# 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)***

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**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. Approval Of Minutes

   Documents:

   10 E3 MINUTES SUMMARY.PDF
   10 E3 MINUTES SEP 2 2020 MINS.PDF

4. 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 EMAIL.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. Fire Dept - Presentation Of Fire Department Five-Year Strategic Plan

   Documents:

   10 H3 FIRE DEPT PLAN SUMMARY.PDF
   10 H3 NHFR STRATEGIC PLAN REPORT.PDF

4. 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 Statue160A-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**

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**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**

SOURCE OF FUNDS | USE OF FUNDS

| CODE | ACCOUNT | AMOUNT | | CODE | ACCOUNT | AMOUNT |
|---|---|---|---|---|---|---|
| | **General Fund** | | | | **General Fund** | |
| | **Revenues** | | | | **Governing Body** | |
| 10-499000 | Appropriated Fund Balance | 1,188,722.04 | | 410-544500 | 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**

| SOURCE OF FUNDS | | | | USE OF FUNDS | | |
|---|---|---|---|---|---|---|
| CODE | ACCOUNT | AMOUNT | | CODE | ACCOUNT | AMOUNT |
| | **Water Fund** | | | | **Water Fund** | |
| | **Revenues** | | | | **Septic Health** | |
| 10-499100 | Appropriated Retained Earnings | 175,000.00 | | 725-577300 | Capital Outlay Other | 150,000.00 |
| | | | | 725-577400 | Capital Outlay Equipment | 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**

| SOURCE OF FUNDS | | | | USE OF FUNDS | | |
|---|---|---|---|---|---|---|
| CODE | ACCOUNT | AMOUNT | | CODE | ACCOUNT | AMOUNT |
| | **General Fund Expenditure Fire** | | | | **General Fund Revenues** | |
| 730-577400 | Capital Outlay Equipment | 47,576.00 | | 10-430201 | 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**

| SOURCE OF FUNDS | | | | USE 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 Valuation | Rate | Total Levy | MSD Excluding Registered Motor Vehicles | Registered Motor Vehicles |
| **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-3**
Meeting Date: **October 7, 2020**

**Item Title**: Approval of minutes from Board of Commissioners meetings/workshops

**Item Summary**:

Attached for Board review and approval are the following Board of Commissioners meeting minutes:

September 2, 2020 Regular Session

Number of Attachments: 1

**Specific Action Requested**:

Provided for Board review and approval.

Submitted By: Carolyn F. Morris, Town Clerk 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

**_DRAFT_ MINUTES**
**TOWN OF NAGS HEAD**
**BOARD OF COMMISSIONERS**
**REGULAR MEETING _(COVID-19)_**
**WEDNESDAY, SEPTEMBER 2, 2020**

*(**PLEASE NOTE:** In accordance with State and County Regulations due to COVID-19, Face Coverings must be worn in indoor and outdoor public spaces where social distancing cannot be maintained)*

The Nags Head Board of Commissioners met in the Board Room of the Nags Head Municipal Complex located at 5401 S Croatan Highway in Nags Head, North Carolina on Wednesday, September 2, 2020 at 9:00 a.m.

| | |
|---|---|
| Board members Present: | Mayor Ben Cahoon; Mayor Pro Tem Michael Siers; Comr. Renée Cahoon; Comr. Webb Fuller; and Comr. Kevin Brinkley |
| Board members Absent: | None |
| Others present: | Interim Town Manager Greg Sparks; Attorney John Leidy; Andy Garman; Amy Miller; Michael Zehner; Kelly Wyatt; Roberta Thuman; Michelle Gray; Phil Webster; Randy Wells; Mike Norris; Bobby Hooper; Kerry Oaksmith-Sanders; Peggy Saporito; Chris Carroll; Ginny Flowers; Samantha Lock; Margaret Cooley; Valerie Netsch; William Barrett; David Elder; Karen Brown; Chris Sawin; Lauren Nelson; Lisa Brickhouse-Davis; Rob Richardson; Willie Barrett; Craig Hurd; Winnie Wiseman; Sumit Gupta; and Town Clerk Carolyn Morris |

## CALL TO ORDER

Mayor Cahoon called the meeting to order at 9:00 a.m. A moment of silence was followed by the Pledge of Allegiance.

## ADOPTION OF AGENDA

**MOTION:** Comr. Fuller made a motion that agenda item E-6 entitled: *Request for Public Hearing to consider text amendments to the UDO pertaining to nonconforming hotels and accessory uses in association with preexisting fishing piers* be removed from the agenda. The motion was seconded by Comr. Brinkley which passed unanimously.

**MOTION:** Comr. Fuller made a motion to approve the September 2nd agenda as amended. The motion was seconded by Comr. Renée Cahoon which passed unanimously.

**RECOGNITION**

Facilities Maintenance Supervisor Mike Norris introduced Stormwater & Streets Technician Bobby Hooper who was congratulated for five years of service.

**PUBLIC COMMENT**

Attorney John Leidy conducted the Public Comment session. All speakers commented on Dowdy Park and the Town's Event Coordinator part-time position. The following submitted written comments which are attached to and made a part of these minutes as shown in Addendum "A": Kerry Oaksmith-Sanders, Peggy Saporito, Chris Carroll, Samantha Lock, Ginny Flowers, Valerie Netsch, Denise Turner, Leslie Erickson, Ann Wunderly, C. Mark Slagle, Abby Carey, Joe Patton, Sharon Serine, and Sara Mawyer. The following spoke during the Public Comment Session:

PUBLIC COMMENT – KERRY OAKSMITH-SANDERS
Kerry Oaksmith-Sanders is a member of the Arts & Culture Committee - She read from the Dowdy Park Master Plan purpose as well as completed surveys of what community members wanted for the Park activities; the Farmers Market was the first activity requested. The Farmers Market has been very successful and the coordinator has the specialized skill set necessary; scheduling the market for funding on a month-to-month basis does not provide good community service; she questioned why Dowdy Park can't be continually funded especially when the amount is only $16,000 per year; she respectfully requests that the Board continue to fund the Dowdy Park Event Site Coordinator part-time position; she also asked that a copy of her comments be included in today's record.

PUBLIC COMMENT – PEGGY SAPORITO
Peggy Saporito is a member of the Arts & Culture Committee; the committee was established by the Board of Commissioners to promote, encourage and increase support of the Town's artistic community and to work to integrate arts and culture into community life; it has been working to build successful activities such as the Farmers Market events; all pandemic guidelines have been followed; why would funds be approved and then the event not funded; she would like her comments included in today's record.

PUBLIC COMMENT – CHRIS CARROLL
Chris Carroll is owner of Sweater Box Confections – vendor in the Farmer's Market – this year has been the best for sales – she is familiar with how Farmer's Markets run and she loves what the Events Coordinator has done as she is very talented; as a vendor the pandemic has provided a lot of challenges but feels the appropriate guidelines have been followed; Farmers Market is not her primary revenue stream but it is a very important part; she asked that the Board continue the event.

PUBLIC COMMENT – SAMANTHA LOCK
Samantha Lock is a member of the Arts & Culture Committee; she is a business owner and property owner in Nags Head – values established by the Town of Nags Head include parks and recreation – the Town's vision is to create a town where there are funded activities that are essential to the Town and to provide recreational opportunities; dissolving the Event Coordinator position would not be in the best interest of the Town; the Town's community core values should be invested in.

PUBLIC COMMENT – GINNY FLOWERS
Ginny Flowers is a member of the Arts & Culture Committee; she is also a Nags Head resident and business owner; she spoke of the importance of keeping the Events Coordinator position which is a very specialized position that should be part of the investment of the Town; she read from the Town's

Land Use Plan which notes the importance of small businesses in the Town; please keep the Events Coordinator position; she asked that her comments and other correspondence re: the position be included in today's record.

PUBLIC COMMENT – CHRIS SAWIN
Chris Sawin, Dare County Arts Council Director; he applauded the Town's commitment to the arts to include the long-term support of the arts whether it is collection of artwork or in partnership with the Dare County Arts Council for the grand opening of Dowdy Park and other events; when it comes to arts programming it is a very specific skillset which he has been unable to get others to do in Manteo; when outdoor events have been postponed or cancelled they have found other avenues for the Events Coordinator person; as an advocate for the arts he thanked the Town for its support and hopes to work with the Town in the future.

PUBLIC COMMENT – VALERIE NETSCH
Valerie Netsch thanked the Board for Dowdy Park – she read her email which she had forwarded to the Board last night. She asked that the Board keep the Event Coordinator position in place as there is much more to be done at Dowdy Park.

PUBLIC COMMENT – DAVID ELDER
David Elder stated that he has been involved in the process of Dowdy Park; transparency by the Town gave a clear line/guidance for the park; the corona virus pandemic was a surprise and no one knew what to expect; the process of transparency in government needs to be there for everyone and he asked the Board to stay on course by keeping the Event Coordinator position.

PUBLIC COMMENT – KAREN BROWN
Karen Brown is a resident of Nags Head; she read an email on behalf of artist, Denise Turner; Ms. Turner wrote in favor of the Dowdy Park Farmers Markets; the markets operate smoothly and the one person who stands out is the Town's Event Coordinator; she asked that the position be kept; she would like her comments to be included in today's minutes.

There being no one else present who wished to speak, Attorney Leidy concluded Public Comment at 9:47 a.m.

**CONSENT AGENDA**

The Consent Agenda consisted of the following items:

Consideration of Budget Adjustment #3 to FY 20/21 Budget

Consideration of Tax Adjustment Reports
- Consideration of New Year (FY 20/21) Tax Adjustment Reports
- Consideration of Monthly Tax Adjustment Reports

Approval of minutes

Consideration of request from Fraternal Order of Eagles to conduct 2020 bonafide fishing tournament

Consideration of approval of a Health Reimbursement Arrangement Plan Maintenance Agreement and a Business Associate Agreement effective September 1, 2020 for the Town Manager

Request for Public Hearing to consider text amendments to the UDO pertaining to nonconforming hotels and accessory uses in association with preexisting fishing piers *(this item was removed)*

Request to modify Consolidated Fee Schedule for Post-Season Per Farmers Market Vendor fee

**MOTION:** Comr. Brinkley made a motion to approve the Consent Agenda as amended (with the removal of item E-6 re: Request for Public Hearing). The motion was seconded by Mayor Pro Tem Siers which passed unanimously.

Budget Adjustment #3 to FY 20/21 Budget, as approved, is attached to and made a part of these minutes as shown in Addendum "B".

The Tax Adjustment Reports, as approved, are:
- New Year (FY 20/21) Tax Adjustment Reports
- Monthly Tax Adjustment Reports

And are attached to and made a part of these minutes as shown in Addendum "C".

The resolution authorizing the Fraternal Order of Eagles to conduct the 2020 bonafide fishing tournament, as adopted, read in part as follows:

"WHEREAS, the Fraternal Order of Eagles, Aerie #4506 is sponsoring its annual Surf Fishing Tournament October 24, 2020; AND

'WHEREAS, in accordance with Section 8-83 (b) (3) of the Nags Head Code of Ordinances, the Fraternal Order of Eagles, Aerie #4506 submitted a request on August 7, 2020 for the Town of Nags Head to issue 25 (two permits per each team of six) short-term beach driving permits to the Fraternal Order of Eagles, Aerie #4506 to be distributed to participants in its annual surf fishing tournament.

'NOW, THEREFORE BE IT RESOLVED by the Town of Nags Head Board of Commissioners that the Town of Nags Head is pleased to offer its assistance for the Fraternal Order of Eagles, Aerie #4506 Surf Fishing Tournament this year.

'BE IT FURTHER RESOLVED as follows: The Town Clerk is authorized to issue 25 short-term beach driving permits to be distributed to participants in its annual Fraternal Order of Eagles, Aerie #4506 Surf Fishing Tournament to be held Saturday, October 24, 2020. These special permits will be valid for Saturday, October 24, 2020. Only six (6) persons shall be allowed per team fishing in the tournament.

'The Fraternal Order of Eagles, Aerie #4506 is responsible for the distribution of all short-term beach driving permits for the 2020 Fraternal Order of Eagles, Aerie #4506 Surf Fishing Tournament. No short-term permits for the tournament will be issued by Staff.

'The name of the team and town to whom a permit is issued shall appear on each permit.

'Prior to the start of the tournament, the Fraternal Order of Eagles, Aerie #4506 shall provide the Nags Head Town Clerk with a list showing the team name or tournament official and the numbers of the

permits issued to each. A pamphlet (to be provided by the Town) on Regulations Governing Beach Vehicular Traffic in the Town of Nags Head shall be supplied with each permit distributed.

'Each permit shall be displayed on the inside front windshield on the passenger side of the vehicle, even if a normal Nags Head Beach Driving Permit is already displayed. The short-term beach driving permit MUST be in the possession of the team at all times. The permit is not transferable.

'The Town of Nags Head Beach Driving Ordinance is to be strictly enforced by the Nags Head Police Dept.

'With regards to COVID-19, the Fraternal Order of Eagles, Aerie #4506 shall abide by any order in place issued by Governor Roy Cooper for the duration of the tournament held on Saturday, October 24, 2020.

'Should the weather or high tide call for the closure of the beach or a section of the beach, the Town Manager will close the beach."

Consideration of approval of a Health Reimbursement Arrangement Plan Maintenance Agreement and a Business Associate Agreement effective September 1, 2020 for the Town Manager - the agenda summary sheet, as approved, read in part as follows:

"Formal approval is being requested of the Board on September 2nd to establish a Health Reimbursement Account to cover Medicare Supplement expenses for the Interim Town Manager and his spouse. The attached documents are a Health Reimbursement Arrangement Plan Maintenance Agreement and a Business Associate Agreement - both to become effective September 1, 2020."

The agenda summary sheet re: the request to modify Consolidated Fee Schedule for Post-Season Per Farmers Market Vendor fee, as approved, read in part as follows:

"Due to the popularity of the Dowdy Park Farmers Market, staff is requesting that it be extended through September 2020. In order to help with the unbudgeted expense, a post-season vendor fee of $15 is being requested.

'The proposed amendment to the Consolidated Fee Schedule would read as follows and is attached: Post-Season Per Farmers Market Vendor fee - $15 per vendor"

**MAYOR PRO TEM SIERS - Present Dominion Energy agenda item**

Mayor Pro Tem Siers suggested that the Dominion Energy agenda item be presented at this time as it was 9:50 a.m. and their item was time specific for 10:00 a.m. Mayor Cahoon agreed.

**Presentation by Dominion Energy re: installation of electric transmission line on US 158 Time Specific - 10:00 a.m.**

The agenda summary sheet read in part as follows:

"At the September 2nd Board of Commissioners meeting, Ms. Katherine "Winnie" Wiseman, External Affairs, Representative III, with Dominion Energy, will provide a presentation summarizing Dominion's project to install new electric transmission lines on US 158.

'An update on the Nags Head/Manteo Causeway pole replacements is expected to also be provided.

'Attached slides were provided by Ms. Wiseman. This item is time specific for 10:00 a.m."

Rob Richardson from Dominion Energy introduced the Dominion Energy representatives who were also present: Willie Barrett, Craig Hurd, and Winnie Wiseman, External Affairs. With a powerpoint presentation, Mr. Richardson reported that he and his staff are in the early stages of researching a Feasibility Study of installation of electric transmission lines on US 158; the purpose is to establish alternative electric transmission lines to be used in case of outages due to storms, etc. His presentation is attached to and made a part of these minutes as shown in Addendum "D".

Mayor Cahoon questioned the location of the Colington tap - Mr. Richardson said that the Colington tap is on US 158. Willie Barrett, Project Manager, said that the Colington tap is perpendicular to US 158.

When asked about the Nags Head/Manteo Causeway electric pole replacement project, Mr. Richardson reported that they are missing easements from Oceans East and Kitty Hawk Kites. The poles are galvanized steel, the same height as the existing poles, but are on dead-end poles with no guy wires – underground cable is to be installed sometime after Labor Day.

Comr. Renée Cahoon asked about the transmission line poles indicating that she would like to see the US 158 poles installed underground. She also asked for a map clarifying exactly where the lines from the Colington tap will be located.

Ms. Wiseman addressed the circuits on the Nags Head/Manteo Causeway – there are two circuits, one will remain overhead and one will be underground with construction scheduled to begin shortly after Labor Day. Both lines go to Roanoke Island but both cannot go underground due to a lot of utilities located underground and the required separation cannot be maintained.

Comr. Renée Cahoon asked about the underground poles on US 158 and Mr. Richardson said that this will be included as part of the Feasibility Study; as will underwater installation when asked by Comr. Fuller.

Mayor Cahoon asked about the schedule/timing of the project; Mr. Richardson stated that the Feasibility Study is expected to be done by early 2021.

## PUBLIC HEARINGS

<u>Public Hearing to consider a text amendment to the UDO that would allow for lots west of NC12 and SR1243 which have a Base Flood Elevation (located in an AE zone) to have fill added up to a height required by the Dare County Health Department for onsite wastewater</u>

Town Attorney Leidy introduced the Public Hearing to consider a text amendment to the UDO that would allow for lots west of NC12 and SR1243 which have a Base Flood Elevation (located in an AE zone) to have fill added up to a height required by the Dare County Health Department for onsite wastewater.

The time was 10:20 a.m.

The agenda summary sheet read in part as follows:

"Following the adoption of the Flood Damage Prevention Ordinance on June 3, 2020, Staff identified two necessary amendments to the text related to fill regulations applicable to properties west of NC 12 and SR 1243 and subject to a Base Flood Elevation. The first, a simple re-numbering to correct a typographical area. The second involves Section 11.5.3 of the Unified Development Ordinance, where properties located west of NC 12 and 1243 for which the Flood Insurance Rate Map (FIRM) provides a Base Flood Elevation, fill shall not be permitted to exceed the Base Flood Elevation. As written, this section of the UDO does not adequately address the scenario where fill required for the wastewater permit would exceed the established Base Flood Elevation. Generally, this is the result of the significant change in the Base Flood Elevations and did not present issues previously. The proposed amendment would remedy this situation by allowing fill height up to the Base Flood Elevation or as required by the Dare County Health Department, whichever is greater.

'Staff Recommendation/Planning Board Recommendation
Planning staff recommends that the amendments be adopted as proposed. At their August 18, 2020 meeting the Planning Board voted unanimously to recommend adoption of the text amendment as proposed."

Dep Planning Director Kelly Wyatt summarized her report which read in part as follows:

"Following the adoption of the Flood Damage Prevention Ordinance by the Board of Commissioners on June 3, 2020, Staff identified two necessary amendments to the text related to fill regulations applicable to properties west of NC 12 and SR 1243 and subject to a Base Flood Elevation. The first, a simple re-numbering to correct a typographical area. The second, a more substantive change to the regulations to address an unintended consequence associated with the significant reduction of the Base Flood Elevation, whereby fill is currently limited to not exceed the Base Flood Elevation but it may be necessary for the Dare County Health Department to require fill in excess of the Base Flood Elevation.

'Section 11.5.3 of the Unified Development Ordinance addresses limitations on the utilization of fill based upon a property's location being either east or west of NC 12 and SR 1243. For properties west of NC 12 and SR 1243 for which the Flood Insurance Rate Map (FIRM) provides a Base Flood Elevation, fill shall not be permitted to exceed the Base Flood Elevation. It has been brought to our attention for one property currently the subject of planning for development, and will likely affect other westside properties, that the Dare County Health Department requirements for fill placement for the wastewater facilities will exceed the newly established Base Flood Elevation. The situation that Staff is aware of is as follows:

- The parcel was in an AE-11 (Base Flood Elevation of 11') flood zone and is now in an AE-4 flood zone.
- The average ground elevation on this lot is approximately 2.5'.
- The ordinance allows fill to be placed to the Base Flood Elevation, therefore, pursuant to current regulations, fill could not exceed 4'.
- The Dare County Health Department evaluation for wastewater improvement requires the septic field to be elevated 30 inches, bringing the lot elevation up to 5 feet, 1 foot greater than what the UDO would permit.

'As written, this section of the Unified Development Ordinance does not adequately address the scenario where fill required for the wastewater permit would exceed the established Base Flood Elevation. Generally, this is the result of the significant change in the Base Flood Elevation and did not present issues previously. The proposed amendment would remedy this situation by specifically allowing lots to fill to the Base Flood Elevation or the minimum amount of fill required by the Dare County Health Department, whichever is greater. Additionally, this will be consistent with fill requirements in areas where the FIRM provides no Base Flood Elevation.

'STAFF RECOMMENDATION
Staff recommends that the amendments be adopted as proposed.

'PLANNING BOARD RECOMMENDATION
At their August 18, 2020 meeting the Planning Board voted unanimously to recommend adoption of the text amendments as presented."

Notice of the Public Hearing was published in the *Coastland Times* on Wednesday, August 19, 2020 and on Wednesday, August 26, 2020 as required by law.

Comr. Fuller entered the email into the record from Builder Jay Overton of September 1, 2020 – which is attached to and made a part of these minutes as found in Addendum "E".

Mayor Cahoon said that he would like to keep the fill discussion on the table; this is one step to take to rectify situations so those lots can be developed.

Attorney Leidy noted that no one else present wished to speak and he concluded the Public Hearing at 10:43 a.m.

**MOTION:** Comr. Fuller made a motion to adopt the ordinance amending the UDO that would allow for lots west of NC12 and SR1243 which have a Base Flood Elevation (located in an AE zone) to have fill added up to a height required by the Dare County Health Department for onsite wastewater, as presented. The motion was seconded by Mayor Pro Tem Siers which passed unanimously.

The ordinance, as adopted, is attached to and made a part of these minutes as shown in Addendum "F".

Public Hearing to consider numerous minor text amendments to the Unified Development Ordinance for clarification and to correct errors

Town Attorney Leidy introduced the Public Hearing to consider numerous minor text amendments to the Unified Develo9pment Ordinance for clarification and to correct errors. The time was 10:46 a.m.

The agenda summary sheet read in part as follows:

"Since the Board of Commissioners meeting on May 6, 2020 where the first iteration of post-Unified Development Ordinance adoption typographical errors was adopted, Staff has identified several additional areas for correction and/or improvement of the UDO. These proposed amendments include: correction to the Post-Firm Definition, correction of various mis-spelled words, amending the UDO with the updated information from the December 5, 2018 approval of stormwater management amendments, correction to clarify that there are no supplemental standards for the use of Government

Administrative Office, and to include "flag (non-advertising, non-informational)" regulations that were inadvertently omitted from the adopted UDO.

'Staff Recommendation/Planning Board Recommendation
Planning staff recommends that the amendments be adopted as proposed.

'At their July 21, 2020 meeting the Planning Board voted unanimously to recommend approval of the proposed text amendments as proposed."

Dep Planning Director Kelly Wyatt summarized her report which read in part as follows:

"Since the Board of Commissioners meeting on May 6, 2020 where the first iteration of post-Unified Development Ordinance adoption typographical errors was adopted, Staff has identified several additional areas for correction and/or improvement of the UDO. The proposed amendments and a brief description of each is included below.

Correction to the Post-Firm Definition
The Flood Damage Prevention Ordinance, adopted by the Board of Commissioners on June 3, 2020, contained an incorrect date within the definition of "Post-FIRM". The Post-FIRM date is cited as being December 31, 1974, and the Pre-FIRM date is cited as being November 10, 1972; both dates should be November 10, 1972. The December 31, 1974 date had previously been provided to the Town as the correct Post-FIRM date from FEMA, however, we have since been directed to utilize the November 10, 1972 date. We have received direction that the November 10, 1972 is relevant for floodplain purposes; the December 31, 1974 date is relevant for insurance purposes.

Correction to Section 3.5.3.3, Action by Planning Board, to correct a typographical error: "matter".
The sentence should read, "Members of the Planning Board shall not vote on recommendations regarding any UDO text amendment or zoning map amendment where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member."

Correction to Section 4.12.2.1, Specific Site Plan Requirements Based on the Proposed Activity, Stormwater Management.
This section of the UDO had not yet been revised with the updated information from the December 5, 2018 approval of various stormwater management amendments.

Correction to Section 6.2.4.1, Zoning Districts, Commercial Districts, to correct a typographical error, "as".
The second to last sentence should read, "It is also the intent of this C-1 district to encourage the development of unique, locally owned businesses that are designed to be reflective of the community's heritage and lifestyle both in scale and massing as well **as** site layout".

Correction of strike-through typo's in Section 6.6, Table of Uses and Activities as well as to clarify no supplemental standards listed for Government Administrative Office use.
Two (2) uses within Section 6.6 Table of Uses and Activities contain strikethrough of unnecessary text, this was unintentional and simply a carry over from a "mark-up" version.

Additionally, the use of "Government Administrative Office" contains a notation that supplemental standards are required and located within Section 7.42 of the UDO. This is an error, this use does

not have supplemental standards associated with it and as such we are recommending the Table of Uses and Activities be amended to reflect that.

Correction to Section 8.3.1.5, Special Development Standards, C-3 Commercial Services District, to correct a typographical error, "pollution as".
The first sentence should read, "No outside storage of processed materials, which may be a possible source of **pollution as** determined by the NC Department of Environmental Quality, shall be allowed".

