AGENDA

TOWN OF NAGS HEAD BOARD OF COMMISSIONERS
NAGS HEAD MUNICIPAL COMPLEX - BOARD ROOM
WEDNESDAY, OCTOBER 7, 2020, 9:00 A.M.

(PLEASE NOTE: In accordance with State and County Regulations - Face Coverings must be worn in indoor and outdoor public spaces where social distancing cannot be maintained)

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

B. ADOPTION OF AGENDA

C. RECOGNITION

1. RECOGNITION

NEW EMPLOYEE - Public Safety - Police Officer Grady Edwards - March 16, 2020
NEW EMPLOYEE – Admin Services – Human Resources Manager Stacey Reichler – October 5, 2020

FIVE YEARS - Public Safety - Police Officer Benjamin Jadoff - September 4, 2015

FIFTEEN YEARS - Public Safety - Fire Captain Philip Wolfe - September 19, 2005
FIFTEEN YEARS - Public Safety - Fire Captain Wayne Kidd - September 19, 2005
FIFTEEN YEARS - Public Safety - Fire Captain Christopher Day - September 19, 2005
FIFTEEN YEARS - Public Safety - Police Sergeant Steven Anderson - September 26, 2005

LIFESAVING RECOGNITION - Recognition of Ocean Rescue Supervisor Chad Motz

PROCLAMATION - Declaration of October 2020 as Community Planning Month
PROCLAMATION - Declaration of October 4-10, 2020 as Fire Prevention Week

Documents:

10 C RECOGNITION SUMMARY.PDF
10 C PLANNING MONTH PROC.PDF
10 C FIRE PREV WEEK PROC.PDF

D. PUBLIC COMMENT

E. CONSENT AGENDA

1. Consideration Of Budget Adjustment #4 To FY 20/21 Budget

Documents:

10 E1 BUDGET ADJ TO FY 20-21 SUMMARY.PDF
10 E1 BUD ADJ WORKSHEETS.PDF

2. Consideration Of Tax Adjustment Report

   Documents:

   10 E2 TAX ADJUST REPORT SUMMARY.PDF
   10 E2 TAX ADJ REPORT MSD.PDF
   10 E2 TAX ADJ REPORT TOWN-WIDE.PDF

3. Ratification Of Resolution In Support Of J-1 And H-2B Visa Exchange Visitor Programs

   Documents:

   10 E4 RATIFY INTNL VISA PGMS RES SUMMARY.PDF
   10 E4 RATIFY INTNL VISA PGMS RES.PDF

F. REPORTS AND RECOMMENDATIONS FROM THE PLANNING BOARD AND THE PLANNING AND DEVELOPMENT DIRECTOR

1. Update From Planning Director

   Documents:

   10 F1 PD DIRECTOR REPORT SUMMARY.PDF
   10 F1 PD DIRECTOR REPORT.PDF

2. Site Plan Review Of Islington Street Beach Access

   Documents:

   10 F2 ISLINGTON BEACH ACCESS SUMMARY.PDF
   10 F2 ISLINGTON BEACH ACCESS MEMO.PDF
   10 F2 ISLINGTON APPLICATION AND PLAN SET.PDF

G. OLD BUSINESS TABLED FROM PREVIOUS MEETINGS

1. From Jul 1st Board Meeting - Discussion Of Further Amendments To The Camping Provisions In The Town Code

   Documents:

   10 G1 CAMPING AMENDMENTS DISC SUMMARY.PDF
   10 G1 CAMPING AMENDMENTS MEMO.PDF
   10 G1 CAMPING AMENDMENTS ORD.PDF

2. From Sep 2nd Board Meeting - Response To Those Who Spoke During Public Comment Re: Dowdy Park Farmer's Market Part-Time Position

   Documents:

   10 G2 DOWDY PARK EVENT COORD SUMMARY.PDF
   10 G2 DOWDY PARK EMAILS.PDF

H. NEW BUSINESS

1. Committee Reports

   Documents:

   10 H1 COMMITTEE REPORTS SUMMARY.PDF

2. Consideration Of Appointment/Reappointment To Personnel Grievance Panel

   Documents:

   10 H2 APPOINTMENT SUMMARY.PDF
   10 H2 APPOINTMENT CURRENT PGP CHART.PDF

3. Fire Dept - Presentation Of Fire Department Five-Year Strategic Plan

   Documents:

   10 H3 FIRE DEPT PLAN SUMMARY.PDF
   10 H3 FIRE STRATEGIC 5-YR PLAN.PDF

4. Annual Beach Monitoring Survey Report - Presented By Moffat & Nichol

   Documents:

   10 H4 ANNUAL BEACH MONITOR SURVEY RPT SUMMARY.PDF

I. ITEMS REFERRED TO AND PRESENTATIONS FROM TOWN ATTORNEY

1. Request For Closed Session
   pursuant to NCGS 143-318.11(a)(3) and (6) in order to confer with the Town Attorney regarding a matter within the attorney/client privilege and to preserve that privilege and to discuss a confidential personnel matter in accordance with North Carolina General Statue160A-168

   Documents:

   10 I1 TOWN ATT RCS SUMMARY.PDF

J. ITEMS REFERRED TO AND PRESENTATIONS FROM TOWN MANAGER

1. Update On Waste Reduction Task Force

   Documents:

   10 J1 TN MGR UPDATE SUMMARY.PDF

K. BOARD OF COMMISSIONERS AGENDA

1. Comr. Renée Cahoon – Discussion Of Commercial Lighting

   Documents:

   10 K1 RENEE COMM LIGHTING SUMMARY.PDF

L. MAYOR'S AGENDA

1. Future Town Envision

Documents:

10 L1 MAYOR ENVISION THE TOWN SUMMARY.PDF

M. OTHER BUSINESS

N. ADJOURNMENT

O. FULL AGENDA In .PDF Format With Bookmarks

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

Agenda Item Summary Sheet

Item No: **C**
Meeting Date: **October 7, 2020**

Item Title: Recognition

Item Summary:

Recognition at the October 7th Board meeting includes the following:

NEW EMPLOYEE - Public Safety - Police Officer Grady Edwards - March 16, 2020
NEW EMPLOYEE – Admin Services – Human Resources Manager Stacey Reichler – October 5, 2020

FIVE YEARS - Public Safety - Police Officer Benjamin Jadoff - September 4, 2015

FIFTEEN YEARS - Public Safety - Fire Captain Philip Wolfe - September 19, 2005
FIFTEEN YEARS - Public Safety - Fire Captain Wayne Kidd - September 19, 2005
FIFTEEN YEARS - Public Safety - Fire Captain Christopher Day - September 19, 2005
FIFTEEN YEARS - Public Safety - Police Sergeant Steven Anderson - September 26, 2005

LIFESAVING RECOGNITION - Recognition of Ocean Rescue Supervisor Chad Motz

PROCLAMATION - Declaration of October 2020 as Community Planning Month (please see attached)

PROCLAMATION - Declaration of October 4-10, 2020 as Fire Prevention Week (please see attached)

Number of Attachments: 2

Specific Action Requested:

Provided for Board recognition.

Submitted By: Administration Date: September 30, 2020

Finance Officer Comment:

No unbudgeted fiscal impact.

Signature: Amy Miller Date: September 30, 2020

Town Attorney Comment:

N/A

Signature: John Leidy Date: September 30, 2020

Town Manager Comment and/or Recommendation:

N/A

Signature: Greg Sparks Date: September 30, 2020

Town of Nags Head
October 2020 Community Planning Month Proclamation

WHEREAS, change is constant and affects all cities, towns, suburbs, counties, boroughs, townships, rural areas, and other places; and

WHEREAS, community planning and planners can help manage this change in a way that provides better choices for how people work, live, and play live; and

WHEREAS, community planning provides an opportunity for all residents to be equally involved in making choices that determine the shared-vision of their neighborhoods; and

WHEREAS, the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and

WHEREAS, the month of October is designated as National Community Planning Month throughout the United States of America and its territories; and

WHEREAS, the American Planning Association and its professional institute, the American Institute of Certified Planners, endorse National Community Planning Month as an opportunity to highlight the contributions sound planning and plan implementation make to the quality of our neighborhoods and environment; and

WHEREAS, the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of the members of the Planning Board and other citizen planners who have contributed their time and expertise to the improvement of the Town of Nags Head; and

WHEREAS, we recognize the many valuable contributions made by the professional community planners of the Town of Nags Head and extend our heartfelt thanks for the continued commitment to public service by these professionals.

NOW, THEREFORE, BE IT RESOLVED that the month of October 2020 is hereby designated as Community Planning Month in the Town of Nags Head in conjunction with the celebration of National Community Planning Month.

Adopted at the Town of Nags Head, North Carolina this 7th day of October 2020.

_____
Benjamin Cahoon, Mayor
Town of Nags Head

ATTEST:

_____
Carolyn F. Morris, Town Clerk

Town of Nags Head
October 2020 Fire Prevention Week Proclamation

WHEREAS, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

WHEREAS, all Town of Nags Head residents should identify places in their home where fires can start and eliminate those hazards; and

WHEREAS, working smoke alarms cut the risk of dying in reported home fires in half; and

WHEREAS, all Town of Nags Head residents should install smoke alarms in every sleeping room, outside each separate sleeping area, and on every level of the home; and

WHEREAS, Town of Nags Head residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

WHEREAS, all Town of Nags Head residents should listen for the sound of the smoke alarm and when it sounds respond by going outside immediately to the designated meeting place; and

WHEREAS, the Town of Nags Head first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

WHEREAS, the 2020 Fire Prevention Week theme, "Serve Up Fire Safety in the Kitchen!" effectively serves to remind us to stay alert and use caution when cooking to reduce the risk of kitchen fires.

NOW, THEREFORE BE IT RESOLVED that October 4 - 10, 2020 is hereby designated as Fire Prevention Week throughout this town and all the people in the town are urged to be aware of their surroundings, look for available ways out in the event of a fire or other emergency, respond when the smoke alarm sounds by exiting the building immediately, and to support the many public safety activities and efforts of the Town of Nags Head fire and emergency services during Fire Prevention Week 2020.

All town residents and visitors are invited to attend the annual Nags Head Fire Department drive-through open house, held at the Douglas A. Remaley Fire Station 16 on Thursday, October 8, 2020 from 4:00 PM to 7:00 PM.

Adopted at the Town of Nags Head, North Carolina this 7th day of October 2020.

_____
Benjamin Cahoon, Mayor
Town of Nags Head

ATTEST:

_____
Carolyn F. Morris, Town Clerk

Agenda Item Summary Sheet

Item No: **E-1**
Meeting Date: **October 7, 2020**

Item Title: Consideration of Budget Adjustment #4 to FY 20/21 Budget

Item Summary:

Attached please find Budget Adjustment #4 to the FY 20/21 Budget which is provided for Board review and approval at the October 7th Board of Commissioners meeting – and is in accordance with the FY 20/21 Budget Ordinance, adopted at the June 17, 2020 meeting. The worksheets associated with Budget Adjustment #4 are attached.

Number of Attachments: 1

Specific Action Requested:

Request Board approval of attached Budget Amendment #4.

Submitted By: Administrative Services Date: September 30, 2020

Finance Officer Comment:

Request Board approval of attached Budget Amendment #4.

Signature: Amy Miller Date: September 30, 2020

Town Attorney Comment:

N/A

Signature: John Leidy Date: September 30, 2020

Town Manager Comment and/or Recommendation:

I concur with staff's request.

Signature: Greg Sparks Date: September 30, 2020

BUDGET AMENDMENT REQUEST
FY 2020-2021

BUDGET AMENDMENT NO. 4
AMENDMENT 4.1

SOURCE OF FUNDS | USE OF FUNDS

CODE	ACCOUNT	AMOUNT		CODE	ACCOUNT	AMOUNT
	General Fund				**General Fund**	
	Revenues				**Governing Body**	
10-499000	Appropriated Fund Balance	1,188,722.04		410-544500	Contracted Services	10,000.00
					Town Manager	
				420-544000	Professional Fees	7,916.00
				420-544500	Contracted Services	440.00
				420-577300	Capital Outlay Other	652.00
					Admin Services	
				440-544000	Professional Fees	4,000.00
				440-577400	Capital Outlay Equipment	14,811.07
					IT	
				441-532001	Computer Training	2,602.00
				441-543400	Other Supplies	500.00
					Planning	
				490-577300	Capital Outlay Other	3,763.02
				490-577400	Capital Outlay Equipment	7,584.00
				490-577500	Capital Outlay Vehicles	784.57
				490-577407	Capital Outlay Infrastructure	648,815.08
					Facilities Maintenance	
				530-543400	Other Supplies	3,066.78
				530-543500	Maint/Repair Buildings	17,450.00
				530-543800	Maint/Repair Other	25,040.00
				530-577300	Capital Outlay Other	78,071.00
					Sanitation	
				580-577500	Capital Outlay Vehicles	309,328.00
					Police	
				610-543300	Supplies	1,496.00
					Stormwater	
				625-577407	Capital Outlay Infrastructure	47,822.52
					Fire	
				730-532002	Safety Training	2,134.00
				730-544500	Contracted Services	1,270.00
					Ocean Rescue	
				792-543600	Maint/Repair Equipment	1,176.00
TOTAL CHARGES		$ 1,188,722.04		TOTAL CREDITS		$ 1,188,722.04

JUSTIFICATION

Encumbrance carryovers
General Fund

ADMINISTRATIVE SERVICES 9/29/2020
RECOMMENDED BY DATE

APPROVED BY BOC: DATE

POSTED TO GENERAL LEDGER:

INITIALS

BUDGET AMENDMENT REQUEST
FY 2020-2021

BUDGET AMENDMENT NO. 4
AMENDMENT 4.2

SOURCE OF FUNDS				USE OF FUNDS		
CODE	ACCOUNT	AMOUNT		CODE	ACCOUNT	AMOUNT
	Water Fund				**Water Fund**	
	Revenues				**Septic Health**	
10-499100	Appropriated Retained Earnings	175,000.00		725-577300	Capital Outlay Other	150,000.00
				725-577400	Capital Outlay Equipment	25,000.00
TOTAL CHARGES		$ 175,000.00		TOTAL CREDITS		$ 175,000.00

JUSTIFICATION

Encumbrance carryovers
Water Fund

ADMINISTRATIVE SERVICES 9/29/2020
RECOMMENDED BY DATE

APPROVED BY BOC: DATE

POSTED TO GENERAL LEDGER:

INITIALS

BUDGET AMENDMENT REQUEST
FY 2020-2021

BUDGET AMENDMENT NO. 4
AMENDMENT 4.3

SOURCE OF FUNDS				USE OF FUNDS		
CODE	ACCOUNT	AMOUNT		CODE	ACCOUNT	AMOUNT
	General Fund Expenditure Fire				**General Fund Revenues**	
730-577400	Capital Outlay Equipment	47,576.00		10-430201	FEMA Fire Grant	47,576.00
TOTAL CHARGES		$ 47,576.00		TOTAL CREDITS		$ 47,576.00

JUSTIFICATION

Quote for SCBA units came in less than estimate/under grant amount approved

ADMINISTRATIVE SERVICES 9/29/2020
RECOMMENDED BY DATE

APPROVED BY BOC: DATE

POSTED TO GENERAL LEDGER:

INITIALS

BUDGET AMENDMENT REQUEST
FY 2020-2021

BUDGET AMENDMENT NO. 4
AMENDMENT 4.4

SOURCE OF FUNDS				USE OF FUNDS		
CODE	ACCOUNT	AMOUNT		CODE	ACCOUNT	AMOUNT
	General Fund				**General Fund**	
	Expenditure Town Manager				**Expenditure Admin Services**	
420-510200	Salaries	65,000.00		440-510200	Salaries	65,000.00
420-520600	FICA tax	4,972.00		440-520600	FICA tax	4,972.00
420-520700	Group health insurance	12,000.00		440-520700	Group health insurance	12,000.00
420-520800	Retirement	6,636.00		440-520800	Retirement	6,636.00
420-521000	401k	1,300.00		440-521000	401k	1,300.00
TOTAL CHARGES		$ 89,908.00		TOTAL CREDITS		$ 89,908.00

JUSTIFICATION

Human Resources Manager position was moved under Administrative Services

ADMINISTRATIVE SERVICES 9/29/2020
RECOMMENDED BY DATE

APPROVED BY BOC: DATE

POSTED TO GENERAL LEDGER:

INITIALS

Agenda Item Summary Sheet

Item No: **E-2**
Meeting Date: **October 7, 2020**

Item Title: Consideration of Tax Adjustment Report

Item Summary:

Attached please find the list of adjustments to the 2020 Tax Levy (per information received from Dare County) for the monthly Property and MSD valuations.

These reports are submitted for your approval at the October 7th Board of Commissioners meeting.

Number of Attachments: 2

Specific Action Requested:

Tax reports provided for Board review and approval.

Submitted By: Linda Bittner, Tax Collector Date: September 30, 2020

Finance Officer Comment:

No unbudgeted fiscal impact.

Signature: Amy Miller Date: September 30, 2020

Town Attorney Comment:

N/A

Signature: John Leidy Date: September 30, 2020

Town Manager Comment and/or Recommendation:

I concur with staff.

