
DESIGNED BY: KJ	9-10-20
CHECKED BY: DMR	9-29-20



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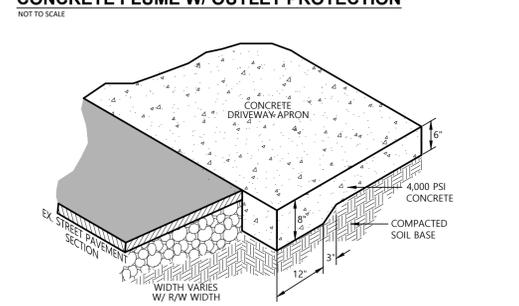
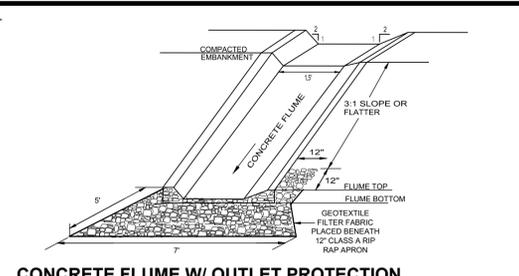
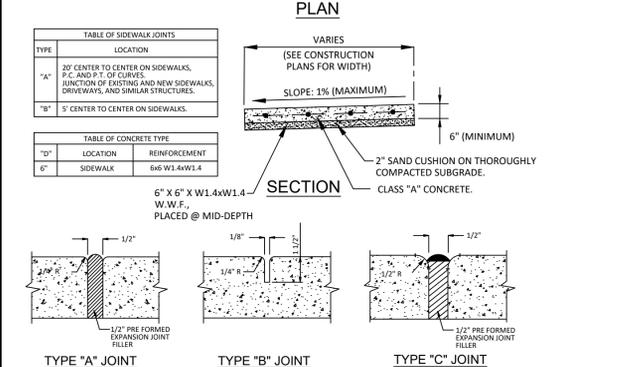
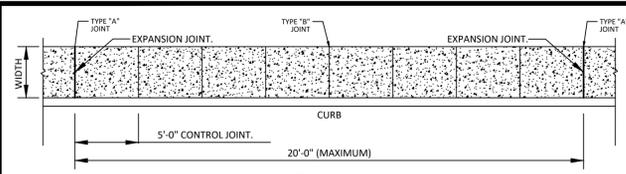
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CAPITAL IMPROVEMENT PROJECT
FY 20/21
ISLINGTON ST. BEACH ACCESS

SCALE: 1" = 10' [24"x36"]
ISSUE DATE: 9/29/2020

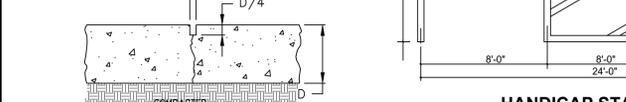
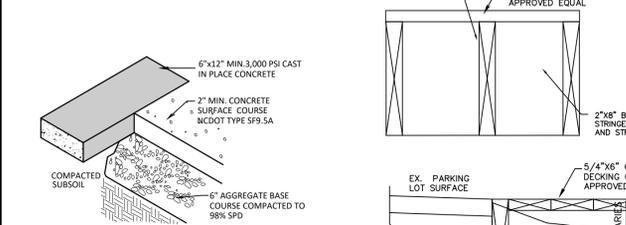
DRAWING TITLE:
LANDSCAPE PLAN

DRAWING NO.: C-4 SHEET NO.: SHEET C4 OF 5

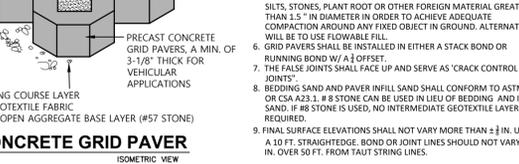
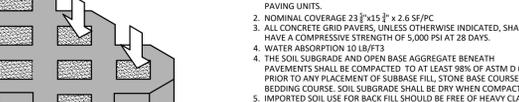
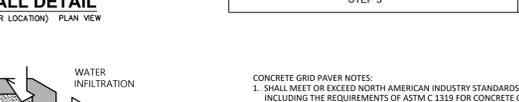
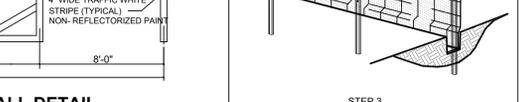
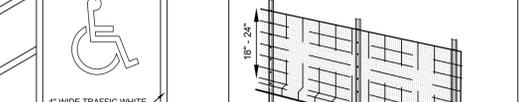
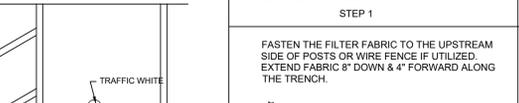
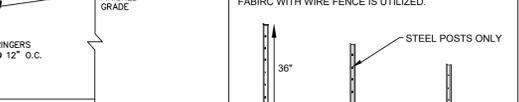
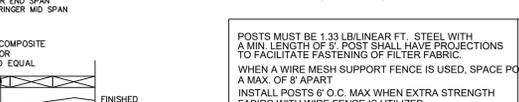
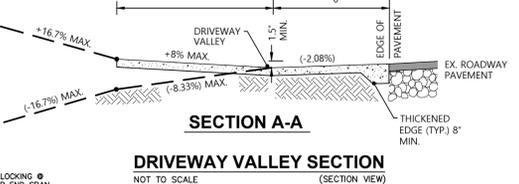


CONCRETE PATHWAY INSTALLATION DETAILS

1. PATH SHALL HAVE A 4" MINIMUM THICKNESS
2. ALL PATHWAYS WILL BE CONSTRUCTED A MINIMUM OF 5 FEET WIDE
3. ALL CONCRETE USED FOR PATHWAYS SHALL BE A MINIMUM OF 3,500 PSI
4. PATHWAYS SHALL FORM A CONTINUOUS PATH ALONG ALIGNMENT



- CONCRETE PAVEMENT NOTES:**
1. USE ACI 308.1-01 GUIDE FOR DESIGN AND CONSTRUCTION OF CONCRETE PARKING LOTS
 2. USE ACI 308.1-01 STANDARD SPECIFICATION FOR PLAIN CONCRETE PARKING LOTS
 3. ALL CONCRETE USED IN PARKING LOT, UNLESS OTHERWISE INDICATED, SHALL HAVE A COMPRESSIVE STRENGTH OF 4,000 PSI AT 28 DAYS
 4. PREPARE SUBGRADE IN ACCORDANCE WITH THE GEOTECHNICAL ENGINEER'S RECOMMENDATIONS FOR RIGID PAVEMENTS. THE SOIL SUBGRADE BENEATH PAVEMENTS SHALL BE COMPACTED TO AT LEAST 95% OF ASTM D 698 PRIOR TO ANY PLACEMENT OF SUBBASE FILL OR STONE BASE COURSE
 5. IMPROVED SOIL USE FOR BACK FILL SHOULD BE FREE OF HEAVY CLAY, SILTS, STONES, PLANT ROOTS OR OTHER FOREIGN MATERIAL GREATER THAN 1.5" IN DIAMETER IN ORDER TO ACHIEVE ADEQUATE COMPACTION AROUND ANY FIXED OBJECT IN GROUND. ALTERNATE WILL BE TO USE FLOWABLE FILL
 6. THE MINIMUM PAVEMENT THICKNESS FOR LIGHT TRAFFIC APPLICATIONS SHALL BE 6 INCHES
 7. KEEP ALL JOINTS CONTINUOUS WITH A MAXIMUM JOINT SPACING OF 10 FT.
 8. CONTROL JOINTS SHALL BE FORMED WITHIN 24 HOURS FROM TIME OF PLACEMENT
 9. SIDEWALK SPACING SHALL BE SAME AS WIDTH OF PAVEMENT AND LESS THAN 5 FEET IN LENGTH
 10. PAVEMENT MAXIMUM SPACING SHALL BE 2.5 TIMES THICKNESS IN UNIT OF FEET AND LESS THAN 15 FEET IN LENGTH (E.G. 1.5 INCH SPACING AT 10" DPT)
 11. CURE CONCRETE IMMEDIATELY AFTER FINISHING OPERATION IS COMPLETED BY USING ONE OF THE FOLLOWING METHODS: WATER, PIGMENTED WATER-BASED CURING COMPOUND OR VISQUEEN AND BURLAP



6.06 TEMPORARY GRAVEL CONSTRUCTION ENTRANCE/EXIT

Definition A gravelled area or pad located at points where vehicles enter and leave a construction site.

Purpose To provide a buffer area where vehicles can drop their mud and sediment to avoid transporting it onto public roads, to control erosion from surface runoff, and to help control dust.

Conditions Where Practice Applies Whenever traffic will be leaving a construction site and moving directly onto a public road or other paved off-site area. Construction plans should limit traffic to properly constructed entrances.

Design Criteria Aggregate Size—Use 2-3 inch washed stone.

Dimensions of gravel pad—
 Thickness: 6 inches minimum
 Width: 12-foot minimum or full width at all points of the vehicular entrance and exit area, whichever is greater
 Length: 50-foot minimum

Location—Locate construction entrances and exits to limit sediment from leaving the site and to provide for maximum utility by all construction vehicles (Figure 6.06a). Avoid steep grades, and entrances at curves in public roads.

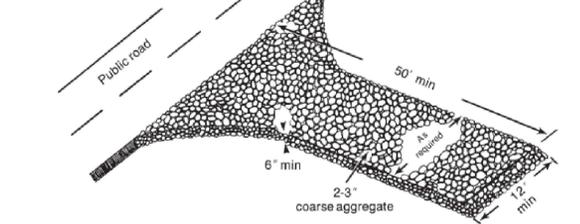


Figure 6.06a Gravel entrance/exit keeps sediment from leaving the construction site (modified from Va SWCC).

POSTS MUST BE 1.33 LB/LINEAL FT. STEEL WITH A MIN. LENGTH OF 9' POST SHALL HAVE PROJECTIONS TO FACILITATE FASTENING OF FILTER FABRIC.

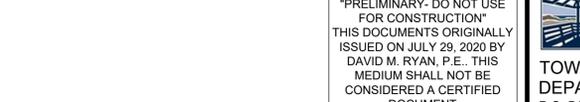
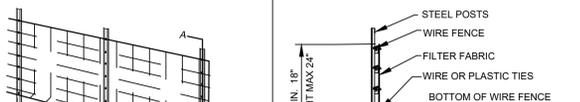
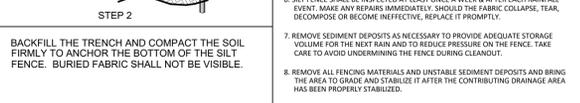
WHEN A WIRE MESH SUPPORT FRAME IS USED, SPACE POSTS A MAX. OF 8' APART

INSTALL POSTS 6" O.C. MAX WHEN EXTRA STRENGTH FABRIC WITH WIRE FENCE IS UTILIZED.

WHEN STANDARD STRENGTH FILTER FABRIC IS UTILIZED WIRE FENCING MUST ALSO BE INSTALLED ON UPSTREAM SIDE OF POSTS

EXTEND MAX. 24" ABOVE EXISTING GRADE TO BOTTOM OF TRENCH.

1. USE SYNTHETIC FILTER FABRIC OF AT LEAST 90% BY WEIGHT OF POLYOLIFINS OR POLYESTER. FABRIC WHICH IS CERTIFIED BY THE MANUFACTURER AS CONFORMING TO THE REQUIREMENTS IN ASTM D 6645. FILTER FABRIC SHALL CONTAIN ULTRAVIOLET RAY INHIBITORS AND STABILIZERS TO PROVIDE A MINIMUM OF 6 MONTHS OF EXPECTED USABLE CONSTRUCTION LIFE AT A TEMPERATURE RANGE OF 0 TO 120° F.
2. CONSTRUCT THE SEDIMENT BARRIER OF GEOTEX. 105F EXTRA STRENGTH SYNTHETIC FILTER FABRIC OR APPROVED EQUAL. ENSURE THAT THE HEIGHT OF THE SEDIMENT FENCE DOES NOT EXCEED 24 INCHES ABOVE THE GROUND SURFACE.
3. CONSTRUCT THE FILTER FABRIC FROM A CONTINUOUS ROLL CUT TO THE LENGTH OF THE BARRIER TO AVOID JOINTS. WHEN JOINTS ARE NECESSARY, SECURELY FASTEN THE FILTER CLOTH ONLY AT A SUPPORT POST WITH A MINIMUM OVERLAP TO THE NEXT POST.
4. SYNTHETIC FILTER FABRIC SHALL BE FASTENED SECURELY TO EACH FENCE POST WITH MIN. 50 LB. TENSILE STRENGTH WIRE OR ZIP TIES AT TOP, MID-SECTION AND BOTTOM. FABRIC HEIGHT SHALL BE BETWEEN 18" MIN. TO 24" MAX. ABOVE GROUND LEVEL ON THE UPSIDE SIDE OF THE POSTS. EXTRA STRENGTH FILTER FABRIC W/ WIRE POST SPACING SHALL BE SECURELY FASTENED DIRECTLY TO POSTS.
5. 12 INCHES OF FILTER FABRIC SHALL BE BURIED IN AN EXCAVATED TRENCH APPROXIMATELY 4 INCHES WIDE AND 8 INCHES DEEP ALONG THE PROPOSED LINE OF POSTS AND UPSIDE FROM THE BARRIER. SECURELY TRENCH WITH MECHANICALLY COMPACTED SOIL PLACED OVER THE FILTER FABRIC. DO NOT ATTACH FILTER FABRIC TO TREES.
6. SILT FENCE SHALL BE INSPECTED AT LEAST ONCE A WEEK & AFTER EACH RAINFALL EVENT. MAKE ANY REPAIRS IMMEDIATELY. SHOULD THE FABRIC COLLAPSE, TEAR, DECOMPOSE OR BECOME INEFFECTIVE, REPLACE IT PROMPTLY.
7. REMOVE SEDIMENT DEPOSITS AS NECESSARY TO PROVIDE ADEQUATE STORAGE VOLUME FOR THE RAIN RAIN AND TO REDUCE PRESSURE ON THE FENCE. TAKE CARE TO AVOID UNDERMINING THE FENCE DURING CLEANOUT.
8. REMOVE ALL FENCING MATERIALS AND UNSTABLE SEDIMENT DEPOSITS AND BRING THE AREA TO GRADE AND STABILIZE AFTER THE CONTRIBUTING DRAINAGE AREA HAS BEEN PROPERLY STABILIZED.



SOIL EROSION AND SEDIMENTATION CONTROL NOTES:

- PROPOSED AREAS TO BE DISTURBED CONSIST OF PORTIONS OF JACOB STREET. THE WORK GENERALLY CONSISTS OF THE DEVELOPMENT OF A PUBLIC BEACH ACCESS CONSISTING OF ASPHALT DRIVES, TURFSTONE PARKING STALLS, WOOD FRAMED DUNE WALKOVER AND ASSOCIATIVE DEVELOPMENT ACTIVITIES.
1. AFTER ACCEPTANCE OF ALL PROJECT WORK, AND FULL ESTABLISHMENT OF PERMANENT VEGETATION, CONTINUED MAINTENANCE OF PERMANENT VEGETATION SHALL BE THE RESPONSIBILITY OF OWNER.
 2. PROVIDE A GROUND COVER (TEMPORARY OR PERMANENT) ON EXPOSED SLOPES, FOLLOWING COMPLETION OF ANY PHASE OF GRADING, AND A PERMANENT GROUND COVER FOR ALL DISTURBED AREAS WITHIN THE TIME FRAMES SET FORTH IN THE GROUND STABILIZATION TIME REQUIREMENTS PROVISIONS IN THE LOWER RIGHT CORNER OF THIS SHEET. IF SAID ACTIVITIES OCCUR OUTSIDE TEMPORARY VEGETATION SEEDING DATES (APRIL 1 THRU SEPT 30) THE 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 AND TEMP SEEDING SPECIFICATIONS THIS SHEET).
 3. IF EXCESSIVE WIND EROSION OR STORM WATER RUNOFF EROSION DEVELOPS DURING TIME OF CONSTRUCTION IN ANY LOCATION ON THE PROJECT SITE, ADDITIONAL SAND OR SILT FENCING SHALL BE INSTALLED AS DIRECTED BY THE ENGINEER OR LOCAL GOVERNING OFFICIAL SO AS TO PREVENT DAMAGE TO ADJACENT PROPERTY. SEE SAND AND FENCE DETAIL THIS SHEET.
 4. SOIL EROSION AND SEDIMENTATION CONTROLS TO BE INSPECTED, MAINTAINED AND REPAIRED AS NECESSARY UNTIL PERMANENT VEGETATION OR OTHER EFFECTIVE STABILIZATION IS ESTABLISHED.

