



**BOC ACTIONS
WEDNESDAY, AUGUST 3, 2022**

1. Call to order - Mayor Cahoon called the meeting to order at 9 a.m.
2. Agenda – the Board approved the August 3rd agenda as presented.
3. Recognition
 - NEW EMPLOYEE – Fire Chief Randy Wells introduced Firefighter/EMT Will Roepke who was welcomed by the Board to Town employment.
 - NEW EMPLOYEE – Public Services Director Nancy Carawan introduced Sanitation Equipment Operator Doris Berry who was welcomed by the Board to Town employment.
4. Public Comment - No one spoke during Public Comment.
5. Consent Agenda – The Consent Agenda was approved as presented and consisted of the following:
 - Budget amendments #2.1 and #2.2 to the FY 22/23 Budget
 - Tax Documents
 - FY 21/22 Year End Tax Adjustment Reports
 - FY 21/22 Year End Tax Settlement Report
 - FY 22/23 Charge to Tax Collector to prepare new year taxes
 - Approval of minutes
6. Public Hearing - to consider Site Plan Review for Special Use Permit submitted by Albemarle & Associates, Ltd. on behalf of BK Associates, for the construction of a three-story mixed-use structure (office and residential). Property is zoned C-2, General Commercial and is located at 4413 S. Croatan Hwy.

Mayor Cahoon was recused from the discussion due to a conflict of interest as he was architect for this project. The Board passed a motion approving the special use permit as presented with the following findings:

- The use will not materially endanger the public health and safety if located where proposed and developed according to the plan as submitted.
- The use, as proposed, will not overburden the firefighting capabilities and the municipal water supply capacity of the Town as such facilities and capabilities will exist on the completion date of the conditional use for which application is made.
- The conditional use will be in harmony with the existing development and uses within the area in which it is to be located.
- Adequate utilities, access roads, drainage, parking, or necessary facilities have been or are being provided.

- Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

7. Public Hearing – to consider text amendment to the Unified Development Ordinance submitted by George E. Goodrich to modify the maximum allowable gross floor area within each unit of a conforming Cottage Court and increase the allowable stories. Originally heard by the Planning Board at their April 19, 2022 meeting, applicant has revised request per Board of Commissioners discussion.

Comr. Renée Cahoon was recused from this discussion due to a conflict of interest as her family owns and operates a cottage court. The Board passed a motion to approve and incorporate the new cottage court chart as displayed, replacing the chart in the ordinance, and adopting the ordinance as amended.

8. Planning Director – The Planning Director’s monthly report was well received. Mayor Cahoon asked for a time line for the Stormwater Drainage Area #12 Project for the next Board meeting. Comr. Renée Cahoon said that people would like to see some tightening in our ordinances for the cutting of trees, especially the cutting of oak trees.

9. Expansion of the Dune Mgmt Program - It was Board consensus to: Authorize adding sand relocation as a cost-share option; Require planting of dune vegetation for sand relocation reimbursement; Increase the maximum amount of reimbursement to \$3,500; and Authorize \$15,000 for OBX Better Beaches to continue its program. The Board also passed a motion to adopt the Capital Project Ordinance as presented.

10. From June 1st Board meeting – Updates to the Public Services Facilities Complex Plan – DEC Associates presented an update to the Finance Calendar to include LGC submittal dates and Options for Offering Debt – Board members were in concurrence.

Oakley Collier provided updates on the planning and construction options; the proposed site plan for the complex was reviewed and favorably received. Putting the project out to bid end of Sep 2022 would mean Board consideration of bids at the November mid-month meeting. Mr. Collier indicated he would look into the possibility of using geo-thermal, it was Board consensus to agree to color Scheme #5 (blue on the front on a wood background); and building construction option consensus was hybrid.

The Board passed a motion to approve/adopt the lease agreement amendment and the Capital Project ordinance as presented for the Public Services Facilities Plan.

11. Community Water Corps Program - “There’s No Place Like a Sustainable Home.” Val Gould from East Carolina University (ECU) Water Resources Center introduced Maura McCarthy (student at Manhattan College in New York), Jess King (working on her Masters at ECU), and Sam Selby (Eighth grader at Manteo Middle School). A PowerPoint presentation was provided with details of the program and how it specifically focuses on water flow and water quality. The project goal of the group is to work with the community in the Tar-Pamlico River Basin to understand how they will be impacted by climate change.

Board members spoke highly of the presentation and the sustainable housing display with links to establishing a certified sustainable house. Board members also thanked the involved educational institutions.

12. Residential Water and Energy Conservation Guide – The document was well received by Board members. Dep Planning Director Kate Jones will work to get the Guide/information out to the community.

13. Dowdy Park event sponsorships – The Board approved the Dowdy Park Event Sponsorship policy as presented.

14. Pedestrian Project Advisory Committee – The Board passed a motion to appoint as members of the Pedestrian Project Advisory Committee the following applicants: Meade Gwinn, Lynda Frattone, Aaron McCall, William Simmonds, Rick Termeer, and Kim Coward; in addition to appoint Comr. Renée Cahoon as Board liaison and Dep Fire Chief Shane Hite as staff support.