Signature: Greg Sparks Date: September 30, 2020

Town of Nags Head, North Carolina
ANALYSIS OF CURRENT 2019 MSD TAX LEVY
2020 Tax Levy As of September 28, 2020 for the October 7, 2020 BOC Mtg

	BEACH NOURISHMENT DISTRICT				
	MSD Valuation	Rate	Total Levy	MSD Excluding Registered Motor Vehicles	Registered Motor Vehicles
Original MSD Levy:					
MSD Beach Nourishment at current year's rate	1,043,698,667	0.00143	1,492,489.68	1,492,489.68	
Registered Motor Vehicles at current year's rate	92,352	0.00143	91.97		91.97
Registered Motor Vehicles at 2019 year's rate	413,691	0.00175	723.96		723.96
Registered Motor Vehicles at 2018 year's rate	0	0.00175	0.00		0.00
Penalties			0.00	0.00	
Total	**1,044,204,710**		**1,493,305.61**	**1,492,489.68**	**815.93**
Discoveries & Adjustments:					
Current year discoveries & adjustments	0.00		0.00	0.00	
Town wide beach nourishment			0.00	0.00	
Penalty Discoveries			0.00	0.00	
Total			**0.00**	**0.00**	
Releases & Adjustments:					
Current year releases & adjustments	0.00		0.00	0.00	
Town wide beach nourishment			0.00	0.00	
Penalty Releases			0.00	0.00	
Total			**0.00**	**0.00**	
Write-offs or Adjustments:			0.00	0.00	
Total MSD Valuation	**1,044,204,710**				
Net levy		**1,493,305.61**		**1,492,489.68**	**815.93**
TOTAL UNCOLLECTED MSD AS OF 09/28/20:		**(905,933.31)**		**(905,933.31)**	**0.00**
CURRENT YEAR MSD COLLECTED:		**587,372.30**		**586,556.37**	**815.93**
CURRENT MSD COLLECTION PERCENTAGE:		**39.334%**		**39.301%**	**100.000%**

Town of Nags Head, North Carolina
ANALYSIS OF CURRENT 2019 TAX LEVY
2020 Tax Levy As of September 28, 2020 for the October 7, 2020 BOC Mtg

	Town-Wide Tax			Total Levy	
	Property Valuation	Rate	Total Levy	Property Excluding Registered Motor Vehicles	Registered Motor Vehicles
Original levy:					
Property taxed at current year's rate	3,023,074,681	0.00265	8,011,156.45	8,011,156.45	
Registered Motor Vehicles at current year's rate	2,714,603	0.00265	6,597.03		6,597.03
Registered Motor Vehicles at 2019 year's rate	6,856,536	0.00317	21,735.22		21,735.22
Registered Motor Vehicles at 2018 year's rate	10,391	0.00307	31.90		31.90
Registered Motor Vehicles at 2017 year's rate	0	0.00297	0.00		0.00
Penalties			3,110.31	3,110.31	
Total	**3,032,656,211**		**8,042,630.91**	**8,014,266.76**	**28,364.15**
Discoveries & Adjustments:					
Current year discoveries & adjustments tax	170,200.00		412.74	412.74	
Town wide beach nourishment tax			38.30	38.30	
Corporate Utilities discoveries & tax	0.00		0.00	0.00	
Corporate Utilities beach nourishment tax			0.00	0.00	
Penalty Discoveries			0.00	0.00	
Total	**170,200**		**451.04**	**451.04**	
Releases & Adjustments:					
Current year releases & adjustments	(749,600.00)		(1,817.78)	(1,817.78)	
Town wide beach nourishment			(168.66)	(168.66)	
Penalty Releases			0.00	0.00	
Total	**(749,600)**		**(1,986.44)**	**(1,986.44)**	
Write-offs or Adjustments:			0.00	0.00	
Total Property Valuation	**3,032,076,811**				
Net levy		**8,041,095.51**		**8,012,731.36**	**28,364.15**
Uncollected Taxes & Penalties		(4,606,225.70)		(4,606,225.70)	0.00
Uncollected Town Wide Beach Nourishment		(427,169.41)		(427,169.41)	0.00
TOTAL UNCOLLECTED TAXES AS OF 09/28/20:		**(5,033,395.11)**		**(5,033,395.11)**	**0.00**
CURRENT YEAR TAXES COLLECTED:		**3,007,700.40**		**2,979,336.25**	**28,364.15**
CURRENT LEVY COLLECTION PERCENTAGE:		**37.404%**		**37.183%**	**100.000%**

Agenda Item Summary Sheet

Item No: **E-4**
Meeting Date: **October 7, 2020**

Item Title: Ratification of Resolution in support of J-1 and H-2B Visa Exchange Visitor Programs

Item Summary:

A resolution in support of the J-1 Visa Exchange Visitor Program was unanimously adopted by the Board of Commissioners at their September 2nd meeting. After that time it was modified to include the H-2B Visa Exchange Visitor Programs.

The attached resolution, indicating the Board's support and endorsement of the State Department's Summer Work Travel Program for both the J-1 and H-2B Visa Exchange Visitor Programs, is provided for adoption/ratification at the October 7th Board of Commissioners meeting.

The resolution was forwarded to the White House and federal Congressional delegates as well as to local government officials for consideration.

Number of Attachments: 1

Specific Action Requested:

Provided for Board adoption.

Submitted By: Administration Date: September 30, 2020

Finance Officer Comment:

Insufficient information to determine fiscal impact.

Signature: Amy Miller Date: September 30, 2020

Town Attorney Comment:

N/A

Signature: John Leidy Date: September 30, 2020

Town Manager Comment and/or Recommendation:

N/A

Signature: Greg Sparks Date: September 30, 2020

Resolution in Support of the J-1 and H-2B Visa Exchange Visitor Programs

WHEREAS the Town of Nags Head, its residents, local businesses, and tourists depend on and value the students who participate in the J-1 and H-2B Visa Exchange Visitor Programs - Summer Work Travel Programs to meet the demands of visiting tourists during the summer season; and

WHEREAS the Presidential Proclamation issued on June 22, 2020, suspended the Summer Work Travel Programs through December 31, 2020, with the possibility of extension; and

WHEREAS during the 2019 season there were approximately 400 Summer Work Travel participants employed within the Town of Nags Head, while during the 2020 season no more than 40 were employed within the Town; and

WHEREAS due to the suspension and loss of Summer Work Travel Program participants, Summer Work Travel Host Employers have needed to reduce services and operating hours, close off portions of their facilities, and turn away customers; and

WHEREAS Town of Nags Head Ocean Rescue, which has relied on Summer Work Travel Program participants in seasons' past, has also been impacted, having approximately 20 fewer lifeguards, resulting in the reduction of lifeguard stands from 15 to 10 and negatively impacting this critical service; and

WHEREAS a recent survey of Summer Work Travel Host Employers found the average employer laid off or furloughed 13 employees each, and lost on average $250,000 in revenues, because of the loss of Summer Work Travel participants; and

WHEREAS the Town of Nags Head is committed to ensuring American employees are protected during these difficult economic times, but that not nearly enough Americans are applying for the seasonal jobs offered in Nags Head, and certainly not enough to replace the lost Summer Work Travel Program participants; and

WHEREAS the Presidential Proclamation 10014 of June 22, 2020, as amended by the Presidential Proclamation of 22 June 2020 has a specific provision for periodically reviewing the suspension of programs like the Summer Work Travel program from the Proclamation's suspension, such as the 30 and 60 day reviews directed by the modifications to Section 4 of the Presidential Proclamation 10014; and

WHEREAS Section 3(b)(iv) the Presidential Proclamation of June 22, 2020 provides that the Secretaries of State and/or the Secretary of Homeland Security can determine which groups, like Summer Work Travel, can be exempted from the suspension because their entry would be in the national interest of the United States; and

WHEREAS Section 4(a)(i) of the Presidential Proclamation of June 22, 2020 further directs those Secretaries, along with the Secretary of Labor, to define categories like the Summer Work Travel program to be exempted per the procedures of Section 3(b)(iv) who can facilitate the immediate and continued economic recovery of the United States can determine which groups, like Summer Work Travel, can be exempted from the suspension because their entry would be in the national interest of the United States; and

NOW, THEREFORE, BE IT RESOLVED that the Town of Nags Head determines the immediate resumption of the Summer Work Travel Program is necessary to the immediate and continuing economic recovery of businesses within the Town of Nags Head, wholeheartedly endorses the State Department's Summer Work Travel program, and:

1. Petitions the White House and Trump Administration to issue a National Interest Exemption for Economic Recovery during the next 60-Day Review, concluding on September 22, 2020, as provided by Section 3(b)(iv) and 4(a)(i) of the Presidential Proclamation of June 22, 2020;

2. Asks the federal Congressional delegation for the Town of Nags Head to engage the White House in support of this National Interest Exemption;

3. Directs the Clerk of the Town to send a copy of this Resolution to the President and all federal Congressional Members representing Nags Head;

4. Encourages all Town residents to participate in events and initiatives that will raise the overall awareness of the need for the resumption of the Summer Work Travel Program and to engage their Congressional Representatives asking them to support this program as well; and

5. Supports the Outer Banks International Student Outreach Program (ISOP) and Summer Work Travel Program sponsors as they help our Town resume this program.

Adopted at the Town of Nags Head, North Carolina this 2nd day of September 2020.

As amended to include the H-2B Visa Exchange Visitor Program via Board consensus approval on this 8th day of September 2020.

Benjamin Cahoon, Mayor
Town of Nags Head

ATTEST:

Carolyn F. Morris, Town Clerk

Agenda Item Summary Sheet

Item No: **F-1**
Meeting Date: **October 7, 2020**

Item Title: Update from Planning Director

Item Summary:

Attached please find a monthly update from Planning Director Michael Zehner.

Number of Attachments: 1

Specific Action Requested:

Provided for Board information and update.

Submitted By: Planning and Development Date: September 29, 2020

Finance Officer Comment:

N/A

Signature: Amy Miller Date: September 29, 2020

Town Attorney Comment:

N/A

Signature: John Leidy Date: September 29, 2020

Town Manager Comment and/or Recommendation:

I will participate in the discussion as necessary.

Signature: Greg Sparks Date: September 29, 2020

MEMORANDUM
Town of Nags Head
Planning & Development Department

To: Board of Commissioners
Planning Board
From: Michael Zehner, Director of Planning & Development
Date: September 29, 2020
Subject: Planning and Development Director's Report (F-1)

This memo provides an overview of selected Planning and Development Department activities, projects, and initiatives. If requested, Staff will be prepared to discuss any of this information in detail at the Board of Commissioners meeting on October 7, 2020.

Monthly Activity Report

Attached for the Board's review is the *Planning and Development Monthly Report for August 2020*. In addition to permitting, inspections, code enforcement, and Todd D. Krafft Septic Health Initiative activities, Staff was involved in the following meetings or activities of note during the month:

- Wednesday, August 5 - Board of Commissioners Meeting
- Thursday, August 6 - Farmers' Market
- Thursday, August 13 - Farmers' Market
- Tuesday, August 18 - Planning Board Meeting
- Wednesday, August 19 - Arts & Culture Committee Meeting
- Thursday, August 20 - Farmers' Market
- Wednesday, August 26 - Conference Call with Rep. Murphy re: J-1 Visa Program
- Thursday, August 27 - Farmers' Market

Short-Term Rental Registration Update

As provided in last month's Director's Report, a total of 69 properties were registered as short-term rentals in 2019, and as of August 25, 2020, 32 of these properties were registered in 2020. As of September 29, 2020, 61 of these properties had been registered in 2020. Staff intends to reach out to the owners of the remaining 8 properties to confirm their status and seek registration, if necessary. Last month's Director's Report also indicated that as of August 25, 2020, 98 additional properties had been newly registered in 2020, for a total of 167 properties then currently registered as short-term rentals. As of September 29, 2020, 151 additional properties had been newly registered in 2020, for a total of 216 properties currently registered as short-term rentals.

As reported at the Board's January 2020 meeting, based upon information provided by the Dare County Tax Collector, Staff anticipated that approximately 600 units could be eligible for registration as short-term rentals under the Town's regulations. Through

administration of the regulations and communication with property owners, Staff has been able to determine that at least 16 properties presumed to require registration, are exempt or are otherwise not required to be registered. Therefore, it is estimated that 37% of eligible units have been registered; however, it should be expected that some portion of the remaining properties do not require registration. To this date, 46 properties have been registered as short-term rentals that were not previously identified as rentals on Dare County's records.

Staff had previously noted the intent to bring forward an amendment to the registration regulations to specifically exempt cottage court units managed by a single entity from being required to register as short-term rentals; Staff understands that it was not the intent to require these units to be registered, and has therefore not been requiring these units to be registered. However, based upon a recent court decision concerning the City of Wilmington's registration program, Staff has delayed this change at this time upon the recommendation of the Town Attorney.

Nonconforming Hotels and Fishing Piers - Legacy Establishments/Structures

As the Board is aware, recommendations from the Planning Board and Staff on a text amendment to address nonconforming hotels and fishing piers had been forwarded to the Board prior to the September 2, 2020 meeting to allow the Board to consider the scheduling of a public hearing. At the September 2 meeting, the Board voted to remove the item to schedule the public hearing from the agenda, to discuss the matter at a future meeting. Staff will await further direction from the Board as to a timeline for future consideration of this matter.

CAMA Land Use Plan Update

Staff received notice from DCM on September 28, 2020 that the Town's Comprehensive Plan was accepted as complete, allowing for State review to be initiated. The Plan has been routed to the various review agencies, and the submitted draft is available at the following link:

https://files.nc.gov/ncdeq/Coastal%20Management/documents/PDF/Land%20Use%20Plans/state-review-lups/NagsHeadCompPlanRecvd_092520edit.pdf

The Town will receive comments on the plan no later than Wednesday, December 9th.

Following approval of the Plan, the Board will need to consider final re-adoption of the Plan incorporating modifications required by DCM to satisfy completeness requirements

Planning Board - Pending Applications and Discussions

The September 15, 2020 Planning Board meeting included the Site Plan Review for the Islington Street Beach Access Improvements. Related to this, the Planning Board also discussed safety at the Town's various accesses, and plans to provide ADA-accessible accommodations at accesses. The Board also revisited their consideration of the text amendment to address nonconforming hotels and fishing piers, making a further suggestion that the option to seek a conditional use permit not be permitted for projects

involving the reconstruction of a nonconforming hotel following the voluntary demolition of a significant percentage of existing floor area.

It is important to note that the September 15 Planning Board meeting was broadcast live using the Zoom platform to accommodate remote viewing, as requested by the Outer Banks Association of Realtors. The Board and Staff intend to continue this practice and will look for ways to improve the broadcast of these meetings.

The Planning Board's next meeting is scheduled for Tuesday, October 20, 2020. At this time, the agenda is expected to include consideration of a conditional use permit application for the Dream Center property and the amendment of a previously issued conditional use permit for The Soundside Event Site to include properties recently acquired by the Dare County Tourism Board.

Additional Updates

- **2020 Census** - As previously indicated, the number/percentage of vacant vacation/rental homes in Town would skew the response rate recognized by the Census, as the rate is not adjusted at this time to account for those homes. Dare County has begun releasing the information on the rate depicting more accurate response rates based upon the number of occupied homes in the various communities. Based upon this methodology, the Town's response rate as of September 21, 2020 has been determined to be 90.49%, up from 87.39% on August 17, and up from 85.46% on July 20, 2020.

  As the Board may be aware, the collection of Census responses was scheduled to cease on September 30, 2020; however, a recent court order directed an extension until October 31.

- **Town Workforce Housing Study & Plan** - Phase 1 Report presented to the Board of Commissioners at the February 5, 2020 meeting. Further action on this project is on hold pending direction from the Board of Commissioners; however, it is important to note that funds associated with this project were liquidated due to budgetary constraints associated with the Covid-19 Pandemic.

  Given discussion at the Board's recent retreat, Staff anticipates reinitiating this project with the Board in the coming months.

- **Skate Park Renovation - Phase 1** - As previously reported, Staff finalized submission of an application for the National Endowment for the Arts Our Town Grant on August 18, 2020, seeking funds to design and develop plans for a future renovation of the Skate Park. With support from the Board, Staff is also preparing to submit for a grant from the Tourism Board.

- **UDO Reference Manual & Permitting Workflow** - Staff continues to develop Reference Manual materials, including identifying and refining workflows, to be brought to the Board of Commissioners for approval at a later date.

- **Art Masts** - As previously noted, the Art Mast project, coordinated with the Arts & Culture Committee, has resulted in four completed art panels. The Arts & Culture Committee continues to discuss the locations for the new Art Masts, and is considering installations beginning at Bonnet Street and ending in the Gallery Row District. Staff is awaiting a proposal from a sign company to identify the best way to install the masts.

- **Decentralized Wastewater Master Plan** - As noted above, an RFQ seeking proposals from consultants was released on August 14, 2020, with responses due September 30, 2020. As of September 29, a total of 3 responses were expected.

  A Staff team will be reviewing the responses over the coming weeks to select a consultant for the project. Additionally, Staff will be soliciting volunteers for a project steering committee, and will bring those that express an interest to the Board for consideration at the November 2020 meeting.

- **Dowdy Park Farmer's Market** - As the Board is aware, the Farmers' Market was extended through September, with the final market being held on September 24, 2020.

- **Permitting/Online Permitting** - Staff had previously contacted representatives of the Outer Banks Home Builders Association to coordinate a schedule for a workshop/forum for the building community. However, given current circumstances, this effort has been placed on hold. Staff is considering developing a series of videos in the interim.

  As previously noted, in the spring Staff had begun fairly regular email updates to contractors and related design professionals on matters related to permitting and zoning. Similar updates in the future are expected to be made on a more regular schedule using the News Flash feature on the Town's website; this was announced in an email on September 11, 2020, encouraging recipients to subscribe to the Department's News Flash.

  As previously reported, as of May 8, 2020, online permitting has been activated for all residential and commercial building and trade permit types. As noted in the FY19-20 3rd and 4th Quarter Permitting Report, Staff will continue to work to make improvements to the platform, publicize the availability of the resource, refine documents providing guidance to the Town's customers, and develop protocols for records management in support of the platform.

- **Grants and Assistance**

  - Staff had submitted a request under the Hazard Mitigation Grant Program (Tropical Storm Michael) to update the Town's Emergency Operations Plan. Staff learned that funding under that event was no longer being considered, but that the request was being considered under funding decisions related to Hurricane Dorian.

- Staff submitted a Letter of Interest ("LOI") under the Hazard Mitigation Grant Program related to Hurricane Dorian for the acquisition of property, and assisted Fire Chief Wells in the submission of an LOI for replacement of a generator; we have been notified that the generator request has been selected for further consideration, and have also learned that the request for funds for property acquisition also continues to be considered.

- A final application for a National Fish and Wildlife Foundation - National Coastal Resilience Fund grant to develop an Estuarine Shoreline Management Plan was submitted in July 2020. Additionally, an application was submitted for the 2020 North Carolina Attorney General Environmental Enhancement Grant for the same project. Staff had hoped to learn the status of these applications by the end of September, and is now looking for an update in the next few weeks.

- As noted, Staff submitted a final application for the National Endowment for the Arts Our Town Grant on August 18, 2020 seeking funds to prepare designs for the renovation of the Town's Skate Park.

- **Academic/NGO Projects**

  As the boards are likely aware, the Outer Banks and Town are the subject of numerous academic and general research projects. We felt it important to provide an overview of the active projects involving the Town in some degree, as follows:

  - 2020 OBX Field School and UNC-CSI Capstone Project

    The OBX Field School, along with the UNC-CSI Capstone Project, are coordinated through the Coastal Studies Institute. Kicking off the Fall 2020 Semester, Department Staff along with Town Engineer David Ryan were invited to join the UNC Field School on their Water Tour on August 12, 2020. Mr. Ryan and Holly White provided students with an overview of the Town's Comprehensive Plan and challenges related to groundwater, septic health management, stormwater, and water quality. The students concluded their time with Town Staff with a trip to the groundwater lowering wells near the Barnes Street Park.