CONSTRUCTION SCHEDULE

1. OBTAIN PLAN APPROVAL AND OTHER APPLICABLE PERMITS. NOTIFY ALL UTILITY COMPANIES (BY CONTRACTOR) AND PROPERTY OWNERS (BY OWNER).
2. FLAG AND / OR ROUGH STAKE WORK LIMITS.
3. HOLD PRE-CONSTRUCTION CONFERENCE (OWNER, CONTRACTOR, ENGINEER, AND APPROPRIATE GOVERNMENT OFFICIALS) AT LEAST ONE WEEK PRIOR TO START OF CONSTRUCTION ACTIVITIES.
4. INSTALL SILT FENCE AND INLET PROTECTION ON EXISTING STRUCTURES.
5. COMPLETE CLEARING AND GRUBBING PROCEDURES.
6. INSTALL BASE FOR DRIVE AISLE AND PARKING STALLS WHERE SHOWN IN PLANS.
7. INSTALL WOOD FRAMED DUNE WALKOVER.
8. INSTALL UTILITY INFRASTRUCTURE, AS SHOWN ON PLANS.
9. CONSTRUCT INFILTRATION BASIN.
10. INSTALL PAVEMENT SECTION. REPLACE DRIVEWAY SECTIONS AS SHOWN. FINE-GRADE INFILTRATION AREA. SEED AND MULCH ALL DISTURBED AREAS.
11. ALL EROSION & SEDIMENTATION CONTROL PRACTICES WILL BE INSPECTED WEEKLY AND AFTER HEAVY RAINFALL EVENTS, NEEDED REPAIRS WILL BE MADE IMMEDIATELY.
12. ONCE PROJECT AREA IS FULLY STABILIZED, REMOVE EROSION AND SEDIMENT CONTROL MEASURES.

SEEDING SPECIFICATIONS

PERMANENT VEGETATION		TEMPORARY VEGETATION	
SEEDING DATES: APRIL 1 - SEPTEMBER 30		SEEDING DATES: OCTOBER 1 - MARCH 31	
SEED MIXTURE	APPLICATION RATES/ACRE	SEED MIXTURE	APPLICATION RATES/ACRE
Bahia	50 lbs	Rye Grass	175 lbs
Common Bermuda (Inlet)	50 lbs	FERTILIZER	
German Millet	15 lbs	10-10-10 @ 1,000 lbs/acre	
Fescue	20 lbs	MULCH	
FERTILIZER		Apply 4,000 lbs/acre straw. Anchor straw by tacking with asphalt, netting, or a mulch anchoring tool. A disk with blades set nearly straight can be used as a mulch anchoring tool.	
26-13-13 @ 500 lbs/acre			

GENERAL FERTILIZER:

RATES SHOWN ARE GENERAL RECOMMENDATIONS; FREQUENCY AND AMOUNT OF FERTILIZATION CAN BEST BE DETERMINED THROUGH SITE SPECIFIC SOIL TESTING.

MAINTENANCE: SATISFACTORY STABILIZATION AND EROSION CONTROL REQUIRES A COMPLETE VEGETATIVE COVER. EVEN SMALL BREACHES IN VEGETATIVE COVER CAN EXPAND RAPIDLY AND, IF LEFT UNATTENDED, CAN ALLOW SERIOUS SOIL LOSS FROM AN OTHERWISE STABLE SURFACE. A SINGLE HEAVY RAIN IS NOT 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 SEEDINGS SHOULD BE INSPECTED FREQUENTLY AND MAINTENANCE PERFORMED AS NEEDED. IF RILLS AND GULLIES DEVELOP, THEY MUST BE FILLED IN RE-SEEDING, AND MULCHED AS SOON AS POSSIBLE. DIVERSIONS MAY BE NEEDED UNTIL NEW PLANTS TAKE HOLD.

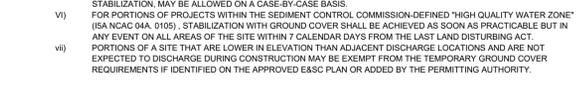
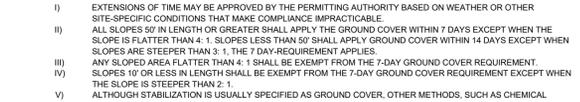
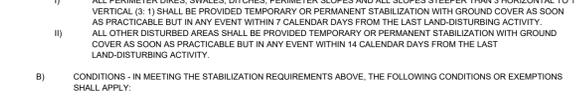
MAINTENANCE REQUIREMENTS EXTEND BEYOND THE SEEDING PHASE. (UNTIL FULL COMPLETION IS DECLARED)

WEAK OR DAMAGED SPOTS MUST BE RE-LIMED, FERTILIZED, MULCHED, AND RE-SEEDING AS PROMPTLY AS POSSIBLE. REFERTILIZATION AND/OR WATERING MAY BE NEEDED TO FULLY ESTABLISH VEGETATIVE COVER.

- ⊗ E & S Measures, except where otherwise noted, are to be installed before work begins and maintained until work is fully stabilized.
- ⊙ 1 Measure required during Phase 1 only.
- ⊙ 2 Measure not to be provided until Phase 2.

SECTION B - STORMWATER POLLUTION PREVENTION REQUIREMENTS IN THE NC CONSTRUCTION GENERAL PERMIT

- 2) GROUND STABILIZATION
- A) SOIL STABILIZATION SHALL BE ACHIEVED ON ANY AREA OF A SITE WHERE LAND-DISTURBING ACTIVITIES HAVE TEMPORARILY OR PERMANENTLY CEASED ACCORDING TO THE FOLLOWING SCHEDULE:
 - I) ALL PERIMETER DIKES, SWALES, DITCHES, PERIMETER SLOPES AND ALL SLOPES STEEPER THAN 3:1 HORIZONTAL TO 1 VERTICAL (3:1) SHALL BE PROVIDED TEMPORARY OR PERMANENT STABILIZATION WITH GROUND COVER AS SOON AS PRACTICABLE BUT IN ANY EVENT WITHIN 7 CALENDAR DAYS FROM THE LAST LAND-DISTURBING ACTIVITY. ALL OTHER DISTURBED AREAS SHALL BE PROVIDED TEMPORARY OR PERMANENT STABILIZATION WITH GROUND COVER AS SOON AS PRACTICABLE BUT IN ANY EVENT WITHIN 14 CALENDAR DAYS FROM THE LAST LAND-DISTURBING ACTIVITY.
 - B) CONDITIONS - IN MEETING THE STABILIZATION REQUIREMENTS ABOVE, THE FOLLOWING CONDITIONS OR EXEMPTIONS SHALL APPLY:
 - I) EXTENSIONS OF TIME MAY BE APPROVED BY THE PERMITTING AUTHORITY BASED ON WEATHER OR OTHER SITE-SPECIFIC CONDITIONS THAT MAKE COMPLIANCE UNPRACTICABLE.
 - II) ALL SLOPES 5:1 IN LENGTH OR GREATER SHALL APPLY THE GROUND COVER WITHIN 7 DAYS EXCEPT WHEN THE SLOPE IS FLATTER THAN 4:1. SLOPES LESS THAN 5:1 SHALL APPLY GROUND COVER WITHIN 14 DAYS EXCEPT WHEN SLOPES ARE STEEPER THAN 3:1. THE 7-DAY REQUIREMENT APPLIES.
 - III) ANY SLOPED AREA FLATTER THAN 4:1 SHALL BE EXEMPT FROM THE 7-DAY GROUND COVER REQUIREMENT EXCEPT WHEN THE SLOPE IS STEEPER THAN 2:1.
 - IV) ALTHOUGH STABILIZATION IS USUALLY SPECIFIED AS GROUND COVER, OTHER METHODS, SUCH AS CHEMICAL STABILIZATION, MAY BE ALLOWED ON A CASE-BY-CASE BASIS.
 - V) FOR PORTIONS OF PROJECTS WITHIN THE SEDIMENT CONTROL COMMISSION-DEFINED "HIGH QUALITY WATER ZONE" (SEA NICKS AND RIBS), STABILIZATION WITH GROUND COVER SHALL BE ACHIEVED AS SOON AS PRACTICABLE BUT IN ANY EVENT ON ALL AREAS OF THE SITE WITHIN 7 CALENDAR DAYS FROM THE LAST LAND-DISTURBING ACT. PORTIONS OF A SITE THAT ARE LOWER IN ELEVATION THAN ADJACENT DISCHARGE LOCATIONS AND ARE NOT EXPECTED TO DISCHARGE DURING CONSTRUCTION MAY BE EXEMPT FROM THE TEMPORARY GROUND COVER REQUIREMENTS IF IDENTIFIED ON THE APPROVED EASO PLAN OR ADDED BY THE PERMITTING AUTHORITY.



GENERAL CONSTRUCTION NOTES

1. ACCESS TO SITES SHALL BE BY PUBLIC RIGHT-OF-WAYS AND UTILITY EASEMENTS. OTHER ACCESS LOCATIONS REQUIRED SHALL BE SECURED BY THE CONTRACTOR AT NO ADDITIONAL EXPENSE TO THE OWNER. SUPPLEMENTAL EROSION CONTROL MEASURES SHALL BE REQUIRED TO INCLUDE CONSTRUCTION ENTRANCES, SILT FENCING, RESTORATION, ETC. ADDITIONAL MEASURES SHALL BE INCLUDED AS PART OF A SUPPLEMENTAL EROSION CONTROL PLAN PREPARED BY THE CONTRACTOR.
2. THE CONTRACTOR WILL BE PROVIDED THE CONSTRUCTION STAGING AREA AT OWNER'S EXPENSE.
3. THE CONTRACTOR IS EXPECTED AND REQUIRED TO COOPERATE WITH THE PROPERTY OWNERS AFFECTED BY THE WORK.
4. CONTRACTOR SHALL MAINTAIN A NEAT AND CLEAN JOB-SITE TO INCLUDE STAGING/STORAGE AREAS AS FOLLOWS:
 - PERFORM DUST CONTROL BY WATERING DAILY OR AS DIRECTED BY THE ENGINEER.
 - SWEEP STREETS A MINIMUM OF ONCE DAILY (FRIDAY OR AS DIRECTED BY THE ENGINEER).
 - BLADE, LEVEL AND RE-COMPACT ALL EXPOSED TRENCHES WEEKLY (OR AS DIRECTED BY THE ENGINEER) TO PRODUCE A SMOOTH "RIDE".
 - PERFORM DAILY CLEAN-UP OF ALL DIRT, DEBRIS AND SCRAP MATERIALS.
 - REMOVE EXCESS EQUIPMENT, MATERIALS, TOOLS, ETC. NOT NEEDED.
5. EXCESS SUITABLE SOIL EXCAVATED DURING CONSTRUCTION SHALL BE STOCKPILED FOR USE ON THE PROJECT OR DISPOSED OF OFF-SITE AS DIRECTED BY THE ENGINEER. THE CONTRACTOR SHALL NOT BE ALLOWED TO STOCKPILE MATERIALS OR EXCESS MATERIALS IN THE STREET RIGHT-OF-WAYS AT ANY TIME. THE CONTRACTOR SHALL PROVIDE A SUFFICIENT AND SUITABLE STOCKPILE AREA AND LOCATION AT THE CONTRACTOR'S EXPENSE.
6. CONTRACTOR SHALL PROVIDE MEASURES DURING CONSTRUCTION TO SECURE THE SITE AND EXCAVATION FROM THE GENERAL PUBLIC AND COMPLY WITH ALL OSHA REGULATIONS. JOB SITE SAFETY IS THE EXCLUSIVE AND SOLE RESPONSIBILITY OF THE CONTRACTOR. OPEN EXCAVATION LEFT UNATTENDED OR OVER NIGHT IS NOT ACCEPTABLE AND SHALL BE FILLED IMMEDIATELY.
7. CONTRACTOR SHALL REPAIR OR REPLACE DRIVES DISTURBED BY CONSTRUCTION TO EXISTING OR BETTER CONDITIONS. NO SEPARATE PAYMENT UNLESS OTHERWISE INDICATED.
8. CONTRACTOR SHALL PROVIDE TEMPORARY FENCING WHERE FENCES ARE REMOVED FOR CONSTRUCTION. CONTRACTOR SHALL COORDINATE FENCE REMOVAL OR REINSTALLATION WITH INDIVIDUAL PROPERTY OWNERS PRIOR TO REMOVAL. CONTRACTOR SHALL REINSTALL ALL SIGNS, FENCES, ETC. TO AS GOOD OR BETTER THAN EXISTING CONDITIONS UNLESS OTHERWISE INDICATED. (NO SEPARATE PAYMENT).
9. CONTRACTOR SHALL REPLACE ALL DISTURBED MAILBOXES, SIGNS, ETC. DISTURBED DURING CONSTRUCTION WITHIN 24 HOURS OF DISTURBANCE. PERMANENT ROAD SIGNAGE DISTURBED SHALL BE REPLACED IMMEDIATELY AND IF NECESSARY ROADWAY SIGNS SHALL BE TEMPORARILY INSTALLED IN A LOCATION CONSISTENT WITH THE MUTCD TO PROVIDE CONTINUOUS TRAFFIC AWARENESS OF ROADWAY CONDITIONS. (NO SEPARATE PAYMENT).
10. CONTRACTOR SHALL PROVIDE SECURITY FENCING, SECURITY GUARD, AND ANY AND ALL OTHER MEASURES CONTRACTOR DEEMS NECESSARY TO PROTECT EQUIPMENT AND MATERIALS STORED ON THE PROJECT. (NO SEPARATE PAYMENT).
11. WHERE CONTRACTOR CEASES WORK OPERATIONS FOR A 72 HOUR PERIOD OR LONGER, SUCH AS HOLIDAYS, ETC., THE FOLLOWING SHALL BE ACCOMPLISHED PRIOR TO THE WORK STOPPAGE:
 - A. CONTRACTOR SHALL STORE ALL EQUIPMENT IN THE CONTRACTOR STAGING AREA OR OFF-SITE.
 - B. THE CONTRACTOR SHALL SWEEP ALL STREETS, PERFORM GENERAL CLEANUP AND SHALL PERFORM MAINTENANCE ON ALL EXPOSED PATCHES.
12. CONTRACTOR SHALL SCHEDULE WORK MATERIALS DELIVERIES SO THAT STORED MATERIAL QUANTITIES ON THE JOB SITE SHALL BE MINIMIZED.
13. CONTRACTOR SHALL STORE ALL MATERIALS IN THE CONTRACTOR STAGING AREA 72 HOURS PRIOR TO INCORPORATING INTO THE WORK TO REDUCE OBSTRUCTIONS TO TRAFFIC AND INCONVENIENCE TO RESIDENTS. WHERE UTILITIES ARE BEING CONSTRUCTED IN EASEMENTS OUT OF TRAFFIC AREAS CONTRACTOR MAY STORE MATERIALS AHEAD OF CONSTRUCTION FOR A DISTANCE NOT GREATER THAN 1800 FEET UNLESS APPROVED OTHERWISE BY THE ENGINEER.
14. AT THE PROPERTY OWNER'S REQUEST, THE CONTRACTOR SHALL DIG UP EXISTING SHRUBS AND BUSHES WITHIN RIGHT-OF-WAY TO BE DISTURBED BY CONSTRUCTION AND SET OUTSIDE THE UTILITY EASEMENT AREA IN A LOCATION DETERMINED BY THE PROPERTY OWNER (NO SEPARATE PAYMENT). PROPERTY OWNER WILL BE RESPONSIBLE FOR REPLANTING SHRUBS AND BUSHES SO REMOVED, AND SHALL BE RESPONSIBLE FOR REESTABLISHING GROWTH. IF NO REQUEST IS MADE BY THE PROPERTY OWNER, DISTURBED SHRUBS AND BUSHES SHALL BE REMOVED AND DISPOSED OF OFF-SITE UNLESS OTHERWISE INDICATED.
15. CLEARING AND GRUBBING SHALL BE RESTRICTED TO PERMANENT EASEMENTS AND RIGHTS-OF-WAYS ONLY. CONTRACTOR SHALL LIMIT TREE/SHRUB CLEARING IN THE TEMPORARY EASEMENTS, BETWEEN HOUSES AND ALONG PROPERTY LINES TO ONLY ABSOLUTELY NECESSARY FOR CONSTRUCTION.

