



**TOWN OF NAGS HEAD
BOC ACTIONS
WEDNESDAY, DECEMBER 7, 2016**

1. Call to order - Mayor Edwards called the meeting to order at 9:00 a.m.
2. Agenda – The Board adopted the Dec 7th agenda as presented.
3. Recognition - Fire Chief Kevin Zorc introduced Firefighter/EMT Evan Zadd who was recognized by the Board for five years of service.
4. Public Comment - Bob Muller, former Nags Head Mayor; Mr. Muller stated that Comr. Cahoon today becomes the longest serving Commissioner for the Town - she was first sworn in as Commissioner in 1991; Comr. Cahoon helped develop the Town's first mission/vision statements where tourism as the key element of Nags Head's economy was accepted and adopted; she oversaw many projects such as new Town Hall construction in 1996/1997, development of the first Town Park (Barnes Street), and construction of the east side multi-use path.
5. Earl Murray Jr EOY - The Earl Murray Jr Employee of the Year Award is in memory of Police Officer Earl Murray Jr who died in the line of duty - nominees stood and were recognized:

Melissa Siems (Administrative Services)
Todd Krafft (Planning and Development)
Mike Norris (Public Works)
Chris Braddy (Police Dept)
James Moseman (Fire Dept)

Todd Krafft of the Planning and Development Department was awarded 2016 Earl Murray Jr Employee of the Year and was congratulated and presented with a plaque.

6. Consent Agenda - The Consent Agenda was approved as presented and consisted of the following:
 - Budget Adjustment #5 to FY 15/16 Budget
 - Tax Adjustment Report
 - Approval of Minutes
 - Resolution designating applicant's agent for Hurricane Matthew
 - Amendments to the Municipal Records Retention Schedule
7. Public Hearing – to consider a zoning ordinance text amendment to require any commercial structure within the C-2, General Commercial Zoning District with a total habitable area that is 15,000 square feet or greater to obtain site plan approval via the Conditional Use Process. The Board unanimously passed a motion to table the proposal to the Jan 4th Board of Commissioners meeting – to include another Public Hearing - with no last minute changes.

8. Project Updates

FOCUS Nags Head - Planner Holly White provided an update.

Sea Level Rise – Planner Holly White reported no major updates - It was Board consensus that Ms. White request that NC Sea Grant provide a Draft Report prior to the Board of Commissioners Jan 12th Workshop with Planning Board and FOCUS Committee members.

Dowdy Park Update - Town Engineer David Ryan provided an update on Dowdy Park, Phase I with a brief powerpoint presentation. The project continues to be ahead of schedule in spite of some weather delays.

9. Planning Board - Planning Board Chair Mark Cornwell summarized the Planning Board's meeting on Nov 15th. The only other item on the Planning Board agenda (in addition to the 15,000 square foot conditional use item) was the continued discussion of permitted and prohibited uses in the Town.

10. Flood Maps – Dep Town Manager Andy Garman provided an update on the Flood Map appeal process detailing upcoming public meetings on the Outer Banks – Comr. Cahoon suggested that Mr. Garman contact NC Sea Grant Spencer Rogers as he has a lot of experience with the appeals process. Comr. Ratzenberger suggested that staff be present at all three flood map public meetings (except at Buxton) so that if a Nags Head resident shows up, there is a Town staff member to address any specific questions/comments.

11. Committee Reports

Mayor Pro Tem Walters – Dare County Tourism Board (DCTB) – As DCTB Chair she recently went before the Dare County Board to request funds - She reported that funds were approved for various Outer Banks projects to include the Town's Dowdy Park Phase II Project.

Comr. Ratzenberger – Town Shoreline Management Committee – met last month and discussed goals; the consultant will return on Monday, Dec 13th and will review scenarios versus goals.

Comr. Ratzenberger – Albemarle Rural Planning Organization (ARPO) – Will next meet Jan 25th.

Comr. Ratzenberger – American Shore Beach Preservation Association (ASBPA) – The Spring meeting is Feb 28th through Mar 2nd which is in conflict with the Board meeting on Mar 1st – the agenda is not available until after the first of the year and he will review it at that time.

Comr. Ratzenberger – NC Beach and Inlet Waterway Association (NCBIWA) – Slides were shown from last month's conference which included: Beach and Inlet Management Plan (BIMP) update; funding slides for the eight coastal counties (funding needed, funding generated, projected revenue); also included were several slides entitled "Reach of the Beach" which identified where owners of beach property actually live.

Mayor Edwards – Town Recycle Committee - the committee has met and will meet again Fri, Dec 9th – their first meeting was to determine the issues and the meeting on Fri is to work on the issues.

Mayor Edwards – Dare County Economic Meeting – was attended by Dep Town Manager Andy Garman on behalf of the Town; Mr. Garman provided a brief report from the meeting.

12. Town Board/Committee appointments/reappointments - After Board voting for positions on the Planning Board and for appointment to the Committee for Arts & Culture was completed and tallied, it was Board consensus that the following appointments be made:

Planning Board – C. Michael Reilly, Mark Ballog, and Kristi Wright

Committee for Arts & Culture – Ginny Flowers, Peggy Saporito, Kerry Oaksmith-Sanders, Ben Cahoon, Lauren Evans, and Leslie Erickson - Mayor Edwards appointed Dep Planning Director/Zoning Administrator Kelly Wyatt as the staff member.

13. Lease/Purchase of Town equipment/vehicles – The Board adopted all three resolutions approving BB&T's financing terms for Town equipment/vehicles as presented.

14. Town Attorney - Town Attorney John Leidy introduced Will Norrell who is a third year law student at Chapel Hill and who interned this past summer with the Hornthal, Riley, Ellis, and Maland law firm.

15. Town Manager - Town Manager Cliff Ogburn introduced Public Information Officer/Administrative Assistant Roberta Thuman who provided an update on Hurricane Matthew and FEMA. He also took the opportunity to thank Town Engineer David Ryan for spearheading the Beach Nourishment portion of the FEMA reimbursement; he also thanked, as did Board members, Public Works Director Ralph Barile and his staff for their quick response in cleaning up after Hurricane Matthew.

Ms. Thuman reported that Nags Head was the first locality to provide FEMA the necessary paperwork after Hurricane Matthew – in summary she reported that FEMA is reviewing the Town's claims. At this point, the Town expects to have claims for debris at approximately \$111,000, emergency measures at approximately \$30,000, Fire Station 21 at approximately \$6,000, and beach restoration at an amount to be determined.

16. Town Manager – The Board passed a motion to adopt the Resolution of Intent to close the remaining portion of Seagull Drive with the Public Hearing date of Feb 1st.

17. Town Manager - The FY 15/16 Annual Report narrative was provided to Board members; in addition a brief video was shown with Town Manager Ogburn and department heads reporting on their individual department accomplishments.

18. Town Manager - Town Manager Ogburn wished Board members a very Merry Christmas.

19. Comr. Ratzenberger - Comr. Ratzenberger encouraged everyone to read the FY 15/16 Annual Report narrative that was provided as it contains some good information concerning the Town over the past year and was easy/interesting to read.

20. Mayor Edwards – The Board passed a motion to authorize a \$100 bonus of appreciation to all employees.

21. Mayor Edwards – Mayor Edwards reported that he will not be running for elected office after his current term as Mayor ends next year. He said that he is very proud of the Town and what has been accomplished during his tenure and he will continue to work on the issues that still need to get done before his term ends.

22. Adjournment – The Board passed a motion to adjourn at 12:15 p.m.