Correction to Section 10.24.2, Signs Permitted in Commercial Districts and the Commercial/Residential District, to include flag (non-advertising, non-informational) regulations that were inadvertently deleted during the adoption of the UDO.
Prior to the adoption of the Unified Development Ordinance, Chapter 48, *Zoning*, of the Code of Ordinances, contained various use regulations within the definition of the use. Listing use regulations within the definition of the use is not considered to be an ideal regulatory practice, and as such, during the drafting of the UDO, Staff attempted to move those regulations into the Supplemental Standards for the appropriate use. In the process, the spacing requirement for "Flag (non-advertising, non-informational)" which had previously been part of the definition, was not carried into the appropriate section of the UDO. This was inadvertently lost during the drafting process; this amendment would simply add the spacing requirement back into the use requirements.

'STAFF RECOMMENDATION
Staff recommends that the amendments be adopted as proposed.

'PLANNING BOARD RECOMMENDATION
At their July 21, 2020 meeting the Planning Board voted unanimously to recommend approval of the proposed text amendments as proposed."

Notice of the Public Hearing was published in the *Coastland Times* on Wednesday, August 19, 2020 and on Wednesday, August 26, 2020 as required by law.

There being no one present who wished to speak, Attorney Leidy concluded the Public Hearing at 10:50 a.m.

**MOTION:** Comr. Renée Cahoon made a motion to adopt the ordinance providing clarification changes and correcting errors in the Unified Development Ordinance, as presented. The motion was seconded by Mayor Pro Tem Siers which passed unanimously.

The ordinance, as adopted, is attached to and made a part of these minutes as shown in Addendum "G".

Public Hearing to consider a text amendment to the Unified Development Ordinance to allow Furniture Stores as an allowable use as part of Commercial Mixed-Use uses

Town Attorney Leidy introduced the Public Hearing to consider a text amendment to the Unified Development Ordinance to allow Furniture Stores as an allowable use as part of Commercial Mixed-Use uses. The time was 10:52 a.m.

Attorney Leidy pointed out that Mayor Cahoon of Cahoon & Kasten is representing the applicant for this item; it would be appropriate for him to recuse himself from the discussion.

**MOTION:** Mayor Pro Tem Siers made a motion to recuse Mayor Cahoon from the discussion. The motion was seconded by Comr. Renée Cahoon which passed unanimously.

Mayor Cahoon left the meeting.

The agenda summary sheet read in part as follows:

"Cahoon and Kasten Architects, PC has submitted a text amendment application on behalf of Sumit Gupta of Legacy Homes, Inc. If adopted, this text amendment would amend the Unified Development Ordinance ("UDO"), Section 7.32.2., to add the "Furniture Store" use as an allowable use for all Commercial Mixed-Use designations; this designation includes the following use types: Commercial with Accessory Residential, Group Development, Mixed Use Development, Multiple Principal Uses, and Shopping Centers. Furniture Store is an allowed use within the C-2 Zoning District; therefore, it would be within that district only that a furniture store could be incorporated as part of a mixed use. With the exception of the Commercial with Accessory Residential use, all other mixed-use designations require a conditional use permit within the C-2 District.

'Staff Recommendation/Planning Board Recommendation
Planning staff generally has no concern with listing the use of "Furniture Store" as an allowable use for all Commercial Mixed-Use designations and believes this amendment to be consistent with applicable policies. At their July 21, 2020 meeting the Planning Board voted unanimously to recommend approval of the proposed text amendment as proposed."

Dep Planning Director Kelly Wyatt summarized her report which read in part as follows:

"Cahoon and Kasten Architects, PC has submitted the attached text amendment application on behalf of Sumit Gupta of Legacy Home Services Inc. The requested amendment seeks to amend Section 7.32 of the UDO, and specifically Section 7.32.2., to add the Furniture Store use as an allowable use for all Commercial Mixed-Use designations; this would include the following use types: Commercial with Accessory Residential, Group Development, Mixed Use Development, Multiple Principal Uses, and Shopping Centers. Currently, and without this amendment, a Furniture Store use would not be allowed to be incorporated as part of one of the aforementioned mixed-use uses. Generally, the various mixed-use uses contemplate and allow for multiple independent entities and/or uses to occupy a single building or property.

'It is also important to note that furniture stores are an allowed use only within the C-2 zoning district. Therefore, it would be within the C-2 district only that a furniture store could be incorporated as part of a mixed-use use. With the exception of the Commercial with Accessory Residential use, all other mixed-use use designations require a conditional use permit within the C-2 district.

'Applicable definitions are as follows:

- *Commercial with accessory residential* means a principal commercial use with accessory single-family residences either attached or detached. This use could include single-family residential, duplex, or multiple detached single-family residential dwelling units configured in a cottage court arrangement.

- *Mixed-use development* means a single building containing more than one type of land use or single development of more than one building, and use, under common ownership, where the different types of land uses are in close proximity, planned as a unified complementary whole, and functionally integrated to the use of shared vehicular and pedestrian access and parking areas. Mixed use is defined by a combination of professional offices, personal services, indoor recreation facilities, retail, and/or restaurant uses in combination with residential development.

- *Multiple principal uses* means multiple, unrelated, primary or predominate uses located within one building.

- *Shopping Center* means a single, commercial structure which includes or is designed to include two or more establishments with a combined floor area of at least 10,000 square feet planned for a single or contiguous lot.

- *Furniture store* means an establishment that sells goods and/or movable objects, intended to support various human activities such as seating, eating, and sleeping, for furnishing or improving housing units that make a room or other area ready for occupancy.

'Additionally, there is a definition for furniture showroom, as follows, but this is not identified as a separate use in the UDO:

- *Furniture showroom* means a retail establishment that utilizes large, open floor areas to display furniture or mattresses.

'While it is important to remember that text amendments are not site specific, this text amendment has been proposed with the intent to seek a conditional use permit to incorporate the use as part of a Multiple Principal Uses use of the existing structure located at 205 East Baltic Street (formerly His Dream Center), situated within the C-2 zoning district; this application has been filed and is expected to come before the Planning Board and Board of Commissioners respectively for review and recommendation following resolution of the proposed text amendment. The approval of the subject text amendment does not commit any future action on the subsequent conditional use permit.

'POLICY CONSIDERATIONS
While staff has not identified policies within the Town's Comprehensive Plan specific to "Furniture Stores" in association with mixed-use uses, the following policies are generally relevant and should be taken into consideration:

'LU-9; pg. 3-20 – Encourage land uses that serve the needs of both year-round and seasonal residents in support of the town's overall vision for the community.

'EC-1; pg. 3-117 – Develop and promote a sustainable economy that supports a high quality of life for residents and visitors without compromising the integrity of natural and cultural resources and a sense of place.

'EC-3; pg. 3-117 – Meet the infrastructure and service needs of the community at appropriate levels as the community continues to grow.

'EC-8; pg. 3-123 – Enhance economic health and increase employment opportunities through business retention and expansion.

'STAFF RECOMMENDATION

In review of this text amendment application, Staff generally has no concern with listing the use of "Furniture Store" as an allowable use for all Commercial Mixed-Use designations and believes it is consistent with applicable policies. As referenced above, this would only be applicable within the C-2 zoning district, and, with the exception of the Commercial with Accessory Residential use, would require a conditional use permit. Therefore, Staff recommends adoption of the proposed text amendment.

'PLANNING BOARD RECOMMENDATION
At their July 21, 2020 meeting the Planning Board voted unanimously to recommend approval of the requested text amendment as proposed."

Notice of the Public Hearing was published in the *Coastland Times* on Wednesday, August 19, 2020 and on Wednesday, August 26, 2020 as required by law.

Comr. Fuller confirmed with Ms. Wyatt that the furniture store, as defined, has nothing to do with repair of furniture only the sale of furniture.

Applicant Sumit Gupta spoke at the podium indicating that he will respond to any questions on request.

There being no one else present who wished to speak, Attorney Leidy concluded the Public Hearing at 10:57 a.m.

**MOTION:** Comr. Renée Cahoon made a motion to adopt the ordinance amendment to the Unified Development Ordinance to allow Furniture Stores as an allowable use as part of Commercial Mixed-Use uses, as presented. The motion was seconded by Mayor Pro Tem Siers which passed unanimously.

The ordinance, as adopted, is attached to and made a part of these minutes as shown in Addendum "H".

Mayor Cahoon returned to the meeting.

**Public Hearing item F-1 – Request from Comr. Renée Cahoon**

Comr. Renée Cahoon asked Planning staff to review the email forwarded last night to Board members from Jay Overton of Albemarle & Associates concerning agenda item F-1 re: Public Hearing on the text amendment for lot fill west of NC 12 and SR 1243 - and to forward their analysis to Board members.

**REPORTS AND RECOMMENDATIONS FROM THE PLANNING BOARD AND THE PLANNING AND DEVELOPMENT DIRECTOR**

Update from Planning Director

Planning Director Zehner noted that he would be glad to expand on any item in his report. His report read in part as follows:

"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 September 2, 2020.

'Monthly Activity Report
Attached for the Board's review is the *Planning and Development Monthly Report for July 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, July 1 - Board of Commissioners Meeting
- Thursday, July 2 - Farmers Market
- Wednesday, July 8 - Arts & Culture Committee Meeting
- Thursday, July 16 - Farmers Market
- Tuesday, July 21 - Planning Board Meeting
- Thursday, July 23 - Farmers Market
- Thursday, July 30 - Farmers Market

'Impact of Coronavirus on Permitting
The following information was contained in the Report dated July 24, 2020; at this time, unless the boards wish to be provided with continued updates, Staff will discontinue this specific reporting, focusing instead on providing the standard quarterly reports on permitting:

'As previously reported, a total of 67 building permits (non-trade) were applied for in both March 2020 and March 2019. In April, 48 building permits were applied for in both 2020 and 2019. In May, 57 building permits were applied for in 2020, while 48 were applied for in 2019. Finally, in June, 48 permits were applied for in 2020, while 39 were applied for in 2019. Since March 16 through July 23, 215 permits were applied for in 2020 compared to 194 in 2019.

'With regard to trade permits, a total of 469 were issued in March through June of 2019, and a total of 300 were issued during the same period in 2020.

'Short-Term Rental Registration Update
A total of 69 properties were registered as short-term rentals in 2019; as of August 25, 2020, 32 of these properties were registered in 2020. As of the same date, 98 additional properties were newly registered in 2020. A total of 167 properties are currently registered as short-term rentals.

'Properties registered in 2019 have until September 1, 2020 to register to continue to maintain compliance. Unregistered short-term rentals being rented or offered for rent would be in violation of the Town's regulations. Emails were sent on July 21, 2020 to owners of properties registered in 2019, reminding them of the need to renew registrations by September 1, 2020. Additionally, on July 27, 2020, postcards were mailed to owners of approximately 300 properties determined from Dare County records as likely qualifying as short-term rentals. Staff will continue efforts to identify and register active short-term rentals within Town. So far, 40 properties have been registered as short-term rentals that were not previously identified as rentals on Dare County's records.

'Through the administration of the registration program, Staff has determined that it may be necessary to seek an amendment of the provisions 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 the intent that these units, which operate more closely to hotels/motels, would not require registration, and has therefore not been requiring these units to be registered. However, Staff would recommend that this be clarified within the Town Code.

'Camping Provisions
As the Board of Commissioners may recall, amendments to the Town's camping provisions were approved on July 1, 2020 to clarify the prohibition on the use of vehicles for camping within Town. At that time, members of the Board suggested that it may be worthwhile to revisit the provisions at a later date to ensure that they were consistent with expectations. Staff will work with the Town Manager's Office to schedule a future discussion on the provisions.

'Update of Decentralized Wastewater Management Plan
As part of the project to update the Town's Decentralized Wastewater Management Plan, it is contemplated that an Advisory Team or steering committee would be formed to assist in guiding the project and the work of the consultant. If the Board of
Commissioners agree, Staff would like to begin seeking volunteers for consideration by the Board at a future meeting. The RFQ seeking qualified consultants was released on August 14, 2020, with responses due September 30, 2020.

'NFIP Community Rating System Audit
For the last several months, Staff has been preparing information in advance of the 5-Year Cycle audit for the Town's participation in the Community Rating System. The Community Rating System (or CRS) is part of the National Flood Insurance Program (NFIP), and is a voluntary incentive program that recognizes and encourages community floodplain management activities that exceed the minimum program requirements. As a result, flood insurance premium rates are discounted to reflect the reduced flood risk resulting from the community actions meeting the three goals of the CRS:

1. Reduce flood damage to insurable property;
2. Strengthen and support the insurance aspects of the National Flood Insurance Program; and
3. Encourage a comprehensive approach to floodplain management

'Planning Board - Pending Applications and Discussions
The August 18, 2020 meeting of the Planning Board was held in person without use of the Zoom platform as the meeting was not considered an electronic meeting pursuant to the Town's policy and applicable State statutes. The agenda included consideration of a text amendment to address nonconforming hotels and preexisting uses in conjunction with fishing piers, and a text amendment to address fill regulations for properties west of NC 12 and/or 1243 and subject to a Base Flood Elevation.

'The Planning Board's next meeting is scheduled for September 15, 2020. At this time, the agenda is expected to include consideration of a conditional use permit application for the Dream Center property contingent upon the text amendment regarding Furniture Stores as an allowable use as part of Commercial Mixed-Use uses.

'As the Board is aware, a request has been submitted from the Outer Banks Realtors asking that consideration be given to allowing live broadcast and/or remote participation in Planning Board meetings. Staff will be working with the Town Manager's Office, the Planning Board Chair, and the Town Attorney to determine how best to accommodate this request.

'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 August 17, 2020 has been determined to be 87.39%, up from 85.46% on July 20, 2020, and up from 83.91% on June 23.

As previously reported, Census enumerators will be working within the community to seek completion of the Census from nonresponse addresses. Collection of Census responses will cease on September 30, 2020.

- 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.

- Skate Park Renovation - Phase 1 - Staff is working to finalize a survey to determine community preferences for any future renovation of the Skate Park. Staff has also discussed the project with the Arts & Culture Committee, who are supportive of incorporating public art within the Park. 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.

- CAMA Land Use Plan Update - As previously noted, on July 15, 2020, Staff received further comments on the revised submission pertaining to the completeness of the Plan based upon CAMA requirements. Staff submitted a further revised Plan in response to the comments on August 20, 2020. A determination of Plan completeness is required before further review is initiated.

- 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.

- Islington Street Beach Access - Subject to DCM/CAMA and CIP funds to improve the access, Staff will be working to prepare plans for permitting. Staff anticipates the site plan to be reviewed initially at the September or October Planning Board meeting.

- Jacob Street Beach Access - Construction of this project is complete and Staff is working with DCM staff to close out the grant.

- Legacy Establishments/Structures - As previously noted, Staff had been working with the Planning Board on this initiative, with the focus narrowed to pertain to nonconforming hotels, as well as fishing pier properties that include residential units, also a nonconforming condition. The Planning Board considered and recommended adoption of a text amendment at their August meeting, and consideration of the scheduling of a public hearing is on the Board of Commissioners consent agenda for the meeting on September 2, 2020.

- Dowdy Park Farmer's Market - The last scheduled date for the Market is Thursday, August 27. However, given expressed interest from vendors, the extended season, and staffing availability, Staff is working to determine whether a Market will be held on Thursday, September 3. Staff has been enforcing masking and other protocols to ensure the public's health and safety.

- 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.

Staff has begun an email distribution to contractors registered with the Town to provide updates on changes to permitting and inspection procedures associated with the Coronavirus Pandemic and response. Similar updates in the future are expected to be made on a more regular schedule and Staff will likely transition to using the News Flash feature on the Town's website.

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 anticipates learning the status of these applications by the end of September 2020. o 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.

'Upcoming Meetings and Other Dates

- Thursday, August 27 - Farmers' Market
- Monday, August 31 - P&D Staff Meeting
- Tuesday, September 1 - Technical Review Committee Meeting
- Wednesday, September 2 - Board of Commissioners Meeting
- Thursday, September 3 - Extended Farmers' Market Day - tentative
- Wednesday, September 9 - Arts & Culture Committee Meeting
- Thursday, September 10 - Board of Adjustment Meeting
- Tuesday, September 15 - Planning Board Meeting
- Tuesday, September 15 - CRS Audit"

Decentralized Wastewater Management Plan Update - It was Board consensus to agree with Planning Director Zehner that he ask for volunteers for an advisory group/steering committee to assist in guiding the Town's Decentralized Wastewater Management Plan update to be brought to the Board for consideration of appointment at an upcoming meeting.

Signs - Mayor Cahoon asked about signs showing up that aren't exactly campaign signs but do concern voting. Director Zehner said that he was not aware of staff picking up any of these types of signs and that staff usually is not involved in content of signage but that he will check with Code Compliance Officer Ed Snyder and work with Public Information Officer Roberta Thuman to issue a press release.

Short-term Rental Registrations - Director Zehner gave a brief update on the short-term rental registrations – a rental for longer than 30 days does not require a registration and cottage courts are also not required to register.

**NEW BUSINESS**

Committee Reports

Comr. Brinkley – Jennette's Pier Advisory Group – Director of the Pier, Mike Remige, reported that 18,000 visitors visited the Pier during the month of June 2020. Direct access to the Pier is being allowed with social distancing for fishing; he noted that the next Advisory Group meeting is scheduled for the end of October 2020.

Comr. Fuller – Dare County Tourism Board (DCTB) – the Grants Committee meets on September 9th; He reported that while visitation to the Wright Brothers Memorial is low, the Hatteras campgrounds are full.

Police Dept - Presentation of Police Department Progress Report

Police Chief Phil Webster presented a powerpoint presentation which is attached to and made a part of these minutes as shown in Addendum "I". His report was well received by the Board.

Comr. Brinkley complimented Chief Webster with the work his office has done involving social media.

**ITEMS REFERRED TO AND PRESENTATIONS FROM TOWN MANAGER**

Interim Town Manager Sparks – Consideration of proposed Town Organizational Chart

Interim Town Manager Sparks summarized the agenda summary sheet which read in part as follows:

"At the August 5th Board of Commissioners meeting, Interim Town Manager Greg Sparks presented a report titled "Organizational Assessment and Recommendations". The Board reviewed the report and gave approval to bring back preliminary recommendations for specific Board action. Attached is the Proposed Town of Nags Head Organization Chart that reflects the recommendation from the report."

**MOTION:** Comr. Brinkley made a motion to approve the Town Organizational Chart as presented. The motion was seconded by Comr. Fuller which passed unanimously.

The Town Organizational Chart, as approved, is attached to and made a part of these minutes as shown in Addendum "J".

Consideration of modification to Personnel Policy re: Approval of job descriptions/pay class plan

Interim Town Manager Sparks summarized the agenda summary sheet which read in part as follows:

"At the August 5th Board of Commissioners meeting, a modification to the Personnel Policy to reflect the process for modification to job descriptions/classification and pay plan was discussed.

'Request Board approval of the following modification to the Personnel Policy - Article II. General Provisions - Section 6. Responsibility of the Town Manager - Item B:

'B. ~~Recommend revisions of the position classification plan to the Board of Commissioners.~~

*May approve revisions to job descriptions and to the position classification plan that maintains or lowers the established pay grade. Revisions that increase a position grade shall require approval from the Board of Commissioners. The Town Manager shall inform the Board of Commissioners in writing within 30 days of any changes to the position classification plan."*

**MOTION:** Comr. Renée Cahoon made a motion to approve the proposed modification to the Personnel Policy re: approval of job descriptions/pay class plan as presented. The motion was seconded by Comr. Brinkley which passed unanimously.

Discussion of authorization to apply for Dare County Tourism Board grants

Dep Town Manager Andy Garman summarized the agenda summary sheet which read in part as follows:

"Each year the Dare County Tourism Board (DCTB) offers grants to local governments for capital projects that assist local governments with providing services needed due to the impact of tourism. In past years, this has been referred to as the short-term restricted grant fund. The town has used these funds for projects such as the multi-use path, parks, and beach and sound access improvements. The DCTB is now offering a similar program referred to as the Tourism Impact Grant which "is designed to help Governmental Units and Nonprofit organizations located in Dare County with programs or services needed due to the impact of tourism." Information about the program can be found here: https://assets.simpleviewinc.com/simpleview/image/upload/v1/clients/outerbanks/TOURISM_IMPACT_GRANT_RQ_053c6670-c55a-42b3-9df6-d0edb61bfcb9.pdf

'It is important to note that several aspects of this program have changed from prior years. For this cycle, projects under $50,000 require no match. Projects where the award amount is $125,000 or less require a minimum 25% match. Projects where the award amount is greater than $125,000 would require a minimum 50% match. Staff would ask the Board to consider authorizing the following projects as part of this grant cycle:

- Sidewalk from US 158 to Wrightsville Avenue at Admiral Street, (Shoppes at 10.5, north side of driveway access, see attached map). This is the highest ranked project in the town's pedestrian plan and is currently under design. The estimated cost would be $40,000 and therefore would not require a town match.

- Skate Park renovations – this project was included in the current year CIP. This would involve redesign and reconstruction of the wooden elements of the skate park. (see attached CIP sheet). The project cost is estimated at $180,000. The town would request $125,000 in grant funds. At 25%, the minimum match amount would be $31,250. If the grant is awarded, staff would recommend that the Board provide $55,000 in town matching funds which would be $23,750 above the minimum required match."

**MOTION:** Comr. Brinkley made a motion to authorize staff to apply for the Dare County Tourism Board - Tourism Impact Grants (Sidewalk from US 158 to Wrightsville Avenue at Admiral Street and Skate Park renovations) as requested. The motion was seconded by Comr. Fuller which passed unanimously.

**BOARD OF COMMISSIONERS AGENDA**

Comr. Renée Cahoon - Consideration of resolution in support of the J-1 Visa Exchange Visitor Program

Comr. Renée Cahoon discussed a proposed resolution with Board members re: support of the J-1 Visa Exchange Visitor Program which she feels is important as the program provides students from other countries to help our area. It's important to stress to congress and the senate the importance of renewing the program.

**MOTION:** Comr. Renée Cahoon made a motion to adopt the resolution in support of the J-1 Visa Exchange Visitor Program, with the following change:

Revise paragraph "1." to read as follows:

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;

The motion was seconded by Mayor Pro Tem Siers which passed unanimously.

The resolution, as adopted, read in part as follows:

"WHEREAS the Town of Nags Head, its residents, local businesses, and tourists depend on and value the students who participate in the J-1 Visa Exchange Visitor Program - Summer Work Travel Program 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 Program 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."

Board members directed staff to forward the executed resolution to the Resort Towns and Cities organization and Dare County/municipalities recommending it be adopted – in addition to forwarding it to the legislature as listed in the resolution.

Comr. Brinkley – Change in Nags Head Voting Location

Comr. Brinkley thanked Dep Town Clerk Michelle Gray for forwarding the change in voting location for Nags Head residents to Board members and employees noting that he had also recently received a notice in the mail. He asked Public Information Officer Roberta Thuman to issue a press release to this effect.

Comr. Brinkley – Dowdy Park Farmers Market

Comr. Brinkley thanked all those that spoke today during Public Comment in favor of the Dowdy Park Farmers Market and the Event Coordinator position.

Comr. Fuller – Surveying on US 158

Comr. Fuller clarified with staff that Dewberry Surveying is surveying on US 158 on behalf of Dominion Energy.

Comr. Fuller – Maintenance of Town facilities

Comr. Fuller emphasized that while several departments may maintain the Town's parks/facilities/skateboard park, responsibility for everything related to each individual site should be with just one person.

Mayor Pro Tem Siers – Spoke in support of other Board member comments

Mayor Pro Tem Siers spoke in support of what the other Board members spoke of re: new Nags Head voting location, Dowdy Park Farmers Market, Surveying on US 158, and Maintenance Responsibility of Town facilities.

Comr. Renée Cahoon – Trash pick on the west side of US 158

Comr. Renée Cahoon stated that the Board needs to plan how to address trash pick-up services on the west side of US 158 so that they have a consistent level of service – such as two days of trash pick-up per week.

Comr. Renée Cahoon – Dowdy Park Farmers Market

Comr. Renée Cahoon 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.

Mayor Cahoon asked that either the Town Manager or the Planning Director prepare a two-paragraph email from Board members responding to those that spoke today with updated information concerning the Farmers Market to include that it will be continuing through this month.

Mayor Cahoon – Community Vision

Mayor Cahoon asked the Town Clerk to locate an email he prepared after the January 2020 Board Retreat where he shared some thoughts concerning community values/vision to be forwarded to Board members and Interim Town Manager Sparks.

**CLOSED SESSION (Moved from ITEMS REFERRED TO AND PRESENTATIONS FROM TOWN ATTORNEY)**

**MOTION:** Comr. Fuller made a motion to enter Closed Session to discuss various legal matters within attorney/client privilege in accordance with GS 143-318.11(a)(3) to include Beach Nourishment Project Condemnations and to discuss confidential personnel matters in accordance with GS 143-318.11(a)(6). The motion was seconded by Comr. Renée Cahoon which passed unanimously. The time was 11:58 a.m.

**OPEN SESSION**

The Board re-entered Open Session at 12:38 p.m. Attorney Leidy reported that the Board did discuss attorney/client privilege issues to include Beach Nourishment Project condemnation litigation as well as a confidential personnel matter but that no action was taken.