UTILITY GENERAL NOTES

1. PRIOR TO COMMENCEMENT OF ANY WORK WITHIN EASEMENTS OR RIGHTS-OF-WAYS THE CONTRACTOR IS REQUIRED TO NOTIFY CONCERNED UTILITY COMPANIES IN ACCORDANCE WITH GS 87-102. CONTRACTOR SHALL VERIFY LOCATION OF EXISTING UTILITIES PRIOR TO BEGINNING CONSTRUCTION. NO SEPARATE PAYMENT. EXISTING UTILITIES SHOWN ARE TAKEN FROM MAPS, FURNISHED BY VARIOUS UTILITY COMPANIES AND HAVE NOT BEEN PHYSICALLY LOCATED (I.E. TELEPHONE, GAS, CABLE, ETC.).
2. THE CONTRACTOR SHALL DIG UP EACH UTILITY WHICH MAY CONFLICT WITH CONSTRUCTION 14 DAYS IN ADVANCE TO VERIFY LOCATIONS (HORIZONTALLY AND VERTICALLY) TO ALLOW THE ENGINEER AN OPPORTUNITY TO ADJUST THE DESIGN TO AVOID CONFLICTS (NO SEPARATE PAYMENT).
3. STORM DRAINAGE, STREET CONSTRUCTION AND PAVING SHALL BE IN ACCORDANCE WITH THE TOWN OF NAGS HEAD STANDARDS.
4. UTILITY SERVICES TO INDIVIDUAL PROPERTIES ARE NOT SHOWN IN THE PROFILES FOR SIMPLICITY OF THE DRAWINGS. SERVICES MAY INCLUDE WATER LATERALS, TELEPHONE, ELECTRIC, CABLE, GAS, ETC.
5. CONTRACTOR SHALL COORDINATE WITH UTILITY OWNER AND BE RESPONSIBLE FOR TEMPORARY RELOCATION AND/OR SECURING EXISTING UTILITY POLES AND SIGNS AND/OR UTILITIES IN ACCORDANCE WITH UTILITY OWNER REQUIREMENTS DURING THE UTILITY MAIN INSTALLATION AND STREET CONSTRUCTION. (NO SEPARATE PAYMENT).
6. CONTRACTOR SHALL PROVIDE TEMPORARY SUPPORTS FOR UTILITY CROSSINGS AND REPAIR DAMAGES DUE TO CONSTRUCTION TO THE SATISFACTION OF THE UTILITY INVOLVED AT NO ADDITIONAL EXPENSE TO THE OWNER. UNDERGROUND ELECTRICAL CROSSINGS SHALL BE CROSSED IN ACCORDANCE WITH THE NEC AND TECHNICAL SPECIFICATION SECTION UNDERGROUND ELECTRICAL CROSSING.
7. WHERE DEEMED NECESSARY BY THE ENGINEER THAT A SUBSURFACE DRAINAGE SYSTEM IS REQUIRED, THE CONTRACTOR SHALL PROVIDE ALL MATERIALS, TOOLS, LABOR, EQUIPMENT, TIE-INS TO EXISTING DRAINAGE STRUCTURES AND ALL OTHER INCIDENTALS NECESSARY TO PROVIDE COMPLETE INSTALLATION IN ACCORDANCE WITH TOWN OF NAGS HEAD STANDARDS. IMPROPERLY INSTALLED AND NON-FUNCTIONING DRAINAGE SHALL BE REMOVED AND REPLACED AT THE CONTRACTOR'S EXPENSE.
8. STORM DRAINAGE REPAIRS BY CONTRACTOR DUE TO CONSTRUCTION DAMAGE AND JOINTS EXPOSED DURING CONSTRUCTION SHALL BE INSPECTED BY THE OWNER PRIOR TO BACKFILLING.

LAND GRADING CONSTRUCTION SPECIFICATIONS

1. CONSTRUCT & MAINTAIN ALL EROSION & SEDIMENTATION CONTROL PRACTICES & MEASURES IN ACCORDANCE WITH THE APPROVED SEDIMENTATION CONTROL PLAN AND CONSTRUCTION SCHEDULE.
2. REMOVE GOOD TOPSOIL FROM AREAS TO BE GRADED AND FILLED, AND PRESERVE IT FOR USE IN FINISHING THE GRADING OF ALL CRITICAL AREAS.
3. SCARIFY AREAS TO BE TOPSOILED TO A MINIMUM DEPTH OF 2 INCHES BEFORE PLACING TOPSOIL.
4. CLEAR & GRUB AREAS TO BE FILLED TO REMOVE TREES, VEGETATION, ROOTS, OR OTHER OBJECTIONABLE MATERIAL THAT WOULD AFFECT THE PLANNED STABILITY OF FILL.
5. ENSURE THAT FILL MATERIAL IS FREE OF BRUSH, RUBBISH, ROCKS, LOGS, STUMPS, BUILDING DEBRIS, AND OTHER MATERIALS INAPPROPRIATE FOR CONSTRUCTING STABLE FILLS.
6. PLACE ALL FILL IN LAYERS NOT TO EXCEED 9 INCHES IN THICKNESS, AND COMPACT THE LAYERS AS REQUIRED TO REDUCE EROSION, SLIPPAGE, SETTLEMENT, OR OTHER RELATED PROBLEMS.
7. DO NOT INCORPORATE FROZEN MATERIAL OR SOFT, MUCKY, OR HIGHLY COMPRESSIBLE MATERIALS INTO FILL SLOPES.
8. DO NOT PLACE FILL ON A FROZEN FOUNDATION, DUE TO POSSIBLE SUBSIDENCE AND SLIPPAGE.
9. KEEP DIVERSIONS AND OTHER WATER CONVEYANCE MEASURES FREE OF SEDIMENT DURING ALL PHASES OF DEVELOPMENT.
10. HANDLE SLEEPS OR SPRINGS ENCOUNTERED DURING CONSTRUCTION IN ACCORDANCE WITH APPROVED METHODS.
11. PROVIDE A GROUND COVER (TEMPORARY OR PERMANENT) ON EXPOSED SLOPES WITHIN 7 CALENDAR DAYS, FOLLOWING COMPLETION OF ANY PHASE OF GRADING;



Agenda Item Summary Sheet

Item No: **G-1**
Meeting Date: **October 7, 2020**

Item Title: From Jul 1st Board Meeting - Discussion of further amendments to the camping provisions in the Town Code (*Attachment G-1*)

Item Summary:

The Board previously approved amendments to Section 26-7, *Camping*, of the Town Code at the July 1, 2020 meeting. Additional considerations were raised at that time, with the Board indicated an interest in discussing the provisions further at a future meeting. Staff is presenting this matter back to the Board for further discussion and direction.

Staff Recommendation

Discuss the considerations raised at the July 1, 2020 meeting, and any additional considerations, and provide Staff with direction if further amendments are requested.

Number of Attachments: 2

Specific Action Requested:

Discussion and direction.

Submitted By: Planning and Development

Date: September 29, 2020

Finance Officer Comment:

Insufficient information to determine precise fiscal impact.

Signature: Amy Miller

Date: September 29, 2020

Town Attorney Comment:

N/A

Signature: John Leidy

Date: September 29, 2020

Town Manager Comment and/or Recommendation:

Signature: Greg Sparks

Date: September 29, 2020



MEMORANDUM

Town of Nags Head

Planning & Development Department

To: Board of Commissioners
From: Michael Zehner, Director of Planning & Development
Date: September 29, 2020
Subject: From Jul 1st Board Meeting - Discussion of further amendments to the camping provisions in the Town Code (G-1)

As the Board may recall, at the July 1, 2020 meeting an amendment to Section 26-7, *Camping*, of the Town Code was approved (attached) to address an inconsistency between the Town Code and UDO (and formerly an inconsistency within the Town Code) with respect to the occupancy of automobiles or vehicles (primarily trailers and recreational vehicles) for camping; the amendment clarified that while camping is allowed under certain circumstances, that vehicles may not be used for camping. This change was consistent with the UDO's prohibition on the use of trailers, defined as:

Trailer includes any of the following:

- (1) *Travel trailer means a vehicular, portable structure built on a chassis, designed to be used as a temporary dwelling for travel, recreational and vacation uses, and, when factory equipped for the roads, it shall have a body width not exceeding eight feet and a body length not exceeding 32 feet.*
- (2) *Pickup coach means a structure designed to be mounted on a truck chassis for use as a temporary dwelling for travel, recreation and vacation.*
- (3) *Motor home means a portable, temporary dwelling to be used for travel, recreation, and vacation, constructed as an integral part of a self-propelled vehicle.*
- (4) *Camping trailer means a folding structure of canvas or other material mounted on wheels and designed for travel, recreation and vacation use.*

Section 26-7, as amended, now reads as follows:

Sec. 26-7. - Camping.

- (a) *Definitions. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:*

Immediate family means father, mother, brother, sister, son, daughter or grandparent.

Mobile home means a modular unit built on a chassis, with body width exceeding eight feet or body length exceeding 32 feet, designed to be used as a dwelling, with or without a permanent foundation, when connected to the required utilities. A travel trailer is not to be considered as a mobile home.

Open air camping means any act of living, residing or sleeping at night, in the open air. The term "camping in the open air" includes, but is not limited to, sleeping out of doors in a tent, sleeping bag, blanket or hammock, or without any paraphernalia other than the clothes worn on the body.

Travel trailer means a vehicular, portable structure built on a chassis, designed to be used as a temporary dwelling for travel, recreational and vacation uses, and, when factory equipped for the roads, it shall have a body width not exceeding eight feet and a body length not exceeding 32 feet.

(b) Requirements. No person shall engage in the act of open air camping within the town; except, that an owner or lessee of improved real property and his immediate family and any person in the company of a member of the immediate family may camp upon the property; provided, however, that sanitary facilities including a bathroom with running potable water is available on such property for the use of all persons engaged in open air camping as permitted by this exception. The total number of persons authorized shall not exceed five. No vehicle, including, but not limited to, a personal vehicle, mobile home, travel trailer, or recreational vehicle, shall be used for open air camping.

During the July 1, 2020 meeting, the Board discussed several additional considerations, and indicated an interest in reviewing the provisions further at a future meeting. Therefore, Staff is presenting this matter back to the Board for discussion, and direction if additional changes are requested. Additional considerations discussed by the Board in July included:

1. Should there be a time limit on camping, either a limit on consecutive nights, or a maximum number of nights per year?
2. Should camping allowances, or even an allowance for the use of vehicles such as a recreational vehicle, be for owner-occupied or permanent resident-occupied properties only? In other words, should those leasing a property for a month/week or less be precluded from having camping occur on the property, or precluded from any allowance for use of a vehicle for camping if so allowed?
3. Regardless of the allowance, should total occupancy of a property be limited by wastewater permits?

Staff will be available to participate in the discussion and proceed with any actions directed by the Board.

Attachments:

1. Ordinance No. 20-07-011



**AN ORDINANCE AMENDING THE CODE OF ORDINANCES
OF THE TOWN OF NAGS HEAD, NORTH CAROLINA PERTAINING TO CAMPING**

ARTICLE I. Purpose(s) and Authority.

WHEREAS, pursuant to N.C.G.S. § 160A-174, the Town of Nags Head may enact and amend ordinances that define, prohibit, regulate, or abate acts, omissions, or conditions, detrimental to the health, safety, or welfare of its citizens and the peace and dignity of the Town; and

WHEREAS, the Board of Commissioners have determined that there is an inconsistency within the Town's Code with respect to the use of vehicles for camping; and

WHEREAS, the Board of Commissioners have found that it has been the practice of the Town to prohibit the use of vehicles for camping, and that these amendments are therefore reasonable and in the public interest, and in the interest of and not contrary to the public's health, safety, morals and general welfare for the Town.

ARTICLE II. Construction.

For purposes of this ordinance amendment, underlined words (underline) shall be considered as additions to existing Town Code language and strikethrough words (~~strikethrough~~) shall be considered deletions to existing language. Any portions of the adopted Town Code which are not repeated herein, but are instead replaced by an ellipsis ("...") shall remain as they currently exist within the Town Code.

ARTICLE III. Amendment of the Unified Development Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Nags Head, North Carolina, that the Town Code shall be amended as follows:

PART I. That section 26-7, *Camping*, of the Code of Ordinances, Town of Nags Head, North Carolina, is hereby amended as follows:

Sec. 26-7. - Camping.

(a) *Definitions*. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Immediate family means father, mother, brother, sister, son, daughter or grandparent.

Mobile home means a modular unit built on a chassis, with body width exceeding eight feet or body length exceeding 32 feet, designed to be used as a dwelling, with or without a permanent foundation, when connected to the required utilities. A travel trailer is not to be considered as a mobile home.

Open air camping means any act of living, residing or sleeping at night, in the open air ~~or in an automobile or vehicle which does not meet the requirements of a mobile home, as defined~~. The term "camping in the open air" includes, but is not limited to, sleeping out of doors in a tent, sleeping bag, blanket or hammock, or without any paraphernalia other than the clothes worn on the body.

Travel trailer means a vehicular, portable structure built on a chassis, designed to be used as a temporary dwelling for travel, recreational and vacation uses, and, when factory equipped for the roads, it shall have a body width not exceeding eight feet and a body length not exceeding 32 feet.

(b) *Requirements*. No person shall engage in the act of open air camping within the town; except, that an owner or lessee of improved real property and his immediate family and any person in the company of a member of the immediate family may camp upon the property; provided, however, that sanitary facilities including a bathroom with running potable water is available on such property for the use of all persons engaged in open

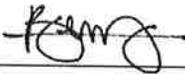
air camping as permitted by this exception. The total number of persons authorized shall not exceed five. No vehicle, including, but not limited to, a personal vehicle, mobile home, travel trailer, or recreational vehicle, shall be used for open air camping.

ARTICLE IV. Severability.

All Town ordinances or parts of ordinances in conflict with this ordinance amendment are hereby repealed. Should a court of competent jurisdiction declare this ordinance amendment or any part thereof to be invalid, such decision shall not affect the remaining provisions of this ordinance amendment nor the Unified Development Ordinance or Town Code of the Town of Nags Head, North Carolina which shall remain in full force and effect.

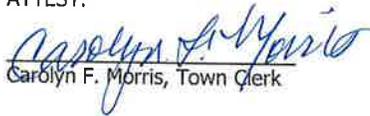
ARTICLE V. Effective Date.

This amendment shall be in full force and effect upon the date of adoption by the Board of Commissioners.

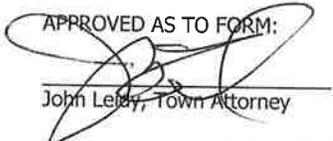


Benjamin Cahoon, Mayor
Town of Nags Head

ATTEST:


Carolyn F. Morris, Town Clerk

APPROVED AS TO FORM:


John Leiby, Town Attorney

Date adopted: July 1, 2020

Motion to adopt by Commissioner _____
Motion seconded by Commissioner _____
Vote: _____ AYES _____ NAYS



Agenda Item Summary Sheet

Item No: **G-2**
Meeting Date: **October 7, 2020**

Item Title: From Sep 2nd Board meeting - Response to those who spoke during Public Comment
re: Dowdy Park Event Coordinator part-time position

Item Summary:

At the September 2nd Board of Commissioners meeting, a number of individuals spoke during Public Comment, including members of the Town's Arts & Culture Committee and vendors who have participated in the Dowdy Park Farmers' Markets. They were strongly in support of continuing to fund the Dowdy Park Event Coordinator part-time position which organizes the events that take place at Dowdy Park.

Towards the end of the meeting, the Board requested that Staff provide those who had spoken and contacted the Board with an update on the Board's action that day to extend the Market through September; a copy of an email from Planning Director Michael Zehner relaying this information is attached. Members of the Board further indicated that speakers may have been unaware of the details of the Board's previous actions concerning the position. In summary, it was noted that the budget for the part-time position at Dowdy Park was suspended/frozen by the Board at the start of the COVID-19 pandemic and not "cut"; it was also noted that the position is one of the positions located within the Planning and Development Department and therefore under the Planning Director's supervision.

Number of Attachments: 1

Specific Action Requested:

Provided for updated information for the record.

Submitted By: Administration

Date: September 30, 2020

Finance Officer Comment:

No unbudgeted fiscal impact.