    In conjunction with the Field School, the Planning Department will virtually host an intern this semester. Brianna "Bri" Thompson is a junior at UNC double majoring in Environmental Studies and Public Policy. She also has an interest in art and design that will assist her in her project with the Town. Bri will work on developing social media messaging and general outreach materials for the stormwater, septic health, and floodplain management programs.

    As part of the UNC-CSI Capstone Project, students will perform water sampling at several locations in Nags Head throughout the semester to monitor bacteria and optical brighteners. Their work last year suggested that the groundwater lowering systems, managed by the Town, are having

an added benefit to improved water quality; additional research will be conducted to investigate this further. Lastly, students will develop and conduct a survey to resident and non-residential property owners to assess their knowledge and awareness, attitudes/risk perceptions, and behaviors/practices regarding septic systems. Previous work, and this semester's work, will benefit the forthcoming update of the Town's Decentralized Wastewater Management Plan.

- C-CoAST - The Collaboratory for Coastal Adaptation over Space and Time (C-CoAST)

  A Research Coordination Network (RCN) funded by the National Science Foundation (NSF) to address grand challenges in coastal resilience. Developed coastal environments are shaped by interactions between human activities and natural processes. Mitigation and recovery strategies that promote adaptation at the time scale of storm events can be counterproductive over longer timescales. A series of collaborative activities will integrate coastal researcher, stakeholder, and practitioner expertise, building capacity for a comprehensive understanding of the human-natural coastal system. This will enable the potential for steering away from future outcomes that communities may want to avoid, and toward outcomes they deem more desirable.

  This network is working to develop a hub which will ultimately provide funding for project implementation for both researchers and practitioners. Dare County was identified as a pilot community in which virtual listening session and a community meeting will be held. Staff's role is limited to providing feedback as a sounding board for ideas and connection to local stakeholder groups.

- ECU Groundwater Study

  This project was initiated in 2019, intended to measure and identify changes in groundwater levels within the Town and the causes. There is to be a related focus on impacts to onsite wastewater. The lead researcher is currently out of the country working on a separate research assignment.

- Wastewater Infrastructure Tipping Points: Prioritizing Implementation of Climate Adaptation Plans in Decentralized Systems

  This project is being led by North Carolina Sea Grant and faculty from ECU. The project is researching the relationship between climate change/adaptation, groundwater, and onsite decentralized wastewater systems.

- Climate Change Adaptation in a Coupled Geomorphic-Economic Coastal System

This project is being led by UNC-Wilmington, UNC, Duke, and Ohio State. There have been no recent updates.

- Focused CoPe: Supporting Environmental Justice in Connected Coastal Communities through a Regional Approach to Collaborative Community Science

  Spearheaded by ECU and the Coastal Studies Institute, the Town recently submitted an "intent to collaborate" letter in support of the project. The project will focus on regional climate adaptation impacts to equity and environmental justice, and will likely result in the Town being provided with two interns during the course of the project. The project is contingent on the successful awarding of a grant.

Upcoming Meetings and Other Dates

- Tuesday, October 6 - Technical Review Committee Meeting
- Wednesday, October 7 - Board of Commissioners Meeting
- Thursday, October 8 - Board of Adjustment Meeting
- Tuesday, October 13 - Permitting/Inspections/Code Enforcement Team Staff meeting
- Tuesday, October 14 - Planning & Zoning Team Staff Meeting
- Wednesday, October 14 - Arts & Culture Committee Meeting
- Tuesday, October 20 - Planning Board Meeting

TOWN OF NAGS HEAD PLANNING AND DEVELOPMENT
MONTHLY REPORT
AUGUST 2020

DATE SUBMITTED: September 7, 2020

	Aug-20	Aug-19	Jul-20	2020-2021 FISCAL YTD	2019-2020 FISCAL YTD	FISCAL YEAR INCREASE/ DECREASE
BUILDING PERMITS ISSUED - RESIDENTIAL						
New Single Family	1	1	2	3	2	1
New Single Family, 3000 sf or >	1	1	0	1	2	(1)
Duplex - New	0	0	0	0	0	0
Sub Total - New Residential	2	2	2	4	4	0
Miscellaneous (Total)	14	22	21	35	38	(3)
Accessory Structure	*2*	*3*	*3*	5	*6*	(1)
Addition	*1*	*1*	*3*	4	*1*	3
Demolition	*0*	*0*	*0*	0	*0*	0
Move	*0*	*0*	*0*	0	*0*	0
Remodel	*4*	*8*	*5*	9	*11*	(2)
Repair	*7*	*10*	*10*	17	*20*	(3)
Total Residential	**16**	**24**	**23**	**39**	**42**	(3)
BUILDING PERMITS ISSUED - COMMERCIAL						
Multi-Family - New	0	0	0	0	0	0
Motel/Hotel - New	0	0	0	0	0	0
Business/Govt/Other - New	0	0	0	0	0	0
Subtotal - New Commercial	0	0	0	0	0	0
Miscellaneous (Total)	4	3	9	13	8	5
Accessory Structure	*0*	*1*	*6*	6	*4*	2
Addition	*0*	*0*	*0*	0	*0*	0
Demolition	*0*	*0*	*1*	1	*1*	0
Move	*0*	*0*	*0*	0	*0*	0
Remodel	*2*	*1*	*0*	2	*2*	0
Repair	*2*	*1*	*2*	4	*1*	3
Total Commercial	**4**	**3**	**9**	**13**	**8**	5
Grand Total	**20**	**27**	**32**	**52**	**50**	2
SUB-CONTRACTOR PERMITS						
Electrical	26	43	28	54	92	(38)
Gas	1	2	3	4	4	0
Mechanical	28	38	43	71	81	(10)
Plumbing	6	5	6	12	14	(2)
Sprinkler	0	0	0	0	0	0
VALUE						
New Single Family	$180,000	$150,000	$686,336	$866,336	$325,000	$541,336
New Single Family, 3000 sf or >	$430,000	$750,000	$0	$430,000	$1,450,000	($1,020,000)
Duplex - New	$0	$0	$0	$0	$0	$0
Misc (Total Residential)	$305,111	$410,386	$617,281	$922,392	$765,955	$156,437
Sub Total Residential	**$915,111**	**$1,310,386**	**$1,303,617**	**$2,218,728**	**$2,540,955**	($322,227)
Multi-Family - New	$0	$0	$0	$0	$0	$0
Motel/Hotel - New	$0	$0	$0	$0	$0	$0
Business/Govt/Other - New	$0	$0	$0	$0	$0	$0
Misc (Total Commercial)	$140,000	$77,450	$111,700	$251,700	$140,325	$111,375
Sub Total Commercial	**$140,000**	**$77,450**	**$111,700**	**$251,700**	**$140,325**	$111,375
Grand Total	**$1,055,111**	**$1,387,836**	**$1,415,317**	**$2,470,428**	**$2,681,280**	**($210,852)**

TOWN OF NAGS HEAD PLANNING AND DEVELOPMENT
MONTHLY REPORT
AUGUST 2020

DATE SUBMITTED: September 7, 2020

	Aug-20	Aug-19	Jul-20	2020-2021 FISCAL YTD	2019-2020 FISCAL YTD	FISCAL YEAR INCREASE/ DECREASE
ZONING						
Zoning Permits	16	26	26	42	47	(5)
CAMA						
CAMA LPO Permits	1	0	2	3	3	0
CAMA LPO Exemptions	0	4	5	5	9	0
Sand Relocations	0	N/A	0	0	N/A	N/A
CODE COMPLIANCE						
CCO Inspections	82	145	82	164	302	(138)
Cases Investigated	48	68	51	99	146	(47)
Warnings	10	5	11	21	15	6
NOVs Issued	39	63	40	79	131	(52)
Civil Citations (#)	0	0	0	0	0	0
Civil Citations ($)	$0	$0	$0	$0	$0	$0
SEPTIC HEALTH						
Tanks inspected	27	0	0	27	64	(37)
Tanks pumped	15	0	4	19	5	14
Water quality sites tested	69	0	0	69	46	23
Personnel Hours in Training/School	9	0	15	24	0	24

Michael D. Zehner, Director of Planning & Development

Agenda Item Summary Sheet

Item No: **F-2**
Meeting Date: **October 7, 2020**

Item Title: Consideration of a Site Plan for improvements to the Islington Street Beach Access

Item Summary:
Consideration of numerous site improvements to the Islington Street Beach Access, including an asphalt drive aisle with turfstone parking stalls, stormwater management measures, above-grade decking with showers, and wooden walkway to connect to the existing walkway and stairs to the beach.

Staff Recommendation/Planning Board Recommendation
Staff finds that the proposal is consistent with the applicable use and development standards, as well as relevant land use policies. Staff recommends approval of the site plan as presented.

At their September 15, 2020 meeting the Planning Board voted unanimously to recommend approval of the Site Plan as presented.

Number of Attachments: 2

Specific Action Requested:

Consideration of Site Plan.

Submitted By: Planning and Development Date: September 30, 2020

Finance Officer Comment:

Insufficient information to determine precise fiscal impact.

Signature: Amy Miller Date: September 30, 2020

Town Attorney Comment:

I will participate in the discussion as necessary.

Signature: John Leidy Date: September 30, 2020

Town Manager Comment and/or Recommendation:

I will participate in the discussion as necessary.

Signature: Greg Sparks Date: September 30, 2020

MEMORANDUM
Town of Nags Head
Planning & Development Department

To: Board of Commissioners

From: Kelly Wyatt, Deputy Planning Director

Michael Zehner, Director of Planning and Development

Date: September 30, 2020

Subject: Islington Street Beach Access Site Plan

GENERAL INFORMATION

Applicant: Town of Nags Head.

Application Request: Site Plan Review.

Purpose: Consideration of improvements to the Islington Street Beach Access to include an asphalt drive aisle with turfstone parking stalls, stormwater management measures, above-grade decking with showers, and wooden walkway to connect to the existing walkway and stairs to the beach. These improvements are partially funded through a grant from the North Carolina Division of Coastal Management.

Property Location: 0 E. Islington Street.

Existing Land Use: Vacant, unimproved pedestrian path with portion of wooden walkway.

Zoning Classification of Property: R-2, Medium Density Residential Zoning District.

Zoning Classification of Surrounding Properties: All properties surrounding this site are zoned R-2, Medium Density Residential and are developed residentially.

Flood Hazard Zone of Property: NFIP FIRM Maps indicate that three flood zones span this property: Shaded X, AO and per the Town of Nags Head local RFPE, the VE 12. There are no enclosed structures requiring elevation within the proposed scope of work.

Land Use Plan Map/Policies: The 2017 Comprehensive Plan Future Land Use Map classifies this property as Residential and is located within the South Nags Head Character Area Development Plan. Below is the description of the Residential classification and pertinent excerpts from the Character Area:

The Residential designation is intended to accommodate low-density, single family residential.

Section 2.7.2A Appropriate Land Uses states, "Appropriate land uses in South Nags Head are predominately single-family residential development. Certain institutional and municipal areas are also appropriate under the right conditions such as the Nags Head Fire Station and municipal beach access facilities".

Staff finds this proposal to be consistent with the Residential Land Use Classification.

SPECIFIC INFORMATION

Applicable Zoning Regulations:

- Use Regulations: Pursuant to Section 6.6 of the Unified Development Ordinance, Table of Permitted Uses and Activities, "Public Beach/Sound Access/Bathhouse" is a permitted use within the R-2, Medium Density Residential Zoning District.

- Lot Coverage: Total allowable lot coverage for this site is 33%. Proposed lot coverage is 32.9%, therefore, lot coverage is compliant.

- Height: The scope of work involves construction of parking facilities, above-grade decking with shower facilities, and elevated wooden walkways with stairs to the beach. There are no proposed structures subject to maximum height regulations.

- Architecture Design Standards: No architectural design standards apply to this proposed scope of work.

- Parking: There is no minimum parking requirement for this use; however, 11 parking spaces have been proposed, including 2 handicap accessible parking spaces.

  Additionally, Section 10.92.14.4 requires a minimum of 20% of the surface area of the parking area and drive aisles to be constructed using permeable surface materials. An excess of 20% has been provided and is therefore compliant.

- Buffering/Landscaping: A compliant five-foot-wide Buffer Yard C has been provided along the perimeter of the northern and southern property boundaries adjacent to residential uses. In addition to maintaining the existing and mature black pines, numerous native ornamental grasses and flowering plants will be installed.

- Lighting: One light fixture has proposed at the eastern extent of the parking area. A light audit will be conducted to ensure that light intensity does not exceed medium level activity illumination standards.

- Signage: This access will be signed in compliance with Town and CAMA standards as with all other public beach access.

Water and Sewage Disposal: No facilities requiring water and sewage disposal are being proposed.

Stormwater Management: Adequate stormwater management measures have been designed by the Town Engineer.

Traffic Circulation: Compliant traffic circulation has been designed by the Town Engineer.

Fire: The Project will be required to comply with all applicable NC Fire Prevention Code requirements as part of building permit application review and issuance. The Fire Department has reviewed and approved the proposed site plan as presented.

Public Works: Public Works has reviewed and approved the proposed site plan as presented.

CAMA: A CAMA Minor Permit is required for this proposed use and must be issued prior to zoning or building permit issuance.

ANALYSIS & STAFF RECOMMENDATION

Staff finds that the proposal is consistent with the applicable use and development standards, as well as relevant land use policies. Staff recommends approval of the site plan as presented.

PLANNING BOARD RECOMMENDATION

At their September 15, 2020 meeting the Planning Board voted unanimously to recommend approval of the Site Plan as presented.

Attachments: *Application and Plan Set.*

TOTAL PROPOSED SQUARE FOOTAGE _____ x .50 = $_____ +

(Optional) VESTED RIGHT ☐ ($200.00)

= TOTAL FEE DUE _____

TOWN OF NAGS HEAD

DATE RECEIVED _____

SITE PLAN REVIEW APPLICATION & CHECKLIST

1. **LOCATION AND ZONING INFORMATION**
   A. PROJECT TITLE Islington Street Beach Access Improvements
   B. STREET ADDRESS 0 E. Islington Street
   C. SUBDIVISION _____
   LOT(S) _____ BLOCK _____ SECTION _____
   D. PRESENT ZONING R-2, Medium Density Residential
   E. PRESENT USE Vacant, Pedestrian walkway
   F. EXISTING NONCONFORMITIES None
   G. ABUTTING PROPERTY ZONING R-2, Medium Density Residential
   H. ABUTTING PROPERTY USE Residential

2. **CERTIFICATION AND STANDING**
   A. As applicant of standing of the above named project, I certify that the information on this checklist and the site plan is complete and accurate.

   OWNER ☑ AGENT ☐ CONTRACT PURCHASER ☐

   B. APPLICANT/DEVELOPER: NAME Town of Nags Head
   ADDRESS P.O. Box 99
   Nags Head, NC 27959
   TELEPHONE 252-441-5508
   C. CONTACT PERSON: NAME David Ryan, P.E.
   ADDRESS P.O. Box 99
   Nags Head, NC 27959
   TELEPHONE 252-441-5508

3. **ADJACENT OWNERSHIP INFORMATION (TO BE SHOWN ON SITE PLAN)**
   NAME/ADDRESS (N) Michael Callis; 1206 Wellstone Cir, Apex, NC 27502
   NAME/ADDRESS (S) Roger Baker; P.O. Box 90232 Raleigh, NC 27675
   NAME/ADDRESS (E) Atlantic Ocean
   NAME/ADDRESS (W) _____
   (If additional space is needed, please attach separate sheets.)

4. **SITE PLAN AND SITE PLAN ATTACHMENT DATA**

A. Site plan preparer David Ryan P.E Phone # 252-441-5508

NC Registered ☑ Engineer ☐ Architect ☐ Surveyor. License # _____

B. The design for the attached Stormwater Management Plan includes:

☐ 1.5", 2-hour rainfall: retained on-site.

☐ 4.3", 2-hour rainfall: no important access or health-related impacts.

☐ 5.0", 2-hour rainfall: no unapproved impacts.

Drainage calculations have been prepared ☐ YES ☐ NO ATTACHED ☐ YES ☐ NO

Note: Stormwater Managment Plan MUST be approved by the Town Engineer prior to Planning Board review for all listed permitted uses in the zoning ordinance.

C. Sewage disposal approval is being submitted in the form of: n/a

☐ Attached tentative approval letter dated _____

☐ Attached final permit dated _____

☐ State ☐ County

D. Project involves condominium ownership. n/a

☐ NO ☐ YES, Three copies of condominium documents attached.

E. Amount of land-disturbing activity proposed _____ square feet.

A Soil Erosion and Sedimentation Control Plan has been prepared.

☐ NO ☐ YES; (1) Copy attached,
(2) Copy submitted to Dare County Soil Conservation Service, Manteo NC 27954.

F. Coastal Area Management Act (CAMA) permit. ☑ YES ☐ NO

5. **INFORMATION TO BE SHOWN ON SITE PLAN**

Twelve (12) copies for Planning Board review

A. **Property and ownership**	YES	COMMENTS
1. Present recorded owner and map book/cabinet reference of the site property.		
2. Current PIN Number.		
3. Current site address.		
4. Owners' names, lot numbers or map book and page reference of all adjacent property owners.		
5. Boundary of the entire parcel by course and distance.		
6. Widths of the existing rights-of-way that abut the site.		
7. Nature or purpose, location and size of existing easements.		
8. At all lot corners, points of tangents and any angle point along a given course of the site, iron pins minimum 3/8-inch diameter or 4x4-inch concrete monuments.		
9. Plan to at least 1"=50' scale, showing north arrow and whether true or magnetic.		
10. Signature and seal of preparer.		
B. **Existing features**		
1. Streets, curbs, and sidewalks with type and width of pavement.		
2. Topographic features of site and existing grades for any streets, storm drainage system including existing grades at four corners of all structures.		
	YES	**COMMENT**

3. Flood zone(s) as determined by latest FEMA Flood Insurance Rate Map, with notation, "flood zone subject to change by FEMA."		
4. All underground utilities and facilities including gasoline tanks and existing septic facilities (including tanks and fields).		
5. The location of any marsh areas, estuarine waters, or US Army Corps of Engineers 404 wetlands protection within or abutting the lot.		
6. If the lot is within an ocean hazard Area of Environmental Concern, the location of the first line of stable natural vegetation, the CAMA setback line, and contour lines at 2-foot intervals depicting any dunes located within an oceanfront AEC that are to be disturbed by construction.		
7. If the lot is within the small surface water supply watershed AEC (within 1,200 feet from the Fresh Water Pond), the distance between the pond and proposed septic or sewage treatment system.		
8. Percentage of site to be undisturbed and included in calculation for compliance with vegetation preservation ordinance Section 48-371.		
C. **Site improvements** in accordance with regulations of state of North Carolina, Dare County, and Town of Nags Head		
1. Proposed building type (e.g., concrete or frame), number of floors and dimensions.		
2. Proposed building elevations for all sides of building labeled in accordance with proposed architectural design criteria of Section 48-370.		
3. Total height and number of stories of proposed structure(s). If increased height is being proposed in conjunction with increased setbacks, show increase allowed in tabular form on plan. Note definition of height in Section 48-7 of Town Code of Ordinances.		
4. Existing and proposed ground elevations at the corners of proposed structure(s).		
5. Sanitary sewer facilities with connection to sewer system or septic tank.		
6. Approximate locations of proposed underground utilities and any necessary easements.		
7. Screened dumpster pad(s) accessible to left-side loaders and sized in accordance with the Town Code of Ordinances.		
8. Proposed fire hydrants and extensions of water distribution lines in accordance with size and density requirements found in Section 48-363 of the Town Code of Ordinances.		
9. Location and height of proposed free-standing signs. See requirements of Chapter 48 Article VIII of the Town Code of Ordinances.		
10. Location of all sidewalks, curbs, drives, and parking within the site and proposed finished elevations.		
11. Handicapped parking spaces, walks, ramps, and entrances shown in accordance with the NC State Building Code. Include a Handicapped sign detail.		
12. The Vegetative Buffer Yard areas have been identified and the proper buffer yard provision(s) have been identified (i.e. Buffer Yard A, B,C,D,E as outlined in Chapter 48 Article XIII of the Town of Nags Head Code of Ordinances).		
13. Layout of numbered stalls/loading zones in accordance with Chapter 48 Article V of the Town Code of Ordinances.		

