



# TOWN OF NAGS HEAD

## AGENDA

**TOWN OF NAGS HEAD BOARD OF COMMISSIONERS  
NAGS HEAD MUNICIPAL COMPLEX - BOARD ROOM  
WEDNESDAY, MAY 5, 2021; 9:00 A.M.  
REGULAR SESSION**

The Board meeting scheduled for 9:00 a.m. on Wednesday, May 5, 2021 will be conducted in-person at the Nags Head Municipal Complex located at 5401 S Croatan Hwy. The Town continues to adhere to COVID state and local guidelines.

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

**B. ADOPTION OF AGENDA**

**C. RECOGNITION**

1. RECOGNITION

NEW EMPLOYEE - Luis Estrada Nieves, Fleet Mechanic - January 4, 2021

NEW EMPLOYEE - Eric Claussen, Public Works Director - April 12, 2021

LIFESAVING AWARD - Police Officer/K-9 Matt Huntingford

PROCLAMATION - Police Officer's Week May 10 - 16, 2021

PROCLAMATION - Outer Banks Healthcare Week May 17 - 21, 2021

Documents:

[5 C RECOGNITION SUMMARY.PDF](#)

[5 C POLICE WEEK PROC.PDF](#)

[5 C HEALTHCARE WEEK PROC.PDF](#)

**D. PUBLIC COMMENT**

**E. CONSENT AGENDA**

1. Consideration Of Budget Adjustment #14 To FY 20/21 Budget

Documents:

[5 E1 BUDGET ADJ TO FY 20-21 SUMMARY.PDF](#)

[5 E1 BUDGET ADJ TO FY 20-21 WORKSHEETS.PDF](#)

2. Consideration Of Tax Adjustment Report

Documents:

[5 E2 TAX ADJUST REPORT SUMMARY.PDF](#)

[5 E2 TAX MSD REPORT.PDF](#)

[5 E2 TAX TOWN WIDE TAX REPORT.PDF](#)

3. Approval Of Minutes

Documents:

[5 E3 MINUTES SUMMARY.PDF](#)  
[5 E3 MINS MAR 24 2021 BOC MINS.PDF](#)  
[5 E3 MINS MAR 31 2021 CIP WORKSHOP MINS.PDF](#)  
[5 E3 MINS APR 16 2021 BOC MINS.PDF](#)  
[5 E3 MINS APR 22-23 2021 BOC MINS.PDF](#)

4. Consideration Of Amendment #2 To The Capital Reserve Fund Ordinance

Documents:

[5 E4 CAP RESERVE FUND ORD SUMMARY.PDF](#)  
[5 E4 CAP RESERVE FUND AMEND 2 ORD.PDF](#)

5. Consideration Of Electronic Signature And Seal For Conducting Town Business

Documents:

[5 E5 ELECTRONIC SIGNATURE SUMMARY.PDF](#)  
[5 E5 ELECTRONIC SIGNATURE RES.PDF](#)

6. Request For Public Hearing

to consider citizen comment on the Town Manager's proposed operating budget for July 1, 2021 – June 30, 2022, proposed CIP requests for FY 21/22 through FY 25/26, and updated Consolidated Fee Schedule

Documents:

[5 E6 RPH CITIZEN COMMENT ON PROPOSED BUDGET SUMMARY.PDF](#)

7. Request For Public Hearing

to consider a text amendment pertaining to lot coverage associated with dumpster conversions from side load to front load pick up

Documents:

[5 E7 RPH DUMPSTER LOT COV AMEND SUMMARY.PDF](#)

**F. PUBLIC HEARINGS**

1. Public Hearing To Consider

text amendments to the UDO pertaining to electric vehicle battery charging and battery exchange stations

Documents:

[5 F2 PH ELECTRIC VEHICLE SUMMARY.PDF](#)  
[5 F2 PH ELECTRIC VEHICLE MEMO.PDF](#)  
[5 F2 PH ELECTRIC VEHICLE ORD.PDF](#)