Signature: Amy Miller

Date: September 30, 2020

Town Attorney Comment:

N/A

Signature: John Leidy

Date: September 30, 2020

Town Manager Comment and/or Recommendation:

N/A

Signature: Greg Sparks

Date: September 30, 2020

Carolyn Morris

From: Michael Zehner
Sent: Tuesday, September 29, 2020 12:40 PM
Cc: Greg Sparks; Andy Garman; Kelly Wyatt
Subject: FW: Dowdy Park Farmers' Market
Attachments: FW_ Dowdy Park Farmers' Market .pdf; FW_ Dowdy Park Farmers' Market 2.pdf

Mayor and Commissioners,

Given expressed interest from members of the Board, I wanted to relay the email message below that had been circulated following the Board's September 2 meeting concerning the Farmers' Market. As noted in Carolyn's action report from the meeting, "Comr. Renée Cahoon - she noted that there may be some mis-information concerning the Dowdy Park Farmers Market as no one wants to stop the Farmers Market and the entire budget to include the part-time position will be re-addressed. Staff was directed to prepare a two-paragraph email from Board members responding to those that spoke today with information concerning the Farmers Market to include that it will be continuing through this month." My understanding the day of the meeting was that the email should be sent to those that had written the Board, so that is to whom the original email was sent. Subsequently, I forwarded the email to the members of the Arts & Culture Committee (see attached). Carolyn suggested that I should forward to those that spoke at the meeting, and so I forwarded to those 3 remaining individuals not covered by the first two emails (see attached).

Please let me know if you have any questions or need any additional information.

Thank you,
Michael

From: Michael Zehner
Sent: Wednesday, September 2, 2020 10:04 PM
Cc: Kelly Wyatt <Kelly.Wyatt@nagsheadnc.gov>; Andy Garman <Andy.Garman@nagsheadnc.gov>; Greg Sparks <greg.sparks@nagsheadnc.gov>; Paige Griffin <Paige.Griffin@nagsheadnc.gov>
Subject: Dowdy Park Farmers' Market

Dear Dowdy Park Farmers' Market Vendors and Patrons,
I am writing at the request of the Mayor and Board of Commissioners to thank you for your messages and to relay to you that the Board voted at this morning's meeting to continue the Market through September. Assuming there is enough interest from vendors, this would allow the Market to be held beyond tomorrow, on September 10th, 17th, and 24th. There would be an additional fee of \$15 per market attended, to be invoiced at the end of the month. Vendors are encouraged to discuss their interest in participating with Paige.

Whether vendor or patron, we appreciate your continued support for the Market and look forward to seeing you tomorrow!

Best,
Michael

Michael Zehner, AICP
Director of Planning & Development
Town of Nags Head, NC

Physical Address: 5401 South Croatan Highway, Nags Head, NC 27959



Agenda Item Summary Sheet

Item No: **H-1**
Meeting Date: **October 7, 2020**

Item Title: Committee Reports

Item Summary:

At the October 7th Board of Commissioners meeting, Board members will provide reports from meetings they have attended on behalf of the Town.

Number of Attachments: 0

Specific Action Requested:

Provided for Board update.

Submitted By: Administration

Date: September 30, 2020

Finance Officer Comment:

No unbudgeted fiscal impact.

Signature: Amy Miller

Date: September 30, 2020

Town Attorney Comment:

N/A

Signature: John Leidy

Date: September 30, 2020

Town Manager Comment and/or Recommendation:

N/A

Signature: Greg Sparks

Date: September 30, 2020



Agenda Item Summary Sheet

Item No: **H-2**
Meeting Date: **October 7, 2020**

Item Title: Consideration of Board/Committee appointment/reappointment

Item Summary:

At the October 7th Board of Commissioners meeting, request appointment/reappointment be made to the following:

Personnel Grievance Panel Jeanne Kramer – term expires 10/04/2020

Ms. Kramer has indicated her interest in being reappointed.

Attached please find the Tracking Chart with the current roster for the Personnel Grievance Panel.

While there are currently no other candidates for Personnel Grievance Panel; the Town's first electronic newsletter requests those interested to apply to the Town for this and all other Town Board/Committee appointments.

Number of Attachments: 1

Specific Action Requested:

Provided for Board appointment/reappointment.

Submitted By: Administration

Date: September 30, 2020

Finance Officer Comment:

No unbudgeted fiscal impact.

Signature: Amy Miller

Date: September 30, 2020

Town Attorney Comment:

N/A

Signature: John Leidy

Date: September 30, 2020

Town Manager Comment and/or Recommendation:

N/A

Signature: Greg Sparks

Date: September 30, 2020

Tracking Chart for Town of Nags Head **CURRENT**
 Personnel Grievance Panel

Meeting Date: October 7, 2020

<i>Name of Board/Committee</i>	<i>Current members</i>	<i>Contact Info</i>	<i>Last appointed date</i>	<i>Seat expires</i>	<i>Eligible for Re-appointment</i>	<i>Notes</i>
Personnel Grievance Panel 3 Registered Voters 3 Alternates	Perry White	Phone/email on file	03/04/20	03/04/23	No	
	Jeanne Kramer	Phone/email on file	10/04/17	10/04/20	Yes	Interested in being reappointed
	Tina Adderholdt	Phone/email on file	09/05/18	09/05/21	No	
	Sandra Futrell (ALT)	Phone/email on file	03/04/20	03/04/23	No	
	Jean Flanigan (ALT)	Phone/email on file	05/06/20	05/06/23	No	
	Vacant (ALT)					



Agenda Item Summary Sheet

Item No: **H-4**
Meeting Date: **October 7, 2020**

Item Title: Annual Beach Monitoring Survey Report - Presented by Moffat & Nichol

Item Summary:

The Town of Nags Head coastal engineering consultant, Moffat & Nichol, will report on the results of the first year of monitoring since the 2019 Beach Nourishment Project was completed. A copy of the final monitoring report will be made available for viewing on the Town of Nags Head web site by mid-October.

Number of Attachments: 1

Specific Action Requested:

Provided for Board information and update.

Submitted By: David Ryan, Town Engineer

Date: September 30, 2020

Finance Officer Comment:

No unbudgeted costs associated with this agenda item.

Signature: Amy Miller

Date: September 30, 2020

Town Attorney Comment:

N/A

Signature: John Leidy

Date: September 30, 2020

Town Manager Comment and/or Recommendation:

N/A

Signature: Greg Sparks

Date: September 30, 2020

2020 SUMMER ANNUAL MONITORING SURVEY EVALUATION & MASTER PLAN UPDATE

October 2020

THE TOWN OF NAGS HEAD
NORTH CAROLINA



moffatt & nichol



Presentation Outline

➤ Overall Project Progress

➤ Data Collection

- ❖ Survey Transects
- ❖ Survey Equipment

➤ Project Methodology

- ❖ Shoreline Change
- ❖ Volume Change

➤ Key Events: August 2019 – June 2020

- ❖ Storm Activity
- ❖ Maintenance Activity

➤ Summary of Findings

- ❖ Shoreline & Volume Change (2019 – 2020)
- ❖ Background Erosion Rates (2011-2020)
- ❖ Dune Volume Change (2011-2020)

➤ Master Plan Update

➤ Q&A/Discussion

Overall Project Progress

➤ **Annual Beach Monitoring**

- ❖ 100% Complete

➤ **Master Plan – Year 1**

- ❖ Task 1 – Data Collection & Review – 50% Complete
- ❖ Task 2 – Modeling and Development of Nourishment Needs – 25% Complete
 - Completed GENCADE shoreline model calibration
 - Begun CSHORE beach profile setup

➤ **State CSDM Grant Process**

- ❖ Awaiting decision notifications from the State

Presentation Outline

➤ Overall Project Progress

➤ Data Collection

- ❖ Survey Transects
- ❖ Survey Equipment

➤ Project Methodology

- ❖ Shoreline Change
- ❖ Volume Change

➤ Key Events: August 2019 – June 2020

- ❖ Storm Activity
- ❖ Maintenance Activity

➤ Summary of Findings

- ❖ Shoreline & Volume Change (2019 – 2020)
- ❖ Background Erosion Rates (2011-2020)
- ❖ Dune Volume Change (2011-2020)

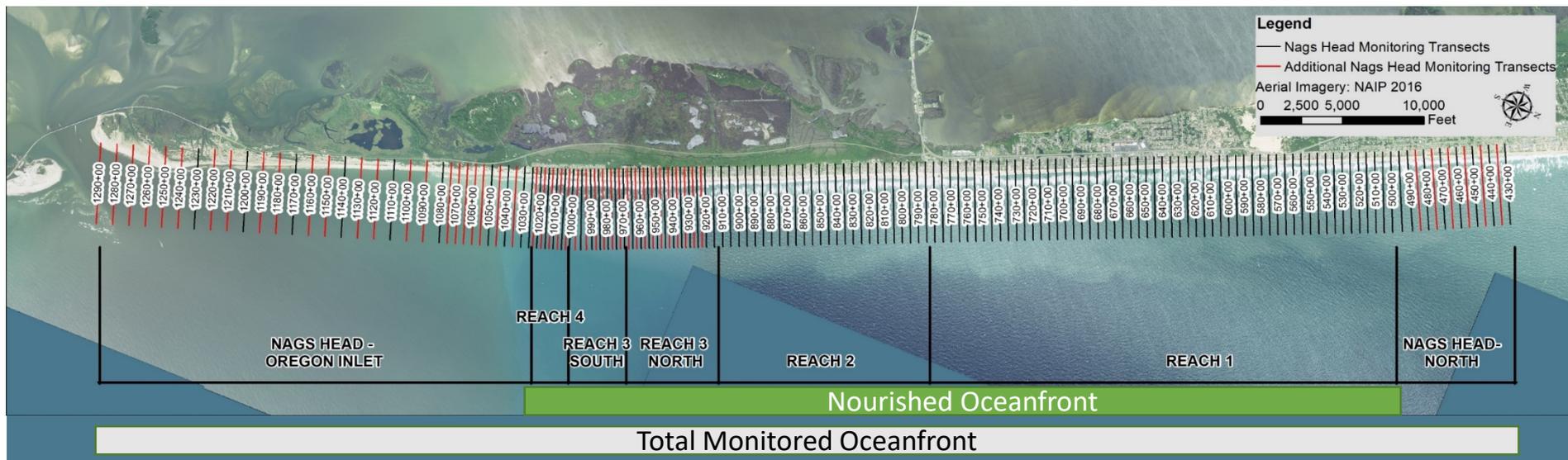
➤ Master Plan Update

➤ Q&A/Discussion

Data Collection - Survey Transects

- 2020 Summer Survey:
 - ❖ McKim & Creed: June 18-24, 2020
 - ❖ 173 Profiles (~250, 500 and 1000 ft spacing; Station 430+00 – 1290+00)
- Post – Dorian Survey
 - ❖ CSE: November 24, 2019
 - ❖ 107 Profiles (~500 ft spacing; Station 495+00 – 1025+00)
- 2019 Summer Survey (Post Construction Survey)
 - CSE: August 28, 2019
 - 122 Profiles (~500 and 1000 ft spacing; Station 430+00 – 1200+00)
- 2019 Pre-Nourishment Survey
 - CSE: April 8, 2019
 - 123 Profiles (~500 and 1000 ft spacing; Station 430+00 – 1230+00)

Data Collection - Survey Transects



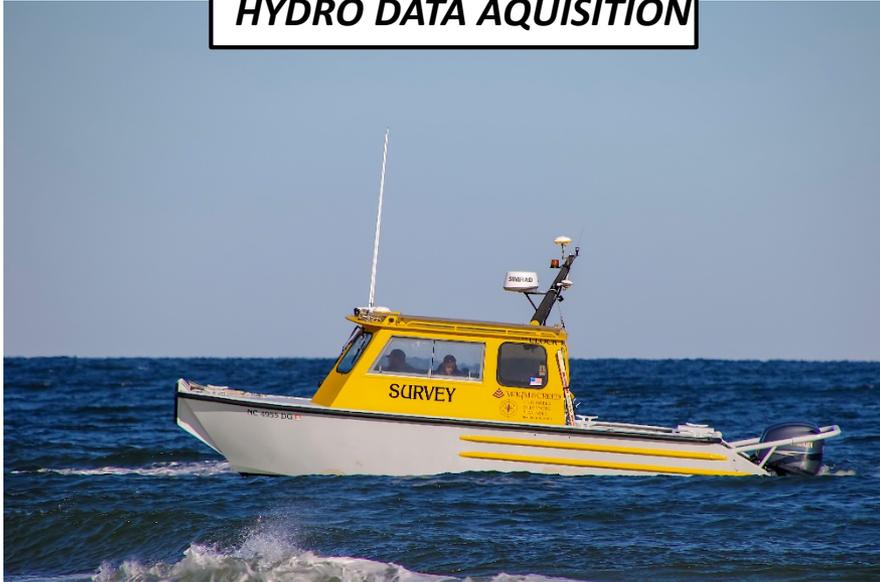
- 123 Monitoring Transects

- 51 Additional Transects

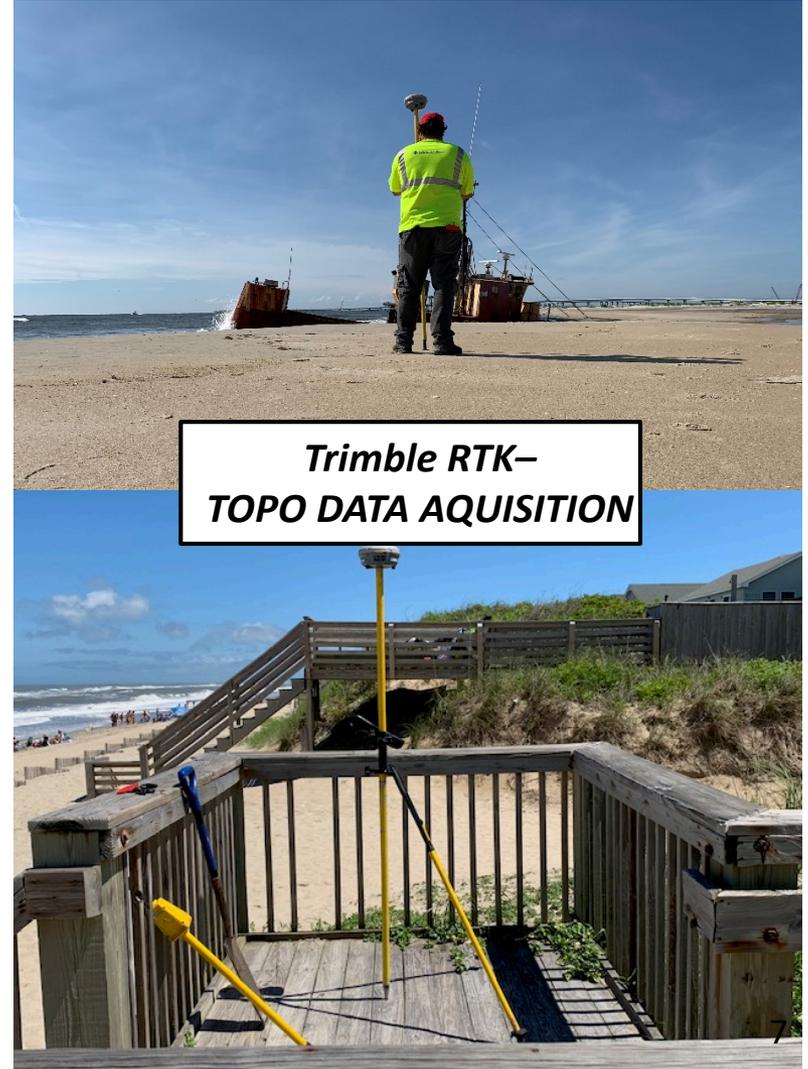
Survey Equipment

➤ Survey Performed by McKim & Creed

*Survey Vessel Clock
HYDRO DATA AQUISION*



*Trimble RTK-
TOPO DATA AQUISION*

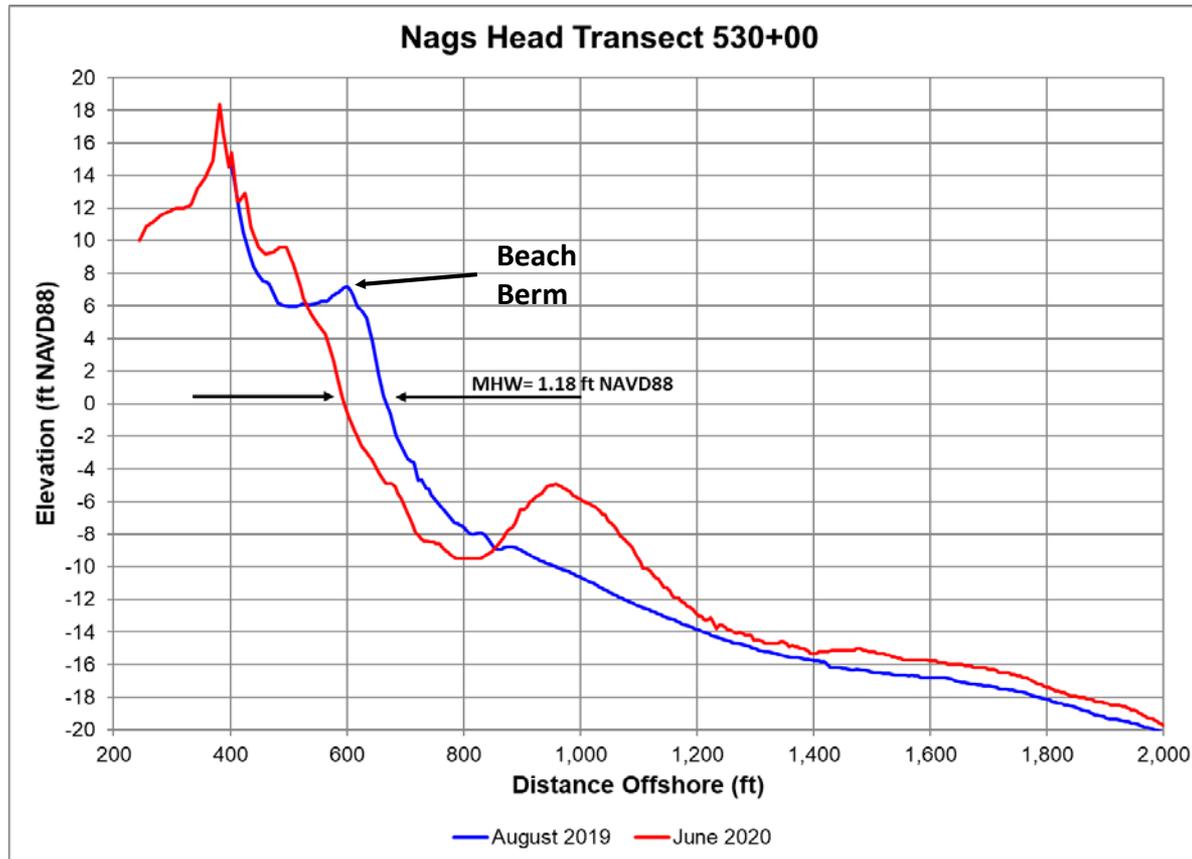


Presentation Outline

- Overall Project Progress
- Data Collection
 - ❖ Survey Transects
 - ❖ Survey Equipment
- Project Methodology
 - ❖ Shoreline Change
 - ❖ Volume Change
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- Q&A/Discussion