Commercial ☑	Parking Spaces Required	Parking Spaces Shown	Loading Spaces
Residential ☐			

_____ STORIES BUILDING SQUARE FOOTAGE: PRINCIPAL _____ ACCESSORY _____ TOTAL _____	n/a	11 (2 ADA)	0
# EMPLOYEES n/a			
# DWELLING/LODGING UNITS n/a			

D. **EXPLANATORY NOTES**

1. Vicinity map.
2. Total square feet of land area to undergo land-disturbing activity.
3. The total required parking spaces versus the total parking spaces provided. Parking spaces to be numbered.
4. Cross-sectional details of all streets, roads, ditches, and parking lot improvements.
5. The number of dwelling/commercial units. If more than one use is proposed (e.g., large hotel with shops, etc.), show breakdown of units or square footage by building.
6. If additional height above 35 feet is being proposed, the additional height and increased setbacks shall be laid out in tabular form.
7. Total site coverage calculations. (Refer to Zoning Ordinance to calculate lot coverage for lots abutting ocean or sound.)
8. Components of the lighting plan (pole location, pole height, type of fixture, wattage, source of illumination, etc.). See Chapter 48 Article IX of the Town Code of Ordinances.
9. A completed architectural points worksheet for commercial structures subject to residential design criteria.

6. **PLAN AND ATTACHMENT PREPARER CERTIFICATION**

A. I certify that all information for which I am responsible is complete and accurate.

_____ DATE

_____ SIGNATURE OF ENGINEER ☐ ARCHITECT ☐ SURVEYOR ☐

B. The following individuals have contributed information or attachments to the plan:

Name	Phone #	Information provided

Please be advised that as the owner, or agent for the owner, you have the opportunity to apply for and receive a Site Specific Development Plan that will establish a Vested Right for this project for a period of time not to exceed two (2) years from the date the Board of Commissioners approves the plan. You must secure a building permit for this project within two (2) years of the approval date or your Site Specific Development Plan will expire. If you elect not to apply for a Site Specific Development Plan, you must secure a building permit within six (6) months or else your site plan will expire.

If you choose the Site Specific Development Plan option, please keep in mind the following concerns:

1. Although your project may be classified as a permitted use, by requesting a Site Specific Development Plan your project will be processed as a Conditional Use for which a public hearing will be held, and an additional fee of $200.00 will be charged to process your application.
2. Once your Site Specific Development Plan has been approved with vested rights status no modifications can be made to the plan.

If you wish to take advantage of the Vested Right process please check off the Vested Right box on page one. If you do not then leave the box blank.

TOWN OF NAGS HEAD, NORTH CAROLINA

ISLINGTON ST. BEACH ACCESS IMPROVEMENTS

EROSION PREVENTION AND SEDIMENT CONTROL NOTES

THE APPROVED SEDIMENT AND EROSION CONTROL (SECP) PLAN SHALL BE IMPLEMENTED PRIOR TO ANY LAND-DISTRURBING ACTIVITY ON THE CONSTRUCTION SITE. ANY MODIFICATIONS TO THE APPROVED SECP PLAN MUST BE REVIEWED AND APPROVED BY A NCDEQ DEMLR REPRESENTATIVE. SEDIMENT & EROSION CONTROL MEASURES SHALL BE INSTALLED PER THE APPROVED PLAN AND THOSE SET FORTH IN THE NORTH CAROLINA EROSION AND SEDIMENT CONTROL PLANNING AND DESIGN MANUAL.

ACTIONS MUST BE TAKEN TO MINIMIZE THE TRACKING OF MUD AND SOIL FROM CONSTRUCTION AREAS ONTO PUBLIC ROADWAYS. SOIL TRACKED ONTO THE ROADWAY SHALL BE REMOVED DAILY.

SOIL STOCKPILES SHALL BE LOCATED AWAY FROM THE STREAMS, PONDS, SWALES, AND CATCH BASINS. STOCKPILES SHALL BE SEEDED, MULCHED, AND ADEQUATELY CONTAINED THROUGH THE USE OF SILT FENCE.

SEDIMENT-LADEN GROUNDWATER ENCOUNTERED DURING TRENCHING, BORING OR OTHER ACTIVITIES SHALL BE PUMPED TO A SEDIMENT TRAPPING DEVICE PRIOR TO BEING DISCHARGED INTO A STREAM, POND, SWALE, OR CATCH BASIN.

WHERE CONSTRUCTION OR LAND DISTURBING ACTIVITY WILL OR HAS TEMPORARILY CEASED ON ANY PORTION OF A SITE, TEMPORARY SITE STABILIZATION MEASURES SHALL BE REQUIRED AS SOON AS PRACTICAL, BUT NO LATER THAN 14 CALENDAR DAYS AFTER THE ACTIVITY HAS CEASED. PROVIDE A GROUNDCOVER (TEMPORARY OR PERMANENT) ON EXPOSED SLOPES WITHIN 14 CALENDAR DAYS, FOLLOWING COMPLETION OF ANY PHASE OF GRADING; AND, A PERMANENT GROUNDCOVER FOR ALL DISTURBED AREAS WITHIN 15 WORKING DAYS OR 90 CALENDER DAYS (WHICHEVER IS SHORTER) FOLLOWING COMPLETION OF CONSTRUCTION OR DEVELOPMENT.

BENCHMARK

NOTE: ALL ELEVATIONS ARE BASED ON NAVD 1988 DATUM AND WERE DERIVED FROM FIELD SURVEY DATA ACQUIRED BY COASTAL ENGINEERING & SURVEYING, DATED 1-8-20. EACH TEMPORARY BENCH MARK SET IS COMPRISED OF A SS NAIL & WASHER EMBEDDED IN THE EXISTING PAVEMENT.

PK NAIL - "ISLINGTON ST. STREET INTERSECTION" ELEV. 4.42'

UTILITY NOTE

ALL UTILITIES ON THESE PLANS ARE APPROXIMATE. INDIVIDUAL SERVICE LINES ARE NOT SHOWN. THE CONTRACTOR OR SUBCONTRACTOR SHALL NOTIFY THE UTILITY PROTECTION CENTER NORTH CAROLINA 811 (TOLL FREE PHONE NO. 1-800-623-4949) FORTY-EIGHT (48) HOURS IN ADVANCE OF ANY CONSTRUCTION ON THIS PROJECT. THIS NUMBER WAS ESTABLISHED TO PROVIDE ACCURATE LOCATIONS OF EXISTING BELOW GROUND UTILITIES (I.E. CABLES, ELECTRIC WIRES, GAS & WATER LINES). WHEN CONTACTING THE NORTH CAROLINA811 CALL CENTER, PLEASE STATE THE WORK TO BE DONE IS FOR A PROPOSED MSD SEWER OR DRAINAGE FACILITY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR BECOMING FAMILIAR WITH ALL UTILITY REQUIREMENTS SET FORTH ON THE PLANS AND IN THE TECHNICAL SPECIFICATIONS & SPECIAL PROVISIONS.

North Carolina
One-Call Center Inc.

811

Know what's below
Call before you dig.

GENERAL NOTES

THE INFORMATION DESCRIBED HEREON IS BELIEVED TO BE ACCURATE, COMPLETE, AND CURRENT. THE TOWN OF NAGS HEAD MAKES NO WARRANTY AS TO THE ACCURACY, COMPLETENESS OR CURRENCY OF THE CONTENT. IT IS THE CONTRACTORS RESPONSIBILITY TO VERIFY THIS INFORMATION PRIOR TO RELYING ON IT. THE CONTENT OF THESE DOCUMENTS MAY INCLUDE TECHNICAL INACCURACIES OR TYPOGRAPHICAL ERRORS. IF SUCH CONDITIONS EXIST, THE CONTRACTOR SHALL CONSULT WITH THE ENGINEER PRIOR TO PROCEEDING WITH THE SCHEDULED WORK UNTIL AUTHORIZATION TO PROCEED HAS BEEN GRANTED.

ALL WORK SHALL CONFORM TO NCDOT & TOWN OF NAGS HEAD STANDARD SPECIFICATIONS.

PROJECT LOCATION MAP

INDEX OF DRAWINGS

SHEET NO.	DESCRIPTION
C1	COVER
C2	EXISTING FEATURES PLAN/ DEMOLITION PLAN
C3	SITE DEVELOPMENT PLAN
C4	LANDSCAPING PLAN
C5	CONSTRUCTION & SEDIMENTATION & EROSION CONTROL DETAILS

GENERAL NOTES

1. DEVELOPER: TOWN OF NAGS HEAD
   P.O. BOX 99
   NAGS HEAD, NC 27959
2. OWNER: NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
   1929 ROAD STREET
   ELIZABETH CITY, NC 27939
3. TOTAL DISTURBED AREA: 9,000 SF = 0.21± AC.
4. NO A.C.O.E. JURISDICTIONAL 404 WETLANDS ARE KNOWN TO EXIST WITHIN THE LIMITS OF THE SCHEDULED WORK.
6. PRIOR TO ANY LAND DISTURBING ACTIVITIES COMMENCING, A SEDIMENT & EROSION CONTROL PERMIT SHALL BE SECURED THROUGH THE NCDENR DIVISION OF LAND RESOURCES, LAND QUALITY SECTION.
7. EXISTING VEGETATION SHALL BE PRESERVED TO THE MAXIMUM EXTENT PRACTICABLE.
8. AN NCDOT RIGHT-OF-WAY ENCROACHMENT AGREEMENT & DRIVEWAY PERMIT SHALL BE SECURED PRIOR TO PERFORMING ANY CONSTRUCTION WITHIN THE STATE RIGHT-OF-WAY.

LEGEND

SURFACE FEATURES:

EXISTING	DESCRIPTION
	BUILDING LINE (EXISTING)
	DITCH CENTERLINE (EXIST.)
	CURB/PAVEMENT/SIDEWALK (EX)
	FENCE (EXISTING)
	VEGETATION/TREELINE
	RETAINING WALL (EXISTING)

SURVEY:

	CENTERLINE (EXISTING)
	CONTOUR (DEPRESSION)
	CONTOUR (INDEX) (EXIST.)
	EASEMENT
	PROPERTY LINE (EXISTING)
	RIGHT-OF-WAY (CURRENT)
	BOUNDARY LINE
	EDGE OF PAVEMENT (EXISTING)

UTILITIES (EXISTING):

FO	FIBER OPTIC (BURIED)
CTV	CABLE TELEVISION (BURIED)
FM	FORCE MAIN
GAS	GAS
OHE	POWER (AERIAL)
UGE	POWER (BURIED)
SS	SANITARY SEWER
12"CMP	STORM DRAINAGE
T	TELEPHONE (BURIED)
OHT	TELEPHONE (AERIAL)
W	WATER

CONSTRUCT	DESCRIPTION
	DITCH CENTERLINE
	CURB(PROP)
	CURB/PAVEMENT/SIDEWALK
SF SF	SILT FENCE/CONST. LIMITS
* * *	CONTOUR (INDEX)
	GUARDRAIL

GAS/POWER/TELEPHONE

SYMBOL EXIST.	SYMBOL CONSTRUCT	DESCRIPTION
		PAD MOUNTED TRANSFORMER
		POWER VAULT
		UTILITY POLE
		POWER POLE
		UTILITY POLE ANCHOR
		LIGHT POLE
		TELEPHONE PEDESTAL
		TELEPHONE VAULT

SURVEY

SYMBOL EXIST.	SYMBOL CONSTRUCT	DESCRIPTION
		BENCH MARK
		BLOCK CORNER
		IRON PIPE
		EX. IRON REBAR
		CONCRETE MONUMENT
		MONUMENT (IN CASE)
		SPOT ELEVATION

DRAINAGE

SYMBOL EXIST.	SYMBOL CONSTRUCT	DESCRIPTION
		STORM DRAIN CATCH BASIN
		STORM DRAIN INLET
		STORM DRAIN PIPE
		STORM DRAIN JUNCTION
25 L.F. 12"		STORM PIPE(PROPOSED) DOUBLE LINE TO SIZE OF PIPE DIAMETER

WATER

SYMBOL EXIST.	SYMBOL CONSTRUCT	DESCRIPTION
	GP	GUARD POST
FH	FH	FH
GV		WATER VALVE
WM	WM	WATER METER

LEGEND (CONT'D)

ROAD SURFACE MATERIAL

SYMBOL	DESCRIPTION
	EXISTING PAVEMENT/VEGATATION SCHEDULED FOR REMOVAL
	PROPOSED CONCRETE SURFACE
	PROPOSED ASPHALT SURFACE ADDITION

NO.	DATE	REVISION DESCRIPTION	APPD

	NAME	DATE
DRAWN BY:	DMR	7-29-20
DESIGNED BY:	DMR	7-29-20
CHECKED BY:	DMR	7-29-20

NORTH CAROLINA PROFESSIONAL SEAL 030406 ENGINEER DAVID M. RYAN
SEPT. 29, 2020

"PRELIMINARY- DO NOT USE FOR CONSTRUCTION"
THIS DOCUMENTS ORIGINALLY ISSUED ON JULY 29, 2020 BY DAVID M. RYAN, P.E.. THIS MEDIUM SHALL NOT BE CONSIDERED A CERTIFIED DOCUMENT

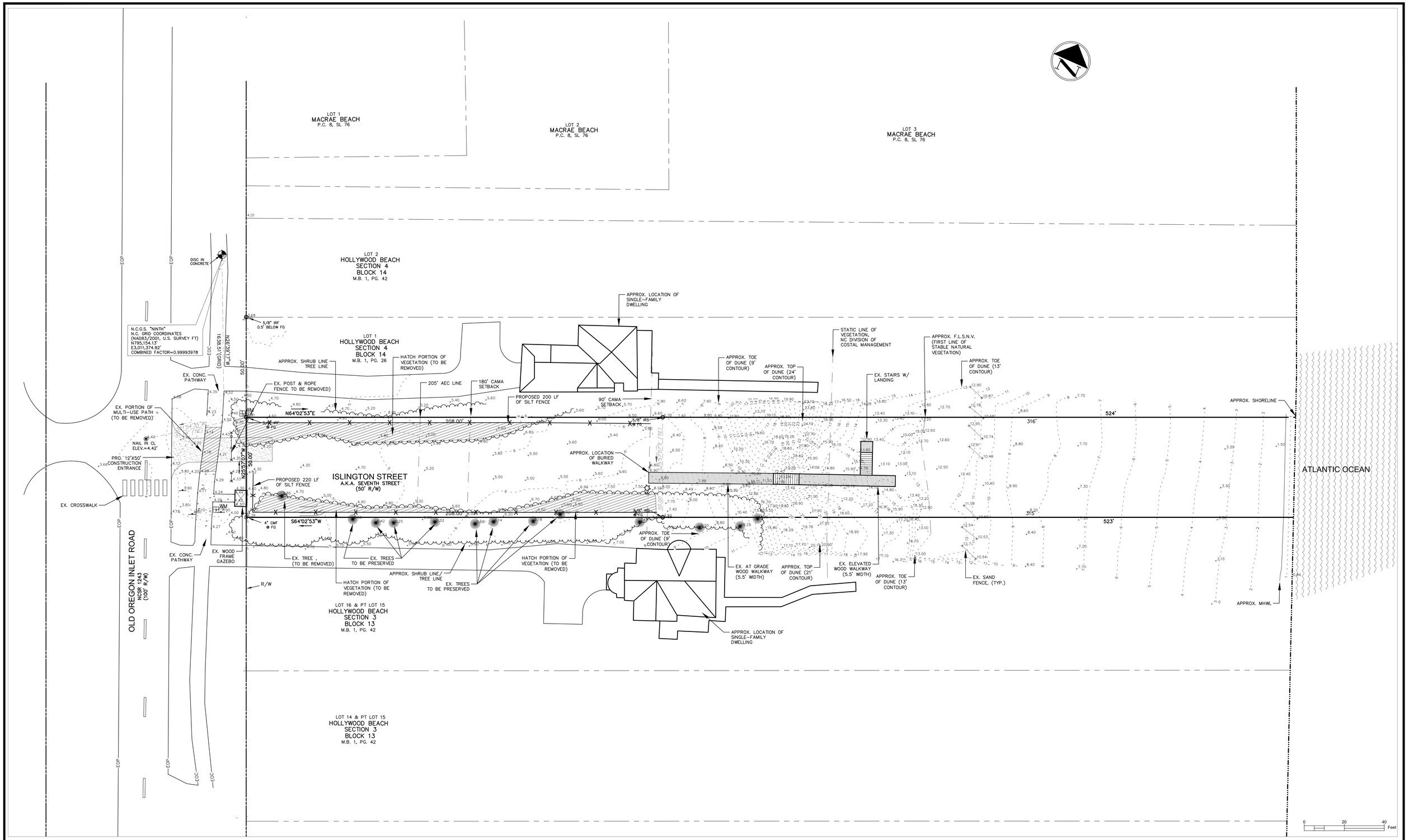
TOWN OF NAGS HEAD
TOWN OF NAGS HEAD
DEPARTMENT OF ADMINISTRATION
P.O. BOX 99
NAGS HEAD, NC 27959
252.441.6221 • www.nagsheadnc.gov