**ADJOURNMENT/RECESS**

**MOTION:** Comr. Brinkley made a motion to recess to the Board Retreat at the Villas Clubhouse on Wednesday, September 23, 2020 at 9:00 a.m. The motion was seconded by Mayor Pro Tem Siers which passed unanimously. The time was 12:41 p.m.

_____
Carolyn F. Morris, Town Clerk

Date Approved: _____

Mayor: _____
Benjamin Cahoon

# 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) |
| *Accessory Structure* | *2* | *3* | *3* | 5 | *6* | (1) |
| *Addition* | *1* | *1* | *3* | 4 | *1* | 3 |
| *Demolition* | *0* | *0* | *0* | 0 | *0* | 0 |
| *Move* | *0* | *0* | *0* | 0 | *0* | 0 |
| *Remodel* | *4* | *8* | *5* | 9 | *11* | (2) |
| *Repair* | *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 |
| *Accessory Structure* | *0* | *1* | *6* | 6 | *4* | 2 |
| *Addition* | *0* | *0* | *0* | 0 | *0* | 0 |
| *Demolition* | *0* | *0* | *1* | 1 | *1* | 0 |
| *Move* | *0* | *0* | *0* | 0 | *0* | 0 |
| *Remodel* | *2* | *1* | *0* | 2 | *2* | 0 |
| *Repair* | *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

DATE RECEIVED _____

## SITE PLAN REVIEW APPLICATION & CHECKLIST

1. **LOCATION AND ZONING INFORMATION**
   A. PROJECT TITLE Islington Street Beach Access Improvements
   B. STREET ADDRESS 0 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; 1206 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 Managment 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

| A. **Property and ownership** | YES | COMMENTS |
|---|---|---|
| 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 ☑ | Parking Spaces Required | Parking Spaces Shown | Loading Spaces |
| Residential ☐ | | | |

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

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 |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

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-DISTRURBING 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 GROUNDCOVER (TEMPORARY OR PERMANENT) ON EXPOSED SLOPES WITHIN 14 CALENDAR DAYS, FOLLOWING COMPLETION OF ANY PHASE OF GRADING; AND, A PERMANENT GROUNDCOVER FOR ALL DISTURBED AREAS WITHIN 15 WORKING DAYS OR 90 CALENDER 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 CAROLINA811 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.**

811

**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 CONTRACTORS 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

## 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 |



## GENERAL NOTES

1. DEVELOPER: TOWN OF NAGS HEAD
   P.O. BOX 99
   NAGS HEAD, NC 27959
2. OWNER: NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
   1929 ROAD STREET
   ELIZABETH CITY, NC 27939
3. TOTAL DISTURBED AREA: 9,000 SF = 0.21± AC.
4. NO A.C.O.E. JURISDICTIONAL 404 WETLANDS ARE KNOWN TO EXIST WITHIN THE LIMITS OF THE SCHEDULED WORK.
6. 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.
7. EXISTING VEGETATION SHALL BE PRESERVED TO THE MAXIMUM EXTENT PRACTICABLE.
8. 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:

| EXISTING | DESCRIPTION |
|---|---|
| | BUILDING LINE (EXISTING) |
| | DITCH CENTERLINE (EXIST.) |
| | CURB/PAVEMENT/SIDEWALK (EX) |
| | FENCE (EXISTING) |
| | VEGETATION/TREELINE |
| | RETAINING WALL (EXISTING) |

SURVEY:

| | |
|---|---|
| | CENTERLINE (EXISTING) |
| | CONTOUR (DEPRESSION) |
| | CONTOUR (INDEX) (EXIST.) |
| | EASEMENT |
| | PROPERTY LINE (EXISTING) |
| | RIGHT-OF-WAY (CURRENT) |
| | BOUNDARY LINE |
| | EDGE OF PAVEMENT (EXISTING) |

UTILITIES (EXISTING):

| | |
|---|---|
| FO | FIBER OPTIC (BURIED) |
| CTV | CABLE TELEVISION (BURIED) |
| FM | FORCE MAIN |
| GAS | GAS |
| OHE | POWER (AERIAL) |
| UGE | POWER (BURIED) |
| SS | SANITARY SEWER |
| 12"CMP | STORM DRAINAGE |
| T | TELEPHONE (BURIED) |
| OHT | TELEPHONE (AERIAL) |
| W | WATER |

| CONSTRUCT | DESCRIPTION |
|---|---|
| | DITCH CENTERLINE |
| | CURB(PROP) |
| | CURB/PAVEMENT/SIDEWALK |
| SF SF | SILT FENCE/CONST. LIMITS |
| * * * | CONTOUR (INDEX) |
| | GUARDRAIL |

GAS/POWER/TELEPHONE

| SYMBOL EXIST. | SYMBOL CONSTRUCT | DESCRIPTION |
|---|---|---|
| | | PAD MOUNTED TRANSFORMER |
| | | POWER VAULT |
| | | UTILITY POLE |
| | | POWER POLE |
| | | UTILITY POLE ANCHOR |
| | | LIGHT POLE |
| | | TELEPHONE PEDESTAL |
| | | TELEPHONE VAULT |

SURVEY

| SYMBOL EXIST. | SYMBOL CONSTRUCT | DESCRIPTION |
|---|---|---|
| | | BENCH MARK |
| | | BLOCK CORNER |
| | | IRON PIPE |
| | | EX. IRON REBAR |
| | | CONCRETE MONUMENT |
| | | MONUMENT (IN CASE) |
| | | SPOT ELEVATION |

DRAINAGE

| SYMBOL EXIST. | SYMBOL CONSTRUCT | DESCRIPTION |
|---|---|---|
| | | STORM DRAIN CATCH BASIN |
| | | STORM DRAIN INLET |
| | | STORM DRAIN PIPE |
| | | STORM DRAIN JUNCTION |
| 25 L.F. 12" | | STORM PIPE(PROPOSED) DOUBLE LINE TO SIZE OF PIPE DIAMETER |

WATER

| SYMBOL EXIST. | SYMBOL CONSTRUCT | DESCRIPTION |
|---|---|---|
| | GP | GUARD POST |
| FH | FH | FH |
| GV | | WATER VALVE |
| WM | WM | WATER METER |

## LEGEND (CONT'D)

ROAD SURFACE MATERIAL

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

| 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 |

NORTH CAROLINA PROFESSIONAL SEAL 030406 ENGINEER DAVID M. RYAN
SEPT. 29, 2020

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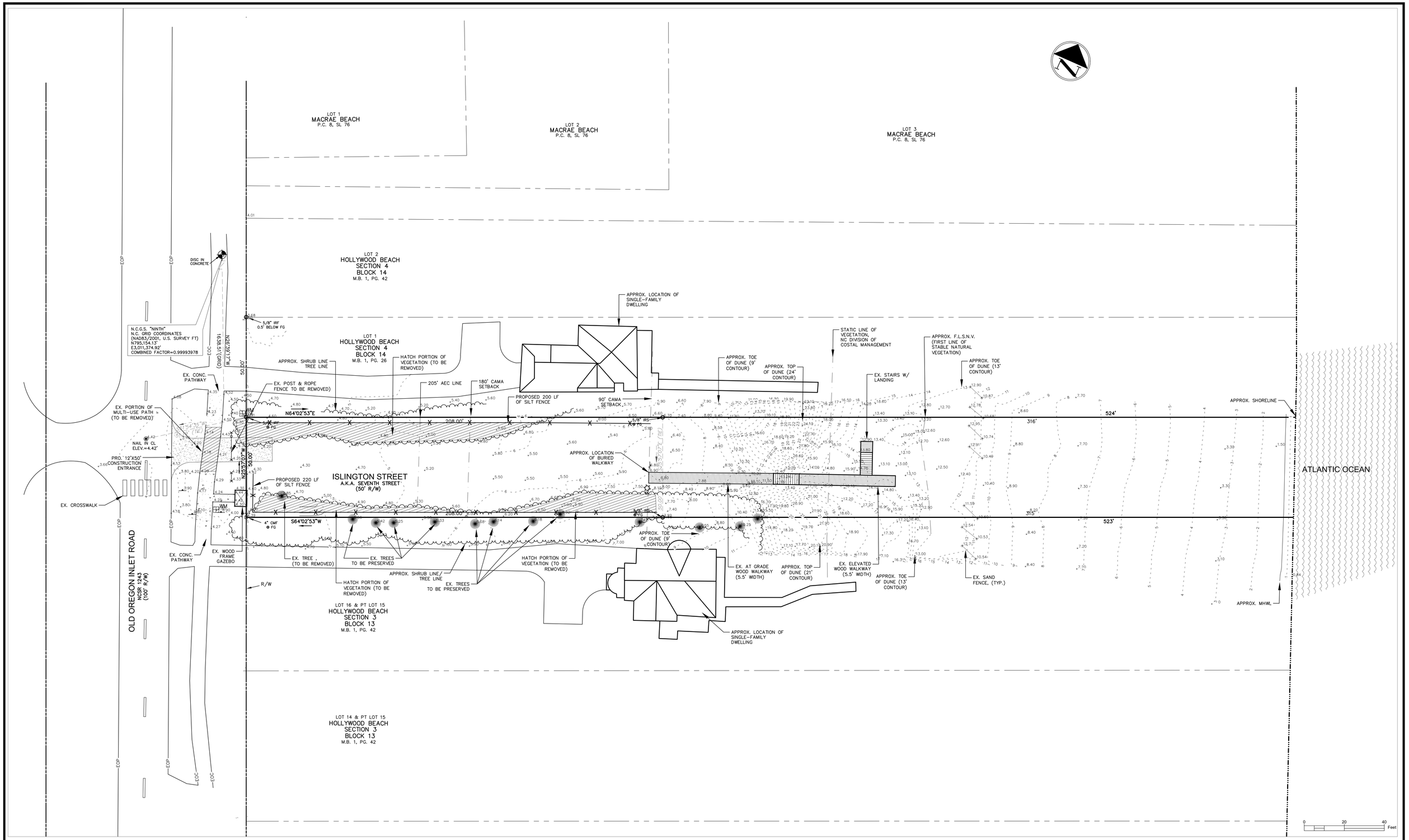
TOWN OF NAGS HEAD
DEPARTMENT OF ADMINISTRATION
P.O. BOX 99
NAGS HEAD, NC 27959
252.441.6221 • www.nagsheadnc.gov


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

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

DRAWING TITLE:
COVER SHEET

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




| 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 |

NORTH CAROLINA PROFESSIONAL SEAL 030406 ENGINEER DAVID M. RYAN

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

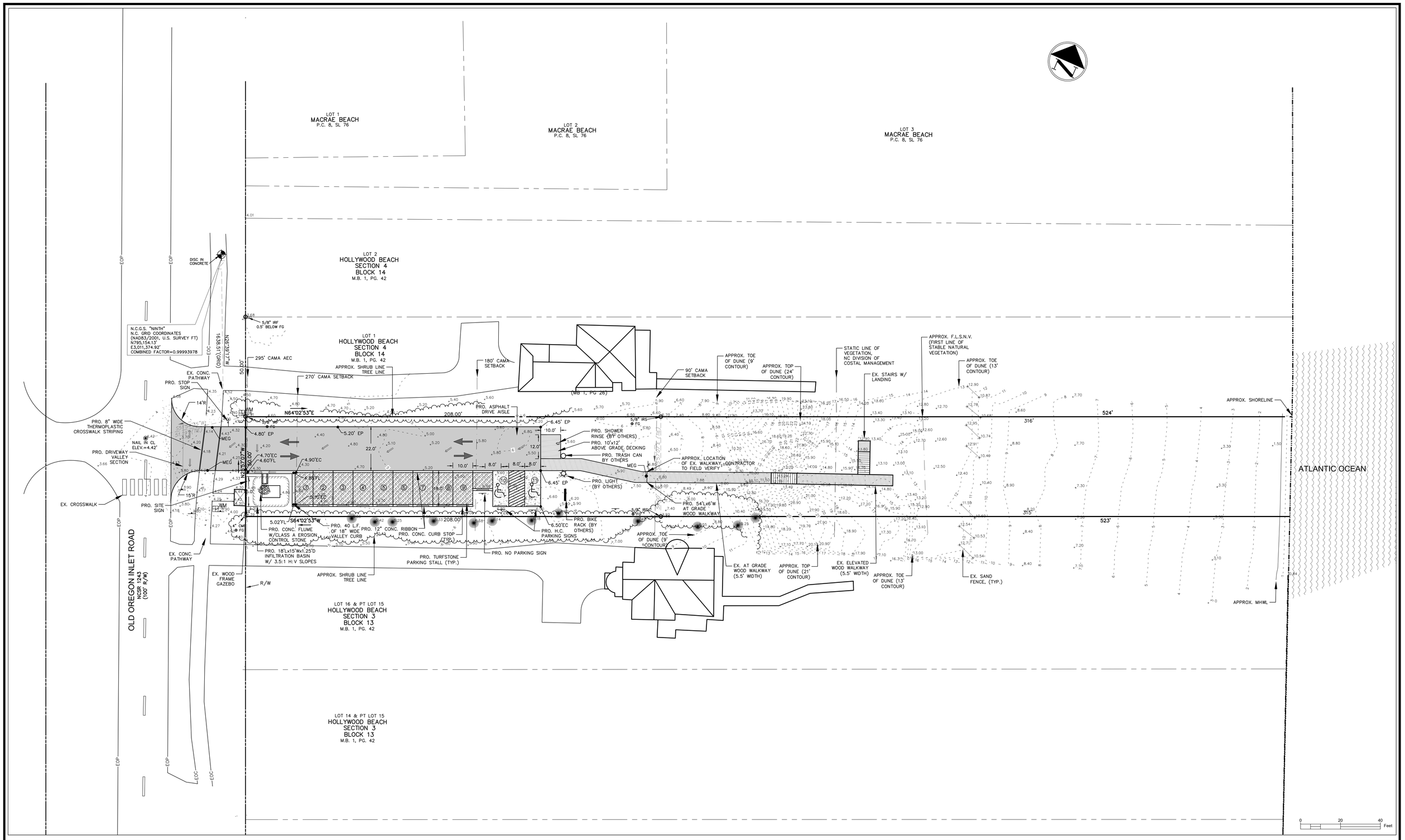
SCALE: 1" = 20' (24"X36")

ISSUE DATE: 9/29/2020

DRAWING TITLE:
# EXISTING CONDITION PLAN

DRAWING NO.: C-2

SHEET NO.: SHEET C2 OF 5




| 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 |

NORTH CAROLINA PROFESSIONAL SEAL 030406 ENGINEER DAVID M. RYAN

SEPT. 29, 2020

NOTES:
ADDRESS: E. ISLINGTON ST.
PROPERTY PIN: 071913232743
RECORD INFO: MB "1", SL. 26 D.C.R.
ZONING: MR - MEDIUM RESIDENTIAL
LOT AREA = 25,938 SF / 0.60 AC
AREA WEST OF STATIC LINE = 14,776 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. 14'/12'/11') AS SHOWN ON COMMUNITY-PANEL #: 3730071800J INDEX DATED: 9/20/06 & 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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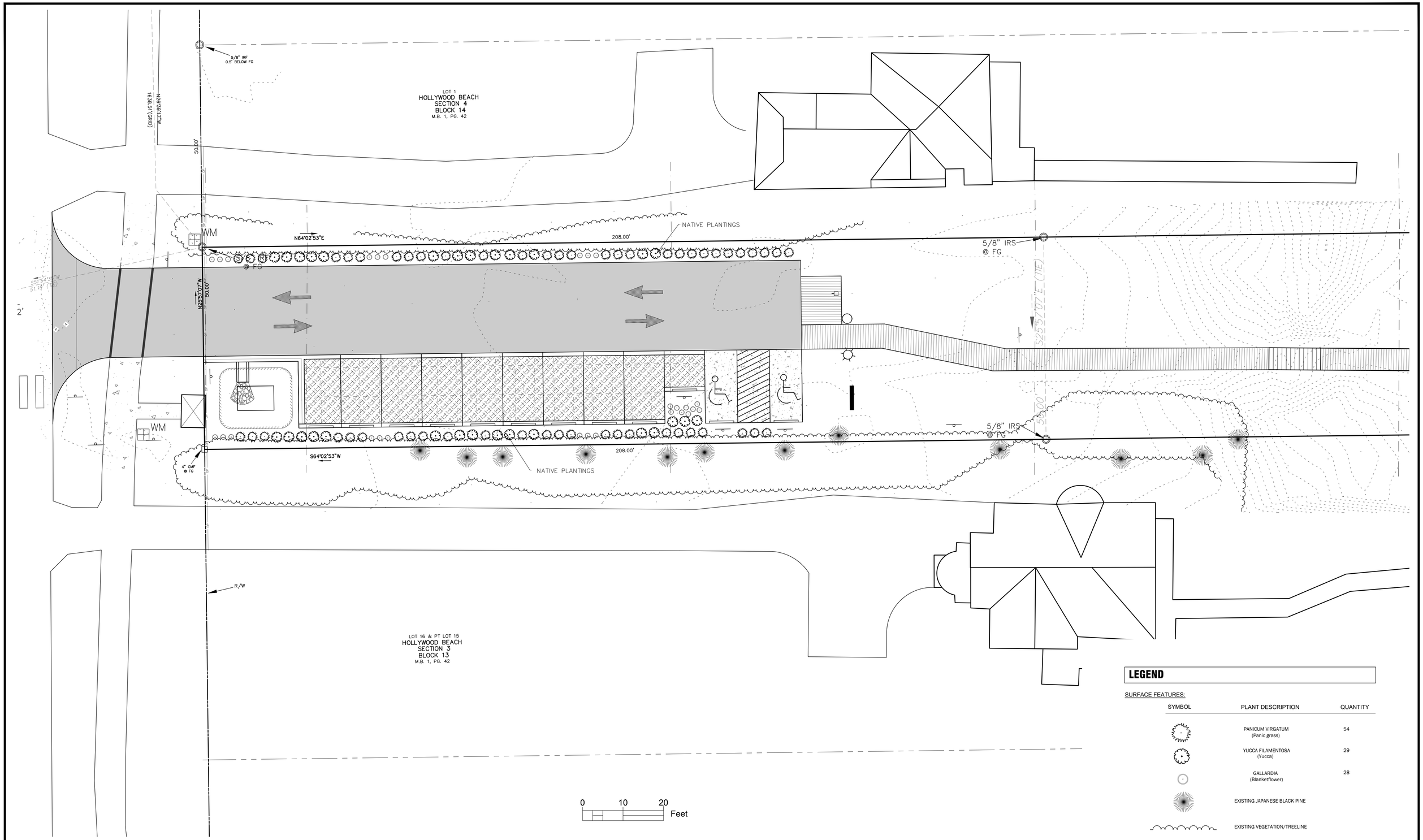
CAPITAL IMPROVEMENT PROJECT
FY 20/21
ISLINGTON ST. BEACH ACCESS

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




## 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 | APPD |
|---|---|---|---|

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

NORTH CAROLINA PROFESSIONAL SEAL 030406 ENGINEER DAVID M. RYAN

SEPT. 29, 2020

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

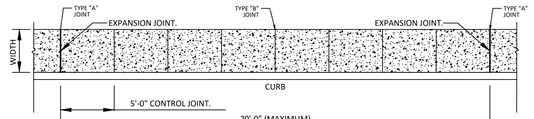
DRAWING TITLE:
# LANDSCAPE PLAN

SCALE: 1" = 10' (24"X36")

ISSUE DATE: 9/29/2020

DRAWING NO.: C-4

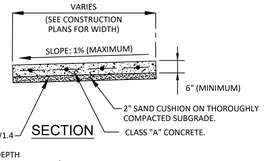
SHEET NO.: SHEET C4 OF 5



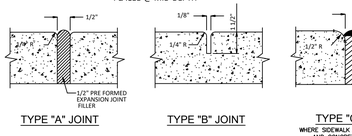

## PLAN

| TABLE OF SIDEWALK JOINTS | |
|---|---|
| TYPE | LOCATION |
| "A" | 20' CENTER TO CENTER ON SIDEWALKS, P.C. AND P.T. OF CURVES, JUNCTION OF EXISTING AND NEW SIDEWALKS, DRIVEWAYS, AND SIMILAR STRUCTURES. |
| "B" | 5' CENTER TO CENTER ON SIDEWALKS. |

| TABLE OF CONCRETE TYPE | | |
|---|---|---|
| "D" | LOCATION | REINFORCEMENT |
| 6" | SIDEWALK | 6x6 W1.4xW1.4 |




## SECTION

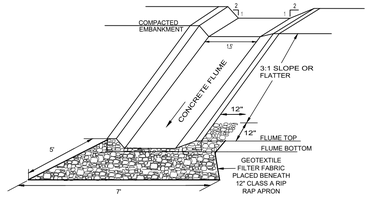



TYPE "A" JOINT — TYPE "B" JOINT — TYPE "C" JOINT
WHERE SIDEWALK ABUTS DRIVEWAYS AND CONCRETE CURBS, ETC.

## CONCRETE PATHWAY INSTALLATION DETAILS

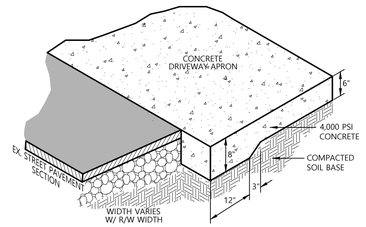
NOT TO SCALE (SEE PLAN FOR LOCATIONS)

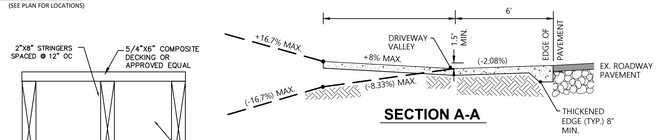
NOTES :
1. PATH SHALL HAVE A 4" MINIMUM THICKNESS
2. ALL PATHWAYS WILL BE CONSTRUCTED A MINIMUM OF 5 FEET WIDE.
3. ALL CONCRETE USED FOR PATHWAYS SHALL BE A MINIMUM OF 3,500 PSI.
4. PATHWAYS SHALL FORM A CONTINUOUS PATH ALONG ALIGNMENT.




## CONCRETE FLUME W/ OUTLET PROTECTION

NOT TO SCALE

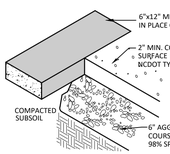



## SECTION A-A

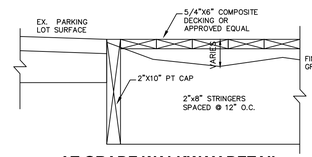
## DRIVEWAY VALLEY SECTION

NOT TO SCALE (SECTION VIEW)



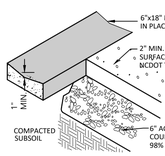

## CONCRETE BORDER (FLAT)

NOT TO SCALE ISOMETRIC VIEW



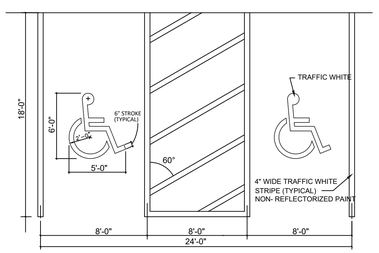

## AT GRADE WALKWAY DETAIL

NOT TO SCALE (ELEVATION VIEW)



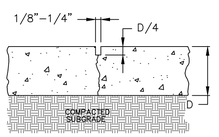

## CONCRETE BORDER (VALLEY)

NOT TO SCALE ISOMETRIC VIEW




## HANDICAP STALL DETAIL

NOT TO SCALE (SEE PLAN FOR LOCATION) PLAN VIEW




## TYPE 'A' UNDOWELED CONTRACTION (CONTROL) JOINT

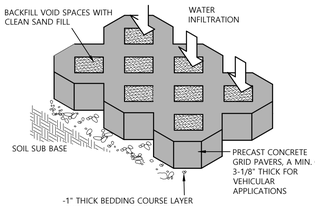
N.T.S.