Project Methodology – Shoreline Change

Mean High Water (MHW) = 1.18 ft NAVD88



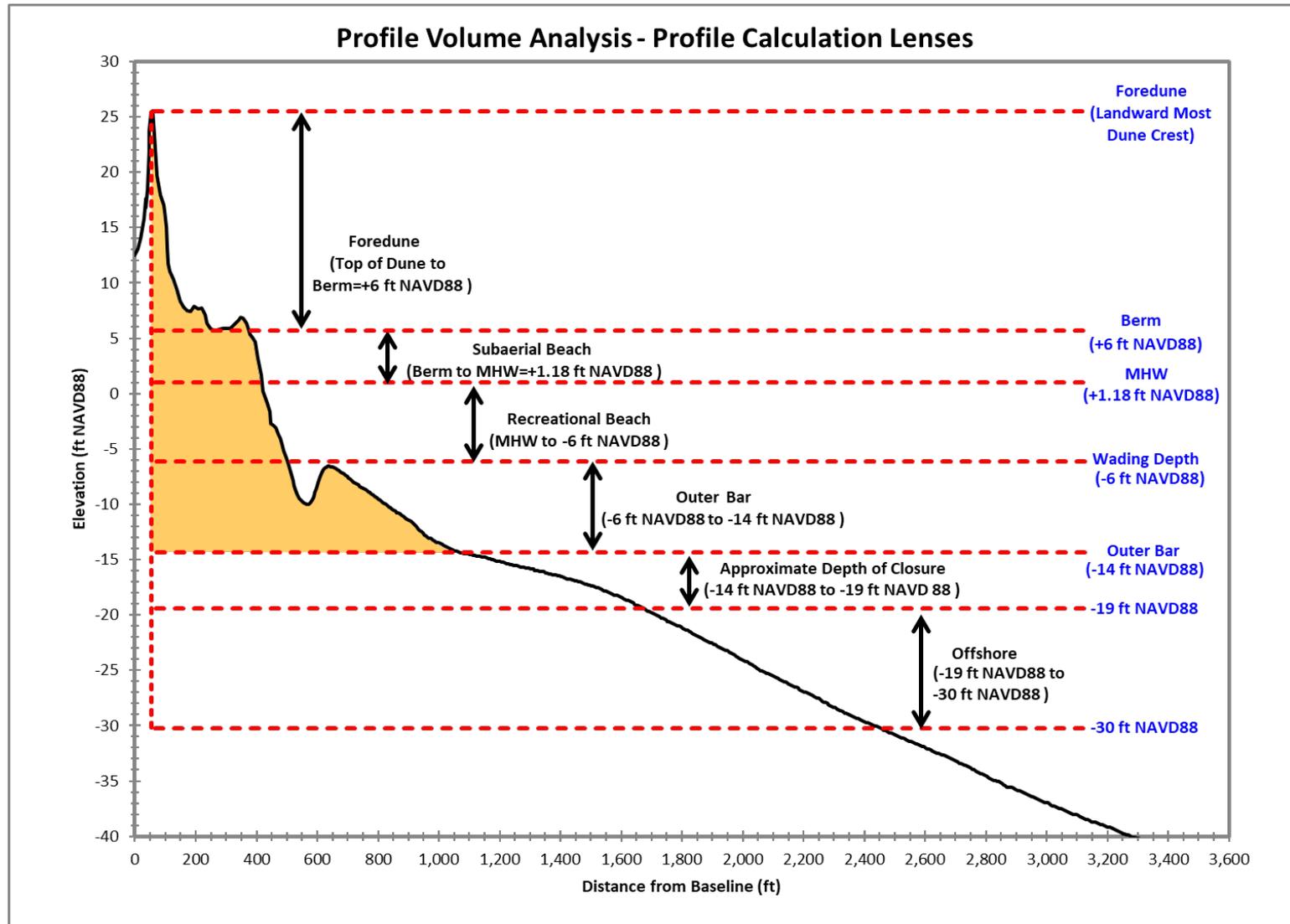
Project Methodology – Volume Change

- Calculate Volume Above Multiple Elevations:
 - ❖ +6ft NAVD88 – From the berm up into the dune
 - ❖ +1.18 ft NAVD88 – MHW Shoreline
 - ❖ -6 ft NAVD88 – Wading Depth
 - ❖ -14 ft NAVD88 – Outer Bar
 - ❖ -19 ft NAVD88 – Approximate Depth of Closure
 - ❖ -30 ft NAVD88 – Capture extreme event offshore sand movement

- Use Volumes For:
 - ❖ Calculating Annual Volume Changes
 - ❖ Calculating/Updating Background Erosion Rates

Project Methodology – Volume Change

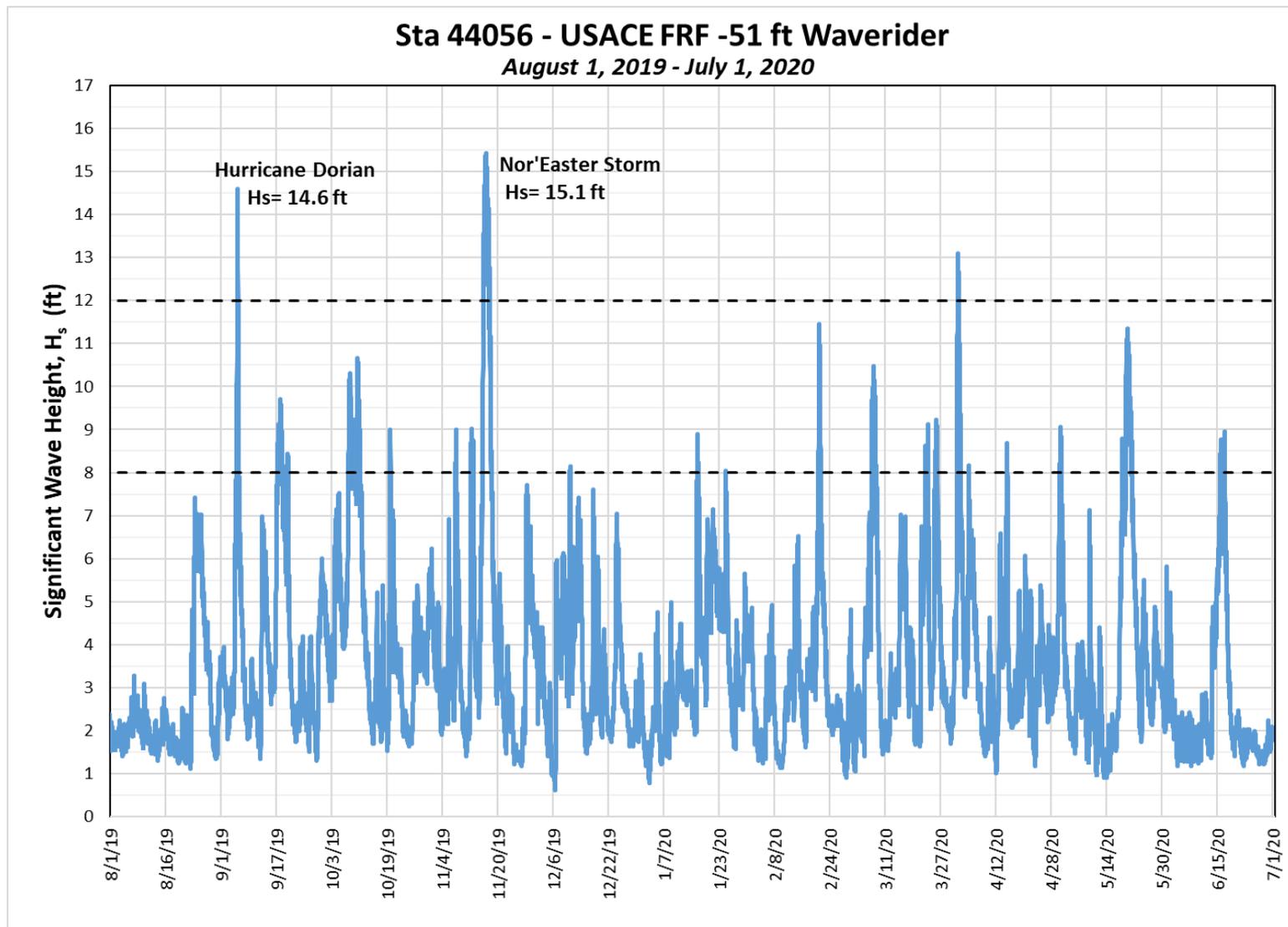
Volume Calculation Lenses



Presentation Outline

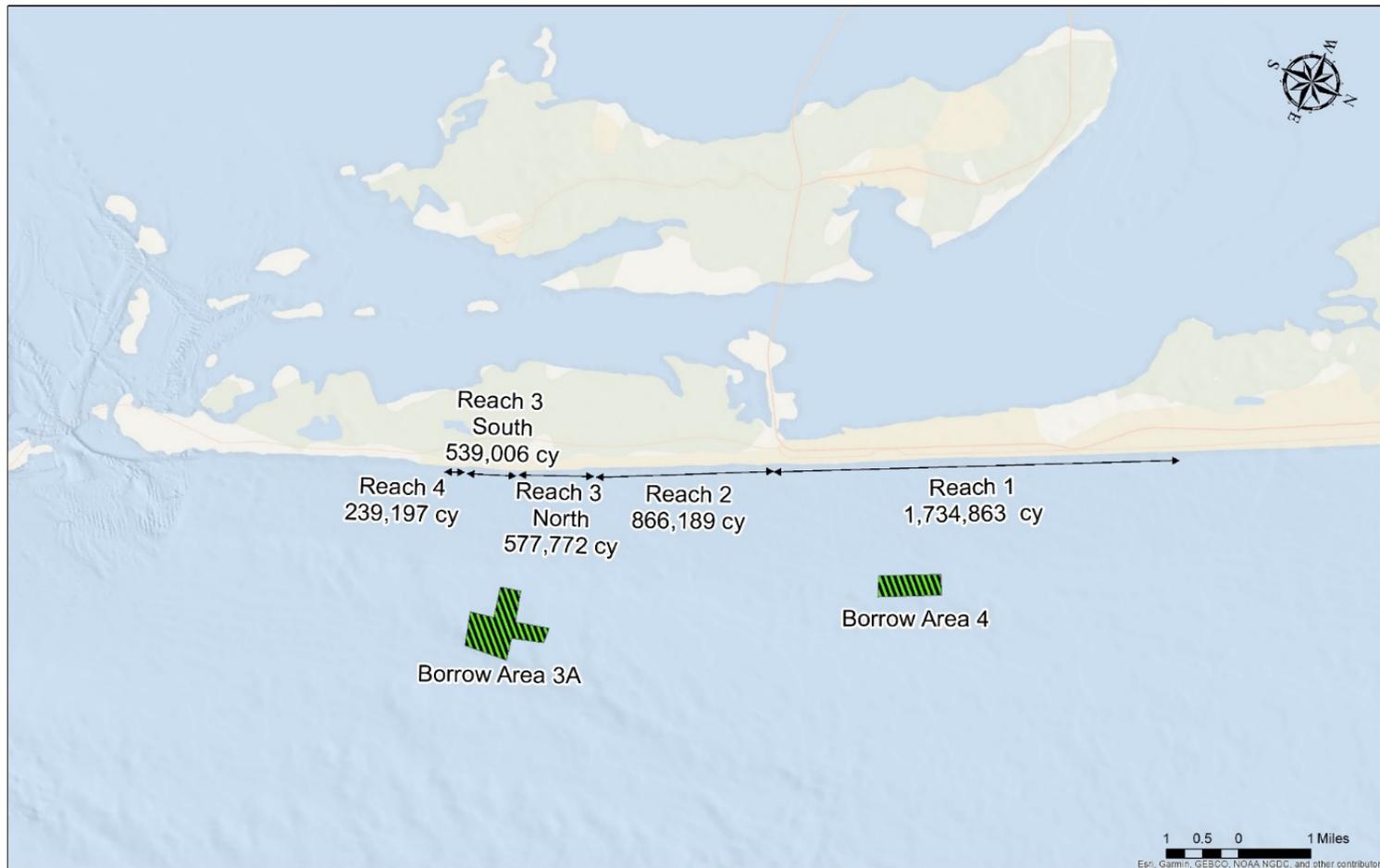
- Overall Project Progress
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- Master Plan Update
- Q&A/Discussion

Key Events 2019-2020 – Storm Activity



Key Events: August 2019 – June 2020

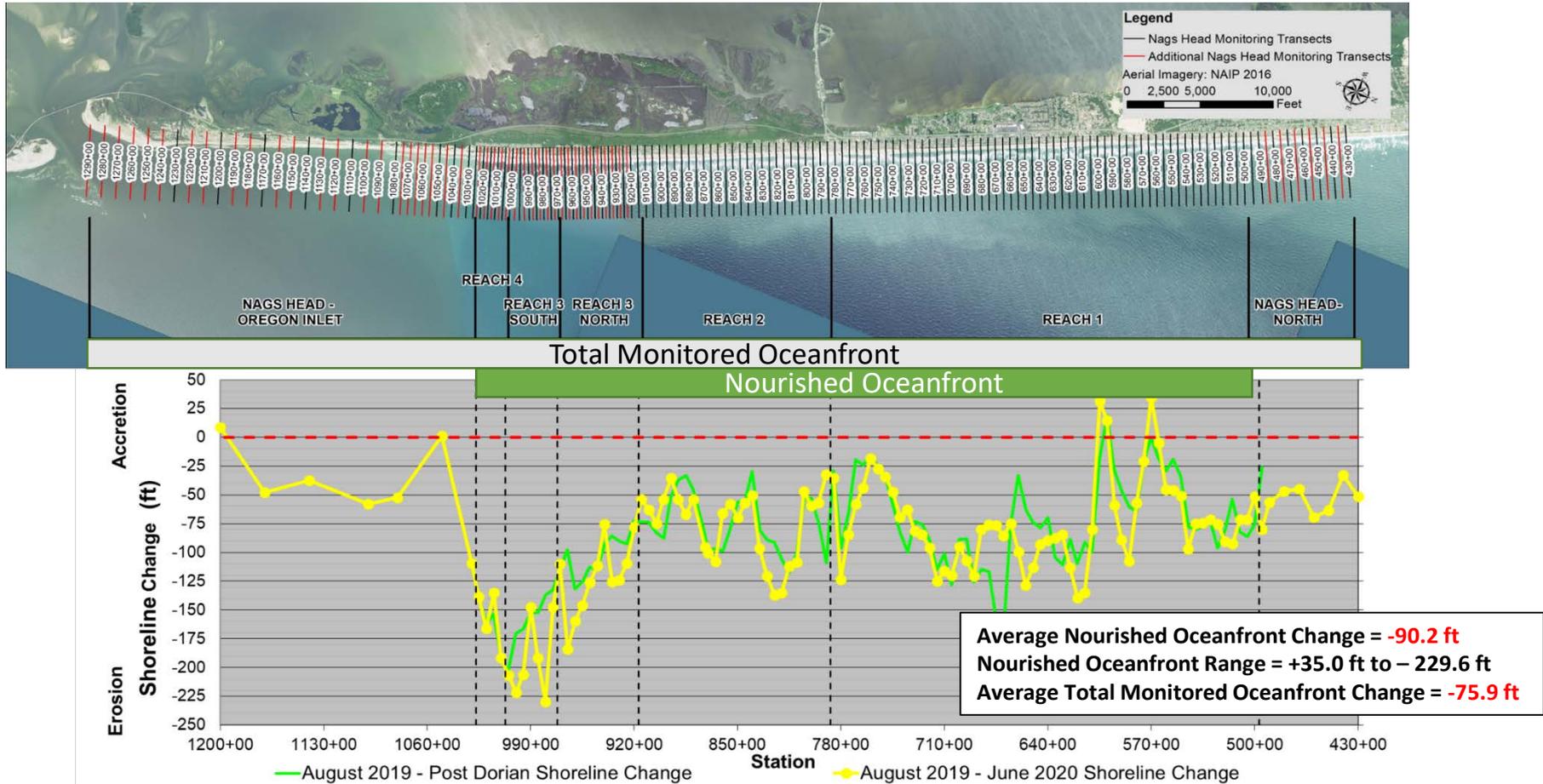
- 2019 Beach Nourishment Project. Approximately 4 million cy along ~10 miles