CAPITAL IMPROVEMENT PROJECT
FY 20/21
ISLINGTON ST. BEACH ACCESS

SCALE: AS NOTED (24"X36") ISSUE DATE: 9/29/2020

DRAWING TITLE:
COVER SHEET

DRAWING NO.: C-1 SHEET NO.: SHEET C1 OF 5



NO.	DATE	REVISION DESCRIPTION	APPD

	NAME	DATE
DRAWN BY:	DMR	7-29-20
DESIGNED BY:	DMR	7-29-20
CHECKED BY:	DMR	7-29-20

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CAPITAL IMPROVEMENT PROJECT FY 20/21
ISLINGTON ST. BEACH ACCESS

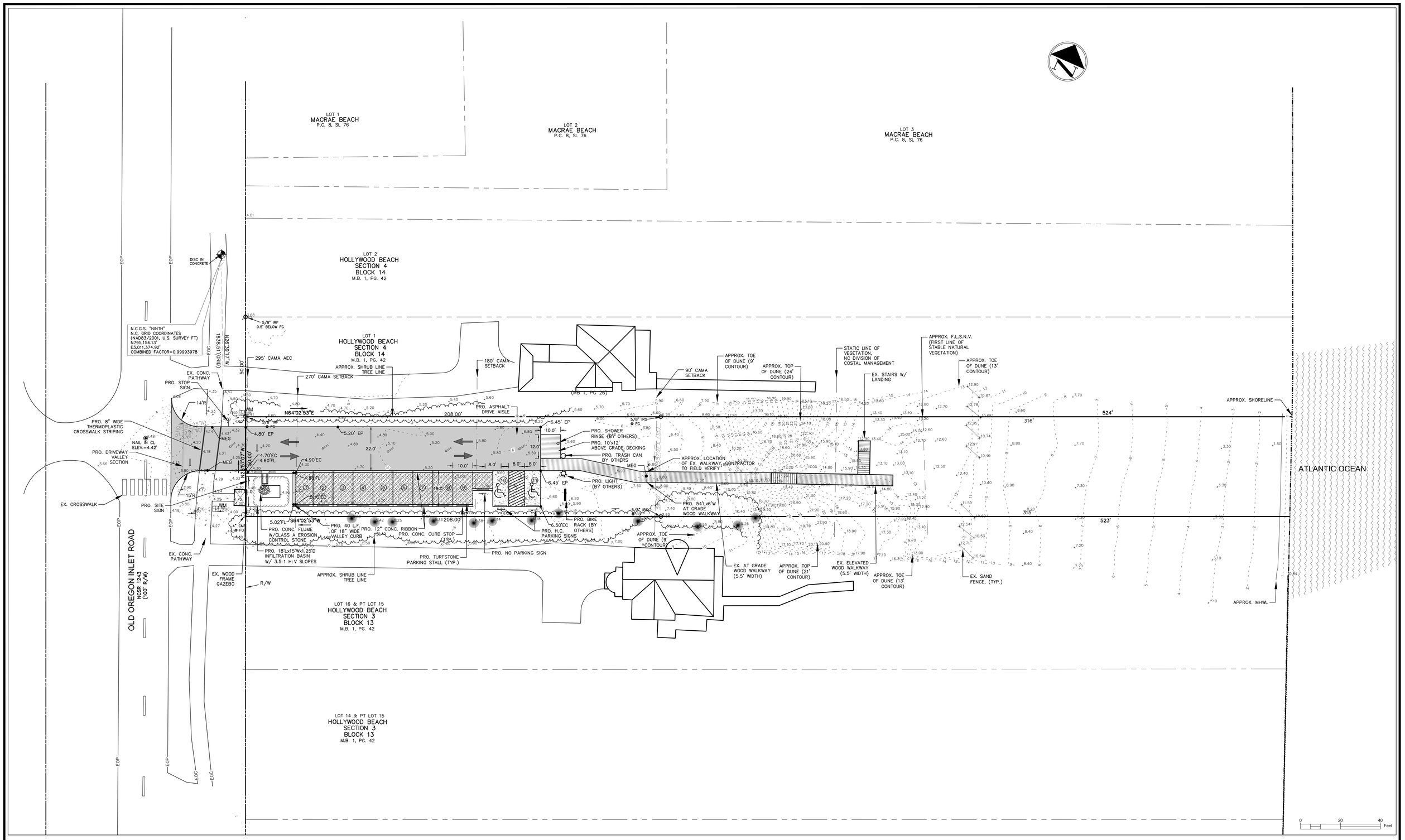
SCALE: 1" = 20' (24"X36")

ISSUE DATE: 9/29/2020

DRAWING TITLE:
EXISTING CONDITION PLAN

DRAWING NO.: C-2

SHEET NO.: SHEET C2 OF 5



NO	DATE	REVISION DESCRIPTION	APPD

	NAME	DATE
DRAWN BY:	DMR	7-29-20
DESIGNED BY:	DMR	7-29-20
CHECKED BY:	DMR	7-29-20

NORTH CAROLINA PROFESSIONAL SEAL 030406 ENGINEER DAVID M. RYAN

SEPT. 29, 2020

NOTES:
ADDRESS: E. ISLINGTON ST.
PROPERTY PIN: 071913232743
RECORD INFO: MB "1", SL. 26 D.C.R.
ZONING: MR - MEDIUM RESIDENTIAL
LOT AREA = 25,938 SF / 0.60 AC
AREA WEST OF STATIC LINE = 14,776 SF / 0.34 AC. (COORD.)
SITE COVERAGES:
ASPHALT PAVEMENT = 3234 SF
WOOD DECKS = 1210 SF* (excluded from calcs)
CONCRETE AREA = 632 SF
TURFSTONE AREA = 1002 SF (66%)
TOTAL = 4,868 SF (32.9% SITE COVERAGE)
SITE PARKING:
11 DEFINED PARKING SPACES (INCLUDES 2 HC SPACES)

LOT SUBJECT TO EASEMENTS & COVENANTS OF RECORD. PROPERTY SUBJECT TO A FULL AND ACCURATE TITLE SEARCH.
LOTS MAY BE IN AN AREA OF ENVIRONMENTAL CONCERN
PROPERTY IS LOCATED IN F.I.R.M. ZONE "VE" (EL. 14'/12'/11') AS SHOWN ON COMMUNITY-PANEL #: 3730071800J INDEX DATED: 9/20/06 & SUBJECT TO CHANGE BY F.E.M.A
HORIZONTAL DATUM BASED ON NAD 83, VERTICAL DATUM BASED ON NAVD 88.

PHYSICAL SURVEY PREPARED BY COASTAL ENGINEERING & SURVEYING INC., DATED 1/8/19, PROJ. NO S3104.18

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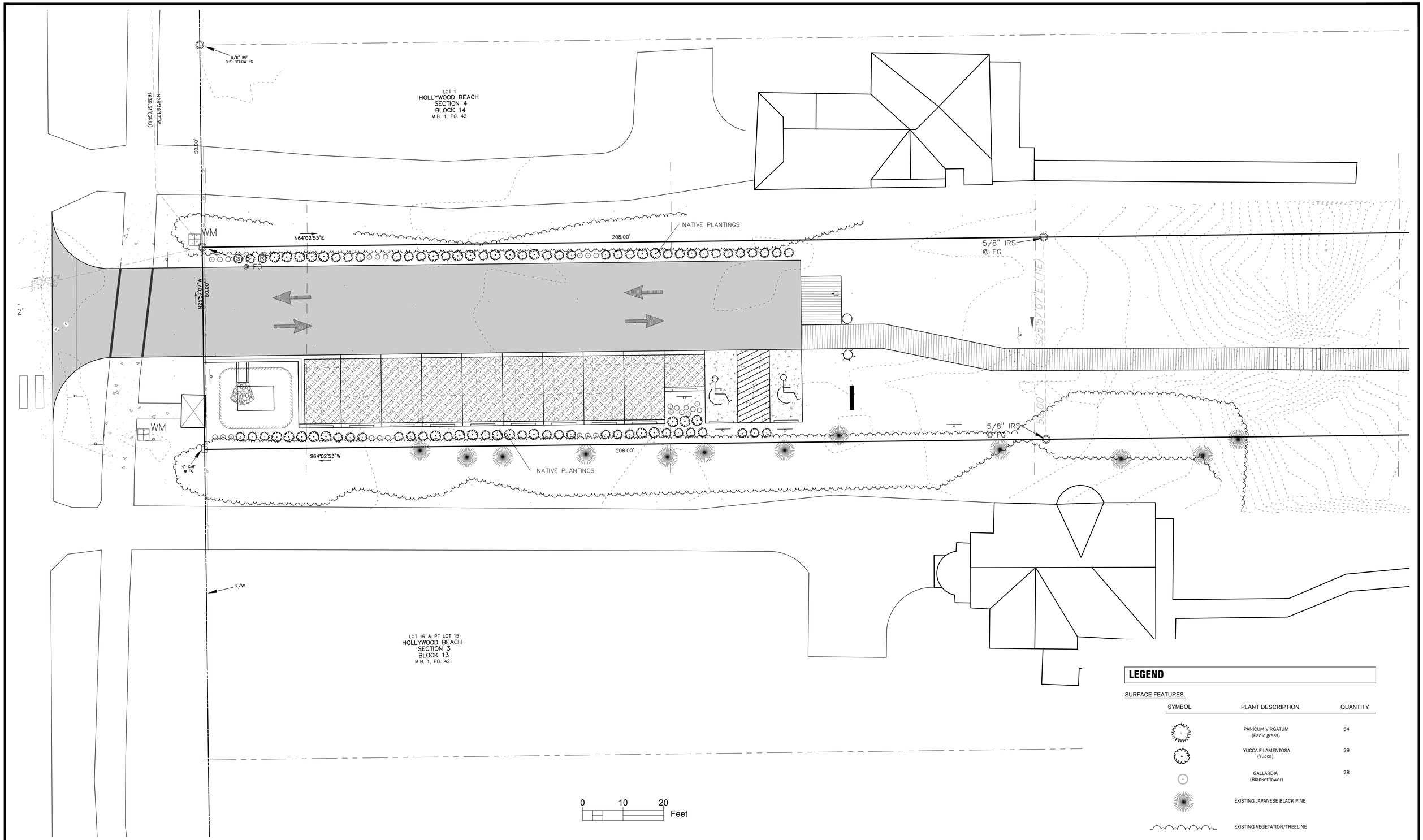
CAPITAL IMPROVEMENT PROJECT
FY 20/21
ISLINGTON ST. BEACH ACCESS

SCALE: 1" = 20' (24"X36")
ISSUE DATE: 9/29/2020

DRAWING TITLE:
SITE DEVELOPMENT PLAN

DRAWING NO.: C-3
SHEET NO.: SHEET C3 OF 5



LEGEND

SURFACE FEATURES:

SYMBOL	PLANT DESCRIPTION	QUANTITY
	PANICUM VIRGATUM (Panic grass)	54
	YUCCA FILAMENTOSA (Yucca)	29
	GALLARDIA (Blanketflower)	28
	EXISTING JAPANESE BLACK PINE	
	EXISTING VEGETATION/TREELINE	

NO	DATE	REVISION DESCRIPTION	APPD

	NAME	DATE
DRAWN BY:	KJ	9-10-20
DESIGNED BY:	KJ	9-10-20
CHECKED BY:	DMR	9-29-20

NORTH CAROLINA PROFESSIONAL SEAL 030406 ENGINEER DAVID M. RYAN

SEPT. 29, 2020

"PRELIMINARY- DO NOT USE FOR CONSTRUCTION"
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CAPITAL IMPROVEMENT PROJECT
FY 20/21
ISLINGTON ST. BEACH ACCESS

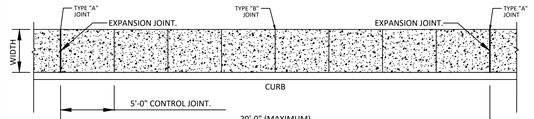
DRAWING TITLE:
LANDSCAPE PLAN

SCALE: 1" = 10' (24"X36")

ISSUE DATE: 9/29/2020

DRAWING NO.: C-4

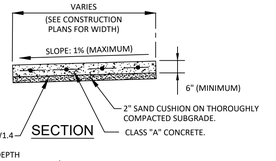
SHEET NO.: SHEET C4 OF 5



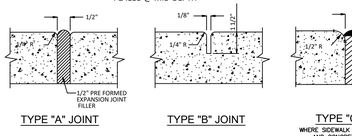
PLAN

TABLE OF SIDEWALK JOINTS	
TYPE	LOCATION
"A"	20' CENTER TO CENTER ON SIDEWALKS, P.C. AND P.T. OF CURVES, JUNCTION OF EXISTING AND NEW SIDEWALKS, DRIVEWAYS, AND SIMILAR STRUCTURES.
"B"	5' CENTER TO CENTER ON SIDEWALKS.

TABLE OF CONCRETE TYPE		
"D"	LOCATION	REINFORCEMENT
6"	SIDEWALK	6x6 W1.4xW1.4



SECTION

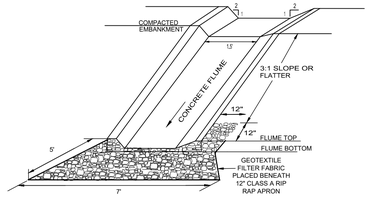


TYPE "A" JOINT — TYPE "B" JOINT — TYPE "C" JOINT
WHERE SIDEWALK ABUTS DRIVEWAYS AND CONCRETE CURBS, ETC.

CONCRETE PATHWAY INSTALLATION DETAILS

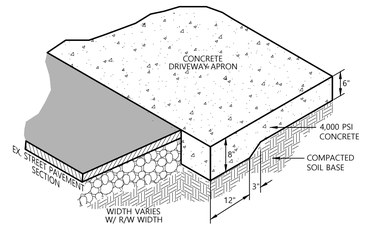
NOT TO SCALE (SEE PLAN FOR LOCATIONS)

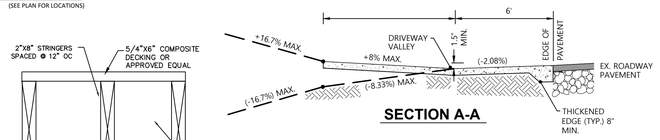
NOTES :
1. PATH SHALL HAVE A 4" MINIMUM THICKNESS
2. ALL PATHWAYS WILL BE CONSTRUCTED A MINIMUM OF 5 FEET WIDE.
3. ALL CONCRETE USED FOR PATHWAYS SHALL BE A MINIMUM OF 3,500 PSI.
4. PATHWAYS SHALL FORM A CONTINUOUS PATH ALONG ALIGNMENT.



CONCRETE FLUME W/ OUTLET PROTECTION

NOT TO SCALE

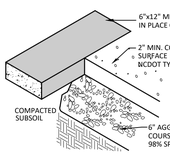




SECTION A-A

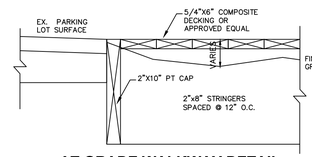
DRIVEWAY VALLEY SECTION

NOT TO SCALE (SECTION VIEW)



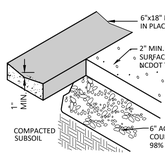
CONCRETE BORDER (FLAT)

NOT TO SCALE ISOMETRIC VIEW



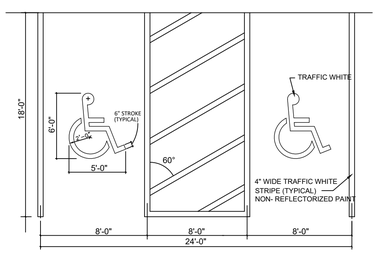
AT GRADE WALKWAY DETAIL

NOT TO SCALE (ELEVATION VIEW)



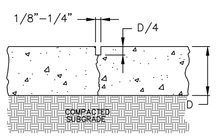
CONCRETE BORDER (VALLEY)

NOT TO SCALE ISOMETRIC VIEW



HANDICAP STALL DETAIL

NOT TO SCALE (SEE PLAN FOR LOCATION) PLAN VIEW



TYPE 'A' UNDOWELED CONTRACTION (CONTROL) JOINT

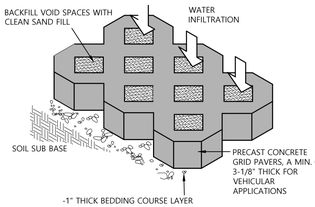
N.T.S.

