



# Agenda Item Summary Sheet

Item No: **J-1**  
Meeting Date: **August 7, 2024**

**Item Title:** Town Manager Garman – Presentation – Oakley-Collier on Town Master Plan  
Time Specific 11:00 a.m.

**Item Summary:**

At the Board’s December 2023 regular meeting, the Board approved a scope of services to complete a master plan for the Town’s properties at 5401 S Croatan Highway (Town Hall Campus), 5314 S Croatan Highway (Fire Station 16), and 105 W Seachase Drive (Former BB&T bank now owned by the Town). Last year the Town began discussing working with Dare County on an EMS facility in Nags Head. At the time we initiated these discussions, we anticipated working on a joint facility to include a combined Fire and EMS station at the former BB&T site. This would allow for construction of an EMS station within the next year and would include a phased replacement of Fire Station 16 in 5-7 years.

In order to complete this exercise, it was important for the Town to understand what future needs it may have and work through an exercise to consider how they could be accommodated. Some of the future needs contemplated in the study include:

- Replacement of the Board of Commissioners meeting room
- Replacement of the South Wing training facility in Fire Station 16
- Replacement of the fitness facility
- Evaluation of future departmental space needs
- Replacement of the Public Services garage
- Housing for seasonal and transitional town staff
- Community meeting space(s)

Oakley Collier has been working on several alternatives for Board consideration. Oakley Collier will present these at the upcoming meeting to answer questions and receive feedback. While we are not asking the Board to approve the final master plan, we anticipate asking for Board consensus on an alternative which could be carried forward into a final recommendation. In attendance will be Timothy Oakley and Ann Collier from Oakley-Collier Architects.

Number of Attachments: 0

**Specific Action Requested:** Provided for Board information and discussion. Would request consensus from the Board on a preferred alternative which could be carried forward into a final recommendation.

Submitted By: Administration

Date: July 30, 2024

**Finance Officer Comment:**

Signature: Amy Miller

Date: July 30, 2024

**Town Attorney Comment:**

Signature: John Leidy

Date: July 30, 2024

**Town Manager Comment and/or Recommendation:**

Presentation of proposed Town Master Plan provided for Board information.

Signature: Andy Garman

Date: July 30, 2024