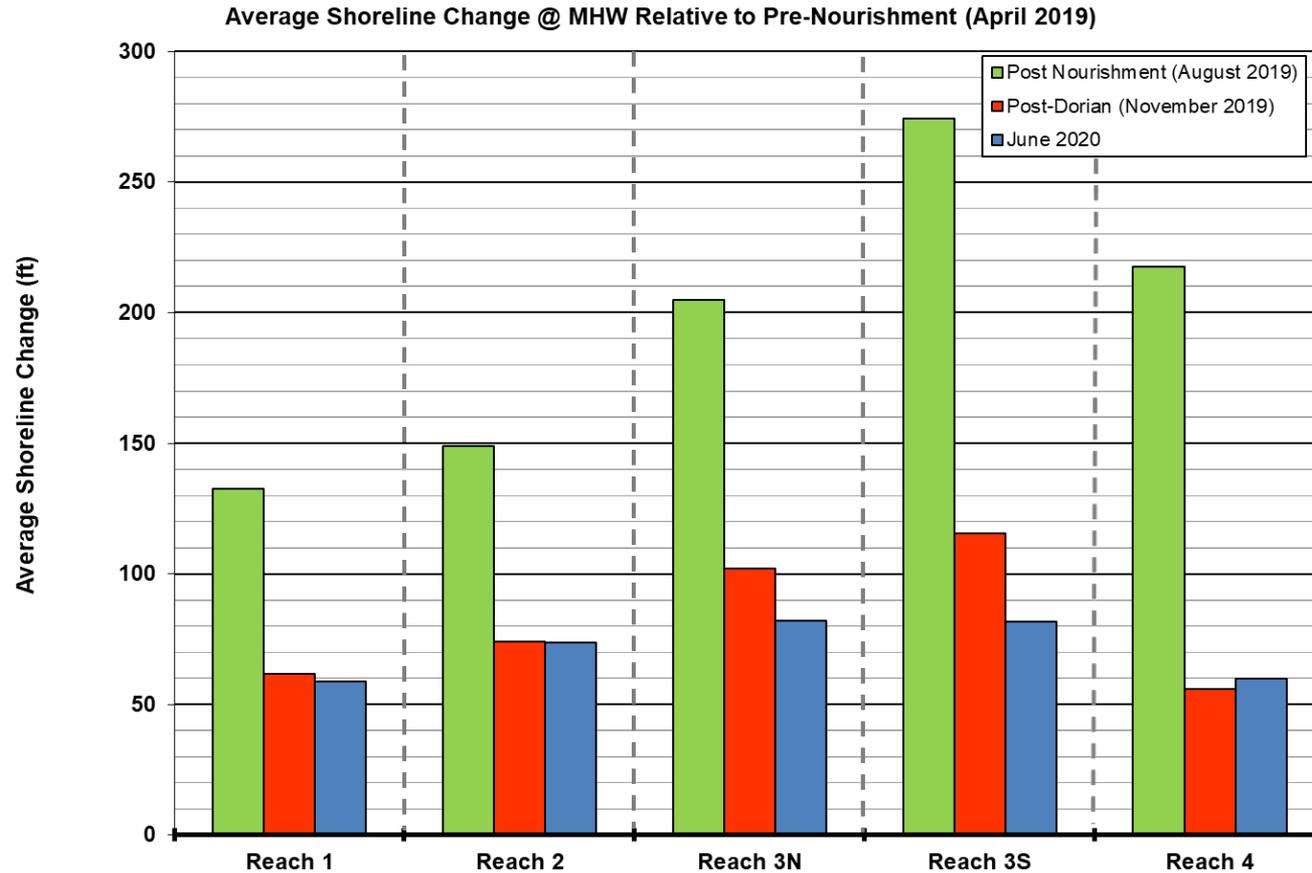
Presentation Outline

- Overall Project Progress
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- Q&A/Discussion

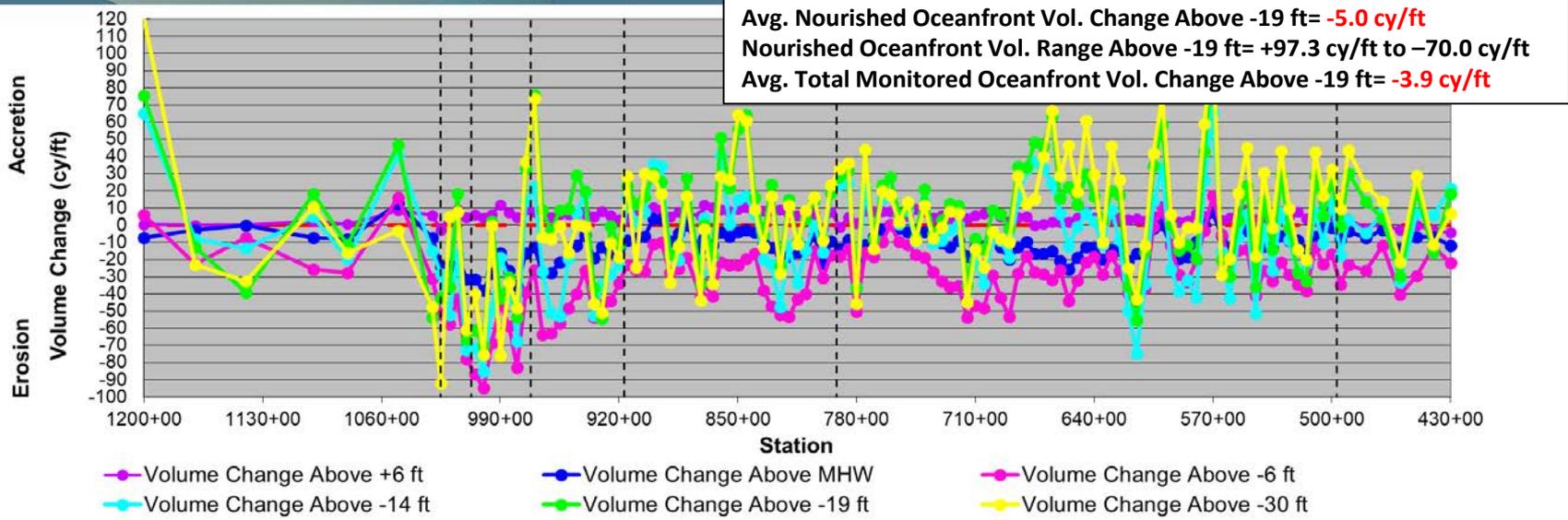
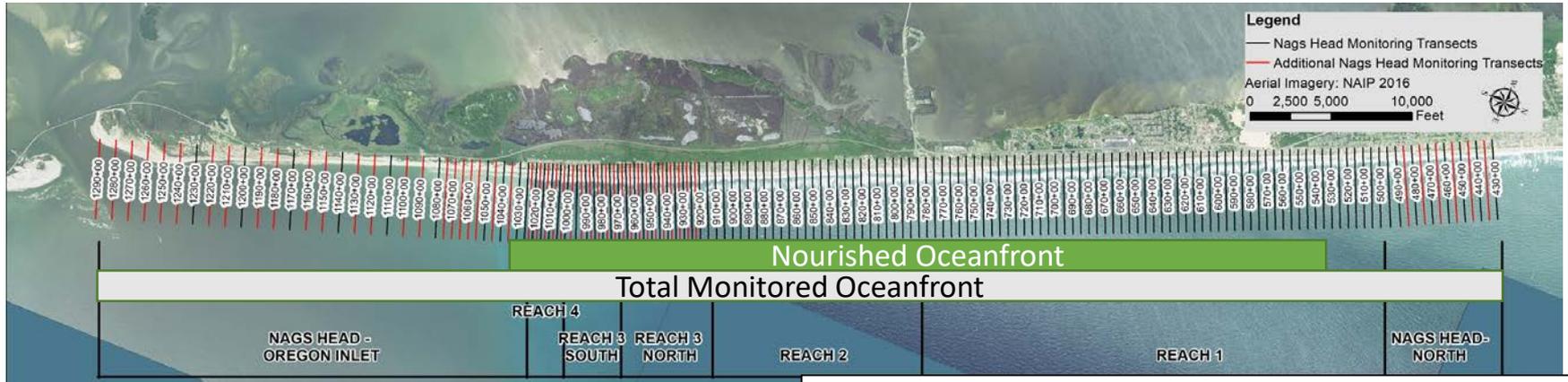
Summary of Findings – Shoreline Change 2019-2020



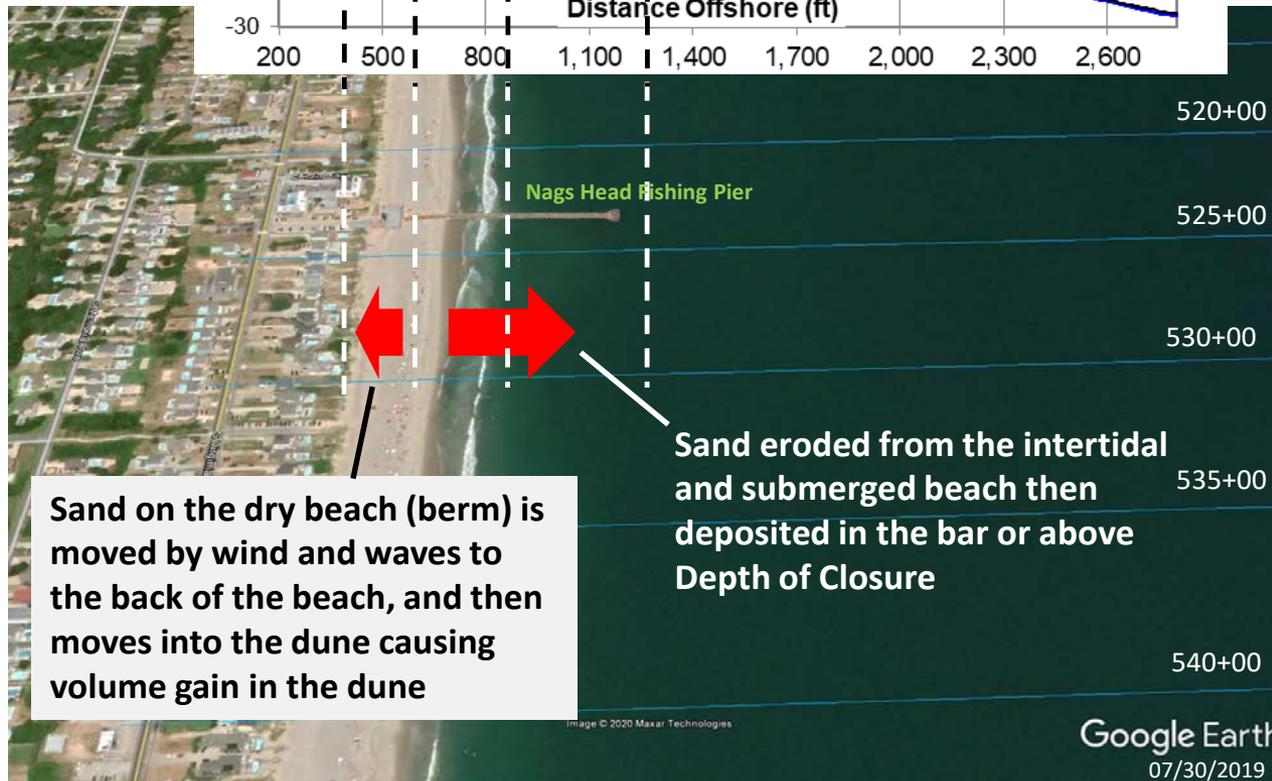
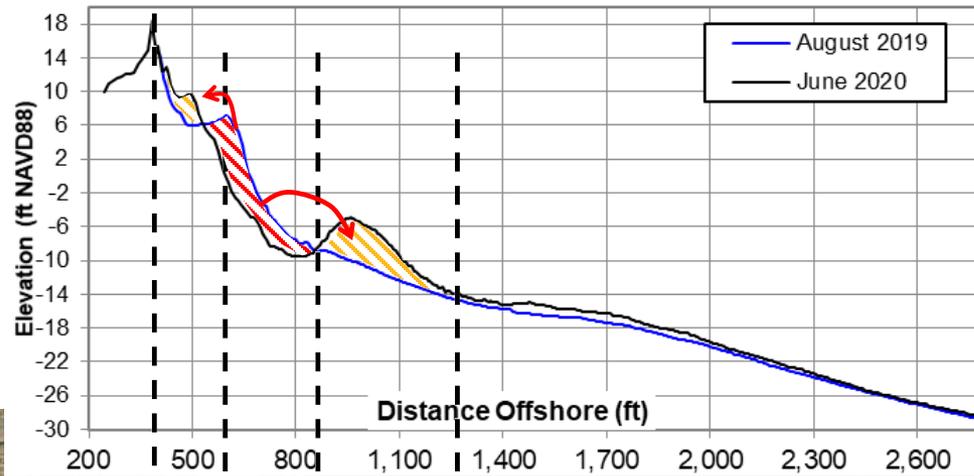
Summary of Findings – Shoreline Change – Nourished Oceanfront



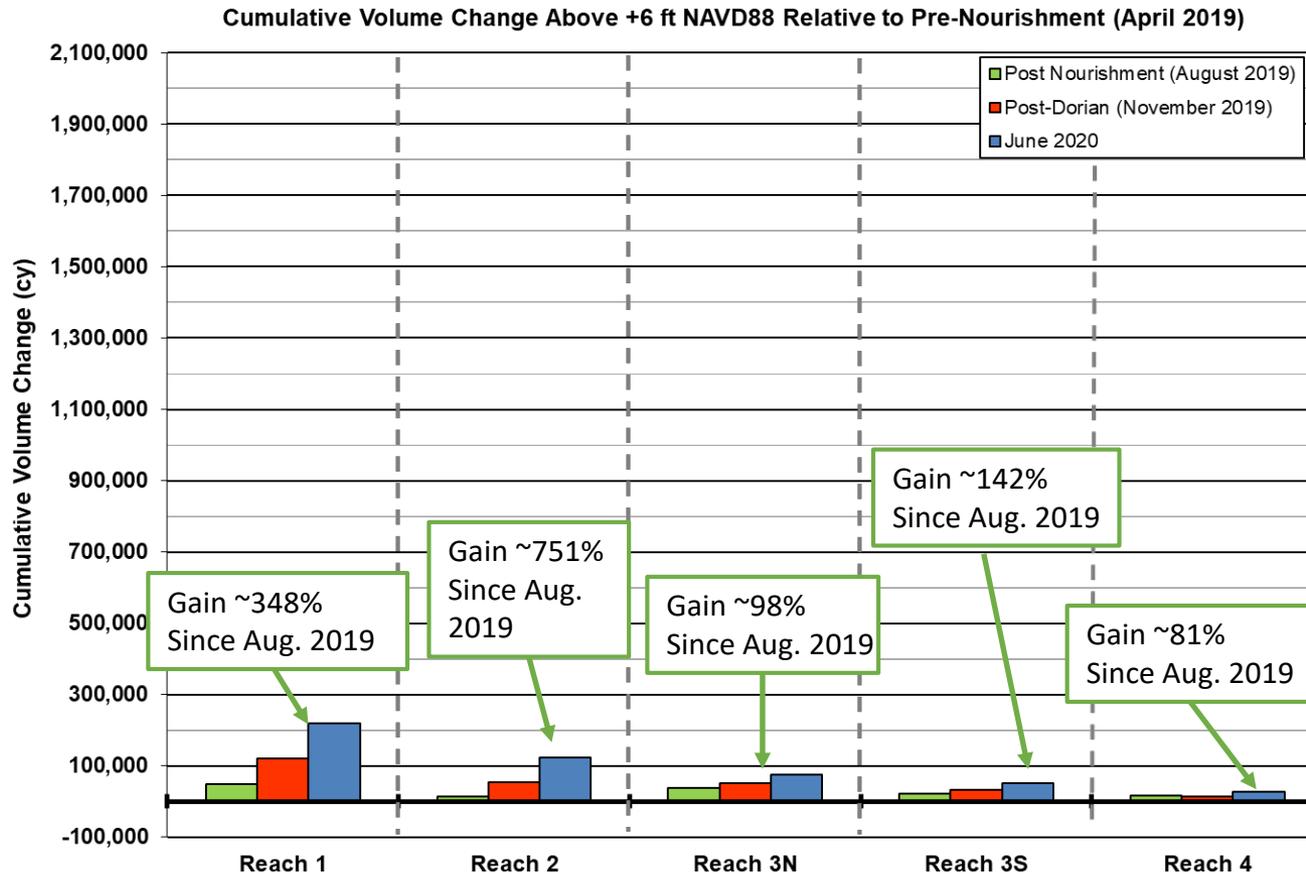
Summary of Findings – Volume Change 2019-2020