UNDOWELED TRANSVERSE CONTRACTION OR LONGITUDINAL JOINT, SAWED OR PRE–MOLDED. DO NOT DOWEL PAVEMENTS LESS THAN 7" THICK

## CONCRETE PARKING LOT DETAIL

NOT TO SCALE SECTION VIEW

CONCRETE PAVEMENT NOTES:
1. USE ACI 330R-01 GUIDE FOR DESIGN AND CONSTRUCTION OF CONCRETE PARKING LOTS
2. USE ACI 330.1-94 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 THE SUBGRADE IN ACCORDANCE WITH THE GEOTECHNICAL ENGINEEER'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. IMPORTED SOIL USE FOR BACK FILL SHOULD BE FREE OF HEAVY CLAY, SILTS, STONES, PLANT ROOT 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 OR SAWED WITHIN 12 HOURS FROM TIME OF PLACEMENT;
   A. SIDEWALK-SPACING SHALL BE SAME AS WIDTH OF PAVEMENT AND LESS THAN 5 FEET IN LENGTH
   B. PAVEMENT-MAXIMUM SPACING SHALL BE 2.5 TIMES THICKNESS IN UNIT OF FEET AND LESS THAN 15 FEET IN LENGTH (E.G. T=4 INCH SPACING AT 10'x10')
9. 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




## PRECAST CONCRETE GRID PAVER

NOT TO SCALE ISOMETRIC VIEW

CONCRETE GRID PAVER NOTES:
1. SHALL MEET OR EXCEED NORTH AMERICAN INDUSTRY STANDARDS, INCLUDING THE REQUIREMENTS OF ASTM C 1319 FOR CONCRETE GRID PAVING UNITS.
2. NOMINAL COVERAGE 23 $\frac{1}{2}$"x15 $\frac{1}{2}$" x 2.6 SF/PC
3. ALL CONCRETE GRID PAVERS, UNLESS OTHERWISE INDICATED, SHALL HAVE A COMPRESSIVE STRENGTH OF 5,000 PSI AT 28 DAYS.
4. WATER ABSORPTION 10 LB/FT3
4. THE SOIL SUBGRADE AND OPEN BASE AGGREGATE BENEATH PAVEMENTS SHALL BE COMPACTED TO AT LEAST 98% OF ASTM D 698 PRIOR TO ANY PLACEMENT OF SUBBASE FILL, STONE BASE COURSE OR BEDDING COURSE. SOIL SUBGRADE SHALL BE DRY WHEN COMPACTED.
5. IMPORTED SOIL USE FOR BACK FILL SHOULD BE FREE OF HEAVY CLAY, SILTS, STONES, PLANT ROOT 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. GRID PAVERS SHALL BE INSTALLED IN EITHER A STACK BOND OR RUNNING BOND W/ A $\frac{1}{2}$ OFFSET.
7. THE FALSE JOINTS SHALL FACE UP AND SERVE AS 'CRACK CONTROL JOINTS".
8. BEDDING SAND AND PAVER INFILL SAND SHALL CONFORM TO ASTM C33 OR CSA A23.1. # 8 STONE CAN BE USED IN LIEU OF BEDDING AND INFILL SAND. IF #8 STONE IS USED, NO INTERMEDIATE GEOTEXTILE LAYER IS REQUIRED.
9. FINAL SURFACE ELEVATIONS SHALL NOT VARY MORE THAN ± $\frac{1}{2}$ IN. UNDER A 10 FT. STRAIGHTEDGE. BOND OR JOINT LINES SHOULD NOT VARY ± $\frac{1}{2}$ IN. OVER 50 FT. FROM TAUT STRING LINES.

6.06

## TEMPORARY GRAVEL CONSTRUCTION ENTRANCE/EXIT

**Definition** A graveled 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** Wherever 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-feet minimum or full width at all points of the vehicular entrance and exit area, whichever is greater
Length: 50-feet minimum

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

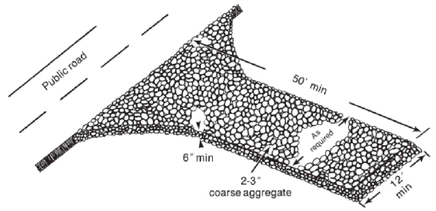
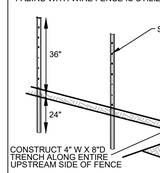



Figure 6.06a Gravel entrance/exit keeps sediment from leaving the construction site (modified from Va SWCC).

POSTS MUST BE 1.33 LB/LINEAR FT. STEEL WITH A MIN. LENGTH OF 5'. POST SHALL HAVE PROJECTIONS TO FACILITATE FASTENING OF FILTER FABRIC.

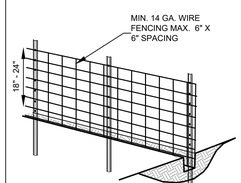
WHEN A WIRE MESH SUPPORT FENCE IS USED, SPACE POSTS A MAX. OF 8' APART

INSTALL POSTS 6' O.C. MAX WHEN EXTRA STRENGTH FABIRC WITH WIRE FENCE IS UTILIZED.



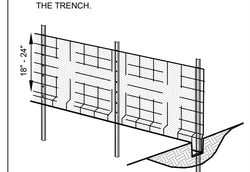

STEP 1

WHEN STANDARD STRENGTH FILTER FABRIC IS UTILIZED WIRE FENCING MUST ALSO BE INSTALLED ON UPSTREAM SIDE OF POSTS. EXTNED MAX. 24" ABOVE EXISTING GRADE TO BOTTOM OF TRENCH.



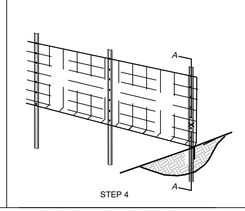

STEP 2

FASTEN THE FILTER FABRIC TO THE UPSTREAM SIDE OF POSTS OR WIRE FENCE IF UTILIZED. EXTEND FABRIC 8" DOWN & 4" FORWARD ALONG THE TRENCH.



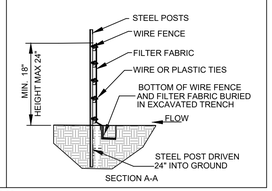

STEP 3

BACKFILL THE TRENCH AND COMPACT THE SOIL FIRMLY TO ANCHOR THE BOTTOM OF THE SILT FENCE. BURIED FABRIC SHALL NOT BE VISIBLE.




STEP 4

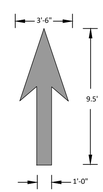
1. USE SYNTHETIC FILTER FABRIC OF AT LEAST 95% BY WEIGHT OF POLYOLEFINS OR POLYESTER, WHICH IS CERTIFIED BY THE MANUFACTURER AS CONFORMING TO THE REQUIREMENTS IN ASTM D 6461. FILTER FABRIC SHALL CONTAIN ULTRAVIOLET RAY INHIBITORS AND STABILIZERS TO PROVIDE A MINIMUM OF 6 MONTHS OF EXPECTED USABLE CONSTRUCTION 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 4 FT 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 UPSLOPE SIDE OF THE POSTS. EXTRA STRENGTH FILTER FABRIC W/6' 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 UPSLOPE FROM THE BARRIER. BACKFILL 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 NEXT 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 IT AFTER THE CONTRIBUTING DRAINAGE AREA HAS BEEN PROPERLY STABILIZED.



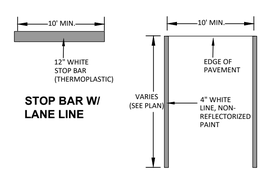

SECTION A-A

## TYPICAL SILT FENCING DETAIL

NOT TO SCALE LOCATION AS NOTED ON PLAN




TYPE 1 THRU ARROW (THERMOPLASTIC)




STOP BAR W/ LANE LINE

PARKING STALL STRIPING

## TYPICAL PAVEMENT STRIPING DETAIL

NOT TO SCALE (SEE PLAN FOR LOCATION) PLAN VIEW

**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 Grain | 175 lbs |
| Common Bermuda (hulled) | 50 lbs | FERTILIZER | |
| German Millett | 15 lbs | 10-10-10 @ 1,000 lb/acre | |
| Fescue | 20 lbs | MULCH | |
| FERTILIZER | | Apply 4,000 lb/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 lb/acre | | | |
| MULCH | | | |
| Apply 4,000 lb/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. | | | |

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 OFTEN SUFFICIENT TO GREATLY ENLARGE BARE SPOTS, AND THE LONGER REPAIRS ARE DELAYED, THE MORE COSTLY THEY BECOME. PROMPT ACTION WILL KEEP SEDIMENT LOSS AND REPAIR COST DOWN. NEW SEEDLINGS SHOULD BE INSPECTED FREQUENTLY AND MAINTENANCE PERFORMED AS NEEDED. IF RILLS AND GULLIES DEVELOP, THEY MUST BE FILLED IN RE-SEEDED, 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 SEEDED AS PROMPTLY AS POSSIBLE, REFERTILIZATION AND/OR WATERING MAY BE NEEDED TO FULLY ESTABLISH VEGETATIVE COVER.

(XX) E & S Measures, except where otherwise noted, are to be installed before work begins and maintained until worksite is Fully stabilized.

(XX) [1] Measure required during Phase 1 only.

(XX) [2] Measure not to be provided until Phase 2.

SECTION II.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 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.

II) 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 IMPRACTICABLE.

II) ALL SLOPES 50' IN LENGTH OR GREATER SHALL APPLY THE GROUND COVER WITHIN 7 DAYS EXCEPT WHEN THE SLOPE IS FLATTER THAN 4: 1. SLOPES LESS THAN 50' 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.

IV) SLOPES 10' OR LESS IN LENGTH SHALL BE EXEMPT FROM THE 7-DAY GROUND COVER REQUIREMENT EXCEPT WHEN THE SLOPE IS STEEPER THAN 2: 1.

V) ALTHOUGH STABILIZATION IS USUALLY SPECIFIED AS GROUND COVER, OTHER METHODS, SUCH AS CHEMICAL STABILIZATION, MAY BE ALLOWED ON A CASE-BY-CASE BASIS.

VI) FOR PORTIONS OF PROJECTS WITHIN THE SEDIMENT CONTROL COMMISSION-DEFINED "HIGH QUALITY WATER ZONE" (15A NCAC 04A .0105) , 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.

vii) 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 E&SC 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 WEEKLY (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 SHEDS, 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 AND MATERIAL 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 TRAFFI

# 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

THE TOWN OF 1961 NAGS HEAD N.C.

APPROVED AS TO FORM:

John Leidy, 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

**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**

| ***Name of Board/Committee*** | ***Current members*** | ***Contact Info*** | ***Last appointed date*** | ***Seat expires*** | ***Eligible for Re-appointment*** | ***Notes*** |
|---|---|---|---|---|---|---|
| | | | | | | |
| **Personnel Grievance Panel**<br>3 Registered Voters<br>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 | |
| | Saundra 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-3**
Meeting Date: **October 7, 2020**

**Item Title**: Fire Dept - Presentation of Fire Department Five-Year Strategic Plan

**Item Summary**:

At the October 7th Board of Commissioners meeting, Fire Chief Randy Wells will present a five-year strategic plan for the Fire Department.

Attached please find a copy of his report.

Number of Attachments: 1

**Specific Action Requested**:

Provided for Board review and approval.

Submitted By: Randy Wells, Fire Chief 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

# NAGS HEAD FIRE RESCUE
# STRATEGIC PLAN 2021 - 2026

## INTRODUCTION

Nags Head Fire Rescue (NHFR) provides fire, rescue, emergency medical first response, hazardous materials response, fire investigation, community risk reduction and public education services to the residents, businesses, and visitors of Nags Head, North Carolina. Nags Head Fire Rescue is consistently working to achieve and/or maintain the highest level of professionalism and efficiency on behalf of those it serves, so it has taken to develop a “Community-Driven Strategic Plan.” Using the framework from the guidelines set forth in the Commission on Fire Accreditation International (CFAI) Fire & Emergency Service Self-Assessment Manual 9th Ed., this document intends to guide the organization with established parameters set forth by the authority having jurisdiction.

The community-driven strategic planning process goes beyond the development of a document. It challenged the agency’s members to critically examine paradigms, values, philosophies, beliefs and desires, in addition to challenging individuals to work in the best interest of the “team.” It further provided the agency with an opportunity to participate in the development of their organization’s long-term direction and focus. Members of the organization’s external and internal stakeholders’ groups demonstrated commitment to this important project and remain committed to the document’s completion.

# NAGS HEAD FIRE RESCUE

# STRATEGIC PLAN

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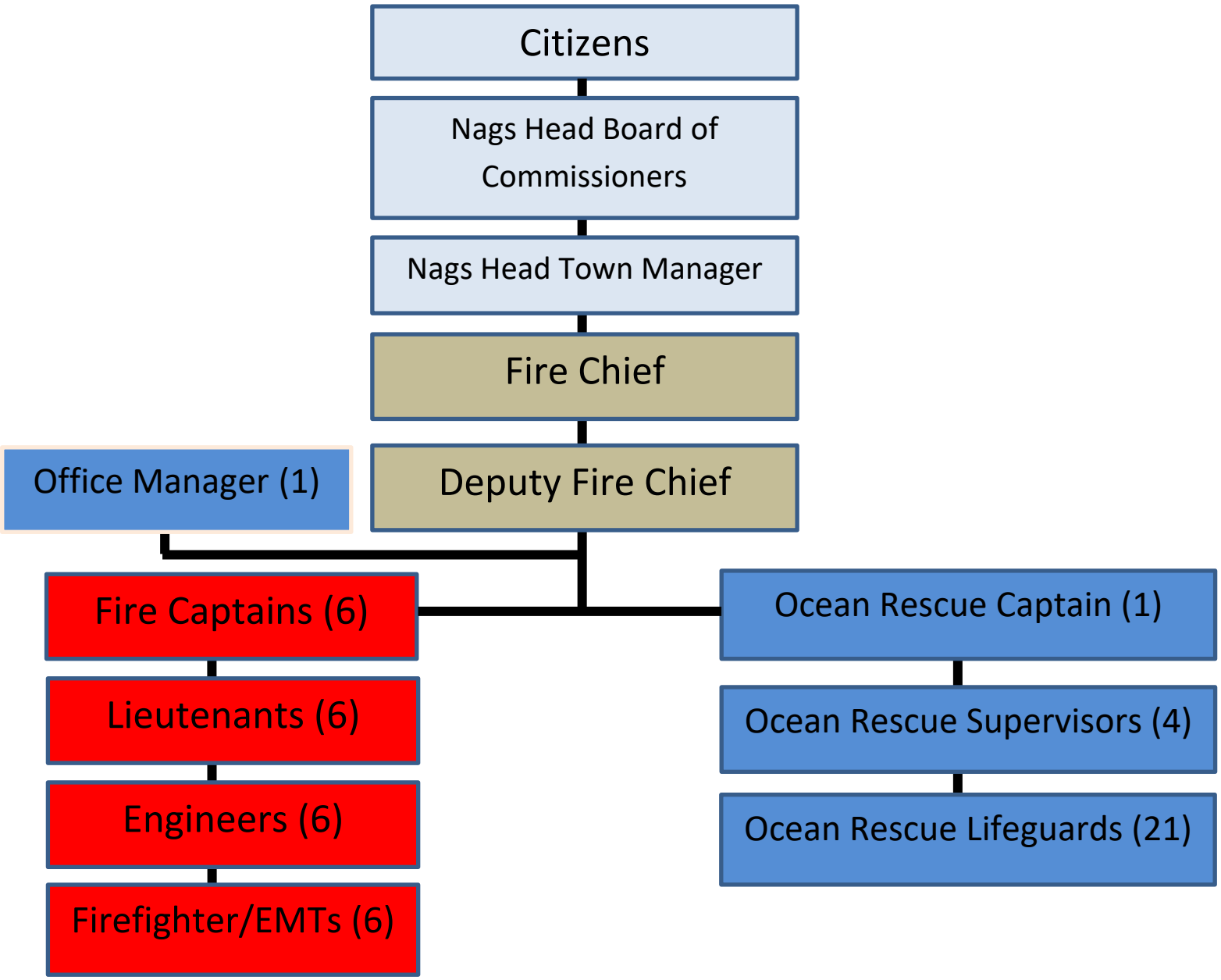
## ORGANIZATIONAL BACKGROUND

The Town of Nags Head (Town) is a resort community of 6.6 square miles located in Dare County, North Carolina. The Town was officially incorporated in 1961 but its history goes back several hundred years. It received its name from the folklore of the “wreckers”; land pirates who would hang lights on mules or horses (nags) to trick ships into running aground. Around 1830 the Town became known as a resort area and remains so today. Nags Head is a thriving, ecofriendly beach community with a population of approximately 3,000 year-round residents. It welcomes 30,000 to 40,000 visitors per week during the summer months. These visitors are attracted to the 11 miles of family friendly Atlantic Ocean shoreline.

Nags Head Fire Rescue got its start prior to the Town’s formal incorporation. In August 1959, a few concerned citizens had a meeting to discuss the need for fire protection on the northern Outer Banks. After a lot of hard work, the Nags Head Volunteer Fire Department was chartered by the State on March 2, 1961. Nags Head Volunteer Fire Department began as a small department, covering most of the northern Outer Banks. As the service grew and the work demands increased, the Town of Nags Head decided to hire our first paid fire chief in December 1984. Shortly after that, the first paid firefighter was employed in January 1985.

Today, Nags Head Fire Rescue, comprised of Fire and Ocean Rescue divisions, is committed to service, protection and conservation, providing all-hazards mitigation from two fire stations located strategically within the town. A combination department with 27 uniformed career staff members and five volunteers, Nags Head Fire Rescue provides various services and programs to support a safe community. Nags Head Fire Rescue serves our community through our well-trained, progressive members.

**ORGANIZATIONAL STRUCTURE**



## PROCESS AND ACKNOWLEDGMENTS

Nags Head Fire Rescue acknowledges and thanks our external and internal stakeholders for their participation and input into this Community–Driven Strategic Planning process. Nags Head Fire Rescue wishes to thank the men and women of the strategic plan focus group for their leadership and commitment to this process.

## THE COMMUNITY–DRIVEN STRATEGIC PLANNING PROCESS OUTLINE

- Define the programs provided to the community.
- Establish the community's service program priorities and expectations of the organization.
- Identify any concerns the community may have about the organization, along with aspects of the organization that the community views positively.
- Revisit the Mission Statement, giving careful attention to the services and programs currently provided, and which can logically be provided in the future.
- Revisit the values of the organization's membership.
- Identify the internal strengths and weaknesses of the organization.
- Identify areas of opportunity or potential threats to the organization.
- Identify the organization's critical issues and service gaps.
- Determine strategic initiatives for organizational improvement.
- Establish a realistic goal and objectives for each initiative.
- Identify implementation tasks for the accomplishment of each objective.
- Determine the vision of the future.
- Develop organizational and community commitment to accomplishing the plan.

Development of this strategic plan took place in June 2020, beginning with an online survey of external stakeholders. Input received from the survey revolved around community expectations and concerns, as well as comments about the organization. The results of this survey can be found in the Appendix.

## ONLINE SURVEY FINDINGS

A key element of the Fire and Ocean Rescue organizational philosophy is having a high level of commitment to the community, as well as recognizing the importance of community satisfaction. The COVID-19 pandemic prevented the Department from hosting community stakeholder meetings. The Department's leadership opted to use an online survey to gather input from the public, therefore, social distancing was maintained. The agency invited community representatives to give feedback on services provided. During the 30 days the survey remined active we received 110 responses.

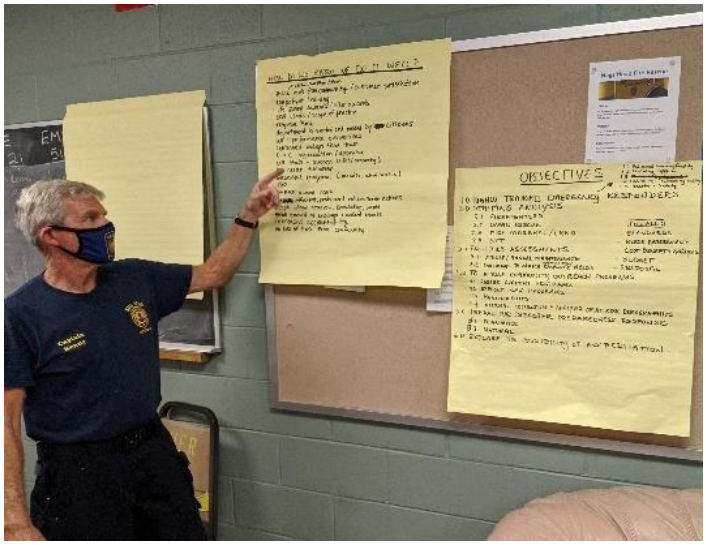
## COMMUNITY PRIORITIES

To best dedicate time, energy, and resources to services most desired by its community, NHFR needs to understand what the customers consider to be their priorities. With that, the external stakeholders were asked to prioritize the programs offered by the agency through a process of direct comparison. The results were as follows:

| Programs | Ranking | Score |
|---|---|---|
| Fire Suppression | 1 | 78 |
| Emergency Medical Services | 2 | 69.5 |
| Rescue Basic and Technical | 3 | 56.3 |
| Fire Investigation | 4 | 53 |
| Hazardous Materials Mitigation | 5 | 51 |
| Domestic Preparedness | 6 | 41 |
| Wildland / Brush Fire | 7 | 37 |
| Public Education | 8 | 25 |
| Community Risk Reduction | 9 | 24.4 |

## DEPARTMENT STAKEHOLDERS GROUP FINDINGS

Fire Rescue stakeholders work sessions were conducted over a period of two days. These sessions discussed the organization's approach to community-driven strategic planning, with the focus on the Mission, Vision, Values, and Supporting Services. They also provided a critical review of the organization's Strengths, Weaknesses, Opportunities and Threats. The work sessions involved participation from almost every level within the organization.



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| Nags Head Fire Rescue Department Stakeholders | | |
|---|---|---|
| Skyla Lamberto-Egan<br>*Firefighter* | Jackie Hart<br>*Office Manager* | Shane Hite<br>*Deputy Fire Chief* |
| Scott Hooper<br>*Firefighter* | Rick Lawrenson<br>*Chaplain/ Volunteer* | Tanner Mann<br>*Lieutenant* |
| John Kenny<br>*Fire Captain* | Chad Motz<br>*Ocean Rescue Captain* | James Phillips<br>*Firefighter* |
| Wayne Kidd<br>*Fire Captain* | Randy Wells<br>*Fire Chief* | |

## MISSION

The purpose of the mission statement is to answer these questions:

- Who are we?
- Why do we exist?
- What do we do?
- Why do we do it?
- For whom?

A workgroup revisited the existing mission statement, ensuring it answered these questions. The following mission statement was created and accepted by the entire group:

We are Nags Head Fire Rescue. Our mission is to protect the people, property, and environment of Nags Head with courage, commitment and compassion.

## VALUES

Values embraced by all members of an organization are extremely important, as they recognize the features that make up the personality and culture of the organization. A work group met to revisit the existing values and proposed a revision that was discussed, enhanced further, and agreed upon by the entire group.

The Mission and Values are the foundation of this organization. Thus, we must make every effort to keep these current and meaningful so that they guide every member of the department during their daily tasks and objectives.

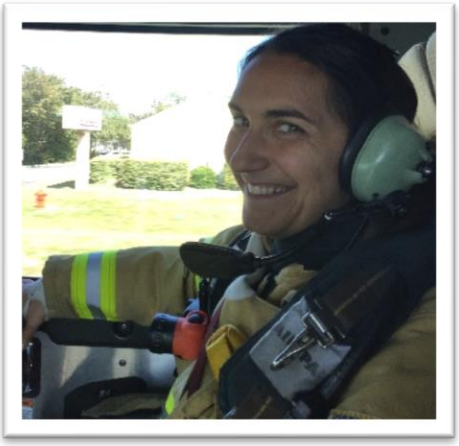
**Nags Head Fire Rescue CORE values are to serve the community through**:

Courage
Commitment
Compassion

## VISION

Fire Rescue's current Vision is:

**To achieve the highest levels of community service and protection by delivering outstanding customer service in all that we do.**



## PROGRAMS AND SERVICES

Nags Head Fire Rescue stakeholders identified the core programs provided to the community, as priorities to align ourselves with the community's expectations.

| Core Programs of Nags Head Fire Rescue | | |
|---|---|---|
| Emergency Medical Services | Fire Suppression | Rescue - Basic and Technical |
| Fire Investigation | Hazardous Materials Mitigation | Domestic Preparedness |
| Wildland / Brush Fire | Public Education | Community Risk Reduction |

## S.W.O.T. ANALYSIS

The Strengths, Weakness, Opportunity and Threats (SWOT) analysis is designed to have an organization candidly identify its positive and less than desirable attributes. Nags Head Fire Rescue stakeholders participated in an exercise to record their strengths, weaknesses, as well as the possible opportunities and potential threats. Information from this analysis provides guidance toward the larger issues and gaps that exist within the agency. The information gathered assists the agency in finding its broader critical issues and service gaps.

## CRITICAL ISSUES AND SERVICE GAPS

Following the identification and review of Fire Rescue's SWOT, the internal stake holders met to identify the themes, primary critical issues, and service gaps. The critical issues and service gaps identified by the stakeholders provide further guidance toward identification of the strategic initiatives, which will ultimately lend direction for the development of the goals, objectives, critical tasks and timelines. The internal stakeholders identified the following strategic initiatives, which we will analyze, prioritize, and improve our service delivery within the next five years.

| Nags Head Fire Rescue Strategic Initiatives | | |
|---|---|---|
| Staffing | Professional Development | Equipment |
| Technology | Community Outreach | Facilities |

## GOALS AND OBJECTIVES

To continuously achieve the mission of Nags Head Fire Rescue, realistic goals and objectives, with timelines for completion, must be established to enhance strengths, address weaknesses, provide clear direction, and address the community's concerns. These should become the focus of Fire Rescues' efforts, as they will direct the organization to its desired future while reducing the obstacles and distractions along the way. Leadership-established work groups should meet and manage progress toward accomplishing these goals and objectives and adjust timelines as the needs and the environment change. Regular reports of progress shall be shared with Fire Rescue leadership.

| Goal 1 | Provide highly trained emergency responders to match the response needs of the community. |
|---|---|

**Objective 1A Analyze the needs of the organization related to training.**

**Timeframe** **Assigned to:**

**Critical tasks**

- Identify all career development required classes.
- Identify all current employee certifications held.
- Update all Standard Operating Guidelines to reflect current certifications.
- Analyze any specialized training needs.
- Clearly express all required mandated training for certification maintenance, regulatory requirements, and Insurance Services Organization.
- Report the findings to the leadership team for future action.

| | | |
|---|---|---|
| **Funding Estimate** | Capital Costs: | Consumable Costs: |
| | Personnel Costs: | Contract Services Costs: |

**Objective 1B Analyze the Department's current process for delivering training.**

**Timeframe** **Assigned to:**

**Critical tasks**

- Review classes offered over the prior 12-18 months.