2. PUBLIC HEARING

a. Consideration of adoption of Town of Nags Head Low Impact Development and Stormwater Reference Manual and Amendment of the Recommended Standard Details

Manual (no public hearing required)

- b. Public Hearing to consider text amendments to the Unified Development Ordinance to update references in the Stormwater, Fill and Runoff Management Ordinance for regulatory reference manuals

Documents:

[5 F3 PH LID AND STMWATER CHGS TO UDO SUMMARY.PDF](#)  
[5 F3 PH LID AND STMWATER CHGS TO UDO MEMO.PDF](#)  
[5 F3A PH LOW IMPACT DEV MANUAL.PDF](#)  
[5 F3A PH REC STANDARD DETAILS MANUAL.PDF](#)  
[5 F3B PH AMEND TO UDO REF MANUAL ORD.PDF](#)

3. Public Hearing To Consider Various Text Amendments to update the Unified Development Ordinance (UDO) as required by GS 160D

Documents:

[5 F4 PH 160D UPDATES SUMMARY.PDF](#)  
[5 F4 PH 160D UPDATES MEMO.PDF](#)

#### **G. REPORTS AND RECOMMENDATIONS FROM THE PLANNING BOARD AND THE PLANNING AND DEVELOPMENT DIRECTOR**

1. Update From Planning Director

Documents:

[5 G1 PLANNING DIRECTOR REPORT SUMMARY.PDF](#)  
[5 G1 PD DIRECTOR MEMO.PDF](#)

#### **H. OLD BUSINESS TABLED FROM PREVIOUS MEETINGS**

1. Continued From April 7th Board Meeting (Public Hearing Held April 7th)  
Consideration of text amendments to the Unified Development Ordinance (UDO) pertaining to outdoor lighting and lighting for signage

Documents:

[5 H1 OUTDOOR AND SIGN LIGHTING SUMMARY.PDF](#)  
[5 H1 OUTDOOR AND SIGN LIGHTING MEMO.PDF](#)  
[5 H1 OUTDOOR AND SIGN LIGHTING ORD.PDF](#)

2. From April 7th Board Meeting
  - Consideration of the following Traffic Control Map amendments:
  - Designation of 3-way stop - W. Soundside Road at entrance to Jockey's Ridge Sound Access
  - Designation of No Parking - Tow Away Zone - both sides of W. Soundside Road, S. Thirteenth Street, and Deering Street

Documents:

[5 H2 TCM AMENDMENTS SOUNDSIDE RD SUMMARY.PDF](#)  
[5 H2 TCM AMENDMENTS JR-SS ROAD REC.PDF](#)

**I. NEW BUSINESS**

1. Committee Reports

Documents:

[5 I1 COMMITTEE REPORTS SUMMARY.PDF](#)

**J. ITEMS REFERRED TO AND PRESENTATIONS FROM TOWN ATTORNEY**

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

1. Distribution/Presentation Of Recommended FY 21/22 Budget

Documents:

[5 K1 TM PRES OF RECOMMENDED BUDGET SUMMARY.PDF](#)

2. Consideration Of Amendment To Board Policy Re: Vehicle Use

Documents:

[5 K2 VEHICLE USE SUMMARY.PDF](#)  
[5 K2 ASSIGNMENT VEHICLE POLICY-DRAFT.PDF](#)  
[5 K2 ASSIGNMENT VEHICLE POLICY-FINAL.PDF](#)  
[5 K2 TAKE HOME POLICY-DRAFT.PDF](#)  
[5 K2 TAKE HOME POLICY-FINAL.PDF](#)  
[5 K2 VEHICLE USE POLICY-DRAFT.PDF](#)  
[5 K2 VEHICLE USE POLICY-FINAL.PDF](#)

**L. BOARD OF COMMISSIONERS AGENDA**

**M. MAYOR'S AGENDA**

1. Future Town Envision

Documents:

[5 M1 MAYOR ENVISION THE TOWN SUMMARY.PDF](#)

**N. OTHER BUSINESS**

**O. ADJOURNMENT**

**P. FULL AGENDA In .PDF Format With Bookmarks**