15. Committee Reports

- *Comr. Renée Cahoon – Gov-Ed Committee*

The video the Town would like to produce was approved at the recent meeting of the Government Access Channel Committee.

- *Comr. Brinkley – Jennette’s Pier Advisory Committee*

The Jennette’s Pier Advisory Committee met and it was reported that visitation was up; revenue is back to pre-COVID times; maintenance is taking place; replacement of the wind turbine to make it better withstand the elements was also discussed.

- *Comr. Sanders - Estuarine Shoreline Management Plan*

Comr. Sanders invited those interested to attend the Estuarine Shoreline Management Plan public meeting next week, Wednesday, August 10th, in the Board Room from 5 pm to 7 pm.

- *Mayor Cahoon – NC Task Force for Offshore Wind Economic Resource Strategies*

Mayor Cahoon will be meeting tomorrow (August 4th) in Elizabeth City on the NC Task Force for Offshore Wind Economic Resource Strategies – this afternoon he will be attending a round table discussion of a sub-committee of which he is co-chair.

16. Revised Town Park Policy - Town Manager Garman explained that the revised Town Park Policy is not for Dowdy Park as Dowdy Park has its own policy; it is to limit the number of people and prohibit weddings/receptions at the Town Park at Barnes Street. The Board approved the revised Town Park Policy as presented.

17. Resolutions for upcoming bonafide fishing tournaments – The Board adopted the three resolutions in support of fishing tournaments for the Nags Head Surf Fishing Club, the Fraternal Order of Eagles, and the Outer Banks Association of Realtors, as presented.

18. Town Attorney Leidy – Governor’s Lifting of Statement of Emergency - Town Attorney Leidy reported that the Governor has announced his intention to withdraw the Statewide COVID SOE for August 15th. This action would negate the ability for Board members to legally participate in a meeting remotely. It would also prohibit a quasi-judicial meeting from taking place remotely. He provided this for the Board’s information. Mayor Cahoon confirmed with Attorney Leidy that the Town’s Statement of Emergency is separate and would require our own action to rescind.

19. Town Manager Garman – 2022 Beach Nourishment Project update - Town Engineer David Ryan provided a Beach Nourishment Project update – the first phase of the project has been completed which encompasses Reaches 3 and 4 – the last two miles of Nags Head.

In response to Mayor Pro Tem Siers, Engineer Ryan provided an update on the Nags Head Cove waterline project stating that 85% of the overall project has been completed and is expected to be completely constructed with all waterlines active by the end of August.

20. Town Manager Garman – While the Town continues to deal with houses on the beach, the National Park Service now has a similar issue in Rodanthe. They have plans to set up a meeting to discuss the issue

at a Park Service facility; Town Manager Garman indicated that he and Comr. Renée Cahoon will be attending.

21. Town Manager Garman - A Health Care Task Force has been formed by the Town of Manteo and Town Manager Garman attended the first meeting yesterday. He will continue to attend and will report back to the Board.

22. Comr. Brinkley - Comr. Brinkley attended the Nags Head Acres National Night Out recently and thanked Buster Nunemaker for hosting it; he noted Mr. Nunemaker was stepping down after 24 years of service to Community Watch. Board members agreed with his suggestion that a letter be prepared thanking Mr. Nunemaker.

23. Comr. Renée Cahoon - She thanked Buster Nunemaker for his years of working with Community Watch.

24. Comr. Renée Cahoon – She noted that on S Virginia Dare Trail, south of Gray Eagle Street, different speed limits on opposite sides of the roadway. She asked that the Traffic Control Map be made consistent with speed limits on both sides of the street and asked for staff review and recommendation for consideration at an upcoming Board meeting.

25. Mayor Pro Tem Siers – Thank you to staff - Mayor Pro Tem Siers thanked staff for keeping the Board up-to-date on all ongoing projects. He also thanked the Planning Dept for cleaning up the applications which are clearer and include more information.

26. Mayor Cahoon – Retreat - Mayor Cahoon noted that the past few years the Board and staff has had planning sessions with facilitators and he felt that it may be more productive this year to have each Dept Head provide an update on their operational needs, etc. to the Board as a Retreat Session. A workshop on November 16th to follow the mid-month meeting at 9 am was discussed. The necessity of a mid-month meeting was mentioned during today's discussion on the Public Services Facility Complex. Town Manager Garman also mentioned a list of topics to include a community survey and bulk waste as additional items for discussion which may require a second retreat day.

27. Mayor Cahoon - Resolution supporting legislation re: digging holes on the beach - The Board adopted the resolution in support of legislation re: digging holes on the beach as presented. Staff was directed to forward the resolution to all beach communities even beyond those that responded initially.

28. Mayor Cahoon – Upcoming CSI Workshop - Town Manager Garman reported that he met with Coastal Studies Institute to discuss working with them and other towns concerning topics of shared interest. The first workshop is scheduled for September 23rd in Nags Head on the Decentralized Wastewater Management Plan. Reid Corbett of CSI is working on an agenda to be forwarded.

29. Closed/Open Sessions - The Board entered Closed Session at 12:34 p.m. and re-entered Open Session at 1:20 p.m.

30. Adjournment – The Board passed a motion to adjourn at 1:28 p.m.