UNDOWELED TRANSVERSE CONTRACTION OR LONGITUDINAL JOINT, SAWED OR PRE–MOLDED. DO NOT DOWEL PAVEMENTS LESS THAN 7" THICK

CONCRETE PARKING LOT DETAIL

NOT TO SCALE SECTION VIEW

CONCRETE PAVEMENT NOTES:
1. USE ACI 330R-01 GUIDE FOR DESIGN AND CONSTRUCTION OF CONCRETE PARKING LOTS
2. USE ACI 330.1-94 STANDARD SPECIFICATION FOR PLAIN CONCRETE PARKING LOTS
3. ALL CONCRETE USED IN PARKING LOT, UNLESS OTHERWISE INDICATED, SHALL HAVE A COMPRESSIVE STRENGTH OF 4,000 PSI AT 28 DAYS.
4. PREPARE THE SUBGRADE IN ACCORDANCE WITH THE GEOTECHNICAL ENGINEEER'S RECOMMENDATIONS FOR RIGID PAVEMENTS. THE SOIL SUBGRADE BENEATH PAVEMENTS SHALL BE COMPACTED TO AT LEAST 95% OF ASTM D 698 PRIOR TO ANY PLACEMENT OF SUBBASE FILL OR STONE BASE COURSE.
5. IMPORTED SOIL USE FOR BACK FILL SHOULD BE FREE OF HEAVY CLAY, SILTS, STONES, PLANT ROOT OR OTHER FOREIGN MATERIAL GREATER THAN 1.5 " IN DIAMETER IN ORDER TO ACHIEVE ADEQUATE COMPACTION AROUND ANY FIXED OBJECT IN GROUND. ALTERNATE WILL BE TO USE FLOWABLE FILL.
6. THE MINIMUM PAVEMENT THICKNESS FOR LIGHT TRAFFIC APPLICATIONS SHALL BE 6 INCHES.
7. KEEP ALL JOINTS CONTINUOUS WITH A MAXIMUM JOINT SPACING OF 10 FT.
8. CONTROL JOINTS SHALL BE FORMED OR SAWED WITHIN 12 HOURS FROM TIME OF PLACEMENT;
   A. SIDEWALK-SPACING SHALL BE SAME AS WIDTH OF PAVEMENT AND LESS THAN 5 FEET IN LENGTH
   B. PAVEMENT-MAXIMUM SPACING SHALL BE 2.5 TIMES THICKNESS IN UNIT OF FEET AND LESS THAN 15 FEET IN LENGTH (E.G. T=4 INCH SPACING AT 10'x10')
9. CURE CONCRETE IMMEDIATELY AFTER FINISHING OPERATION IS COMPLETED BY USING ONE OF THE FOLLOWING METHODS: WATER, PIGMENTED WATER-BASED CURING COMPOUND OR VISQUEEN AND BURLAP



PRECAST CONCRETE GRID PAVER

NOT TO SCALE ISOMETRIC VIEW

CONCRETE GRID PAVER NOTES:
1. SHALL MEET OR EXCEED NORTH AMERICAN INDUSTRY STANDARDS, INCLUDING THE REQUIREMENTS OF ASTM C 1319 FOR CONCRETE GRID PAVING UNITS.
2. NOMINAL COVERAGE 23 $\frac{1}{2}$"x15 $\frac{1}{2}$" x 2.6 SF/PC
3. ALL CONCRETE GRID PAVERS, UNLESS OTHERWISE INDICATED, SHALL HAVE A COMPRESSIVE STRENGTH OF 5,000 PSI AT 28 DAYS.
4. WATER ABSORPTION 10 LB/FT3
4. THE SOIL SUBGRADE AND OPEN BASE AGGREGATE BENEATH PAVEMENTS SHALL BE COMPACTED TO AT LEAST 98% OF ASTM D 698 PRIOR TO ANY PLACEMENT OF SUBBASE FILL, STONE BASE COURSE OR BEDDING COURSE. SOIL SUBGRADE SHALL BE DRY WHEN COMPACTED.
5. IMPORTED SOIL USE FOR BACK FILL SHOULD BE FREE OF HEAVY CLAY, SILTS, STONES, PLANT ROOT OR OTHER FOREIGN MATERIAL GREATER THAN 1.5 " IN DIAMETER IN ORDER TO ACHIEVE ADEQUATE COMPACTION AROUND ANY FIXED OBJECT IN GROUND. ALTERNATE WILL BE TO USE FLOWABLE FILL.
6. GRID PAVERS SHALL BE INSTALLED IN EITHER A STACK BOND OR RUNNING BOND W/ A $\frac{1}{2}$ OFFSET.
7. THE FALSE JOINTS SHALL FACE UP AND SERVE AS 'CRACK CONTROL JOINTS".
8. BEDDING SAND AND PAVER INFILL SAND SHALL CONFORM TO ASTM C33 OR CSA A23.1. # 8 STONE CAN BE USED IN LIEU OF BEDDING AND INFILL SAND. IF #8 STONE IS USED, NO INTERMEDIATE GEOTEXTILE LAYER IS REQUIRED.
9. FINAL SURFACE ELEVATIONS SHALL NOT VARY MORE THAN ± $\frac{1}{2}$ IN. UNDER A 10 FT. STRAIGHTEDGE. BOND OR JOINT LINES SHOULD NOT VARY ± $\frac{1}{2}$ IN. OVER 50 FT. FROM TAUT STRING LINES.

6.06

TEMPORARY GRAVEL CONSTRUCTION ENTRANCE/EXIT

Definition A graveled area or pad located at points where vehicles enter and leave a construction site.

Purpose To provide a buffer area where vehicles can drop their mud and sediment to avoid transporting it onto public roads, to control erosion from surface runoff, and to help control dust.

Conditions Where Practice Applies Wherever traffic will be leaving a construction site and moving directly onto a public road or other paved off-site area. Construction plans should limit traffic to properly constructed entrances.

Design Criteria Aggregate Size—Use 2-3 inch washed stone.

Dimensions of gravel pad—
Thickness: 6 inches minimum
Width: 12-feet minimum or full width at all points of the vehicular entrance and exit area, whichever is greater
Length: 50-feet minimum

Location—Locate construction entrances and exits to limit sediment from leaving the site and to provide for maximum safety by all construction vehicles (Figure 6.06a). Avoid steep grades, and entrances at curves in public roads.

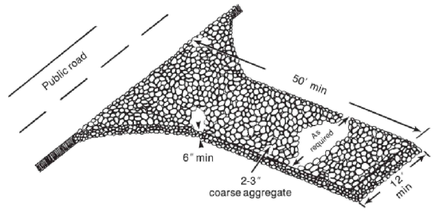
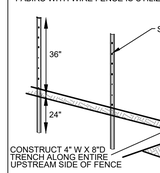


Figure 6.06a Gravel entrance/exit keeps sediment from leaving the construction site (modified from Va SWCC).

POSTS MUST BE 1.33 LB/LINEAR FT. STEEL WITH A MIN. LENGTH OF 5'. POST SHALL HAVE PROJECTIONS TO FACILITATE FASTENING OF FILTER FABRIC.

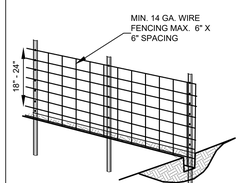
WHEN A WIRE MESH SUPPORT FENCE IS USED, SPACE POSTS A MAX. OF 8' APART

INSTALL POSTS 6' O.C. MAX WHEN EXTRA STRENGTH FABIRC WITH WIRE FENCE IS UTILIZED.



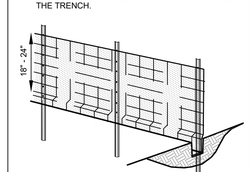
STEP 1

WHEN STANDARD STRENGTH FILTER FABRIC IS UTILIZED WIRE FENCING MUST ALSO BE INSTALLED ON UPSTREAM SIDE OF POSTS. EXTNED MAX. 24" ABOVE EXISTING GRADE TO BOTTOM OF TRENCH.



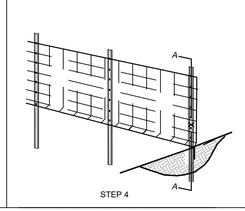
STEP 2

FASTEN THE FILTER FABRIC TO THE UPSTREAM SIDE OF POSTS OR WIRE FENCE IF UTILIZED. EXTEND FABRIC 8" DOWN & 4" FORWARD ALONG THE TRENCH.



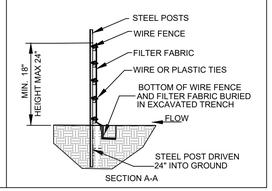
STEP 3

BACKFILL THE TRENCH AND COMPACT THE SOIL FIRMLY TO ANCHOR THE BOTTOM OF THE SILT FENCE. BURIED FABRIC SHALL NOT BE VISIBLE.



STEP 4

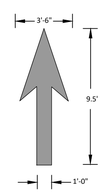
1. USE SYNTHETIC FILTER FABRIC OF AT LEAST 95% BY WEIGHT OF POLYOLEFINS OR POLYESTER, WHICH IS CERTIFIED BY THE MANUFACTURER AS CONFORMING TO THE REQUIREMENTS IN ASTM D 6461. FILTER FABRIC SHALL CONTAIN ULTRAVIOLET RAY INHIBITORS AND STABILIZERS TO PROVIDE A MINIMUM OF 6 MONTHS OF EXPECTED USABLE CONSTRUCTION LIFE AT A TEMPERATURE RANGE OF 0 TO 120°F.
2. CONSTRUCT THE SEDIMENT BARRIER OF GEOTEX 105F EXTRA STRENGTH SYNTHETIC FILTER FABRIC, OR APPROVED EQUAL. ENSURE THAT THE HEIGHT OF THE SEDIMENT FENCE DOES NOT EXCEED 24 INCHES ABOVE THE GROUND SURFACE.
3. CONSTRUCT THE FILTER FABRIC FROM A CONTINUOUS ROLL CUT TO THE LENGTH OF THE BARRIER TO AVOID JOINTS. WHEN JOINTS ARE NECESSARY, SECURELY FASTEN THE FILTER CLOTH ONLY AT A SUPPORT POST WITH 4 FT MINIMUM OVERLAP TO THE NEXT POST.
4. SYNTHETIC FILTER FABRIC SHALL BE FASTENED SECURELY TO EACH FENCE POST WITH MIN. 50 LB. TENSILE STRENGTH WIRE OR ZIP TIES AT TOP, MID-SECTION AND BOTTOM. FABRIC HEIGHT SHALL BE BETWEEN 18" MIN. TO 24" MAX. ABOVE GROUND LEVEL ON THE UPSLOPE SIDE OF THE POSTS. EXTRA STRENGTH FILTER FABRIC W/6' POST SPACING SHALL BE SECURELY FASTENED DIRECTLY TO POSTS.
5. 12 INCHES OF FILTER FABRIC SHALL BE BURIED IN AN EXCAVATED TRENCH APPROXIMATELY 4 INCHES WIDE AND 8 INCHES DEEP ALONG THE PROPOSED LINE OF POSTS AND UPSLOPE FROM THE BARRIER. BACKFILL TRENCH WITH MECHANICALLY COMPACTED SOIL PLACED OVER THE FILTER FABRIC. DO NOT ATTACH FILTER FABRIC TO TREES.
6. SILT FENCE SHALL BE INSPECTED AT LEAST ONCE A WEEK & AFTER EACH RAINFALL EVENT. MAKE ANY REPAIRS IMMEDIATELY. SHOULD THE FABRIC COLLAPSE, TEAR, DECOMPOSE OR BECOME INEFFECTIVE, REPLACE IT PROMPTLY.
7. REMOVE SEDIMENT DEPOSITS AS NECESSARY TO PROVIDE ADEQUATE STORAGE VOLUME FOR THE NEXT RAIN AND TO REDUCE PRESSURE ON THE FENCE. TAKE CARE TO AVOID UNDERMINING THE FENCE DURING CLEANOUT.
8. REMOVE ALL FENCING MATERIALS AND UNSTABLE SEDIMENT DEPOSITS AND BRING THE AREA TO GRADE AND STABILIZE IT AFTER THE CONTRIBUTING DRAINAGE AREA HAS BEEN PROPERLY STABILIZED.



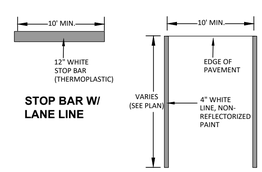
SECTION A-A

TYPICAL SILT FENCING DETAIL

NOT TO SCALE LOCATION AS NOTED ON PLAN



TYPE 1 THRU ARROW (THERMOPLASTIC)



STOP BAR W/ LANE LINE

PARKING STALL STRIPING

TYPICAL PAVEMENT STRIPING DETAIL

NOT TO SCALE (SEE PLAN FOR LOCATION) PLAN VIEW

SOIL EROSION AND SEDIMENTATION CONTROL NOTES:

PROPOSED AREAS TO BE DISTURBED CONSIST OF PORTIONS OF JACOB STREET:
THE WORK GENERALLY CONSISTS OF THE DEVELOPMENT OF A PUBLIC BEACH ACCESS CONSISTING OF ASPHALT DRIVES, TURFSTONE PARKING STALLS, WOOD FRAMED DUNE WALKOVER AND ASSOCIATIVE DEVELOPMENT ACTIVITIES.

1. AFTER ACCEPTANCE OF ALL PROJECT WORK, AND FULL ESTABLISHMENT OF PERMANENT VEGETATION, CONTINUED MAINTENANCE OF PERMANENT VEGETATION SHALL BE THE RESPONSIBILITY OF OWNER.
2. PROVIDE A GROUND COVER (TEMPORARY OR PERMANENT) ON EXPOSED SLOPES, FOLLOWING COMPLETION OF ANY PHASE OF GRADING; AND, A PERMANENT GROUND COVER FOR ALL DISTURBED AREAS WITHIN THE TIME FRAMES SET FORTH IN THE GROUND STABILIZATION TIME REQUIREMENTS PROVISIONS IN THE LOWER RIGHT CORNER OF THIS SHEET. IF SAID ACTIVITIES OCCUR OUTSIDE TEMPORARY VEGETATION SEEDING DATES (APRIL 1 THRU SEPT 30) THE TEMPORARY VEGETATION SEEDING SPECIFICATIONS SHALL BE FOLLOWED FOR PLANTING UNTIL THE NEXT APPROPRIATE PERMANENT SEEDING PERIOD, AT WHICH TIME PERMANENT VEGETATION SHALL BE ESTABLISHED ACCORDING TO PERMANENT VEGETATION SEEDING SPECIFICATIONS (SEE PERM AND TEMP SEEDING SPECIFICATIONS THIS SHEET).
3. IF EXCESSIVE WIND EROSION OR STORM WATER RUNOFF EROSION DEVELOPS DURING TIME OF CONSTRUCTION IN ANY LOCATION ON THE PROJECT SITE, ADDITIONAL SAND OR SILT FENCING SHALL BE INSTALLED AS DIRECTED BY THE ENGINEER OR LOCAL GOVERNING OFFICIAL SO AS TO PREVENT DAMAGE TO ADJACENT PROPERTY. SEE SAND AND FENCE DETAIL THIS SHEET.
4. SOIL EROSION AND SEDIMENTATION CONTROLS TO BE INSPECTED, MAINTAINED AND REPAIRED AS NECESSARY UNTIL PERMANENT VEGETATION OR OTHER EFFECTIVE STABILIZATION IS ESTABLISHED.

CONSTRUCTION SCHEDULE

1. OBTAIN PLAN APPROVAL AND OTHER APPLICABLE PERMITS. NOTIFY ALL UTILITY COMPANIES (BY CONTRACTOR) AND PROPERTY OWNERS (BY OWNER).
2. FLAG AND / OR ROUGH STAKE WORK LIMITS.
3. HOLD PRE-CONSTRUCTION CONFERENCE (OWNER, CONTRACTOR, ENGINEER, AND APPROPRIATE GOVERNMENT OFFICIALS) AT LEAST ONE WEEK PRIOR TO START OF CONSTRUCTION ACTIVITIES.
4. INSTALL SILT FENCE AND INLET PROTECTION ON EXISTING STRUCTURES.
5. COMPLETE CLEARING AND GRUBBING PROCEDURES.
6. INSTALL BASE FOR DRIVE AISLE AND PARKING STALLS WHERE SHOWN IN PLANS.
7. INSTALL WOOD FRAMED DUNE WALKOVER.
8. INSTALL UTILITY INFRASTRUCTURE, AS SHOWN ON PLANS.
9. CONSTRUCT INFILTRATION BASIN.
10. INSTALL PAVEMENT SECTION. REPLACE DRIVEWAY SECTIONS AS SHOWN. FINE-GRADE INFILTRATION AREA. SEED AND MULCH ALL DISTURBED AREAS.
11. ALL EROSION & SEDIMENTATION CONTROL PRACTICES WILL BE INSPECTED WEEKLY AND AFTER HEAVY RAINFALL EVENTS. NEEDED REPAIRS WILL BE MADE IMMEDIATELY.
12. ONCE PROJECT AREA IS FULLY STABILIZED, REMOVE EROSION AND SEDIMENT CONTROL MEASURES.

SEEDING SPECIFICATIONS

PERMANENT VEGETATION		TEMPORARY VEGETATION	
SEEDING DATES: APRIL 1 - SEPTEMBER 30		SEEDING DATES: OCTOBER 1 - MARCH 31	
SEED MIXTURE	APPLICATION RATES/ACRE	SEED MIXTURE	APPLICATION RATES/ACRE
Bahia	50 lbs	Rye Grain	175 lbs
Common Bermuda (hulled)	50 lbs	FERTILIZER	
German Millett	15 lbs	10-10-10 @ 1,000 lb/acre	
Fescue	20 lbs	MULCH	
FERTILIZER		Apply 4,000 lb/acre straw. Anchor straw by tacking with asphalt, netting, or a mulch anchoring tool. A disk with blades set nearly straight can be used as a mulch anchoring tool.	
26-13-13 @ 500 lb/acre			
MULCH			
Apply 4,000 lb/acre straw. Anchor straw by tacking with asphalt, netting, or a mulch anchoring tool. A disk with blades set nearly straight can be used as a mulch anchoring tool.			

GENERAL:
FERTILIZER:
RATES SHOWN ARE GENERAL RECOMMENDATIONS; FREQUENCY AND AMOUNT OF FERTILIZATION CAN BEST BE DETERMINED THROUGH SITE SPECIFIC SOIL TESTING.
MAINTENANCE:
SATISFACTORY STABILIZATION AND EROSION CONTROL REQUIRES A COMPLETE VEGETATIVE COVER. EVEN SMALL BREACHES IN VEGETATIVE COVER CAN EXPAND RAPIDLY AND, IF LEFT UNATTENDED, CAN ALLOW SERIOUS SOIL LOSS FROM AN OTHERWISE STABLE SURFACE. A SINGLE HEAVY RAIN IS OFTEN SUFFICIENT TO GREATLY ENLARGE BARE SPOTS, AND THE LONGER REPAIRS ARE DELAYED, THE MORE COSTLY THEY BECOME. PROMPT ACTION WILL KEEP SEDIMENT LOSS AND REPAIR COST DOWN. NEW SEEDLINGS SHOULD BE INSPECTED FREQUENTLY AND MAINTENANCE PERFORMED AS NEEDED. IF RILLS AND GULLIES DEVELOP, THEY MUST BE FILLED IN RE-SEEDED, AND MULCHED AS SOON AS POSSIBLE. DIVERSIONS MAY BE NEEDED UNTIL NEW PLANTS TAKE HOLD.

MAINTENANCE REQUIREMENTS EXTEND BEYOND THE SEEDING PHASE ,(UNTIL FULL COMPLETION IS DECLARED)

WEAK OR DAMAGED SPOTS MUST BE RE- LIMED, FERTILIZED, MULCHED, AND RE SEEDED AS PROMPTLY AS POSSIBLE, REFERTILIZATION AND/OR WATERING MAY BE NEEDED TO FULLY ESTABLISH VEGETATIVE COVER.

(XX) E & S Measures, except where otherwise noted, are to be installed before work begins and maintained until worksite is Fully stabilized.

(XX) [1] Measure required during Phase 1 only.

(XX) [2] Measure not to be provided until Phase 2.