- Review employee training hours/elements and compare to expectations.
- Identify classes that were cancelled if applicable.
- Identify instructor capability, availability, and need.
- Identify training resources and facilities available and needed.
- Report the findings to the leadership team for future action.

---

| | | |
|---|---|---|
| **Funding Estimate** | Capital Costs: | Consumable Costs: |
| | Personnel Costs: | Contract Services Costs: |

### Objective 1C Establish the Department's training needs.

**Timeframe** **Assigned to:**

**Critical tasks**

- Collect the information and data reported in the previous objectives.
- Utilize the Community Risk Assessment to establish risks for which we must/should prepare.
- Identify the certificates held by current members.
- Identify any certification gaps.
- Identify the need for specialized services.
- Analyze any equipment and or facility needs and create a needs list.
- Report the findings to the leadership team for future action.

---

| | | |
|---|---|---|
| **Funding Estimate** | Capital Costs: | Consumable Costs: |
| | Personnel Costs: | Contract Services Costs: |

### Objective 1D Develop a plan to deliver training that meets the Department's needs.

**Timeframe** **Assigned to:**

**Critical tasks**

- Categorize any identified training needs.
- Prioritize the training categories.
- Coordinate the delivery agencies.
- Identify the training cycle.

- Identify additional resources or facilities needed.
- Design training targeted to improve weaknesses.
- Ensure any outside classes are shared within the organization.
- Put the schedule out for feedback.

---

| | | |
|---|---|---|
| **Funding Estimate** | Capital Costs: | Consumable Costs: |
| | Personnel Costs: | Contract Services Costs: |

## Objective 1E Implement the plan and carry out the training.

**Timeframe** **Assigned to:**

**Critical tasks**

- Identify and schedule needed instructors.
- Secure needed training facilities and equipment.
- Coordinate the training with coverage.
- Support the training classes as needed (ongoing).
- Begin offering training per the established plan and schedule.
- Manage the training plan to ensure that the plan is working.
- Constantly monitor for weaknesses and design training to address them, including drills.

---

| | | |
|---|---|---|
| **Funding Estimate** | Capital Costs: | Consumable Costs: |
| | Personnel Costs: | Contract Services Costs: |

## Objective 1F Evaluate the effectiveness of the new plan.

**Timeframe** **Assigned to:**

**Critical tasks**

- Develop a survey to determine effectiveness.
- Survey all identified employees on plan for effectiveness.
- Conduct data analysis with a focus on:
  - Training hours per employee, per shift
  - Department training hours

- ISO breakdown
- Conduct a comparative analysis of employee certifications.
- Assess the number of employees who are prepared for promotional opportunities.
- Consider whether the department is required to go outside for positions.
- Report findings to the leadership team for future action.

---

| | | |
|---|---|---|
| **Funding Estimate** | Capital Costs: | Consumable Costs: |
| | Personnel Costs: | Contract Services Costs: |

**Objective 1G Revise the plan and repeat.**

**Timeframe** **Assigned to:**

---

**Critical tasks**

- Evaluate the employee survey results and make adjustments as warranted.
- Project the needs of the organization and adjust as necessary.
- Make identified plan adjustments.
- Implement the plan with the adjustments.

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| | | |
|---|---|---|
| **Funding Estimate** | Capital Costs: | Consumable Costs: |
| | Personnel Costs: | Contract Services Costs: |

| Goal 2 | Conduct a staffing analysis to establish a staffing model for Nags Head Fire Rescue |
|---|---|

**Objective 2A Evaluate current staffing model for effectiveness.**

**Timeframe** **Assigned to:**

**Critical tasks**

- Establish the evaluation process.
- Determine what resources are needed to properly evaluate staffing levels.
- Determine what standards may assist with a proper evaluation of staffing.

| | | |
|---|---|---|
| **Funding Estimate** | Capital Costs: | Consumable Costs: |
| | Personnel Costs: | Contract Services Costs: |

**Objective 2B Determine appropriate staffing levels for residential fire response.**

**Timeframe** **Assigned to:**

**Critical tasks**

- Consult National Fire Protection Association standards to determine recommended staffing.
- Evaluate methods to achieve the recommended staffing.
- Establish time constraints associated with effective response.
- Explore available methods for achieving the appropriate response.

| | | |
|---|---|---|
| **Funding Estimate** | Capital Costs: | Consumable Costs: |
| | Personnel Costs: | Contract Services Costs: |

**Objective 2C Determine appropriate staffing levels for water-related response.**

**Timeframe** **Assigned to:**

**Critical tasks**

- Consult National Fire Protection Association standards to determine recommended staffing.
- Evaluate methods to achieve recommended staffing.
- Establish time constraints with effective response.
- Explore available methods for achieving the appropriate response.

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| | | |
|---|---|---|
| **Funding Estimate** | Capital Costs: | Consumable Costs: |
| | Personnel Costs: | Contract Services Costs: |

**Objective 2D Determine appropriate staffing for the fire inspection process.**

**Timeframe** **Assigned to:**

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**Critical tasks**

- Evaluate current North Carolina statutory requirements regarding the inspection process for commercial occupancies.
- Calculate the number of inspections within the town.
- Consider additional required inspections for new construction.
- Consider alternatives such as not performing inspections including the associated hazards.
- Compare fire inspection programs to those of other agencies with similar demographics.
- Develop possible alternatives to the current process.

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| | | |
|---|---|---|
| **Funding Estimate** | Capital Costs: | Consumable Costs: |
| | Personnel Costs: | Contract Services Costs: |

**Objective 2E Develop appropriate staffing model to provide efficient services.**

**Critical tasks**

- Consider proper coverage of all positions with properly trained staff.
- Consider proper coverage for water-based rescue and associated supervisory and logistics functions.
- Ensure staffing for the mandatory inspection process is sufficient.
- Recommend an implementation process for any new positions that may be needed.
- Seek additional funding methods for positions.

---

| | | |
|---|---|---|
| **Funding** | Capital Costs: | Consumable Costs: |
| **Estimate** | Personnel Costs: | Contract Services Costs: |

| Goal 3 | Ensure the Department has the physical resources to meet the current and projected needs of the community. |
|---|---|

**Objective 3A** **Identify all current physical resources, including inventories of stations, apparatus, tools and equipment.**

**Timeframe** **Assigned to:**

**Critical tasks**

- Assign an inventory manager to identify all departmental resources and manage and maintain accountability of resources.
- Inventory manager to assign four inventory resource leaders over stations, apparatus, PPE, and tools and equipment.
- Each resource inventory leader to oversee the inventory of their assigned resource.
- Develop an inventory and evaluation form for each resource type.

| | | |
|---|---|---|
| **Funding Estimate** | Capital Costs: | Consumable Costs: |
| | Personnel Costs: | Contract Services Costs: |

**Objective 3B** **Evaluate all current Department stations.**

**Timeframe** **Assigned to:**

**Critical tasks**

- Establish the evaluation process, including the timeline to be used.
- Determine the personnel needed to complete the evaluation within the time parameters.
    - Location
    - Design
    - Condition
    - Age
    - Capabilities
    - Capacities
- Complete an assessment on current stations using the following parameters:
- Create a report of findings of the assessment and submit to the resource inventory manager overseeing stations.

| | | |
|---|---|---|
| **Funding Estimate** | Capital Costs: | Consumable Costs: |
| | Personnel Costs: | Contract Services Costs: |

## Objective 3C Evaluate all current apparatus.

**Timeframe** **Assigned to:**

**Critical tasks**

- Establish the evaluation process, including the timeline to be used.
- Determine the personnel needed to complete the evaluation within the time parameters.
- Complete an assessment on current apparatus using the following parameters
  - Age
  - Mileage/hours
  - Overall condition
  - Capabilities
  - Capacities
- Create a report of findings of the assessment and submit to department leadership.

| | | |
|---|---|---|
| **Funding Estimate** | Capital Costs: | Consumable Costs: |
| | Personnel Costs: | Contract Services Costs: |

## Objective 3D Evaluate all current Personal Protective Equipment.

**Timeframe** **Assigned to:**

**Critical tasks**

- Establish the evaluation process, Including the timeline to be used.
- Determine the personnel needed to complete the evaluation within the time parameters.
- Complete an assessment on PPE using the following parameters.
  - Condition
  - Technology available
  - Current specifications

- Current inventory standards
- Create a report of findings of the assessment and submit to the department leadership.

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| | | |
|---|---|---|
| **Funding Estimate** | Capital Costs: | Consumable Costs: |
| | Personnel Costs: | Contract Services Costs: |

**Objective 3E Evaluate all current tools and equipment.**

**Timeframe** **Assigned to:**

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**Critical tasks**

- Establish the evaluation process, including the timeline to be used.
- Determine the personnel needed to complete the evaluation within the time parameters.
- Complete an assessment of tools and equipment using the following parameters:
  - Age
  - Condition
  - Technology
  - Capabilities
  - Current industry standards
- Create a report of findings of the assessment and submit to department leadership.

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| | | |
|---|---|---|
| **Funding Estimate** | Capital Costs: | Consumable Costs: |
| | Personnel Costs: | Contract Services Costs: |

| Goal 4 | Create a comprehensive community outreach program to better align our efforts with our citizens' expectations. |
|---|---|

**Objective 4A Evaluate our current programs for relevancy.**

**Timeframe** **Assigned to:**

**Critical tasks**

- Form a committee to evaluate the Department's community outreach.
- Identify what is working and what is not.
- Report findings and analysis to the leadership team for future action.

| | | |
|---|---|---|
| **Funding Estimate** | Capital Costs: | Consumable Costs: |
| | Personnel Costs: | Contract Services Costs: |

**Objective 4B Identify the area(s) of need in the community and the Department, related to community outreach.**

**Timeframe** **Assigned to:**

**Critical tasks**

- Identify target programs.
- Identify the target audience(s) (age range, socio-economic, schools, etc.)
- Conduct a cost analysis to determine potential return on investment.
- Research and pursue any grant opportunities or other sources of alternative funding.
- Involve the community by asking for input on the desired programs.
- Report the findings to the leadership team for future action.

| | | |
|---|---|---|
| **Funding Estimate** | Capital Costs: | Consumable Costs: |
| | Personnel Costs: | Contract Services Costs: |

**Objective 4C Establish programs that enhance community engagement.**

**Timeframe** **Assigned to:**

**Critical tasks**

- Establish policies and procedures for identified programs.
- Establish and Manage social media platforms.
- Apply for any grant or alternative funding opportunities to help financially support identified programs.
- Pursue any community partnerships with community outreach in mind.

| | | |
|---|---|---|
| **Funding Estimate** | Capital Costs: | Consumable Costs: |
| | Personnel Costs: | Contract Services Costs: |

**Objective 4D Implement all programs as directed.**

**Timeframe** **Assigned to:**

**Critical tasks**

- Determine the target audience per program.
- Advertise through social media platforms in relation to the program.
- Provide outreach and solicit feedback.

| | | |
|---|---|---|
| **Funding Estimate** | Capital Costs: | Consumable Costs: |
| | Personnel Costs: | Contract Services Costs: |

**Objective 4E Conduct an evaluation of programs to determine if current resources are adequate to meet community's needs.**

**Timeframe** **Assigned to:**

**Critical tasks**

- Evaluate each program's effectiveness.
- Based on findings, revise programs as needed.
- Apply revisions to the programs.
- Solicit feedback on revised programs.

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| | | |
|---|---|---|
| **Funding Estimate** | Capital Costs: | Consumable Costs: |
| | Personnel Costs: | Contract Services Costs: |

## Goal 5 Improve our disaster preparedness response.

### Objective 5A Determine risks by conducting the Community Risk Assessment (CRA).

**Timeframe** **Assigned to:**

**Critical tasks**

- Establish the Community Risk Assessment process.
- Assign personnel to complete the assessment.
- Educate the personnel on the proper assessment steps.

| | | |
|---|---|---|
| **Funding Estimate** | Capital Costs: | Consumable Costs: |
| | Personnel Costs: | Contract Services Costs: |

### Objective 5B Determine response needs based off Community Risk Assessment.

**Timeframe** **Assigned to:**

**Critical tasks**

- Form a team to review the CRA.
- Review CRA for gaps in service.
- Compare current response capabilities with potential response gaps.
- Develop a plan to improve service delivery based on analysis.
- Implement necessary changes and review results.

## Goal 6 Explore the possibility of international accreditation.

### Objective 6A Form committees as needed to pursue and maintain accreditation.

**Timeframe** **Assigned to:**

**Critical tasks**

- Establish committee member criteria.
- Determine the composition of the committee.
- Develop and complete the selection process.

| | | |
|---|---|---|
| **Funding Estimate** | Capital Costs: | Consumable Costs: |
| | Personnel Costs: | Contract Services Costs: |

### Objective 6B Prepare a community driven strategic plan.

**Timeframe** **Assigned to:**

**Critical tasks**

- Hold an external stakeholder meeting in which community members provide feedback on program priorities, service expectations, concerns and strengths perceived about NHFR.
- Provide internal stakeholder work sessions to evaluate (and update if necessary) the mission, vision and values; determine internal strengths and weaknesses, external opportunities and threats; establish critical issues and service gaps, determine goals and objectives to achieve over five years.
- Determine a work plan for the accomplishment of each goal and implement the plan.
- Annually evaluate objectives accomplished with the plan.
- Report annual plan progress to internal and external stakeholders.

| | | |
|---|---|---|
| **Funding Estimate** | Capital Costs: | Consumable Costs: |
| | Personnel Costs: | Contract Services Costs: |

**Objective 6C Conduct a community hazards and risk assessment and publish a Community Risk and Standards of Cover document.**

**Timeframe** **Assigned to:**

**Critical tasks**

- Obtain instruction on hazard and risk assessment, and standards of cover preparation.
- Perform community hazards and risk assessment.
- Evaluate historical community emergency response performance and coverage.
- Establish benchmark and baseline emergency response performance objectives.
- Establish and publish Standards of Cover.
- Maintain, and annually update the Standards of Cover document.

| | | |
|---|---|---|
| **Funding Estimate** | Capital Costs: | Consumable Costs: |
| | Personnel Costs: | Contract Services Costs: |

**Objective 6D Conduct and document a self-assessment of the department utilizing the CPSE/CFAI Fire and Emergency Services Self-Assessment Manual criteria.**

**Timeframe** **Assigned to:**

**Critical tasks**

- Obtain instruction on writing a Commission on Fire Accreditation International (CFAI) self-assessment manual.
- Assign self-assessment manual category and criterion writing to the agency accreditation committee/team members as appropriate.
- Review self-assessment and ensure all reference items are in order.

| | | |
|---|---|---|
| **Funding Estimate** | Capital Costs: | Consumable Costs: |
| | Personnel Costs: | Contract Services Costs: |

## STRATEGIC PLAN VISION

On the final day of the process the focus group presented a strategic plan vision of where the organization will be in the future if the strategic plan is accomplished. This is not to override the Department's global vision but rather, to confirm the future of the work that was designed by the Department's stakeholders. This vision is intended as a target of excellence to strive toward and provide a basis for its goals and objectives.

### Nags Head Fire Rescue's

### 2026 Vision

**N**ever lose focus for what's best for our community. We will endeavor to provide the highest levels of customer service with an appropriately staffed organization that is trained and equipped to meet the challenging needs of those that live, work and play in our town.

**H**elp our citizens and visitors with the highest standards of care we can provide. We will work to increase positive outcomes for those we serve.

**F**ocus on the people while being data driven and results oriented: never losing our passion to serve.

**R**emember our history but staying focused on the future.

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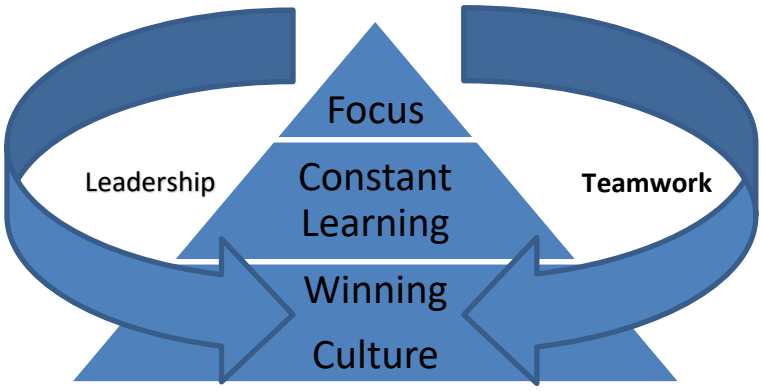
## HIGH PERFORMANCE ORGANIZATIONAL BLUEPRINT

There are many ways in which organizations become or maintain high performance. Nags Head Fire Rescue has chosen to follow the blueprint of the performance pyramid. This performance pyramid has its origins in Formula 1 racing teams. We believe that this model will provide us with the best chance of success to meet the demands of the community and to achieve our high-performance standards. At the top of the pyramid is Focus. For NHFR, our focus is clearly identified in our mission statement. The next level of the pyramid is Constant Learning. NHFR is committed to being a learning organization; dedicated to organizational and individual improvement. The base of the pyramid, a Winning Culture, is vital to the organization's success. Our culture will support the development of a high performing organization. To foster this winning culture, we will concentrate on four key areas; constant communication, no blame philosophy, one-team-one-mission mindset, and a long-term perspective. The development of this culture is central to our success.




## PERFORMANCE MEASUREMENTS

To assess and ensure that Nags Head Fire Rescue is delivering on the promises made in the strategic plan, the organization's leaders must determine performance measures for which they are fully accountable. As output measurements can be challenging, the organization must focus on the assessment process. The importance of the performance measurement is that it moves the organization away from reacting to the moment and puts the organization in position for long term growth and development. The Center of Public Safety Excellence (CPSE), from which most of this document was developed, argues that achieving results is based on four key bullet points:

- The identification of strategic goals and objectives;
- The determination of resources necessary to achieve them;
- The analyzing and evaluation of performance data; and
- The use of data to drive continuous improvement in the organization.

They reinforce these bullet points with a quote from Davis Osborne and Ted Gaebler, from their book *Reinventing Government*.

- If you don't measure the results of your plan, you can't tell success from failure.
- If you can't see success, you can't reward it.
- If you can't reward success, you're probably rewarding failure.
- If you can't see success, you can't learn from it.
- If you can't recognize failure, you can't correct it.
- If you can demonstrate results, you can win public support.

For our performance to improve, we must utilize a system of improvement. The most successful organizations use a system of "plan, do, review". Data collection will be an important part of our performance improving process. We will collect inputs, outputs, and we will measure efficiency, service quality, and outcomes. To better understand why these are important, we should define them:

**Inputs**- what is taken in by any process or system.

**Outputs**- the action or process of producing something

**Measure Efficiency**- we will develop a set of key performance indicators and mindfully measure our success / failure on meeting them.

**Service Quality**- we will review our performance and ensure that we are meeting the community's needs while being economically efficient.

**Outcomes**- we will measure the consequences of our performance in a numerical and data driven manner.

## THE SUCCESS OF THE STRATEGIC PLAN

The organization's success will hinge on its ability to adapt and change to its environment. The leadership of the department will foster a state of constant learning. We will adopt a no-blame philosophy, and we will develop a winning culture. The plans success will come with a one-team one-mission mindset. This plan's success will not come from the implementations of the goals and objectives, but from support received from the authority having jurisdiction, the members of the organization, and the community-at-large. It is our hope that this plan goes a long way toward unifying the community's vision of its Fire/Rescue and how the organization will align itself with the community's expectations.

## GLOSSARY OF TERMS, ACRONYMS, AND INITIALISMS

| | |
|---|---|
| **Accreditation** | A process by which an association or agency evaluates and recognizes a program of study or an institution as meeting certain predetermined standards or qualifications. It applies to institutions or agencies and their programs or their services. Accreditations ensures a basic level of quality in the services received from an agency. |
| **AED** | Automatic External Defibrillator |
| **CAD** | Computer Aided Dispatch |
| **CFAI** | Commission on Fire Accreditation International |
| **CPR** | Cardiopulmonary Resuscitation |
| **CPSE** | Center for Public Safety Excellence |
| **Customer(s)** | The person or group who establishes the requirement of a process and receives or uses the outputs of the process; or the person or entity directly served by the department or agency. |
| **DOT** | Department of Transportation |
| **DMV** | Department of Motor Vehicles |
| **DHHS** | Department of Health and Human Services |
| **EMS** | Emergency Medical Services |
| **EMT** | Emergency Medical Technician |
| **EOC** | Emergency Operations Center |
| **EPCR** | Electronic Patient Care Report |
| **EVT** | Emergency Vehicle Technician |
| **HR** | Human Resources |
| **Input** | A performance indicator that is taken in, operated on by any process or system. |
| **Mission** | An enduring statement of purpose; the organization's reason for existence. Describes what the organization does, for whom it does it for, and how it does it. |
| **NFPA** | National Fire Protection Association |
| **NREMT** | National Registry of Emergency Medical Technicians |

| | |
|---|---|
| **OSHA** | Occupational Safety and Health Administration |
| **Outcome** | A performance indication where qualitative consequences are associated with a program/ service; i.e., the ultimate benefit to the customer. |
| **Output** | A performance indication where a quality or number of units produced is identified. |
| **PPE** | Personal Protective Equipment |
| **Performance Measure** | A specific measurable result for each goal and/or program that indicates achievement. |
| **SCBA** | Self-Contained Breathing Apparatus |
| **Stakeholder** | Any person, group, or organization that can place a claim on, or influence the origination's resources or outputs, is affected by those outputs, or has an interest in or expectation of the organization. |
| **Strategic Goal** | A broad target that defines how the agency will carry out its mission over a specific period. An aim. The result of an action. Something to accomplish in assisting the agency to move forward. |
| **Strategic Objective** | A specific, measurable accomplishment required to realize the successful completion of a strategic goals. |
| **Strategic Plan** | A long-range planning document that defines the mission of the agency and broadly identifies how it will be accomplished, and that provides the framework for more detailed annual operations plans. |
| **Strategic Planning** | The continuous and systemic process whereby guiding members of an organization make decisions about its future, develop procedures and operations to achieve that future, and determine how success is to be measured. |
| **Strategy** | A description of how a strategic objective will be achieved. A possibility. A plan or methodology for achieving a goal. |
| **SWOT** | Strength, Weakness, Opportunities and Threats. |
| **THIRA** | Threat and Hazzard Identification and Risk Assessment |
| **TIC** | Thermal Imaging Camera |
| **Vision** | An idealized view of a desirable and potentially achievable future state- where or what an organization would like to be in the future. |

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## APPENDIX

Nags Head Fire Rescue conducted an online survey to gather the expectations, comments, and concerns of its fire and emergency services organization. This information is critically important to developing a long-range perspective. With this knowledge, internal emphasis may need to be changed or bolstered to fulfill the community needs.

Respondents were asked to prioritize a list of services provided by the organization. The responses were analyzed and placed into topics and weighted. The weighted, prioritized responses were then placed into groups of similar services and then averaged. For example, Ocean Rescue was a high priority for the community, but Ocean Rescue is just one facet of rescue within the Fire Service. When placed in the category and weighted, it falls within the Basic and Technical Rescue group and was ranked third.

It is important to note that the use of the online survey did yield valuable data, but it limited our ability to dialog and interact with the citizens. During our next revision of the plan we hope to hold numerous small meetings and allow the community a direct way to express their concerns, expectations and overall view of the organization.

**Q1 – How are you associated with the Town of Nags Head Fire Rescue?**

| ANSWER CHOICES | RESPONSES | |
|---|---|---|
| I own a home and reside year round in the town of Nags Head. | 59.09% | 65 |
| I am a non-resident home owner. | 16.36% | 18 |
| I rent a home and reside here, I have a driver's license and voter registration card associated with my address. | 10.00% | 11 |
| I vacation in the town of Nags Head. | 9.09% | 10 |
| I own and operate a business in the town of Nags Head. | 5.45% | 6 |
| TOTAL | | 110 |

**Q2 – In the last 12 months, did you have an illness, injury, or emergency that required the services of Nags Head Fire Rescue?**

| ANSWER CHOICES | RESPONSES | |
|---|---|---|
| Yes | 7.27% | 8 |
| No | 92.73% | 102 |
| TOTAL | | 110 |

**Q3 – If yes, was this experience positive or negative and please explain? (8 responses)**
Here are the 8 responses we received, unedited.