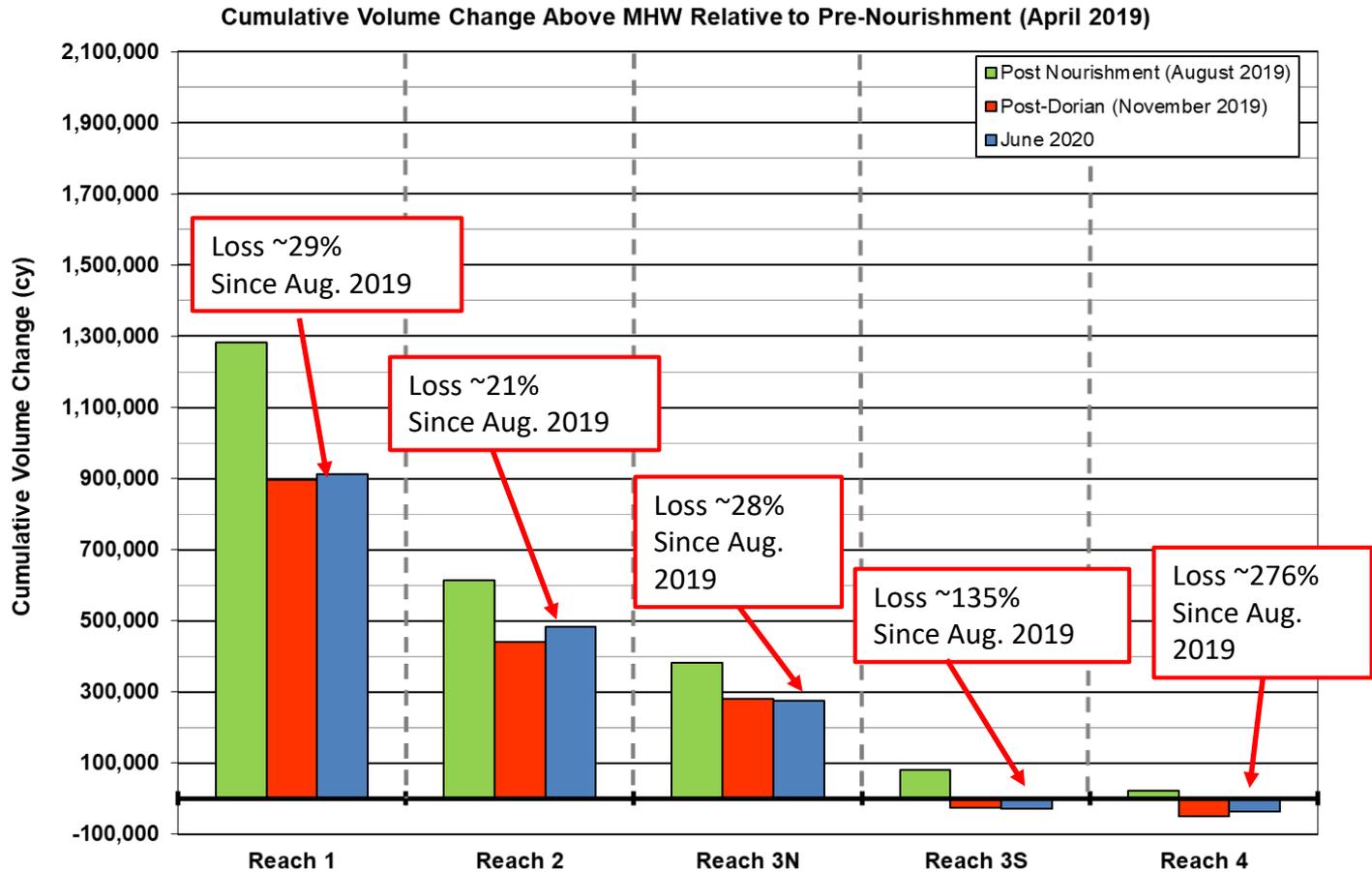
Summary of Findings – Volume Change 2019-2020



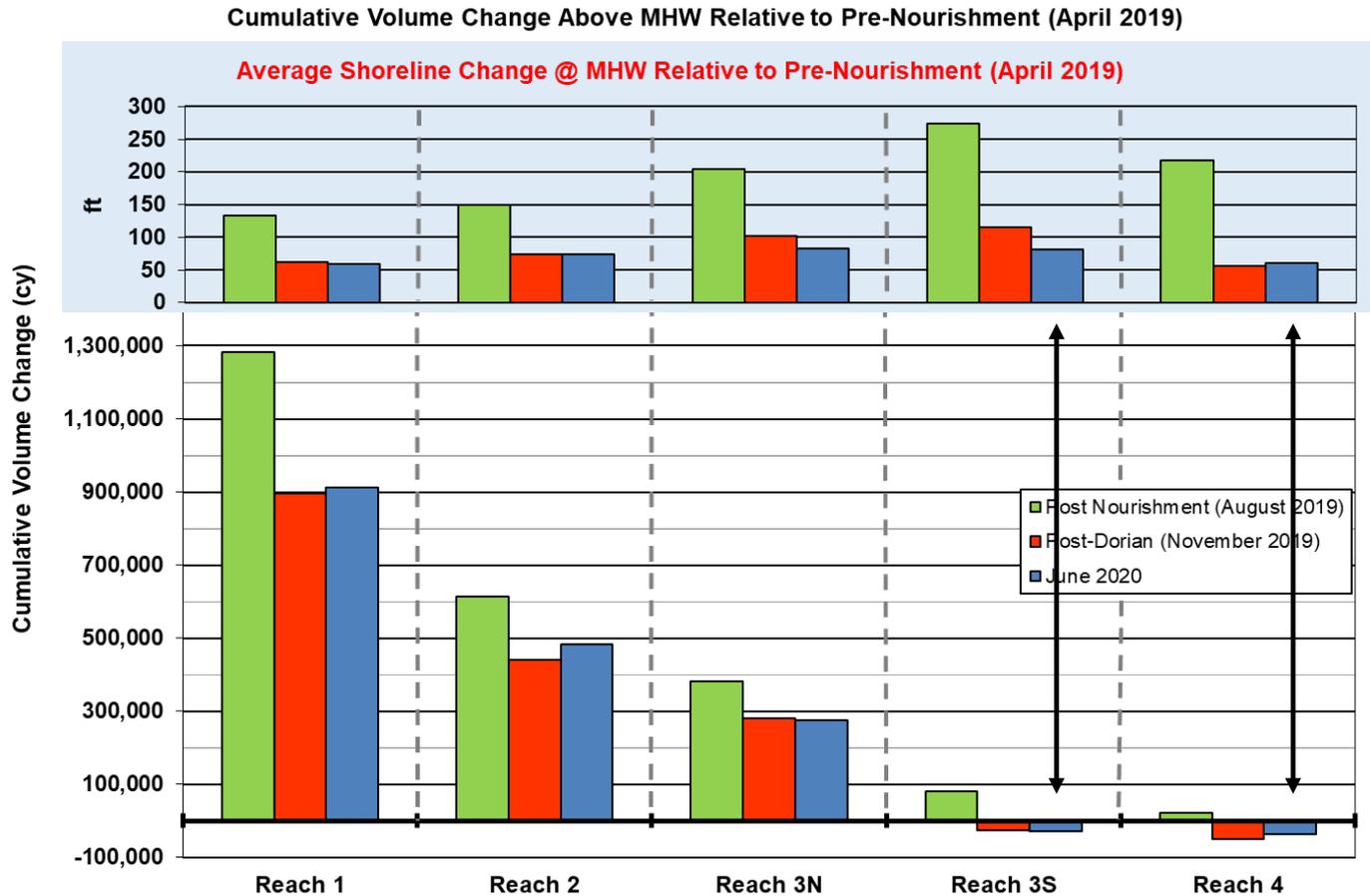
Summary of Findings – Nourished Oceanfront Volume Change



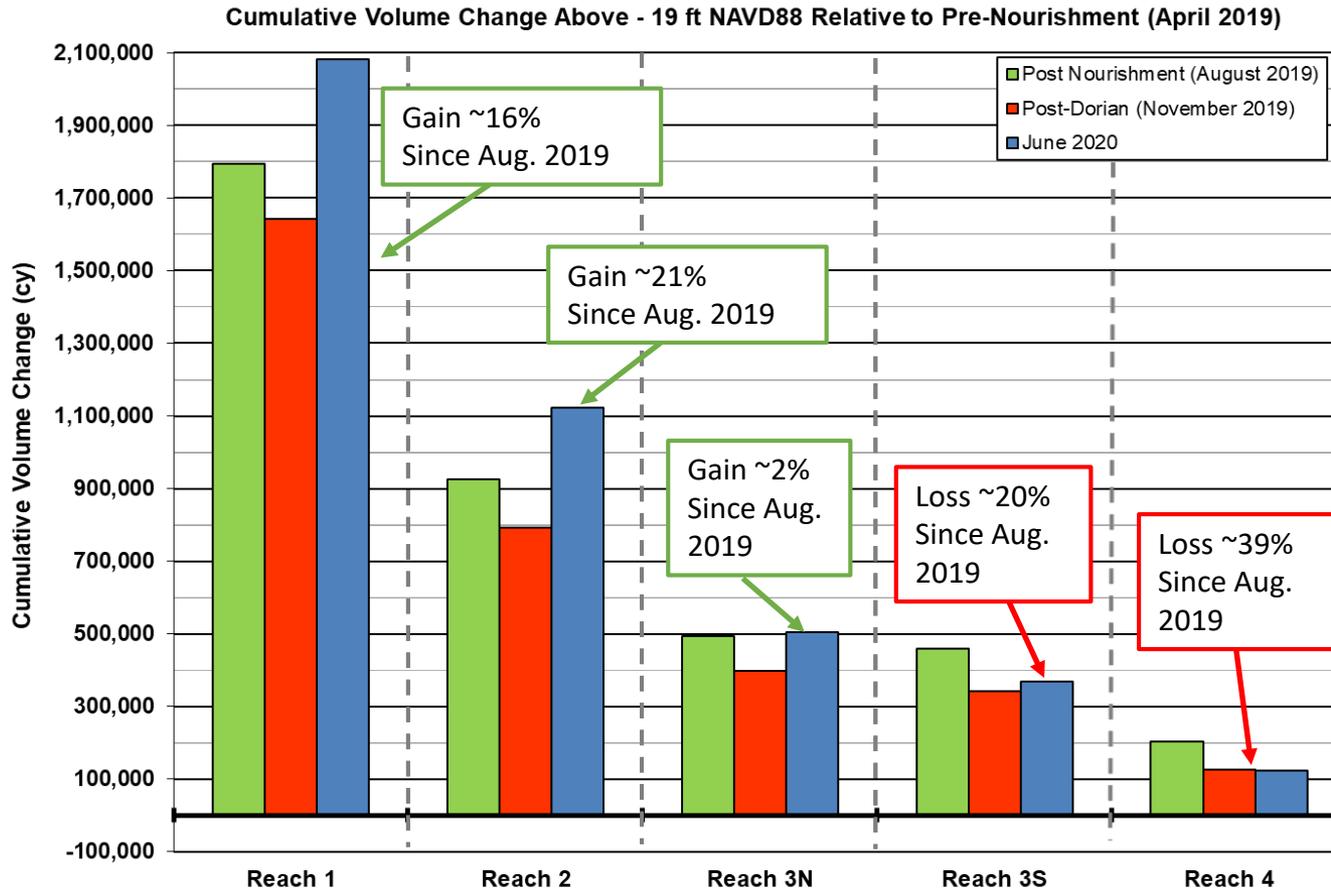
Summary of Findings – Nourished Oceanfront Volume Change



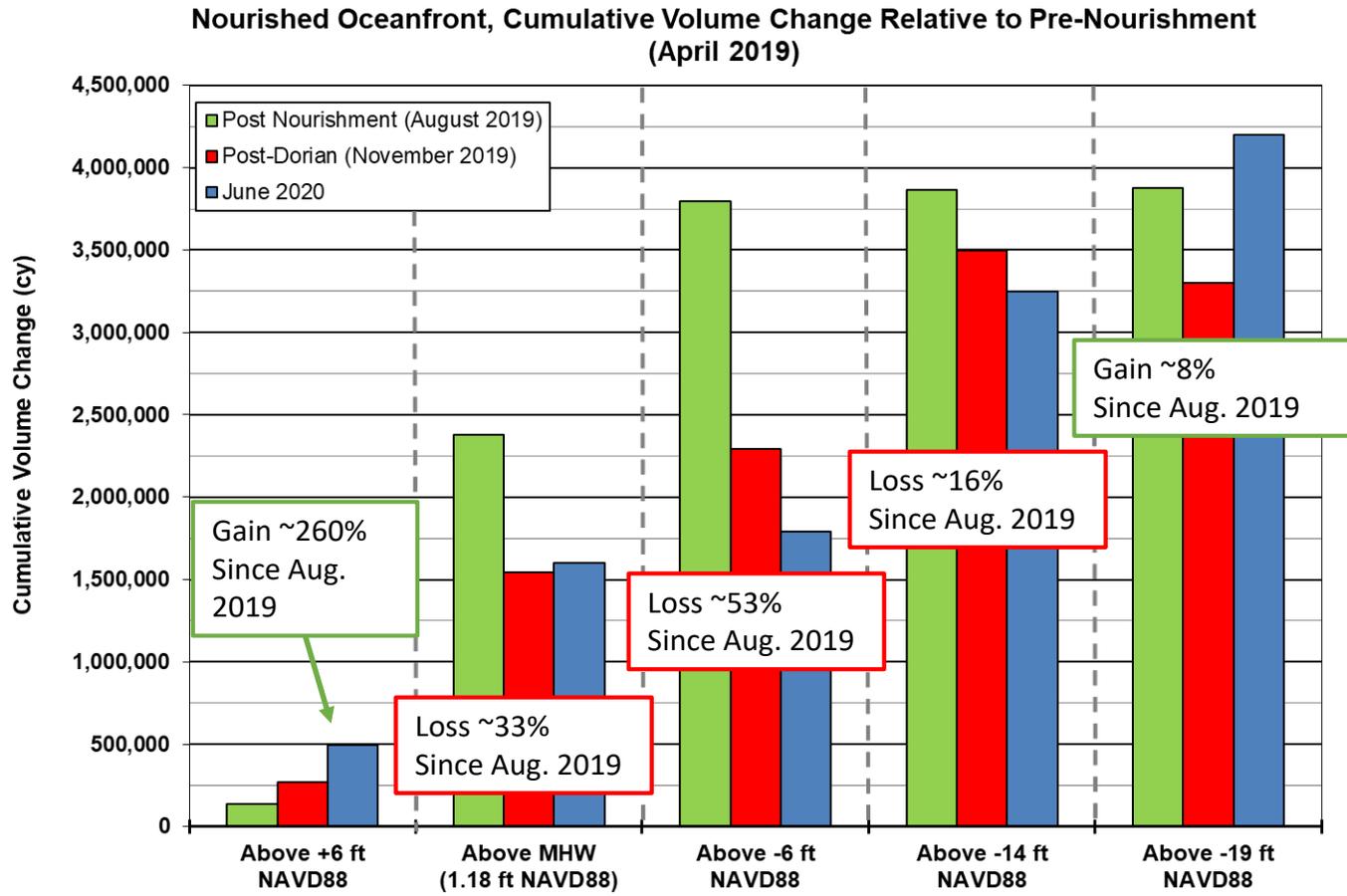
Summary of Findings – Nourished Oceanfront Volume Change