SECTION II.B. - STORMWATER POLLUTION PREVENTION REQUIREMENTS IN THE NC CONSTRUCTION GENERAL PERMIT

2) GROUND STABILIZATION

A) SOIL STABILIZATION SHALL BE ACHIEVED ON ANY AREA OF A SITE WHERE LAND-DISTURBING ACTIVITIES HAVE TEMPORARILY OR PERMANENTLY CEASED ACCORDING TO THE FOLLOWING SCHEDULE:

I) ALL PERIMETER DIKES, SWALES, DITCHES, PERIMETER SLOPES AND ALL SLOPES STEEPER THAN 3 HORIZONTAL TO 1 VERTICAL (3: 1) SHALL BE PROVIDED TEMPORARY OR PERMANENT STABILIZATION WITH GROUND COVER AS SOON AS PRACTICABLE BUT IN ANY EVENT WITHIN 7 CALENDAR DAYS FROM THE LAST LAND-DISTURBING ACTIVITY.

II) ALL OTHER DISTURBED AREAS SHALL BE PROVIDED TEMPORARY OR PERMANENT STABILIZATION WITH GROUND COVER AS SOON AS PRACTICABLE BUT IN ANY EVENT WITHIN 14 CALENDAR DAYS FROM THE LAST LAND-DISTURBING ACTIVITY.

B) CONDITIONS - IN MEETING THE STABILIZATION REQUIREMENTS ABOVE, THE FOLLOWING CONDITIONS OR EXEMPTIONS SHALL APPLY:

I) EXTENSIONS OF TIME MAY BE APPROVED BY THE PERMITTING AUTHORITY BASED ON WEATHER OR OTHER SITE-SPECIFIC CONDITIONS THAT MAKE COMPLIANCE IMPRACTICABLE.

II) ALL SLOPES 50' IN LENGTH OR GREATER SHALL APPLY THE GROUND COVER WITHIN 7 DAYS EXCEPT WHEN THE SLOPE IS FLATTER THAN 4: 1. SLOPES LESS THAN 50' SHALL APPLY GROUND COVER WITHIN 14 DAYS EXCEPT WHEN SLOPES ARE STEEPER THAN 3: 1, THE 7 DAY-REQUIREMENT APPLIES.

III) ANY SLOPED AREA FLATTER THAN 4: 1 SHALL BE EXEMPT FROM THE 7-DAY GROUND COVER REQUIREMENT.

IV) SLOPES 10' OR LESS IN LENGTH SHALL BE EXEMPT FROM THE 7-DAY GROUND COVER REQUIREMENT EXCEPT WHEN THE SLOPE IS STEEPER THAN 2: 1.

V) ALTHOUGH STABILIZATION IS USUALLY SPECIFIED AS GROUND COVER, OTHER METHODS, SUCH AS CHEMICAL STABILIZATION, MAY BE ALLOWED ON A CASE-BY-CASE BASIS.

VI) FOR PORTIONS OF PROJECTS WITHIN THE SEDIMENT CONTROL COMMISSION-DEFINED "HIGH QUALITY WATER ZONE" (15A NCAC 04A .0105) , STABILIZATION WITH GROUND COVER SHALL BE ACHIEVED AS SOON AS PRACTICABLE BUT IN ANY EVENT ON ALL AREAS OF THE SITE WITHIN 7 CALENDAR DAYS FROM THE LAST LAND DISTURBING ACT.

vii) PORTIONS OF A SITE THAT ARE LOWER IN ELEVATION THAN ADJACENT DISCHARGE LOCATIONS AND ARE NOT EXPECTED TO DISCHARGE DURING CONSTRUCTION MAY BE EXEMPT FROM THE TEMPORARY GROUND COVER REQUIREMENTS IF IDENTIFIED ON THE APPROVED E&SC PLAN OR ADDED BY THE PERMITTING AUTHORITY.

GENERAL CONSTRUCTION NOTES
1. ACCESS TO SITES SHALL BE BY PUBLIC RIGHT-OF-WAYS AND UTILITY EASEMENTS. OTHER ACCESS LOCATIONS REQUIRED SHALL BE SECURED BY THE CONTRACTOR AT NO ADDITIONAL EXPENSE TO THE OWNER. SUPPLEMENTAL EROSION CONTROL MEASURES SHALL BE REQUIRED TO INCLUDE CONSTRUCTION ENTRANCES, SILT FENCING, RESTORATION, ETC. ADDITIONAL MEASURES SHALL BE INCLUDED AS PART OF A SUPPLEMENTAL EROSION CONTROL PLAN PREPARED BY THE CONTRACTOR.
2. THE CONTRACTOR WILL BE PROVIDED THE CONSTRUCTION STAGING AREA AT OWNER'S EXPENSE.
3. THE CONTRACTOR IS EXPECTED AND REQUIRED TO COOPERATE WITH THE PROPERTY OWNERS AFFECTED BY THE WORK.
4. CONTRACTOR SHALL MAINTAIN A NEAT AND CLEAN JOB-SITE TO INCLUDE STAGING/STORAGE AREAS AS FOLLOWS:
   - PERFORM DUST CONTROL BY WATERING DAILY OR AS DIRECTED BY THE ENGINEER.
   - SWEEP STREETS A MINIMUM OF ONCE WEEKLY (FRIDAY) OR AS DIRECTED BY THE ENGINEER.
   - BLADE, LEVEL, AND RE-COMPACT ALL EXPOSED TRENCHES WEEKLY (OR AS DIRECTED BY THE ENGINEER) TO PRODUCE A SMOOTH "RIDE".
   - PERFORM DAILY CLEAN-UP OF ALL DIRT, DEBRIS AND SCRAP MATERIALS.
   - REMOVE EXCESS EQUIPMENT, MATERIALS, TOOLS, ETC. NOT NEEDED.
5. EXCESS SUITABLE SOIL EXCAVATED DURING CONSTRUCTION SHALL BE STOCKPILED FOR USE ON THE PROJECT OR DISPOSED OF OFF-SITE AS DIRECTED BY THE ENGINEER. THE CONTRACTOR SHALL NOT BE ALLOWED TO STOCKPILE MATERIALS OR EXCESS MATERIALS IN THE STREET RIGHT-OF-WAYS AT ANY TIME. THE CONTRACTOR SHALL PROVIDE A SUFFICIENT AND SUITABLE STOCKPILE AREA AND LOCATION AT THE CONTRACTOR'S EXPENSE.
6. CONTRACTOR SHALL PROVIDE MEASURES DURING CONSTRUCTION TO SECURE THE SITE AND EXCAVATION FROM THE GENERAL PUBLIC AND COMPLY WITH ALL OSHA REGULATIONS. JOB SITE SAFETY IS THE EXCLUSIVE AND SOLE RESPONSIBILITY OF THE CONTRACTOR. OPEN EXCAVATION LEFT UNATTENDED OR OVER NIGHT IS NOT ACCEPTABLE AND SHALL BE FILLED IMMEDIATELY.
7. CONTRACTOR SHALL REPAIR OR REPLACE DRIVES DISTURBED BY CONSTRUCTION TO EXISTING OR BETTER CONDITIONS. NO SEPARATE PAYMENT UNLESS OTHERWISE INDICATED.
8. CONTRACTOR SHALL PROVIDE TEMPORARY FENCING WHERE FENCES ARE REMOVED FOR CONSTRUCTION. CONTRACTOR SHALL COORDINATE FENCE REMOVAL OR REINSTALLATION WITH INDIVIDUAL PROPERTY OWNERS PRIOR TO REMOVAL. CONTRACTOR SHALL REINSTALL ALL SHEDS, FENCES, ETC. TO AS GOOD OR BETTER THAN EXISTING CONDITIONS UNLESS OTHERWISE INDICATED. (NO SEPARATE PAYMENT).
9. CONTRACTOR SHALL REPLACE ALL DISTURBED MAILBOXES, SIGNS, ETC. DISTURBED DURING CONSTRUCTION WITHIN 24 HOURS OF DISTURBANCE. PERMANENT ROAD SIGNAGE DISTURBED SHALL BE REPLACED IMMEDIATELY AND IF NECESSARY ROADWAY SIGNS SHALL BE TEMPORARILY INSTALLED IN A LOCATION CONSISTENT WITH THE MUTCD TO PROVIDE CONTINUOUS TRAFFIC AWARENESS OF ROADWAY CONDITIONS. (NO SEPARATE PAYMENT).
10. CONTRACTOR SHALL PROVIDE SECURITY FENCING, SECURITY GUARD, AND ANY AND ALL OTHER MEASURES CONTRACTOR DEEMS NECESSARY TO PROTECT EQUIPMENT AND MATERIALS STORED ON THE PROJECT. (NO SEPARATE PAYMENT).
11. WHERE CONTRACTOR CEASES WORK OPERATIONS FOR A 72 HOUR PERIOD OR LONGER, SUCH AS HOLIDAYS, ETC., THE FOLLOWING SHALL BE ACCOMPLISHED PRIOR TO THE WORK STOPPAGE.
    A. CONTRACTOR SHALL STORE ALL EQUIPMENT IN THE CONTRACTOR STAGING AREA OR OFF SITE.
    B. THE CONTRACTOR SHALL SWEEP ALL STREETS, PERFORM GENERAL CLEANUP AND SHALL PERFORM MAINTENANCE ON ALL EXPOSED PATCHES.
12. CONTRACTOR SHALL SCHEDULE WORK AND MATERIAL DELIVERIES SO THAT STORED MATERIAL QUANTITIES ON THE JOB SITE SHALL BE MINIMIZED.
13. CONTRACTOR SHALL STORE ALL MATERIALS IN THE CONTRACTOR STAGING AREA 72 HOURS PRIOR TO INCORPORATING INTO THE WORK TO REDUCE OBSTRUCTIONS TO TRAFFIC AND INCONVENIENCE TO RESIDENTS. WHERE UTILITIES ARE BEING CONSTRUCTED IN EASEMENTS OUT OF TRAFFI

Agenda Item Summary Sheet

Item No: **G-1**
Meeting Date: **October 7, 2020**

Item Title: From Jul 1st Board Meeting - Discussion of further amendments to the camping provisions in the Town Code *(Attachment G-1)*

Item Summary:
The Board previously approved amendments to Section 26-7, *Camping*, of the Town Code at the July 1, 2020 meeting. Additional considerations were raised at that time, with the Board indicated an interest in discussing the provisions further at a future meeting. Staff is presenting this matter back to the Board for further discussion and direction.

Staff Recommendation
Discuss the considerations raised at the July 1, 2020 meeting, and any additional considerations, and provide Staff with direction if further amendments are requested.

Number of Attachments: 2

Specific Action Requested:

Discussion and direction.

Submitted By: Planning and Development Date: September 29, 2020

Finance Officer Comment:

Insufficient information to determine precise fiscal impact.

Signature: Amy Miller Date: September 29, 2020

Town Attorney Comment:
N/A

Signature: John Leidy Date: September 29, 2020

Town Manager Comment and/or Recommendation:

Signature: Greg Sparks Date: September 29, 2020

MEMORANDUM
Town of Nags Head
Planning & Development Department

To: Board of Commissioners

From: Michael Zehner, Director of Planning & Development

Date: September 29, 2020

Subject: From Jul 1st Board Meeting - Discussion of further amendments to the camping provisions in the Town Code (G-1)

As the Board may recall, at the July 1, 2020 meeting an amendment to Section 26-7, *Camping*, of the Town Code was approved (attached) to address an inconsistency between the Town Code and UDO (and formerly an inconsistency within the Town Code) with respect to the occupancy of automobiles or vehicles (primarily trailers and recreational vehicles) for camping; the amendment clarified that while camping is allowed under certain circumstances, that vehicles may not be used for camping. This change was consistent with the UDO's prohibition on the use of trailers, defined as:

Trailer includes any of the following:

(1) Travel trailer means a vehicular, portable structure built on a chassis, designed to be used as a temporary dwelling for travel, recreational and vacation uses, and, when factory equipped for the roads, it shall have a body width not exceeding eight feet and a body length not exceeding 32 feet.
(2) Pickup coach means a structure designed to be mounted on a truck chassis for use as a temporary dwelling for travel, recreation and vacation.
(3) Motor home means a portable, temporary dwelling to be used for travel, recreation, and vacation, constructed as an integral part of a self-propelled vehicle.
(4) Camping trailer means a folding structure of canvas or other material mounted on wheels and designed for travel, recreation and vacation use.

Section 26-7, as amended, now reads as follows:

Sec. 26-7. - Camping.

(a) Definitions. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Immediate family means father, mother, brother, sister, son, daughter or grandparent.

Mobile home means a modular unit built on a chassis, with body width exceeding eight feet or body length exceeding 32 feet, designed to be used as a dwelling, with or without a permanent foundation, when connected to the required utilities. A travel trailer is not to be considered as a mobile home.

Open air camping means any act of living, residing or sleeping at night, in the open air. The term "camping in the open air" includes, but is not limited to, sleeping out of doors in a tent, sleeping bag, blanket or hammock, or without any paraphernalia other than the clothes worn on the body.

Travel trailer means a vehicular, portable structure built on a chassis, designed to be used as a temporary dwelling for travel, recreational and vacation uses, and, when factory equipped for the roads, it shall have a body width not exceeding eight feet and a body length not exceeding 32 feet.

(b) Requirements. No person shall engage in the act of open air camping within the town; except, that an owner or lessee of improved real property and his immediate family and any person in the company of a member of the immediate family may camp upon the property; provided, however, that sanitary facilities including a bathroom with running potable water is available on such property for the use of all persons engaged in open air camping as permitted by this exception. The total number of persons authorized shall not exceed five. No vehicle, including, but not limited to, a personal vehicle, mobile home, travel trailer, or recreational vehicle, shall be used for open air camping.

During the July 1, 2020 meeting, the Board discussed several additional considerations, and indicated an interest in reviewing the provisions further at a future meeting. Therefore, Staff is presenting this matter back to the Board for discussion, and direction if additional changes are requested. Additional considerations discussed by the Board in July included:

1. Should there be a time limit on camping, either a limit on consecutive nights, or a maximum number of nights per year?

2. Should camping allowances, or even an allowance for the use of vehicles such as a recreational vehicle, be for owner-occupied or permanent resident-occupied properties only? In other words, should those leasing a property for a month/week or less be precluded from having camping occur on the property, or precluded from any allowance for use of a vehicle for camping if so allowed?

3. Regardless of the allowance, should total occupancy of a property be limited by wastewater permits?

Staff will be available to participate in the discussion and proceed with any actions directed by the Board.

Attachments:

1. Ordinance No. 20-07-011

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE TOWN OF NAGS HEAD, NORTH CAROLINA PERTAINING TO CAMPING

ARTICLE I. Purpose(s) and Authority.

WHEREAS, pursuant to N.C.G.S. § 160A-174, the Town of Nags Head may enact and amend ordinances that define, prohibit, regulate, or abate acts, omissions, or conditions, detrimental to the health, safety, or welfare of its citizens and the peace and dignity of the Town; and

WHEREAS, the Board of Commissioners have determined that there is an inconsistency within the Town's Code with respect to the use of vehicles for camping; and

WHEREAS, the Board of Commissioners have found that it has been the practice of the Town to prohibit the use of vehicles for camping, and that these amendments are therefore reasonable and in the public interest, and in the interest of and not contrary to the public's health, safety, morals and general welfare for the Town.

ARTICLE II. Construction.

For purposes of this ordinance amendment, underlined words (underline) shall be considered as additions to existing Town Code language and strikethrough words (~~strikethrough~~) shall be considered deletions to existing language. Any portions of the adopted Town Code which are not repeated herein, but are instead replaced by an ellipsis ("...") shall remain as they currently exist within the Town Code.

ARTICLE III. Amendment of the Unified Development Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Nags Head, North Carolina, that the Town Code shall be amended as follows:

PART I. That section 26-7, *Camping*, of the Code of Ordinances, Town of Nags Head, North Carolina, is hereby amended as follows:

Sec. 26-7. - Camping.

(a) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Immediate family means father, mother, brother, sister, son, daughter or grandparent.

Mobile home means a modular unit built on a chassis, with body width exceeding eight feet or body length exceeding 32 feet, designed to be used as a dwelling, with or without a permanent foundation, when connected to the required utilities. A travel trailer is not to be considered as a mobile home.

Open air camping means any act of living, residing or sleeping at night, in the open air ~~or in an automobile or vehicle which does not meet the requirements of a mobile home, as defined~~. The term "camping in the open air" includes, but is not limited to, sleeping out of doors in a tent, sleeping bag, blanket or hammock, or without any paraphernalia other than the clothes worn on the body.

Travel trailer means a vehicular, portable structure built on a chassis, designed to be used as a temporary dwelling for travel, recreational and vacation uses, and, when factory equipped for the roads, it shall have a body width not exceeding eight feet and a body length not exceeding 32 feet.

(b) Requirements. No person shall engage in the act of open air camping within the town; except, that an owner or lessee of improved real property and his immediate family and any person in the company of a member of the immediate family may camp upon the property; provided, however, that sanitary facilities including a bathroom with running potable water is available on such property for the use of all persons engaged in open

air camping as permitted by this exception. The total number of persons authorized shall not exceed five. No vehicle, including, but not limited to, a personal vehicle, mobile home, travel trailer, or recreational vehicle, shall be used for open air camping.

ARTICLE IV. Severability.

All Town ordinances or parts of ordinances in conflict with this ordinance amendment are hereby repealed. Should a court of competent jurisdiction declare this ordinance amendment or any part thereof to be invalid, such decision shall not affect the remaining provisions of this ordinance amendment nor the Unified Development Ordinance or Town Code of the Town of Nags Head, North Carolina which shall remain in full force and effect.

ARTICLE V. Effective Date.

This amendment shall be in full force and effect upon the date of adoption by the Board of Commissioners.

Benjamin Cahoon, Mayor
Town of Nags Head

ATTEST:

Carolyn F. Morris, Town Clerk

THE TOWN OF 1961 NAGS HEAD N.C.

APPROVED AS TO FORM:

John Leidy, Town Attorney

Date adopted: **July 1, 2020**

Motion to adopt by Commissioner _____
Motion seconded by Commissioner _____
Vote: _____ AYES _____ NAYS

Agenda Item Summary Sheet

Item No: **G-2**
Meeting Date: **October 7, 2020**

Item Title: From Sep 2nd Board meeting - Response to those who spoke during Public Comment re: Dowdy Park Event Coordinator part-time position

Item Summary:

At the September 2nd Board of Commissioners meeting, a number of individuals spoke during Public Comment, including members of the Town's Arts & Culture Committee and vendors who have participated in the Dowdy Park Farmers' Markets. They were strongly in support of continuing to fund the Dowdy Park Event Coordinator part-time position which organizes the events that take place at Dowdy Park.