1. "Love the nature of the ocean in Nags Head. Don't like too much government. Too many fees and taxes without taking care of flooding and just safety. Trim the fat of too many government employees and hoops to jump through."- 6/14/2020 9:44 PM

2. "Very positive. My father had a major stroke and could not move. NH fire department responded in a responsive and very compassionate manner."-6/8/2020 10:44 AM

3. "Positive. The crew is always helpful when we call. Had a small issue in the plaza for another business that had a planter fire and the responded and assisted the situation without causing a huge issue for other business in the plaza on a busy day."-6/4/2020 7:48 PM

4. "Extremely positive ! I had a tibial plateau fracture and nhfr carried me in and out of my home for several doctors appointments. So grateful for their help!" -6/4/2020 5:04 PM

5. "Positive. Fast response to a medical emergency. Firefighters did not speak to me and just stood back while EMS did what they needed to do." -5/27/2020 7:43 PM

6. "Positive. Everyone was very professional and caring. The response time was excellent." -5/27/2020 5:46 PM

7. "Very positive. My wife fell and NHFD responded with Dare EMS. Very polite, very helpful Very skilled" -5/27/2020 5:35 PM

8. "Very positive answering a fire alarm"- 5/24/2020 11:37 AM

**Q4 – Please score how important it is to you for the fire department to provide these services.**

Using a weighted average, here are the services prioritized by importance.

| Programs | Ranking | Score |
|---|---|---|
| Fire Suppression | 1 | 78 |
| Emergency Medical Services | 2 | 69.5 |
| Rescue Basic and Technical | 3 | 56.3 |
| Fire Investigation | 4 | 53 |
| Hazardous Materials Mitigation | 5 | 51 |
| Domestic Preparedness | 6 | 41 |
| Wildland / Brush Fire | 7 | 37 |
| Public Education | 8 | 25 |
| Community Risk Reduction | 9 | 24.4 |

** This table was constructed using the weighted averages from a list of 40 activities provided by Nags Head Fire Rescue. Like services were grouped and classified together. An example of this would be Rescue Basic and Technical. All forms of rescue including Ocean Rescue are included in this classification.

**Q5 - Can you identify any other services that you feel Nags Head Fire Rescue should be providing to the citizens and visitors of the Town of Nags Head?**

“No.” (9 responses)

“This is very comprehensive. They have a ton on their plate.” -6/18/2020 7:40 AM

“Nags Head Fire and Rescue should utilize the services of other town, county, state and federal agencies to protect the Town and should cooperate in helping others. Redundant equipment and services is a waste unless it fits into a larger plan.” - 6/16/2020 7:23 AM

“Modern equipment and the appropriate number of firefighters to rescue me and my family or neighbors.” - 6/9/2020 8:13 AM

“Juvenile Firestarter Prevention Program” -6/7/2020 12:37 PM

“Diverse modalities for emergency response with flexible command allowing for variability in types of response to insure more scaled and appropriate emergent and non-emergent outreach” - 6/7/2020 12:02 AM

“Cannot think of anything. Your list was pretty extensive.” - 6/4/2020 7:48 PM

“Year-round lifeguard patrol”- 6/4/2020 3:05 PM

“One already in place also of utmost importance is patient assists” - 6/4/2020 8:42 AM

“Enhanced Fire Dept and Ocean Rescue cooperation” - 6/3/2020 1:39 PM

“Courtesy assistance to elderly/disabled/post-hospitalized folks to get in/out of their home.” – 5/31/2020 12:07 PM

“Helping elderly and disabled to get into and out of their homes - courtesy calls.” -5/31/2020 12:04 PM

“Citizen involvement such as shopping center demonstrations, speaking at non-profits and service clubs, special card needs such as Alzheimer's care”- 5/28/2020 12:47 PM

“Fast turnarounds” - 5/28/2020 12:23 PM

“Promote and teach Stop the Bleed and You are the Help Until Help Arrives programs - managed by DHS / FEMA.” – 5/28/2020 8:49 AM

“That list is very comprehensive!!” – 5/28/2020 8:43 AM

“Some of the mentioned jobs seemed to be duplicate services of police, coast guard etc”- 5/28/2020 7:34 AM

“More CPR and defibrillator training classes for citizens of Nags Head.” - 5/27/2020 9:49 PM

“No, I think the current service level is adequate.” - 5/27/2020 8:03 PM

“Training with other agencies.” 5/27/2020 7:43 PM

“Provide more public information about fire calls, rescues, inspections and investigations.” - 5/27/2020 6:35 PM

“It's not listed above, but I think helping people with problems getting in or out of their house is an important service for residents. I have never used it, but my neighbors have” -5/27/2020 6:28 PM

"No. They do an exceptional job as it is." -5/27/2020 6:16 PM

"Because you're not doing enough already?" - 5/27/2020 6:10 PM

"Identify reoccurring or high-risk residential fire causes and generate an inspection program to prevent fires." 9 -5/27/2020 6:01 PM

"Helping residents gain access and egress from their homes when they physically need help. This service helped my parents in their time of need when returning from health care facilities." - 5/25/2020 7:59 AM

**Q6 - On a scale of 1 to 10 with 10 being Excellent, please rate how good you feel that the Town of Nags Head Fire Rescue engages and interacts with the citizens and visitors of our community?** *Average from 109 responses was 8.83.*

**Q7 - On a scale of 1 to 10 with 10 being Excellent, please rate how attentive you feel Nags Head Fire Rescue is to the needs of the community?** *Average from 109 responses was 9.02.*

**Q8 - On a scale of 1 to 10 with 10 being Excellent, please rate how satisfied you are with the overall services provided by the Town of Nags Head Fire Rescue.** *Average from 108 responses was 9.14.*

**Q9 - Please provide any additional comments and/or recommendations on how the Town of Nags Head Fire Rescue can improve our service to our community and business owners.**

Here are the responses:

"I cannot think of any improvements since you all do a excellent job as it is!"

"None"

"The town of NHFD does an excellent job protecting and aiding our community. Keep up the great work!"

"What is a Trench Rescue. Dig the ditches and keep the water off the roads. Have the town open the gates to let water off roads instead of sending fire trucks around to evacuate people. It is a big disruption to business"

"I live on the north end of Nags Head and would like to see a fully staffed fire station closer to me."

"No recommendations. They do a superb job."

“More lifeguards and personable lifeguards”

“Y'all are awesome”

“Thank you for all you do!”

“Doing a great job and we appreciate owning a business here. Anytime we have questions the department always helps.”

“Thank you for all you do for our community!”

“Thank you for being proactive.”

“Team is fantastic...THANK YOU!”

“You’re doing a great job already”

“Community outreach and ENCOURAGEMENT of local citizens to volunteer and eliminate these barriers for entry”

“Really enjoy seeing the firefighters out in the community, eating or shopping at the local businesses.”

“Keep it up. Over the years we have had a few late-night fire/smoke alarms that you've handled to include education. Just over a year ago fire & ems hauled me out and back twice during medical emergencies - couldn't ask for better.”

“Thank you for all you do!”

“Proud to have NHFR in our small community - such an outstanding and professional organization. Thank you!”

“I think the Town of Nags Head Fire Rescue does an awesome job servicing the community. I would like to see more of an involvement with individual, year-round residents.”

“More community classes being offered on fire safety in the home; CPR and defibrillator training; how to handle rip currents and other potential hazards in the ocean; etc.”

“I have seen a few responses to events in my neighborhood. Each time, the Fire Rescue staff have been very quick to respond, professional, and efficient. I am impressed and proud to live here.”

“Nags Head once had a vibrant volunteer fire department that complimented the career department. I’d like to see that initiative rebuilt.”

"All in a leadership position should have ongoing leadership training both individually and collectively as a team."

"Thank you for your services and compassion"

**Q10 - What concerns do you have regarding Nags Head Fire Rescue and its programs and services?**

Here are the responses.

- "None" (6 responses)
- "I have heard rumors of budget cuts. My concern with budget cuts is that the men and women in the NHFD have the training, skills and equipment they need to safely perform all job duties and responsibilities."
- "Have been booted from Driving for the Cure Cancer tournament twice for the Fire Dept. to show up at the end of tourney to say we couldn't go under the tent without a fire extinguisher or signs. Total nonsense. Just showing off or disregard for the largest cancer fundraiser in Dare Co."
- "More community inclusion"
- "None right now. Thank you for all you do!"
- "Fire department response during major sound side flooding events. Funding to the ocean rescue program being cut. Lifeguards in the offseason as our shoulder season continues to expand."
- "I heard lifeguards can't volunteer firefight??? How insane is that? That is a perfect pipeline into establishing a healthy volunteer dept and eventually paid professionals. My child works for a different town with a healthy volunteer department with many ocean rescue alumni. For whatever reason this is, you should seriously take a look into this and evaluate how that looks to the community"
- "The removing of lifeguard stands and cutting lifeguard staff!"
- "None at this point. Thanks for all you do and being there."
- "Dearth of Trained Volunteers that can get additional equipment to mutual aid calls without stripping stations or can respond to a second fire or other emergency"

- “A few years ago, I witnessed a house burning down on South Oregon Inlet Road and had the fire department gotten to the house about 10-15 minutes faster and got set up to put out the fire immediately upon arrival, the fire would have likely been contained before tearing into the neighbor’s house too, however, it also burnt down.”

- “No concerns - there is very little room for improvement but glad to see the organization is constantly striving to better itself.”

- “Budget to Add additional EMT/Firefighters at each Station. Continue with plans to build Joint Station with KDH.”

- “That we continue to have people who are willing to serve especially with the complications of pandemics.”

- “Not well publicized”

- “None at this time”

- “There seems to be a high turnover rate at NHFR. That concerns me as a resident.”

- “Is there a volunteer fire service?”

- “The department must be accountable and transparent to ensure that the services are appropriate and that finances serve the public good.”

- “None, really.”

- “I spent 15 years as a very involved member in a busy all volunteer company in the Philly suburbs. I can't imagine all the challenges here, there's a little bit of everything and anything to deal with in this environment. While I hope the town budget supports you adequately, always fight for more money for personnel, training, equipment, young member recruitment, older volunteer support) recruitment, whatever you can do to stretch the budget and continue the excellent service. The survey is a great idea. Thank you for all you do and good luck.”

- “Adequacy and amount of lifeguards”

- “None, would like to become involved or volunteer as a new year-round resident”

- “None that I’m aware of”

- “Beach fire permit should be free to Nags Head residents”

# 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

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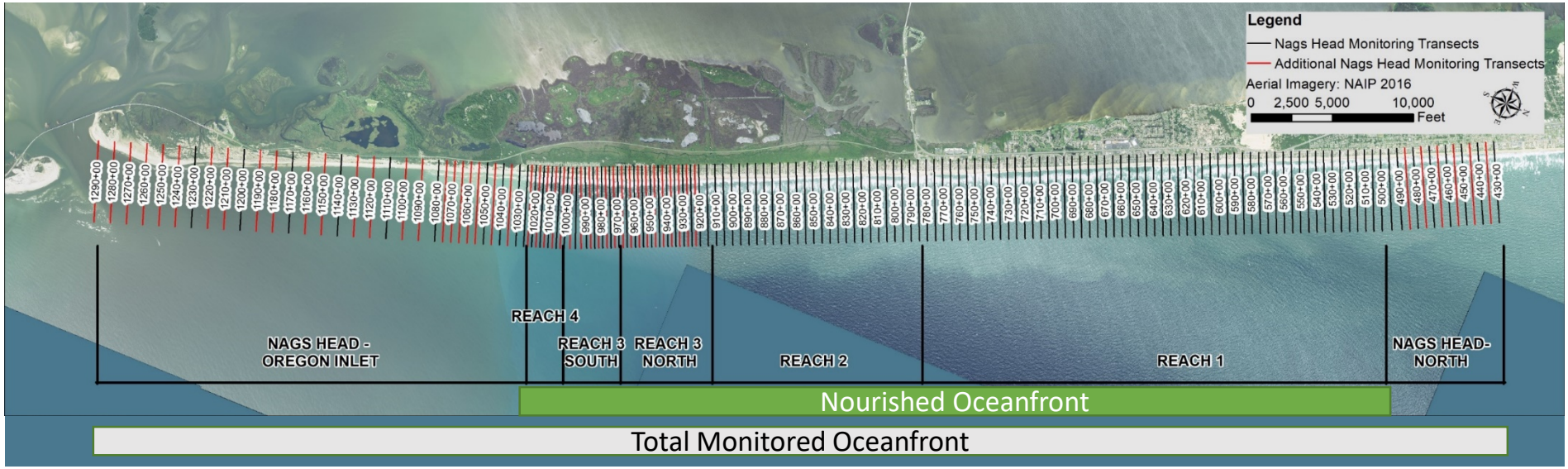
- Q&A/Discussion

# 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

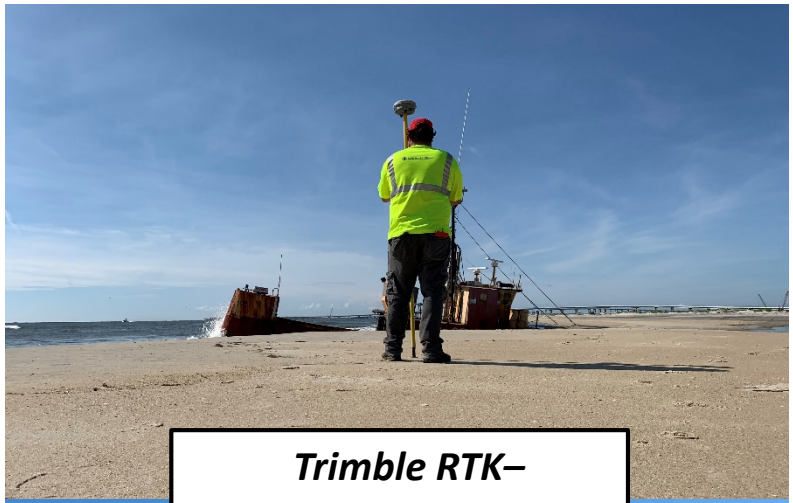



- 123 Monitoring Transects
- 51 Additional Transects

# Survey Equipment

- Survey Performed by McKim & Creed

***Survey Vessel Clock***
***HYDRO DATA AQUISITION***



***Trimble RTK–***
***TOPO DATA AQUISITION***

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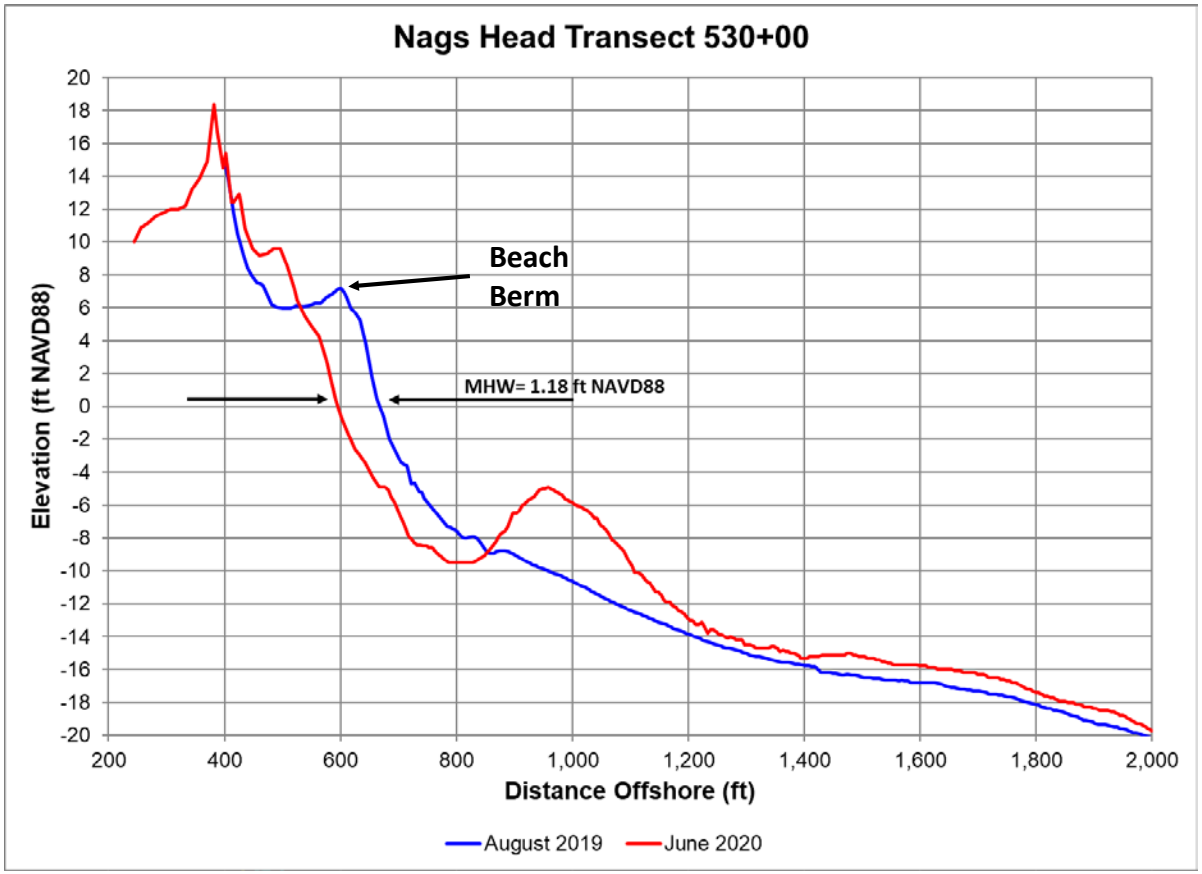
# Project Methodology – Shoreline Change

Mean High Water (MHW) = 1.18 ft NAVD88

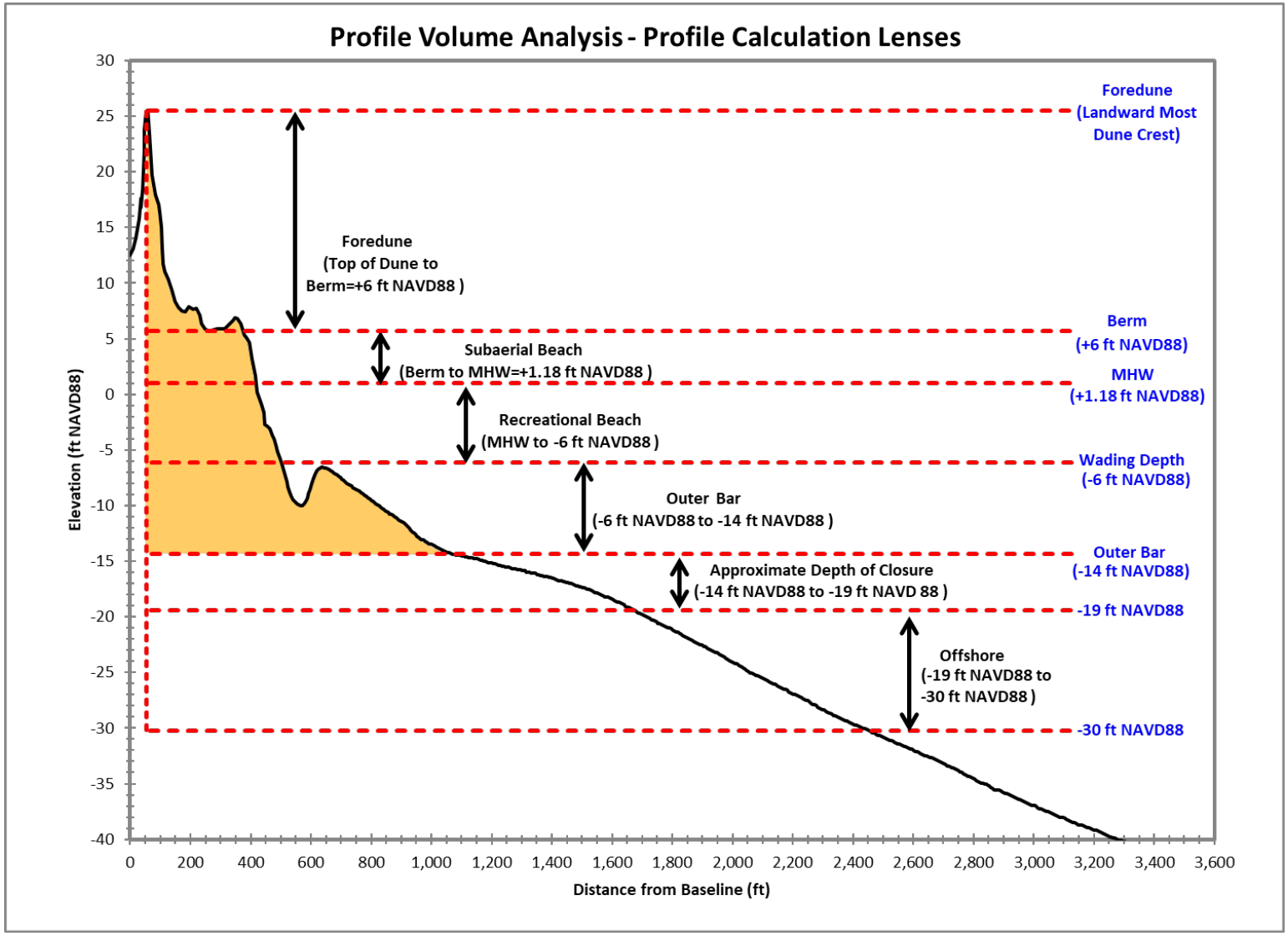


# Project Methodology – Volume Change

- 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



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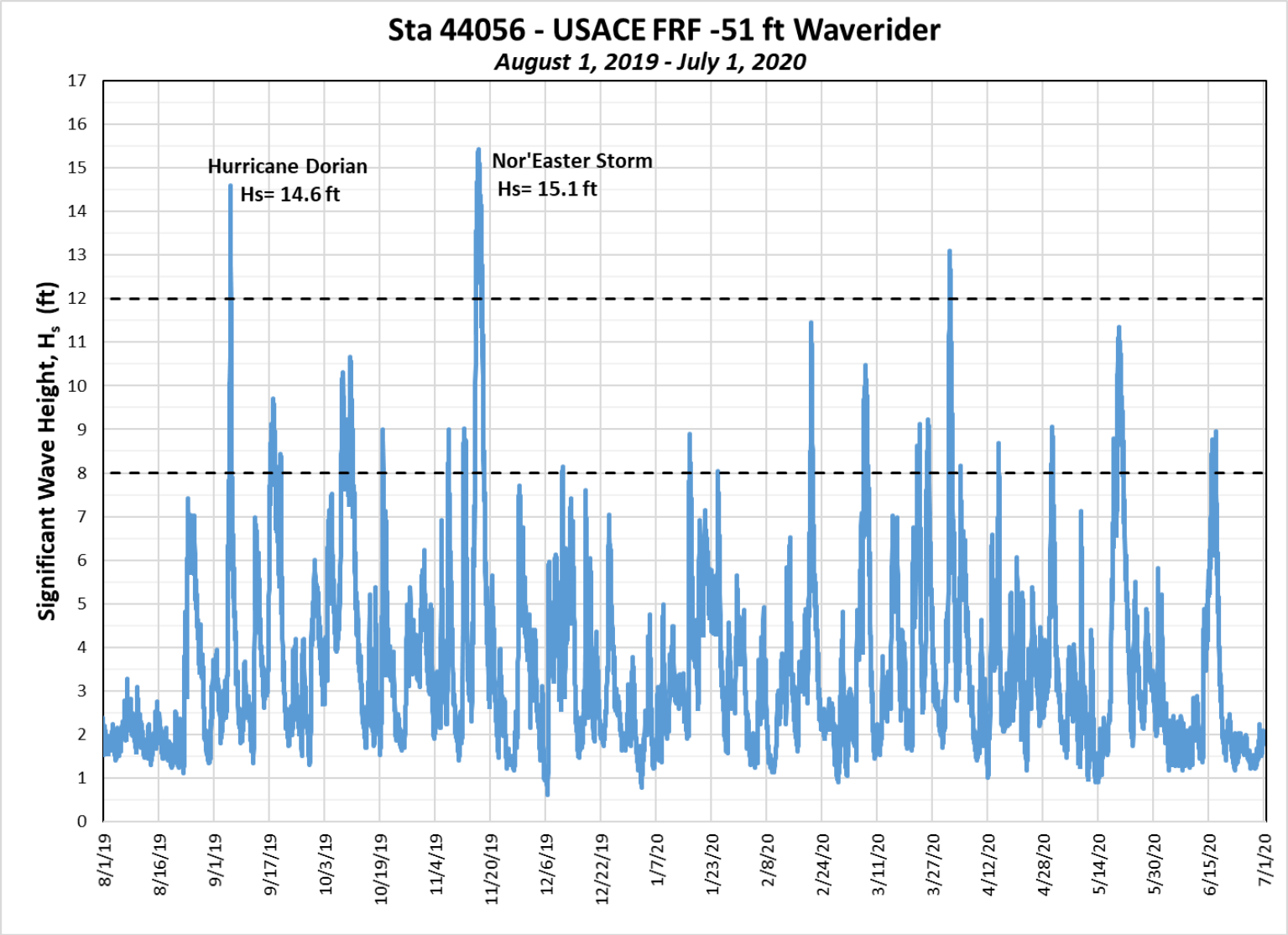
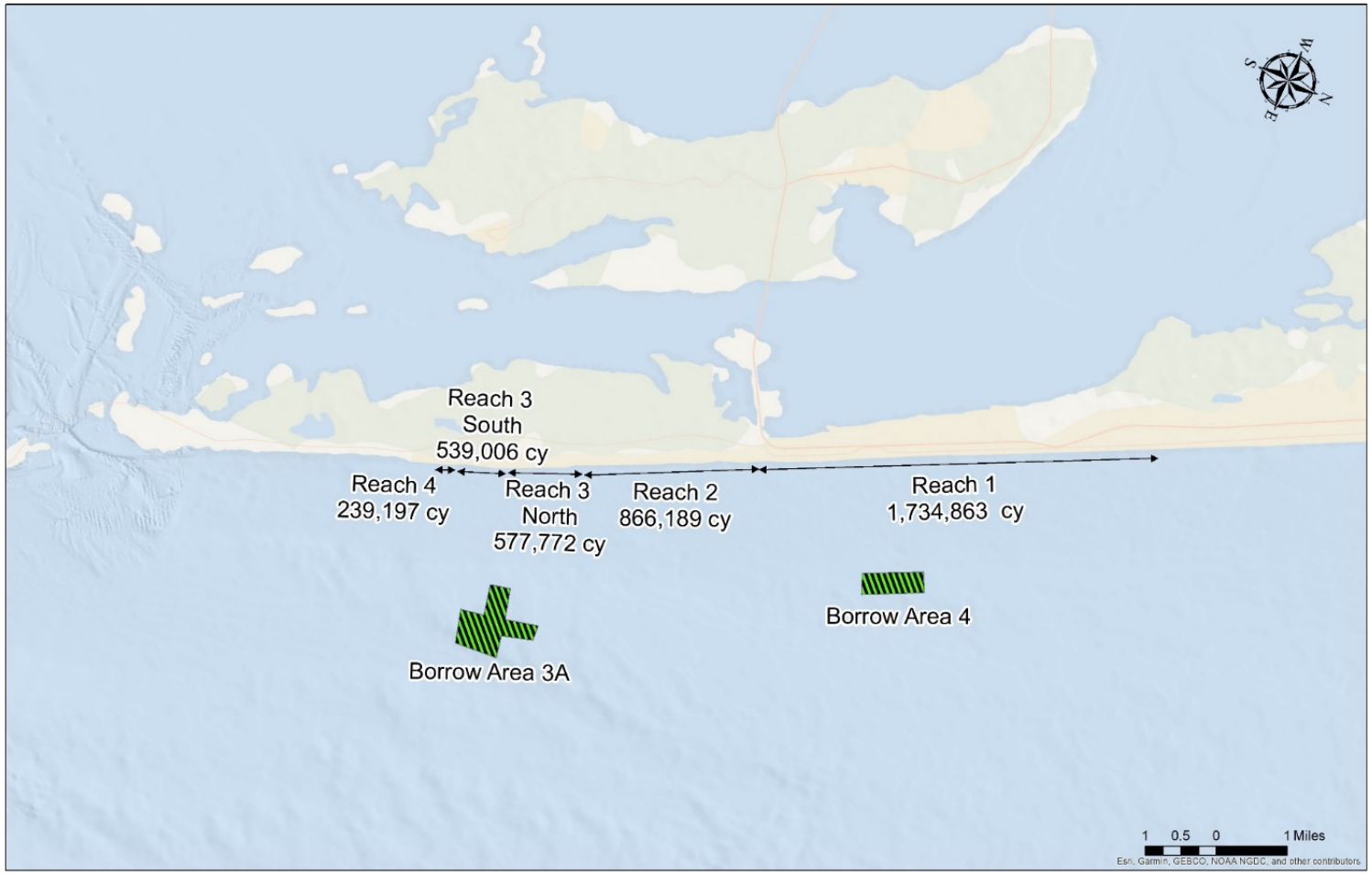
# Key Events 2019-2020 – Storm Activity