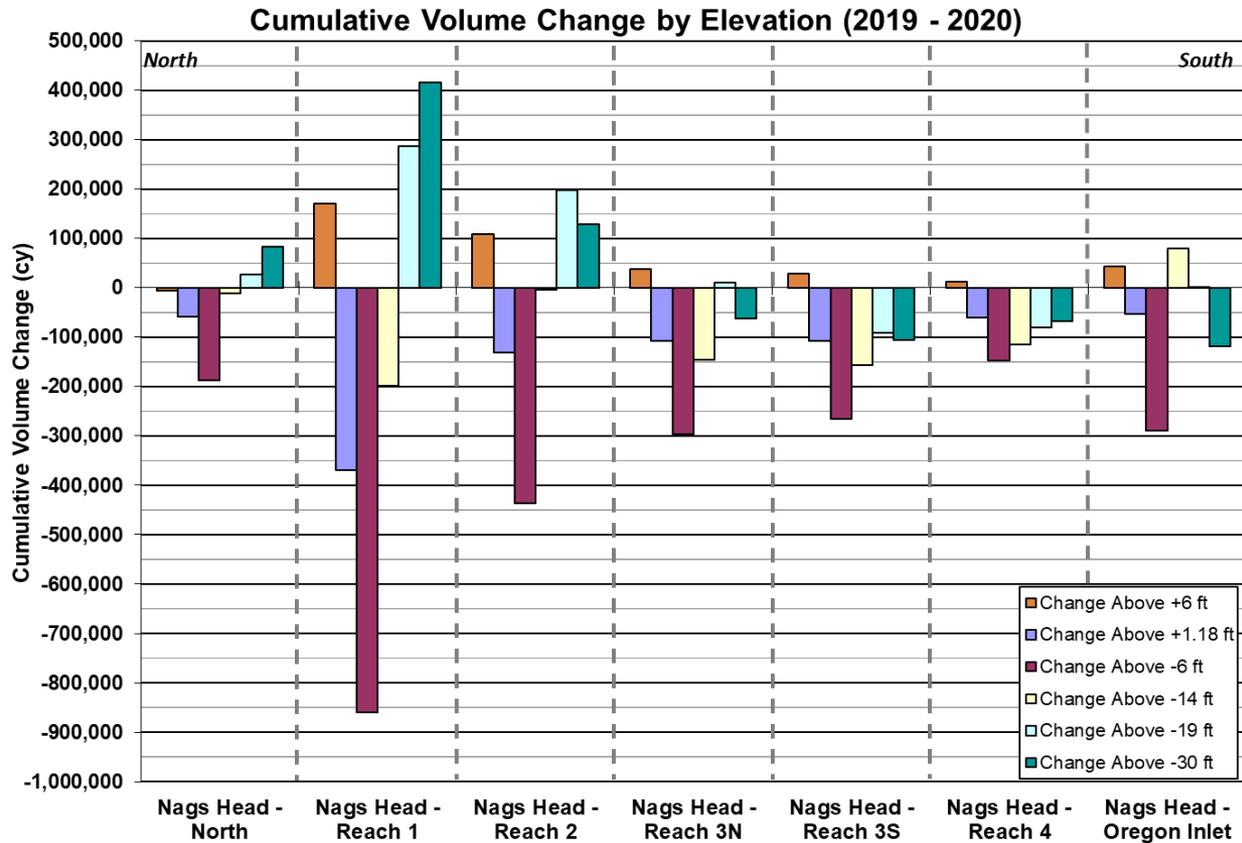
Summary of Findings – Nourished Oceanfront Volume Change



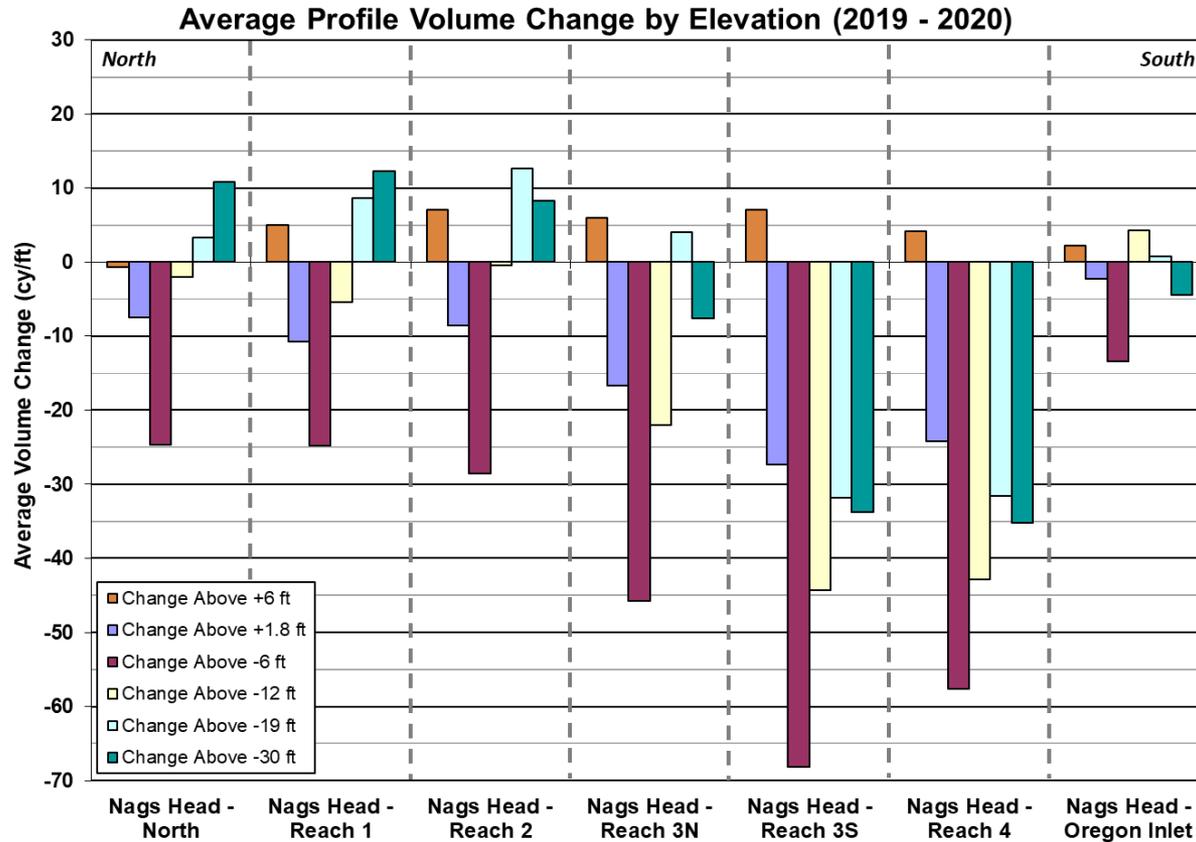
Summary of Findings – Nourished Oceanfront Volume Change



Summary of Findings – Total Monitored Oceanfront Volume Change 2019-2020



Summary of Findings – Total Monitored Oceanfront Volume Change 2019-2020



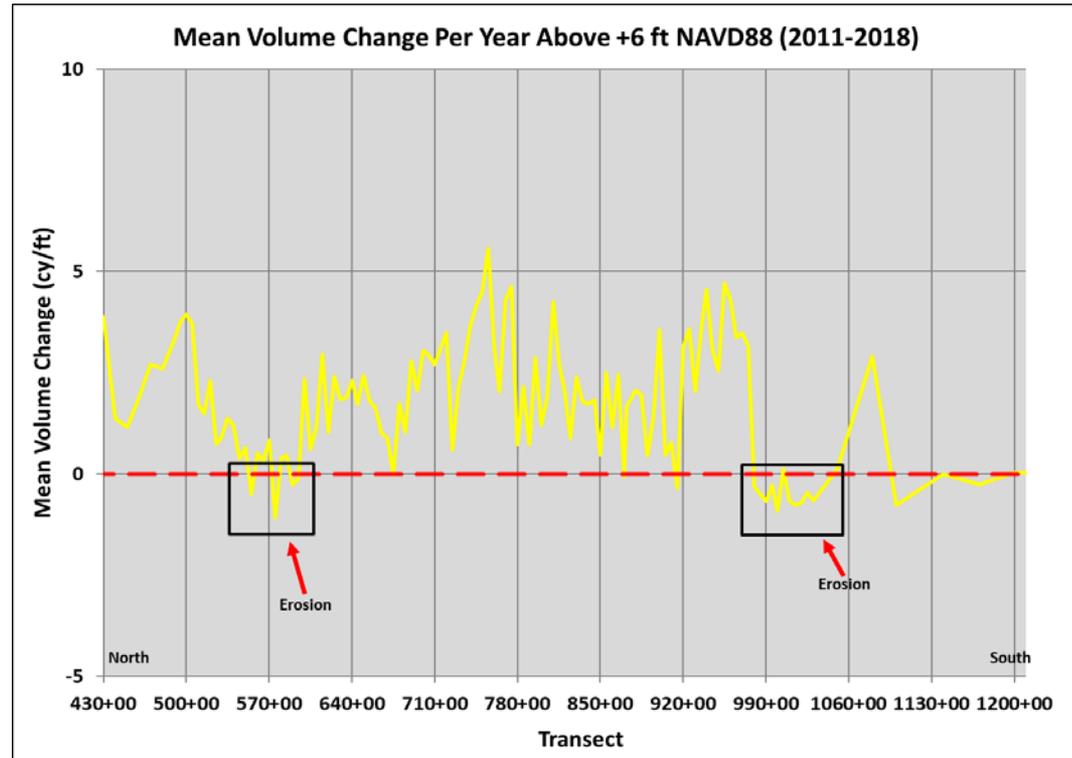
Summary of Findings – Background Erosion Rates

- Average Annual Background Erosion Rates (2011 - 2020)
 - Nourishment volumes subtracted from total volume changes above -19 ft NAVD88 between 2011 and 2020 and annualized over the nine-year time period.
 - Nags Head Reaches 3N, 3S, and 4 have considerably higher background erosion rates than the remainder of the oceanfront

Reach (Transects)	Length	Volume Change Above -19 ft NAVD88 (cy) 2011-2020	Nourishment Volume (cy)	Background Erosion (cy)	Average Annual Background Erosion Rates (cy/ft/yr)
Nags Head - Reach 1 (500+00 - 785+00)	29,000	834,453	1,734,863	-900,410	-3.45
Nags Head - Reach 2 (790+00 - 915+00)	13,000	19,345	866,189	-846,844	-7.24
Nags Head - Reach 3N (920+00 - 970+00)	5,500	-162,421	577,772	-740,193	-14.95
Nags Head - Reach 3S (975+00 - 1005+00)	3,500	34,083	539,006	-504,923	-16.03
Nags Head - Reach 4 (1010+00 - 1025+00)	2,000	-176,249	239,197	-415,446	-23.08
Nourished Oceanfront (500+00 - 1025+00)	53,000	549,213	3,957,027	-3,407,814	-7.14
Nags Head - North (430+00 - 495+00)	6,750	-189,002	0	-189,002	-3.11
Nags Head - Oregon Inlet (1030+00 - 1200+00)	17,250	-1,456,351	0	-1,456,351	-9.38
Total Monitored Oceanfront (430+00 - 1200+00)	77,000	-1,096,140	3,957,027	-5,053,167	-7.29

Summary of Findings – Dune Volume Change

- Dune Erosion observed at:
 - Reach 1, in front of Jockey's Ridge State Park, between East Hollowell Street and East Soundside Road
 - Reach 3-South and extending south through Reach 4.



Presentation Outline

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 - ❖ Maintenance Activity
- Summary of Findings
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 - ❖ Background Erosion Rates (2011-2020)
 - ❖ Dune Volume Change (2011-2020)
- Master Plan Update
- Q&A/Discussion

Master Plan Update

50% Complete



25% Complete

- Completed GENCADE shoreline model calibration
- Begun CSHORE beach profile model setup

Master Plan Update

October work to include CSHORE modeling of storm erosion, and detailed review of sediment borrow area data to establish long-term available sand resources



Master Plan Update



By Early Spring

- Existing and desired Level of Protection will be determined
- Profile Based Volumetric Triggers will be developed
- Long-term sand needs will be determined

Presentation Outline

- Overall Project Progress
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 - ❖ Survey Equipment
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 - ❖ Dune Volume Change (2011-2020)
- Master Plan Update
- Q&A/Discussion

THE TOWN OF NAGS HEAD
NORTH CAROLINA



moffatt & nichol



Agenda Item Summary Sheet

Item No: **I-1**
Meeting Date: **October 7, 2020**

Item Title: Town Attorney John Leidy - Request for Closed Session

Item Summary:

At the October 7th Board of Commissioners meeting Attorney Leidy will request a Closed Session pursuant to NCGS 143-318.11(a)(3) and (6) in order to confer with the Town Attorney regarding a matter within the attorney/client privilege and to preserve that privilege and to discuss a confidential personnel matter in accordance with North Carolina General Statute 160A-168.

Number of Attachments: 0

Specific Action Requested:

Request for Closed Session.

Submitted By: John Leidy, Town Attorney

Date: October 1, 2020

Finance Officer Comment:

Insufficient information to determine fiscal impact.

Signature: Amy Miller

Date: October 1, 2020

Town Attorney Comment:

N/A

Signature: John Leidy

Date: October 1, 2020

Town Manager Comment and/or Recommendation:

N/A

Signature: Greg Sparks

Date: October 1, 2020



Agenda Item Summary Sheet

Item No: **J-1**
Meeting Date: **October 7, 2020**

Item Title: Dep Town Manager Andy Garman - Update on Waste Reduction Task Force

Item Summary:

In the absence of Interim Town Manager Greg Sparks, at the October 7th Board of Commissioners meeting Dep Town Manager Andy Garman will provide an update on the Waste Reduction Task Force. Two meetings have been held with the Task Force which is made up of Kari Bakus, Meredith Fish, Ann Daisey, David Bragg, and Robert Netsch.

Number of Attachments: 0

Specific Action Requested:

Provided for Board information.

Submitted By: Administration

Date: September 30, 2020

Finance Officer Comment:

No unbudgeted fiscal impact.

Signature: Amy Miller

Date: September 30, 2020

Town Attorney Comment:

N/A

Signature: John Leidy

Date: September 30, 2020

Town Manager Comment and/or Recommendation:

N/A

Signature: Greg Sparks

Date: September 30, 2020



Agenda Item Summary Sheet

Item No: **K-1**
Meeting Date: **October 7, 2020**

Item Title: Comr. Renée Cahoon - Discussion of commercial lighting

Item Summary:

Comr. Renée Cahoon will discuss commercial lighting standards with the Board and staff at the October 7th Board of Commissioners meeting.

Number of Attachments: 0

Specific Action Requested:

Provided for Board discussion.

Submitted By: Comr. Renée Cahoon

Date: September 30, 2020

Finance Officer Comment:

Insufficient information to determine precise fiscal impact.

Signature: Amy Miller

Date: September 30, 2020

Town Attorney Comment:

N/A

Signature: John Leidy

Date: September 30, 2020

Town Manager Comment and/or Recommendation:

N/A

Signature: Greg Sparks

Date: September 30, 2020



Agenda Item Summary Sheet

Item No: L-1
Meeting Date: October 7, 2020

Item Title: Mayor Ben Cahoon – Future of Nags Head - from the Jan 23-24, 2020 Board Retreat

Item Summary:

One of the topics of discussion at the January 2020 Board of Commissioners Retreat concerned envisioning the future of Nags Head.

While this item will remain as a standing agenda item, discussion will continue once the Board can resume normal meetings.

Number of Attachments: 0

Specific Action Requested:

Provided for Board discussion.

Submitted By: Administration

Date: September 30, 2020

Finance Officer Comment:

Insufficient information to determine fiscal impact.

Signature: Amy Miller

Date: September 30, 2020

Town Attorney Comment:

N/A

Signature: John Leidy

Date: September 30, 2020

Town Manager Comment and/or Recommendation:

N/A

Signature: Greg Sparks

Date: September 30, 2020