



BOC ACTIONS
WEDNESDAY, NOVEMBER 6, 2024

1. Call to order - Mayor Cahoon called the meeting to order at 9 a.m.
2. Agenda – The Board adopted the Nov 6th agenda with the Nags Head Woods annual report presentation moved up on the agenda.
3. Nags Head Woods - Steward Aaron McCall presented a PowerPoint presentation of the Nags Head Woods Annual Report. His presentation and slides were well received by the Board.
4. Recognition - Dep Police Chief Chris Montgomery introduced Police Officer Kyle Kuhar who was welcomed by the Board to Town employment.

Public Services Director Nancy Carawan introduced Public Services Office Assistant Sue Cummings who was recognized for five years of service.

Dep Town Manager/Finance Officer Amy Miller introduced Accounts Payable Specialist Vicky Wright who was recognized for twenty years of service.

5. Earl Murray Jr Employee of the Year - Nominees were presented by Dept Heads:
 - Payroll Specialist Fay Sims was introduced by Amy Miller.
 - Planner Chris Trembly was introduced by Kelly Wyatt.
 - Town Engineer David Ryan was introduced by Nancy Carawan.
 - Police Officer Tyson Wild was introduced by Chris Montgomery.
 - Fire Engineer James Phillips was introduced by Chief Randy Wells.

The Board entered Closed Session to consider the honorarium. The Board re-entered Open Session and Attorney Leidy reported that the Board took action concerning the honorarium and to unseal a series of Closed Session minutes.

On behalf of the Board, Mayor Cahoon announced Town Engineer David Ryan as Earl Murray Jr Employee of the Year for 2024. He noted it was a very difficult decision to make as all nominees were deserving.

6. Public Comment – No one spoke during Public Comment.
7. The Consent Agenda was approved as presented and consisted of the following items:
 - Budget Amendment #5 to FY 24/25 Budget
 - Tax Adjustment Report
 - Approval of Minutes
 - Amendment to Town Code Sec 44-35 re: Water Cut-Offs
 - Fee waiver for Fire Department training live burn
 - Policy for Streaming/Recording Board Meetings
 - Reimbursement Resolution in support of property purchase
 - Design Scope of Services for replacement Fitness Center
 - Request for Public Hearing to consider amendments to UDO re: Hotel Parking Standards
8. Public Hearing to Consider a Special Use/Site Plan Review for the Construction of a Two Story, Eight Bedroom Dormitory – The Board approved the site plan as submitted.

- 9.** Public Hearing to consider amendments to the UDO within the SPD-C, Village at Nags Head Commercial-1 Zoning District to accommodate a new use, EMS Station - The Board adopted the amendments to the UDO, as well as the consistency statement, as presented.
- 10.** Planning Dept – Planning Director Kelly Wyatt summarized her monthly Planning Dept report.
- 11.** Committee reports:
 - Mayor Cahoon - he recently attended his first Jennette’s Pier Advisory Council meeting where a lot of interesting projects were discussed; more information will be provided later.
 - Mayor Pro Tem Siers – he and Town Manager Garman recently attended the Dare County Housing Task Force meeting where Town Manager Andy Garman was assigned to the Our State Our Homes Initiative.
 - Comr. Lambert – Septic Health Committee – She recently attended her first meeting and in addition to Director Wyatt’s report, Comr. Lambert added a congratulations to Septic Health Coordinator Conner Twiddy for achieving his Subsurface Wastewater Operator License.
 - Comr. Lambert – the Government Access Channel Committee met last week and approved the LPDI grant for Duck; in addition, the Movie Festival discussions were tabled until after the first of the year.
 - Comr. Lambert – Comr. Lambert reported that the Town’s Ash Wednesday Storm documentary was shown at the recent Dare County Environmental Film Festival where it won an award.
- 12.** Traffic Control Map – The Board adopted the amendment to the Traffic Control Map re: a No Parking Between Signs – Tow Away Zone on the center section of the S Linda Lane cul-de-sac as presented.
- 13.** Beach Nourishment Project – The Board passed motions to authorize the Town Manager to execute the Professional Services Task Order with Moffat & Nichol as presented and to approve the amendment to the Capital Project Ordinance in the amount of \$481,940 as presented.
- 14.** Town Attorney - Attorney Leidy reported that the Appeals Court recently found that a public body, a county, had violated the Open Meetings Law; A remotely-attending member cannot be included in the public body’s quorum and vote in the matters of the Board unless a State or local emergency has been declared.
- 15.** Town Manager Garman - Dr. Sciaudone from Moffat & Nichol presented updates to the Beach Monitoring and Maintenance Plan. The Board adopted the updated Plan as presented.
- 16.** Town Manager Garman - Town Engineer David Ryan provided an update to the Public Services Facility: Additional buildings have become occupied; the storage site provides much needed space; the vehicle storage building is nearing completion which is expected by the end of November.
- 17.** Town Manager Garman – The Board passed a motion to accept the NC Land & Water Fund Grant to place conservation easements on Town-Owned Properties (parcels 026404001, 006114000, and 005946000) surrounding the Fresh Pond area and in Nags Head Woods.
- 18.** Town Manager Garman - The Board passed the following motions: To adopt the ordinance amendment to Town Code Sec 44-108 modifying the waterline requirement from 500’ to 250’ as presented; To approve the waterline extension agreement with property owners Ethan White and Victoria Passmore as presented; and to approve the Budget Amendment in the amount of \$48,309, as presented.
- 19.** Mayor Cahoon - Mayor Cahoon - Appointment Process to Fill Vacant Board of Commissioners Seat – The Board approved the Board of Commissioners application as presented and authorized moving forward with the process.
- 20.** Adjournment - The Board passed a motion to adjourn – the time was 11:36 a.m.