# Key Events: August 2019 – June 2020

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



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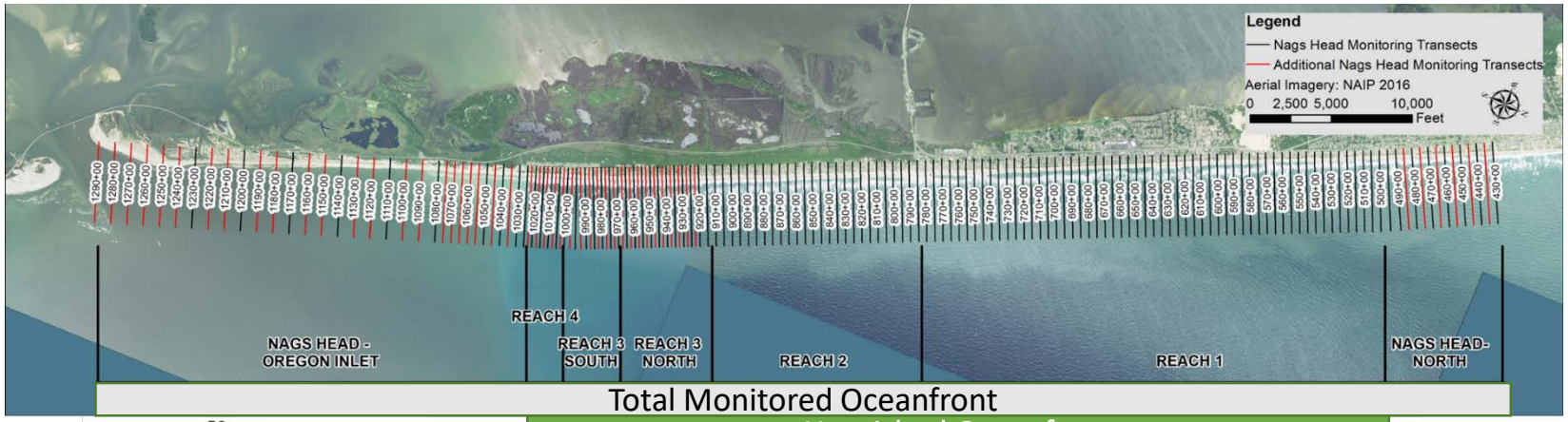
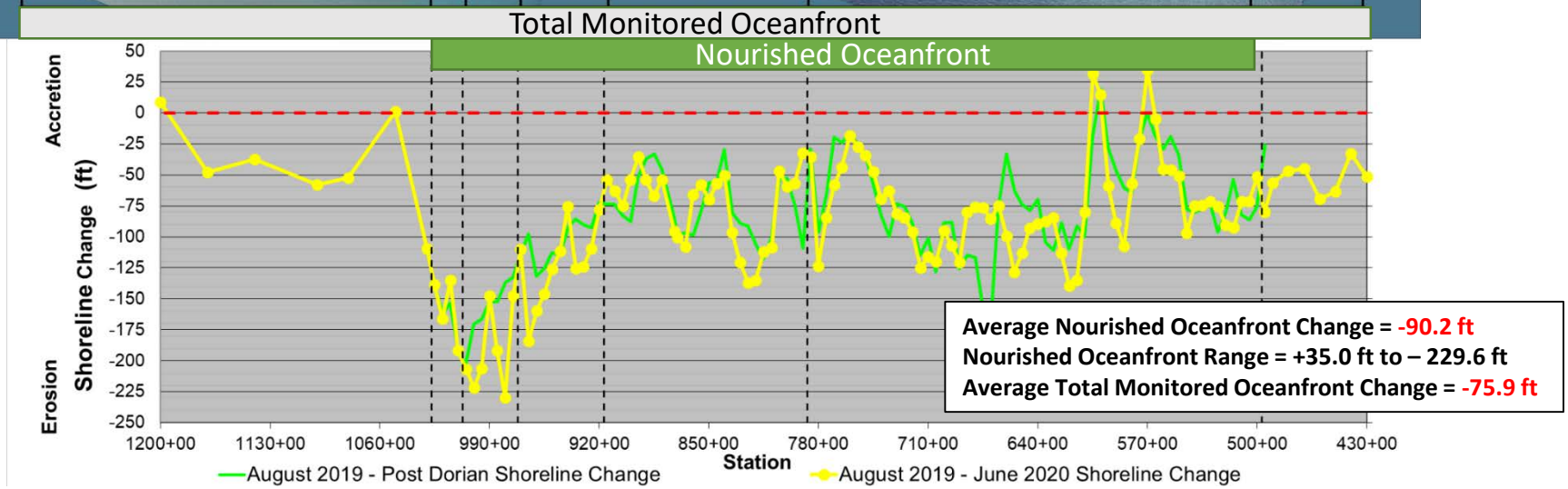
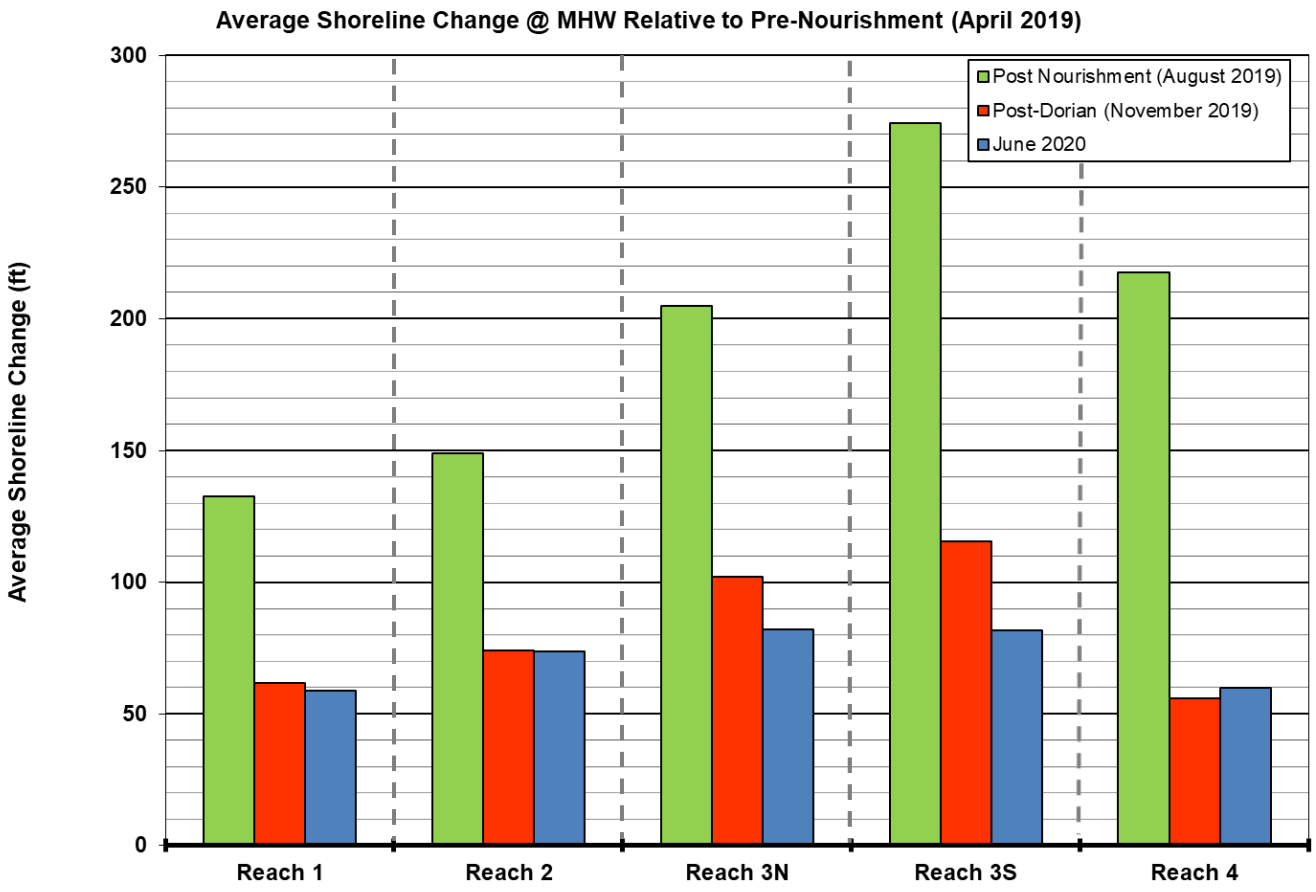
# Summary of Findings – Shoreline Change 2019-2020

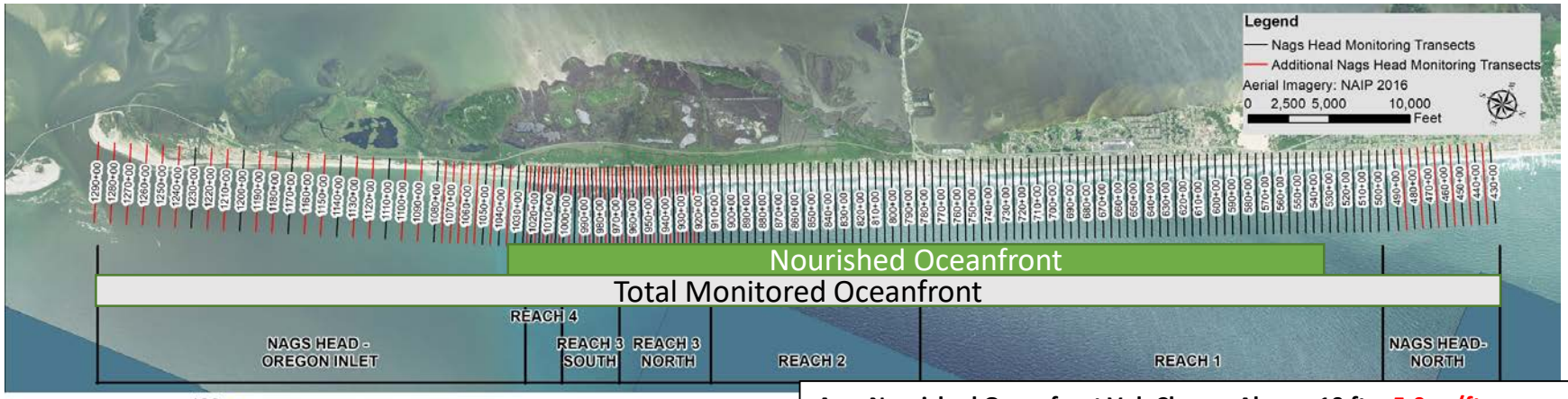


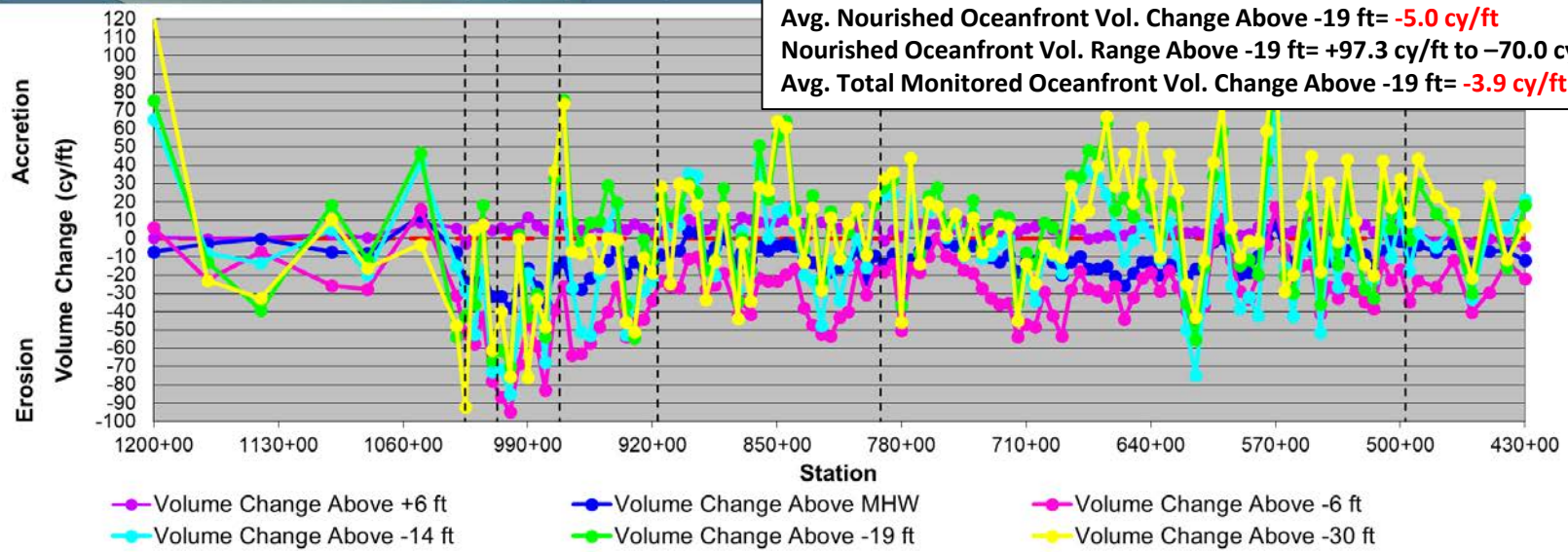
# Summary of Findings – Shoreline Change – Nourished Oceanfront



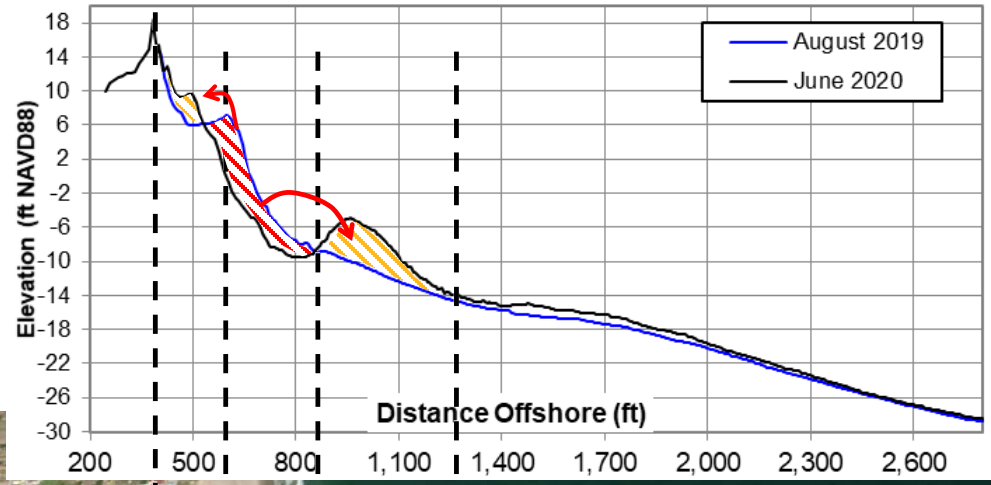
# Summary of Findings – Volume Change 2019-2020

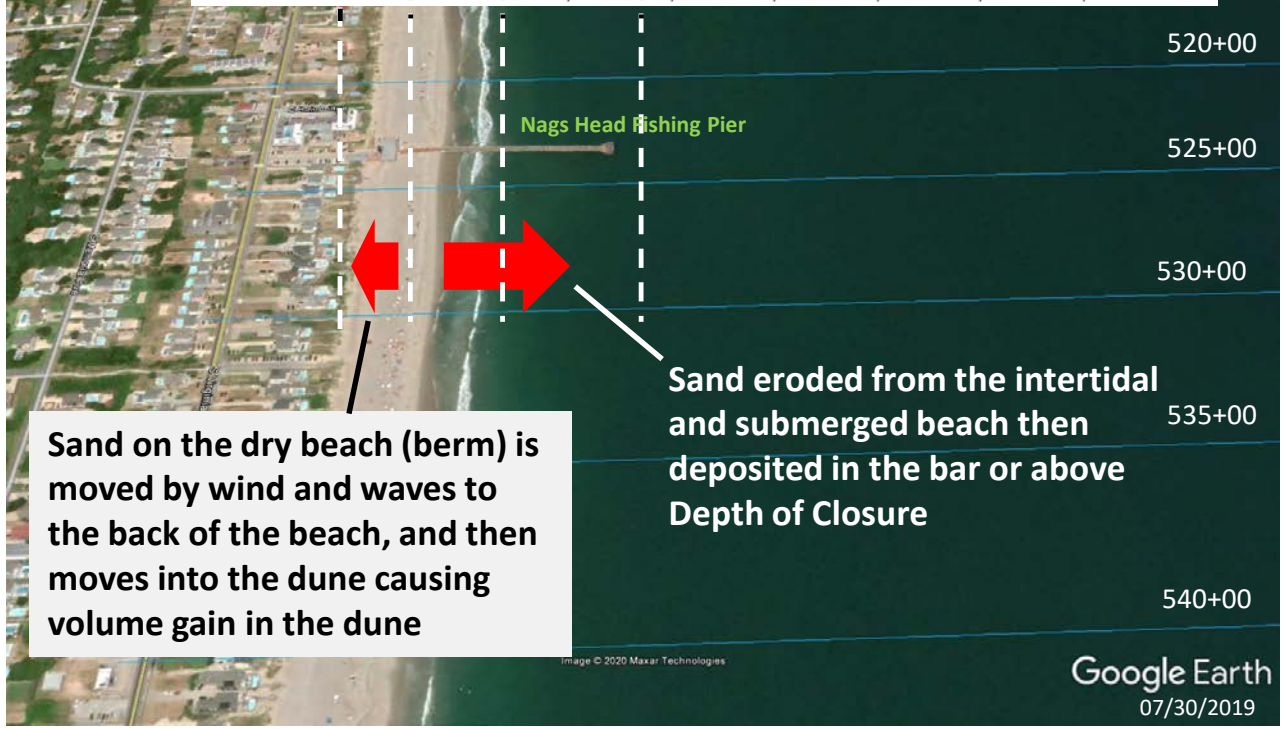



**Avg. Nourished Oceanfront Vol. Change Above -19 ft= -5.0 cy/ft**
**Nourished Oceanfront Vol. Range Above -19 ft= +97.3 cy/ft to –70.0 cy/ft**
**Avg. Total Monitored Oceanfront Vol. Change Above -19 ft= -3.9 cy/ft**



