



# 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](#)  
[5 E3 MINS APR 27 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

establishment of four proposed municipal service districts for beach erosion control, flood and hurricane protection works, and flood control and drainage projects (First Reading)

Documents:

[5 F1 PH MSD CREATION SUMMARY.PDF](#)  
[5 F1 PH MSD CREATION ORD AG.PDF](#)  
[5 F1 MSD PROPOSED MAP.PDF](#)

2. 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](#)

3. 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](#)

4. 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](#)  
[5 H2 TCM AMENDMENTS SOUNDSIDE RD ORD.PDF](#)  
[5 H2 TCM AMENDMENTS MAP.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**

**5401 S. Croatan Hwy, Nags Head, NC 27959  
252-441-5508**