



MEMORANDUM
Town of Nags Head
Planning & Development Department

To: Board of Commissioners
From: Kylie Shephard, Environmental Planner
Michael Zehner, Director of Planning & Development
Kelly Wyatt, Deputy Director of Planning & Development
Holly White, Principal Planner
Date: July 1st, 2020
Subject: Scope for Decentralized Wastewater Management Plan

Staff has developed the attached draft Scope for the project to update the Town's *Decentralized Wastewater Management Plan*, presented to the Board for review and pre-approval. This draft scope anticipates tasks to be performed by Town Staff and the yet-to-be-engaged consultant. The project will be managed by Town Staff. This project and the update of the Plan works to implement a recommended action of the Town's *Comprehensive Plan* to "Update the Decentralized Wastewater Management Plan to evaluate the overall effectiveness of the program and recommend additional measures as necessary," (NR-26g) and advances actions recommended in the Town's *Vulnerability, Consequences, Adaptation, Planning Scenarios (VCAPS) Report*. This project is included on the Department's FY2020-2021 Strategic Work Plan.

Staff would request any comments, questions, or suggested revisions to the scope.