# Summary of Findings – Volume Change 2019-2020

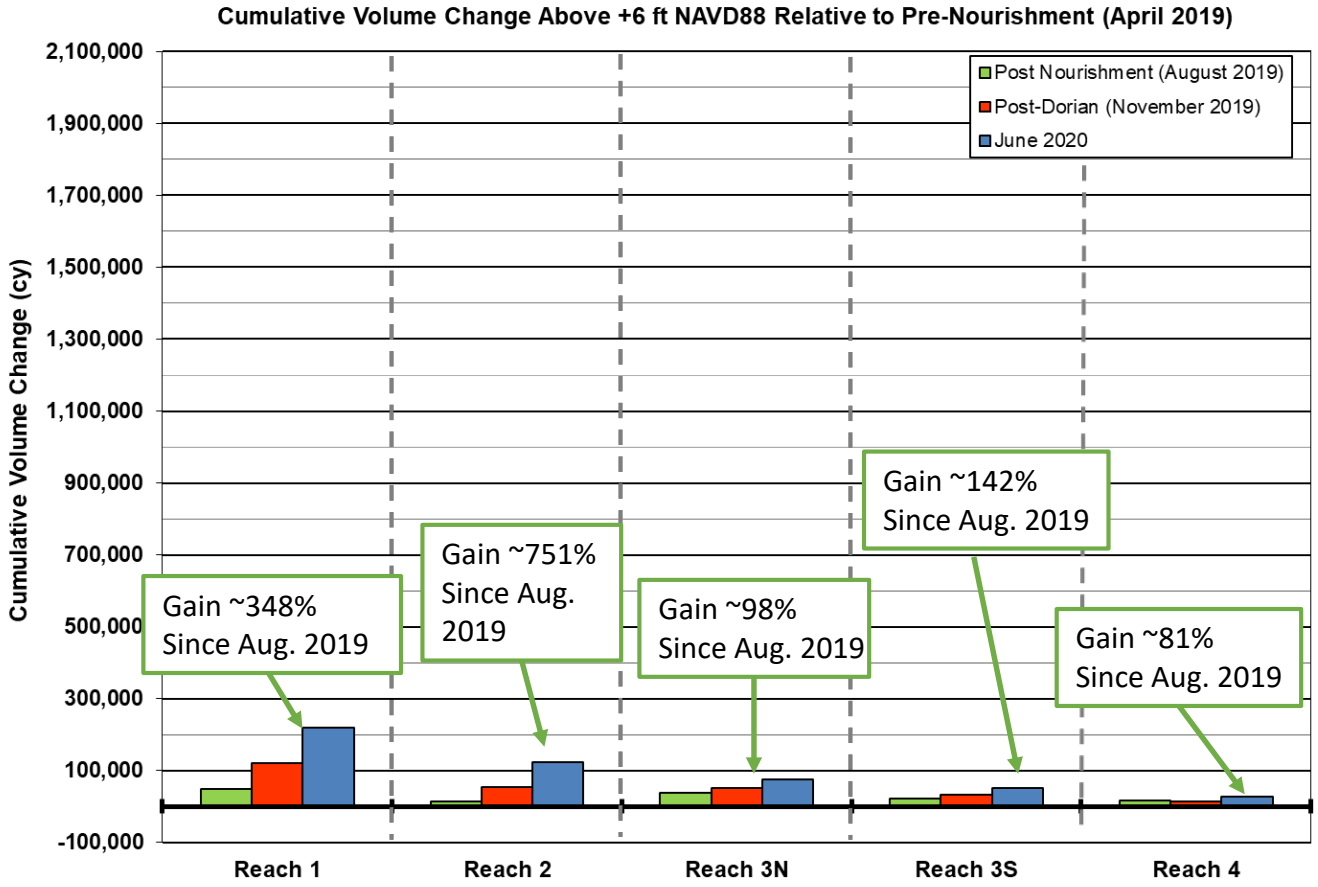


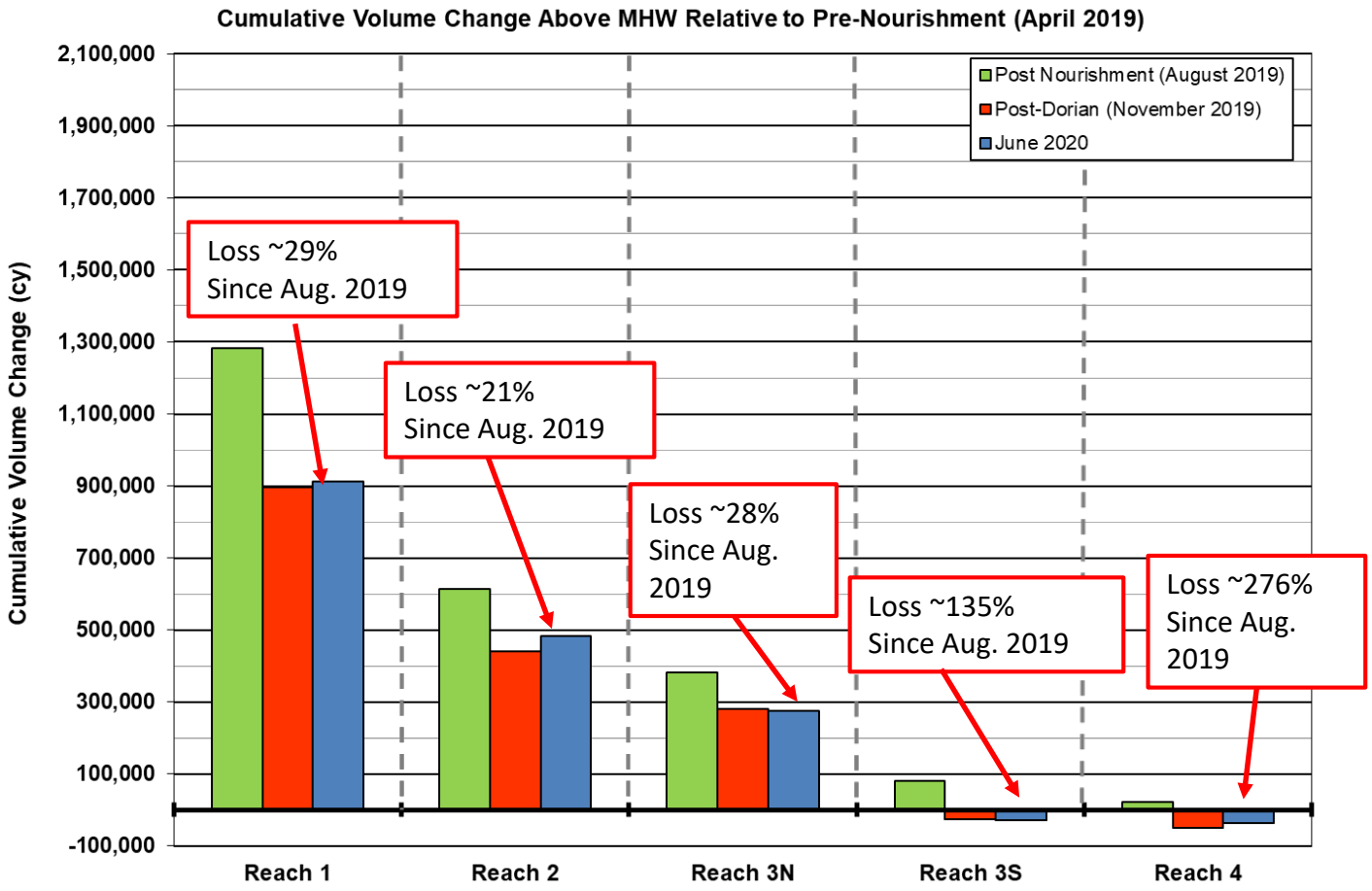

**Sand on the dry beach (berm) is moved by wind and waves to the back of the beach, and then moves into the dune causing volume gain in the dune**

**Sand eroded from the intertidal and submerged beach then deposited in the bar or above Depth of Closure**

# Summary of Findings – Nourished Oceanfront Volume Change



# Summary of Findings – Nourished Oceanfront Volume Change



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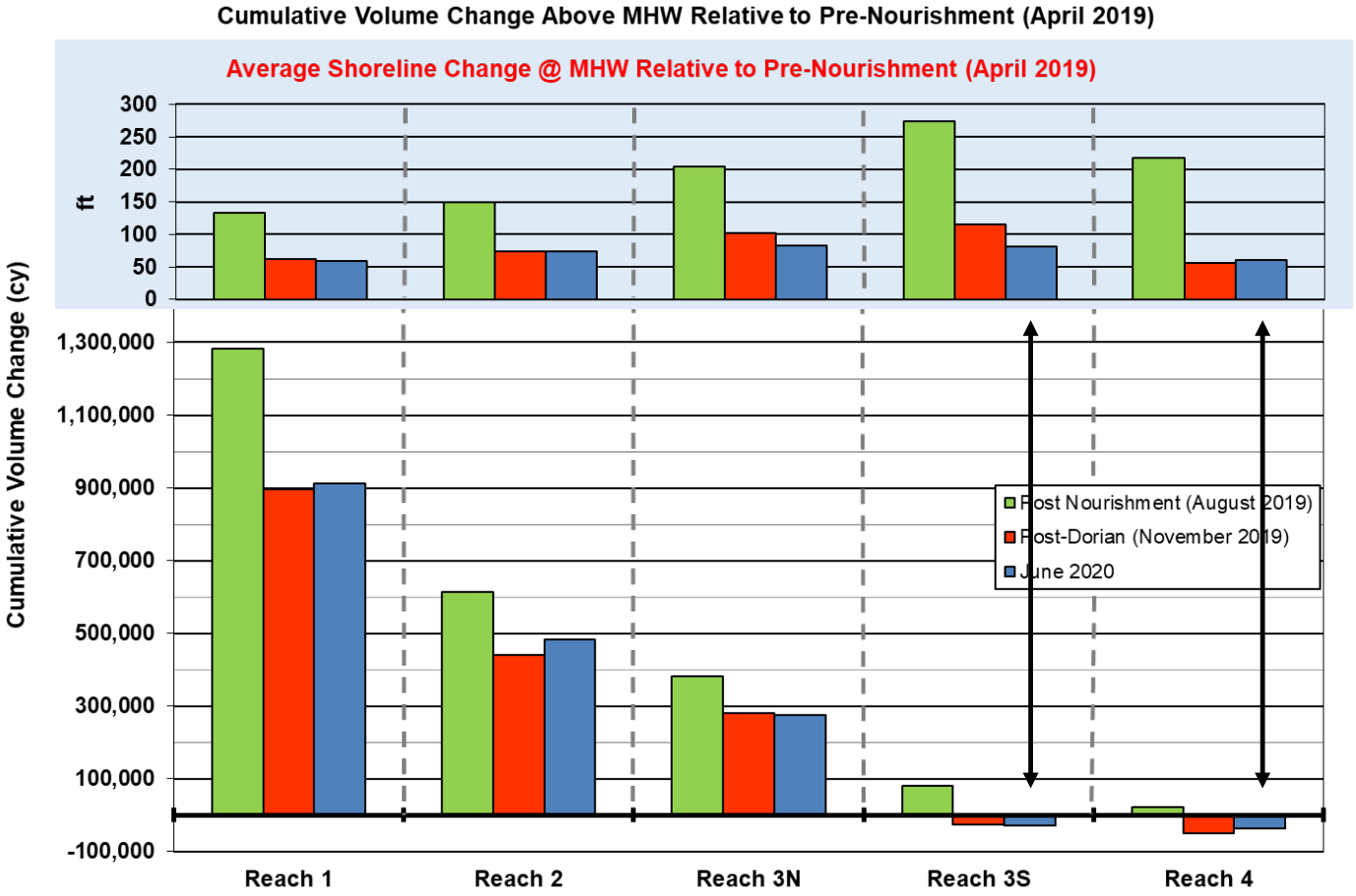

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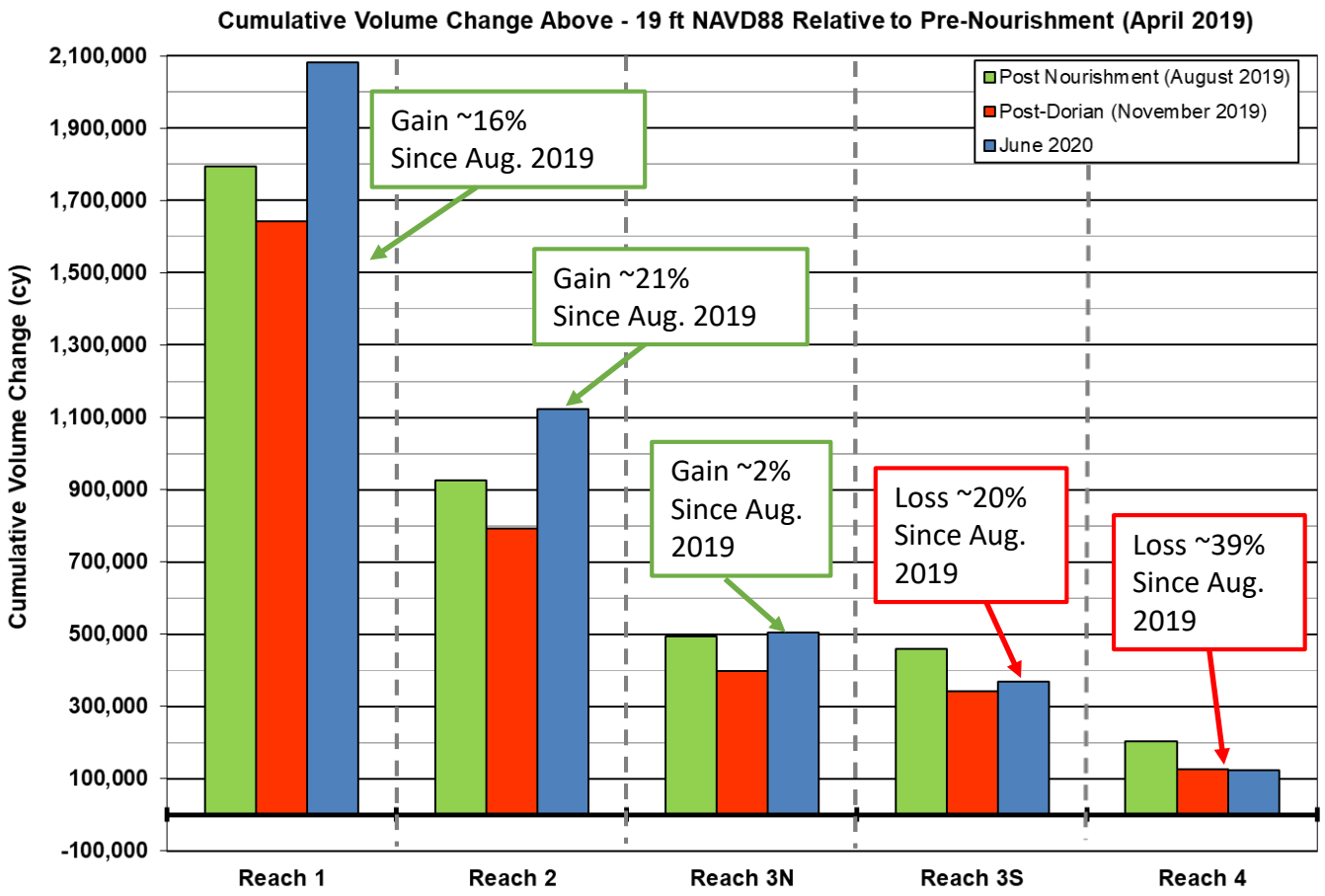
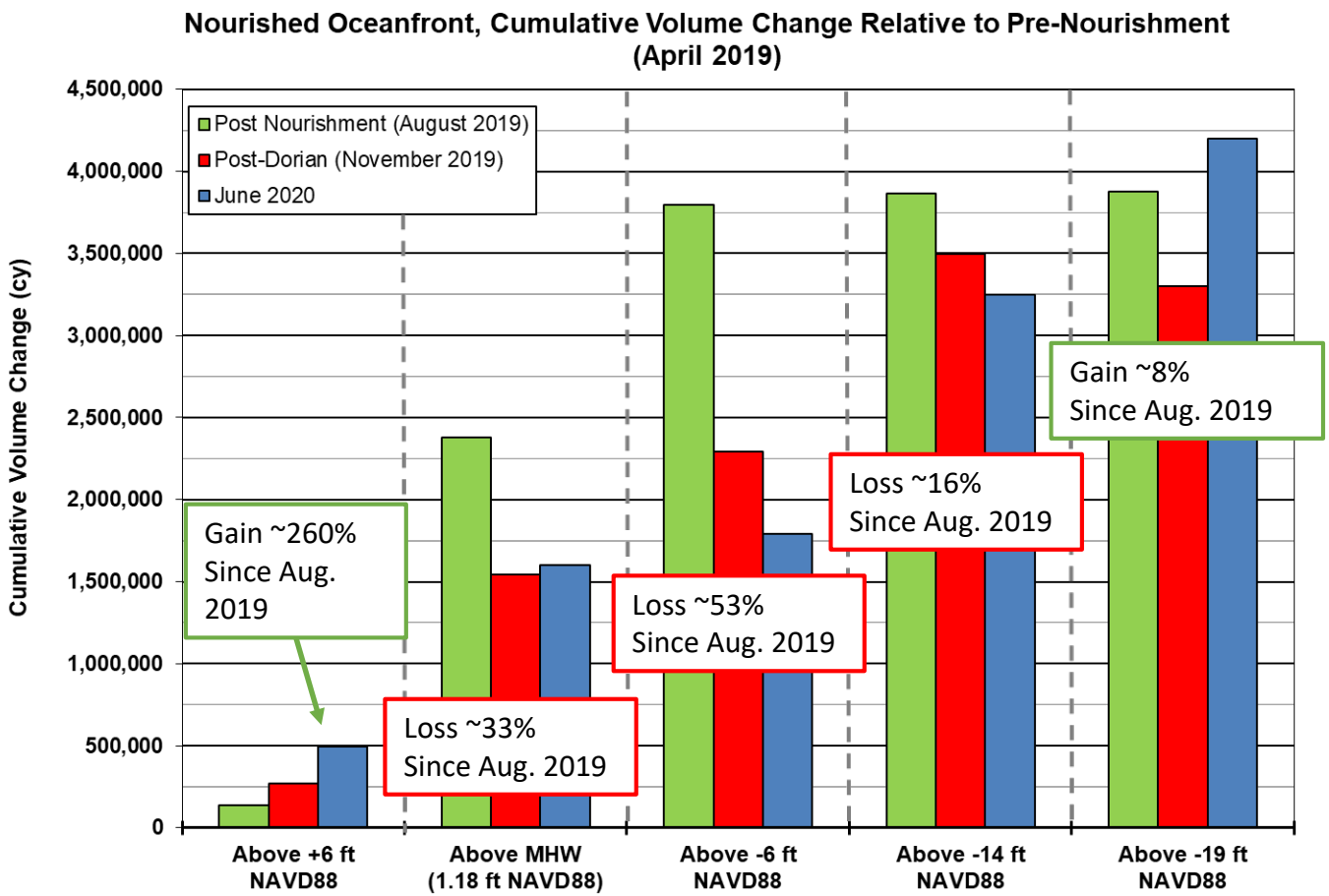
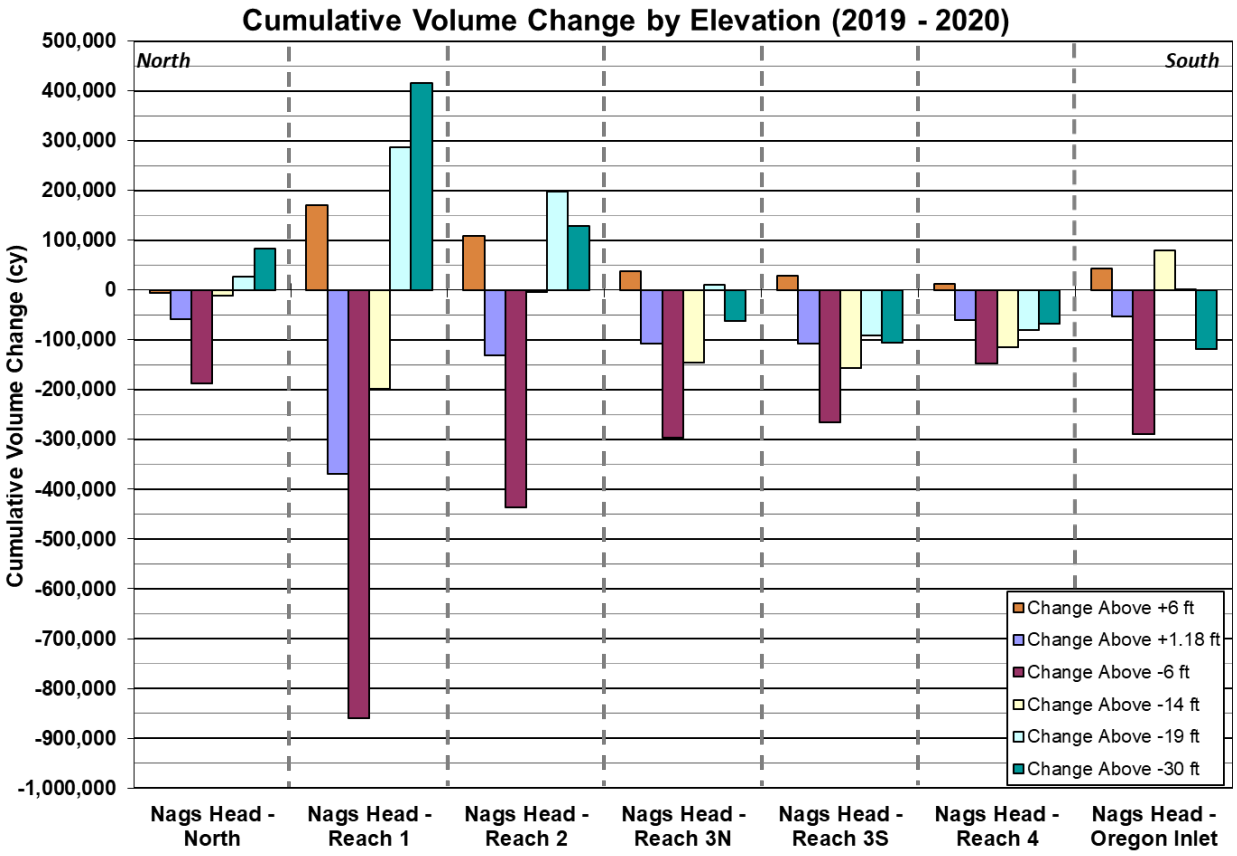


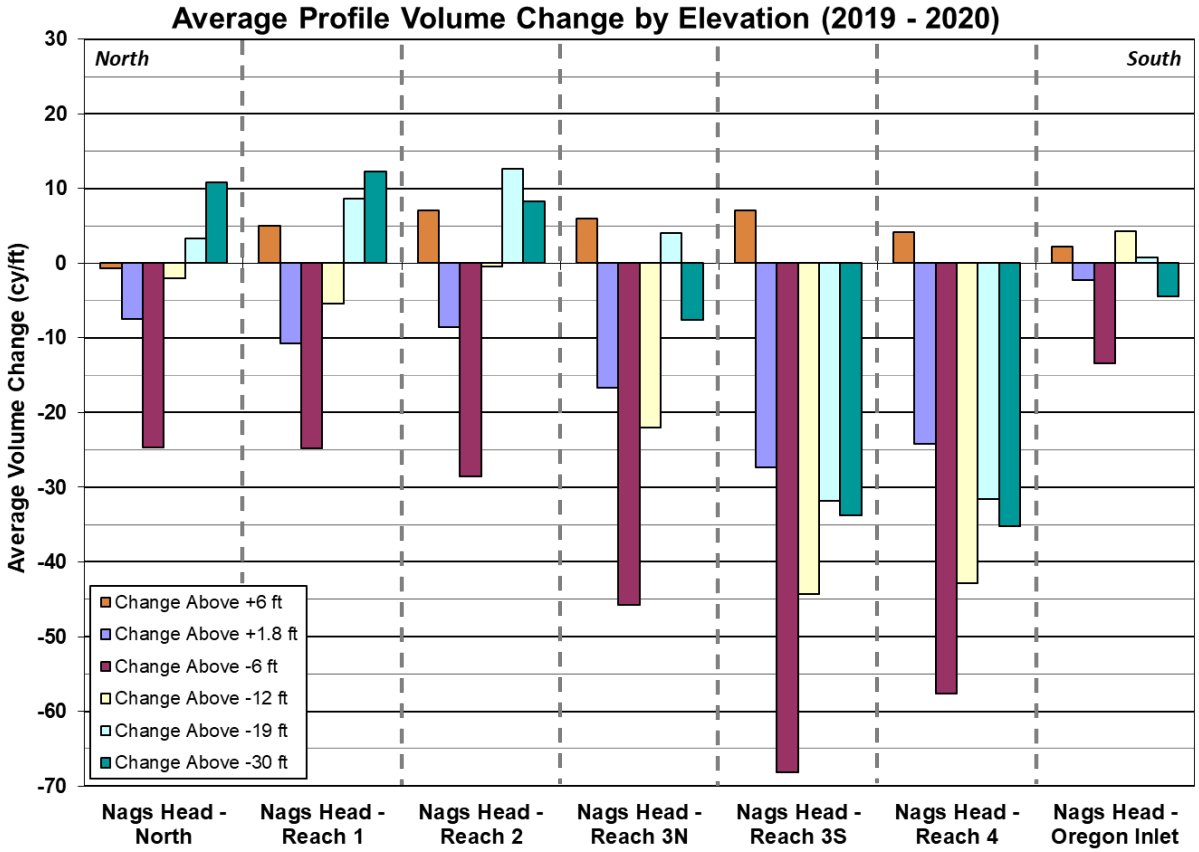
# Summary of Findings – Nourished Oceanfront Volume Change



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



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



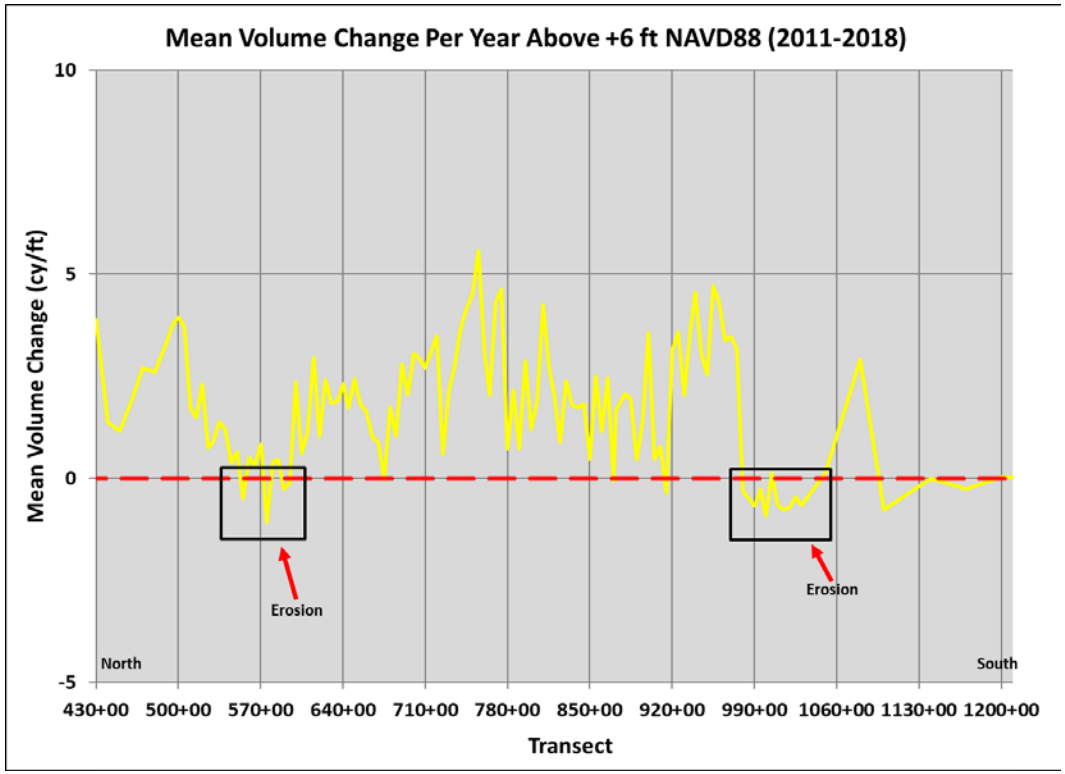
# Summary of Findings – Background Erosion Rates

- 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.



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# 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

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**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