Towards the end of the meeting, the Board requested that Staff provide those who had spoken and contacted the Board with an update on the Board's action that day to extend the Market through September; a copy of an email from Planning Director Michael Zehner relaying this information is attached. Members of the Board further indicated that speakers may have been unaware of the details of the Board's previous actions concerning the position. In summary, it was noted that the budget for the part-time position at Dowdy Park was suspended/frozen by the Board at the start of the COVID-19 pandemic and not "cut"; it was also noted that the position is one of the positions located within the Planning and Development Department and therefore under the Planning Director's supervision.

Number of Attachments: 1

Specific Action Requested:

Provided for updated information for the record.

Submitted By: Administration Date: September 30, 2020

Finance Officer Comment:

No unbudgeted fiscal impact.

Signature: Amy Miller Date: September 30, 2020

Town Attorney Comment:

N/A

Signature: John Leidy Date: September 30, 2020

Town Manager Comment and/or Recommendation:

N/A

Signature: Greg Sparks Date: September 30, 2020

Carolyn Morris

From: Michael Zehner
Sent: Tuesday, September 29, 2020 12:40 PM
Cc: Greg Sparks; Andy Garman; Kelly Wyatt
Subject: FW: Dowdy Park Farmers' Market
Attachments: FW_ Dowdy Park Farmers' Market .pdf; FW_ Dowdy Park Farmers' Market 2.pdf

Mayor and Commissioners,
Given expressed interest from members of the Board, I wanted to relay the email message below that had been circulated following the Board's September 2 meeting concerning the Farmers' Market. As noted in Carolyn's action report from the meeting, "Comr. Renée Cahoon - she noted that there may be some mis-information concerning the Dowdy Park Farmers Market as no one wants to stop the Farmers Market and the entire budget to include the part-time position will be re-addressed. Staff was directed to prepare a two-paragraph email from Board members responding to those that spoke today with information concerning the Farmers Market to include that it will be continuing through this month." My understanding the day of the meeting was that the email should be sent to those that had written the Board, so that is to whom the original email was sent. Subsequently, I forwarded the email to the members of the Arts & Culture Committee (see attached). Carolyn suggested that I should forward to those that spoke at the meeting, and so I forwarded to those 3 remaining individuals not covered by the first two emails (see attached).

Please let me know if you have any questions or need any additional information.

Thank you,
Michael

From: Michael Zehner
Sent: Wednesday, September 2, 2020 10:04 PM
Cc: Kelly Wyatt <Kelly.Wyatt@nagsheadnc.gov>; Andy Garman <Andy.Garman@nagsheadnc.gov>; Greg Sparks <greg.sparks@nagsheadnc.gov>; Paige Griffin <Paige.Griffin@nagsheadnc.gov>
Subject: Dowdy Park Farmers' Market

Dear Dowdy Park Farmers' Market Vendors and Patrons,
I am writing at the request of the Mayor and Board of Commissioners to thank you for your messages and to relay to you that the Board voted at this morning's meeting to continue the Market through September. Assuming there is enough interest from vendors, this would allow the Market to be held beyond tomorrow, on September 10th, 17th, and 24th. There would be an additional fee of $15 per market attended, to be invoiced at the end of the month. Vendors are encouraged to discuss their interest in participating with Paige.

Whether vendor or patron, we appreciate your continued support for the Market and look forward to seeing you tomorrow!

Best,
Michael

Michael Zehner, AICP
Director of Planning & Development
Town of Nags Head, NC

Physical Address: 5401 South Croatan Highway, Nags Head, NC 27959

Agenda Item Summary Sheet

Item No: **H-1**
Meeting Date: **October 7, 2020**

Item Title: Committee Reports

Item Summary:

At the October 7th Board of Commissioners meeting, Board members will provide reports from meetings they have attended on behalf of the Town.

Number of Attachments: 0

Specific Action Requested:

Provided for Board update.

Submitted By: Administration Date: September 30, 2020

Finance Officer Comment:

No unbudgeted fiscal impact.

Signature: Amy Miller Date: September 30, 2020

Town Attorney Comment:

N/A

Signature: John Leidy Date: September 30, 2020

Town Manager Comment and/or Recommendation:

N/A

Signature: Greg Sparks Date: September 30, 2020

Agenda Item Summary Sheet

Item No: **H-2**
Meeting Date: **October 7, 2020**

Item Title: Consideration of Board/Committee appointment/reappointment

Item Summary:
At the October 7th Board of Commissioners meeting, request appointment/reappointment be made to the following:

Personnel Grievance Panel Jeanne Kramer – term expires 10/04/2020

Ms. Kramer has indicated her interest in being reappointed.

Attached please find the Tracking Chart with the current roster for the Personnel Grievance Panel.

While there are currently no other candidates for Personnel Grievance Panel; the Town's first electronic newsletter requests those interested to apply to the Town for this and all other Town Board/Committee appointments.

Number of Attachments: 1

Specific Action Requested:

Provided for Board appointment/reappointment.

Submitted By: Administration Date: September 30, 2020

Finance Officer Comment:

No unbudgeted fiscal impact.

Signature: Amy Miller Date: September 30, 2020

Town Attorney Comment:

N/A

Signature: John Leidy Date: September 30, 2020

Town Manager Comment and/or Recommendation:

N/A

Signature: Greg Sparks Date: September 30, 2020

Tracking Chart for Town of Nags Head ***CURRENT***
Personnel Grievance Panel

Meeting Date: October 7, 2020

Name of Board/Committee	***Current members***	***Contact Info***	***Last appointed date***	***Seat expires***	***Eligible for Re-appointment***	***Notes***
Personnel Grievance Panel 3 Registered Voters 3 Alternates	Perry White	Phone/email on file	03/04/20	03/04/23	No	
	Jeanne Kramer	Phone/email on file	10/04/17	10/04/20	Yes	Interested in being reappointed
	Tina Adderholdt	Phone/email on file	09/05/18	09/05/21	No	
	Saundra Futrell (ALT)	Phone/email on file	03/04/20	03/04/23	No	
	Jean Flanigan (ALT)	Phone/email on file	05/06/20	05/06/23	No	
	Vacant (ALT)					

Agenda Item Summary Sheet

Item No: **H-3**
Meeting Date: **October 7, 2020**

Item Title: Fire Dept - Presentation of Fire Department Five-Year Strategic Plan

Item Summary:

At the October 7th Board of Commissioners meeting, Fire Chief Randy Wells will present a five-year strategic plan for the Fire Department.

Attached please find a copy of his report.

Number of Attachments: 1

Specific Action Requested:

Provided for Board review and approval.

Submitted By: Randy Wells, Fire Chief Date: September 30, 2020

Finance Officer Comment:

No unbudgeted costs associated with this agenda item.

Signature: Amy Miller Date: September 30, 2020

Town Attorney Comment:

N/A

Signature: John Leidy Date: September 30, 2020

Town Manager Comment and/or Recommendation:

N/A

Signature: Greg Sparks Date: September 30, 2020

NAGS HEAD FIRE RESCUE
STRATEGIC PLAN 2021 - 2026

INTRODUCTION

Nags Head Fire Rescue (NHFR) provides fire, rescue, emergency medical first response, hazardous materials response, fire investigation, community risk reduction and public education services to the residents, businesses, and visitors of Nags Head, North Carolina. Nags Head Fire Rescue is consistently working to achieve and/or maintain the highest level of professionalism and efficiency on behalf of those it serves, so it has taken to develop a "Community-Driven Strategic Plan." Using the framework from the guidelines set forth in the Commission on Fire Accreditation International (CFAI) Fire & Emergency Service Self-Assessment Manual 9th Ed., this document intends to guide the organization with established parameters set forth by the authority having jurisdiction.

The community-driven strategic planning process goes beyond the development of a document. It challenged the agency's members to critically examine paradigms, values, philosophies, beliefs and desires, in addition to challenging individuals to work in the best interest of the "team." It further provided the agency with an opportunity to participate in the development of their organization's long-term direction and focus. Members of the organization's external and internal stakeholders' groups demonstrated commitment to this important project and remain committed to the document's completion.

NAGS HEAD FIRE RESCUE

STRATEGIC PLAN

Table of Contents

Organizational Background	2
Organizational Structure	4
Process and Acknowledgements	5
Online Survey Findings	6
Community Priorities	6
Department Stakeholders Group Findings	7
Mission	8
Values	9
Vision	9
Programs and Services	10
S.W.O.T. Analysis	10
Critical Issues and Service Gaps	10
Goals and Objectives	11
Strategic Plan Vision	27
High Performance Organizational Blueprint	27
Performance Measurements	28
The Success of the Strategic Plan	29
Glossary of Terms, Acronyms, and Initialisms	30
Works Cited	32
Appendix	33

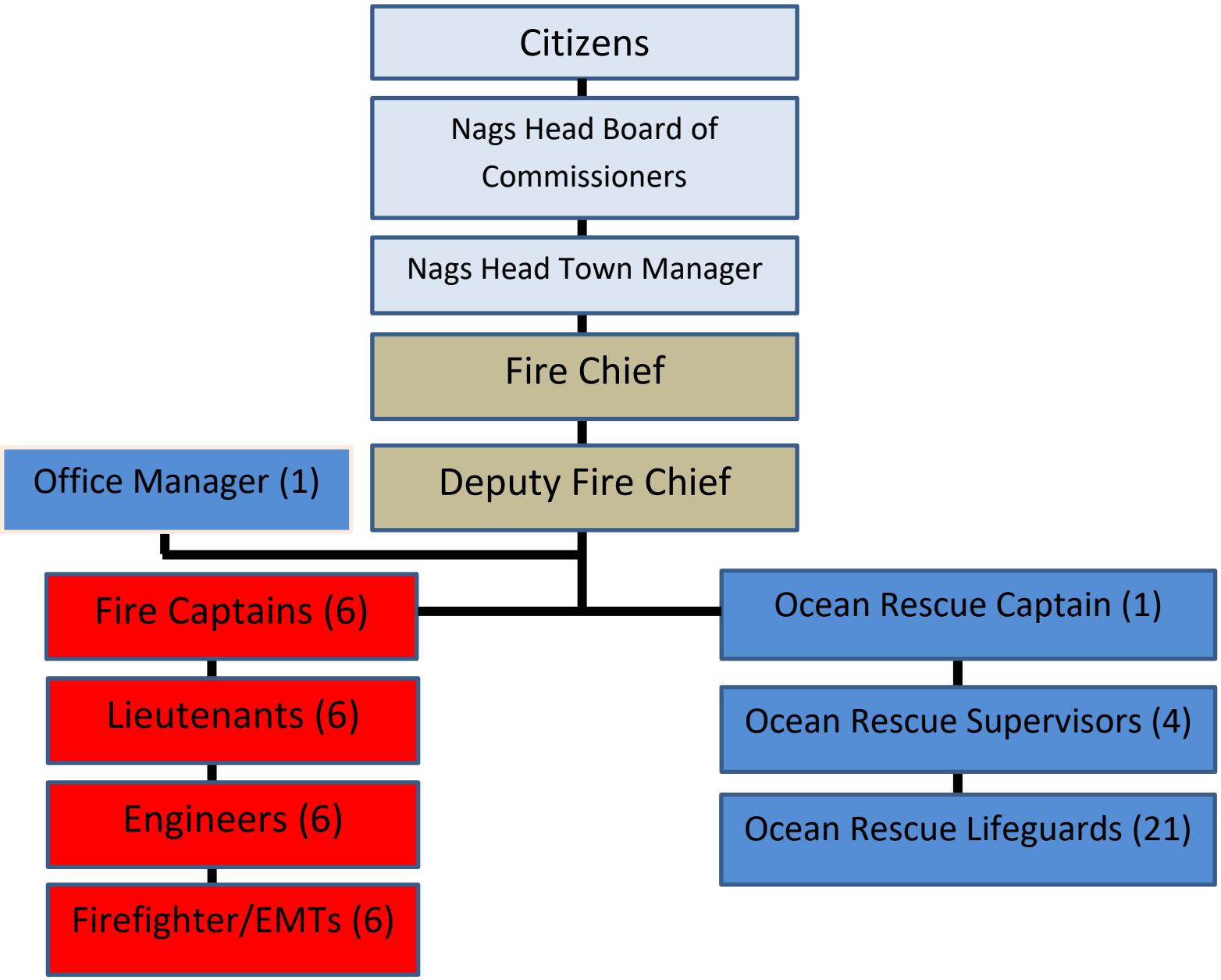
ORGANIZATIONAL BACKGROUND

The Town of Nags Head (Town) is a resort community of 6.6 square miles located in Dare County, North Carolina. The Town was officially incorporated in 1961 but its history goes back several hundred years. It received its name from the folklore of the “wreckers”; land pirates who would hang lights on mules or horses (nags) to trick ships into running aground. Around 1830 the Town became known as a resort area and remains so today. Nags Head is a thriving, ecofriendly beach community with a population of approximately 3,000 year-round residents. It welcomes 30,000 to 40,000 visitors per week during the summer months. These visitors are attracted to the 11 miles of family friendly Atlantic Ocean shoreline.

Nags Head Fire Rescue got its start prior to the Town’s formal incorporation. In August 1959, a few concerned citizens had a meeting to discuss the need for fire protection on the northern Outer Banks. After a lot of hard work, the Nags Head Volunteer Fire Department was chartered by the State on March 2, 1961. Nags Head Volunteer Fire Department began as a small department, covering most of the northern Outer Banks. As the service grew and the work demands increased, the Town of Nags Head decided to hire our first paid fire chief in December 1984. Shortly after that, the first paid firefighter was employed in January 1985.

Today, Nags Head Fire Rescue, comprised of Fire and Ocean Rescue divisions, is committed to service, protection and conservation, providing all-hazards mitigation from two fire stations located strategically within the town. A combination department with 27 uniformed career staff members and five volunteers, Nags Head Fire Rescue provides various services and programs to support a safe community. Nags Head Fire Rescue serves our community through our well-trained, progressive members.

ORGANIZATIONAL STRUCTURE



PROCESS AND ACKNOWLEDGMENTS

Nags Head Fire Rescue acknowledges and thanks our external and internal stakeholders for their participation and input into this Community–Driven Strategic Planning process. Nags Head Fire Rescue wishes to thank the men and women of the strategic plan focus group for their leadership and commitment to this process.

THE COMMUNITY–DRIVEN STRATEGIC PLANNING PROCESS OUTLINE

- Define the programs provided to the community.
- Establish the community's service program priorities and expectations of the organization.
- Identify any concerns the community may have about the organization, along with aspects of the organization that the community views positively.
- Revisit the Mission Statement, giving careful attention to the services and programs currently provided, and which can logically be provided in the future.
- Revisit the values of the organization's membership.
- Identify the internal strengths and weaknesses of the organization.
- Identify areas of opportunity or potential threats to the organization.
- Identify the organization's critical issues and service gaps.
- Determine strategic initiatives for organizational improvement.
- Establish a realistic goal and objectives for each initiative.
- Identify implementation tasks for the accomplishment of each objective.
- Determine the vision of the future.
- Develop organizational and community commitment to accomplishing the plan.

Development of this strategic plan took place in June 2020, beginning with an online survey of external stakeholders. Input received from the survey revolved around community expectations and concerns, as well as comments about the organization. The results of this survey can be found in the Appendix.

ONLINE SURVEY FINDINGS

A key element of the Fire and Ocean Rescue organizational philosophy is having a high level of commitment to the community, as well as recognizing the importance of community satisfaction. The COVID-19 pandemic kept the Department from hosting community stakeholder meetings. The Department's leadership opted to use an online survey to gather input from the public, therefore, social distancing was maintained. The agency invited community representatives to give feedback on services provided.

COMMUNITY PRIORITIES

To best dedicate time, energy, and resources to services most desired by its community, NHFR needs to understand what the customers consider to be their priorities. With that, the external stakeholders were asked to prioritize the programs offered by the agency through a process of direct comparison. The results were as follows:

Programs	Ranking	Score
Fire Suppression	1	78
Emergency Medical Services	2	69.5
Rescue Basic and Technical	3	56.3
Fire Investigation	4	53
Hazardous Materials Mitigation	5	51
Domestic Preparedness	6	41
Wildland / Brush Fire	7	37
Public Education	8	25
Community Risk Reduction	9	24.4

DEPARTMENT STAKEHOLDERS GROUP FINDINGS

Fire Rescue stakeholders work sessions were conducted over a period of two days. These sessions discussed the organization's approach to community-driven strategic planning, with the focus on the Mission, Vision, Values, and Supporting Services. They also provided a critical review of the organization's Strengths, Weaknesses Opportunities and Threats. The work sessions involved participation from almost every level within the organization.

Nags Head Fire Rescue Department Stakeholders		
Skyla Lamberto-Egan *Firefighter*	Jackie Hart *Office Manager*	Shane Hite *Deputy Fire Chief*
Scott Hooper *Firefighter*	Rick Lawrenson *Chaplain/ Volunteer*	Tanner Mann *Lieutenant*
John Kenny *Fire Captain*	Chad Motz *Ocean Rescue Captain*	James Phillips *Firefighter*
Wayne Kidd *Fire Captain*	Randy Wells *Fire Chief*	

MISSION

The purpose of the mission statement is to answer the questions:

- Who are we?
- Why do we exist?
- What do we do?
- Why do we do it?
- For whom?

A workgroup revisited the existing mission statement, ensuring it answered these questions. The following mission statement was created and accepted by the entire group:

We are Nags Head Fire Rescue. Our mission is to protect the people, property and environment of Nags Head with courage, commitment and compassion.

VALUES

Values embraced by all members of an organization are extremely important, as they recognize the features that make up the personality and culture of the organization. A work group met to revisit the existing values and proposed a revision that was discussed, enhanced further, and agreed upon by the entire group.

The Mission and Values are the foundation of this organization. Thus, we must make every effort to keep these current and meaningful so that they guide every member of the department during their daily tasks and objectives.

Nags Head Fire Rescue CORE values are to serve the community through:

- Courage
- Commitment
- Compassion

VISION

Fire Rescue's current Vision is:

To achieve the highest levels of community service and protection by delivering outstanding customer service in all that we do.

PROGRAMS AND SERVICES

Nags Head Fire Rescue stakeholders identified the core programs provided to the community, as priorities to align ourselves with the community's expectations.

Core Programs of Nags Head Fire Rescue		
Emergency Medical Services	Fire Suppression	Rescue - Basic and Technical
Fire Investigation	Hazardous Materials Mitigation	Domestic Preparedness
Wildland / Brush Fire	Public Education	Community Risk Reduction

S.W.O.T. ANALYSIS

The Strengths, Weakness, Opportunity and Threats (SWOT) analysis is designed to have an organization candidly identify its positive and less than desirable attributes. Nags Head Fire Rescue stakeholders participated in an activity to record their strengths, weaknesses, as well as the possible opportunities and potential threats. Information from this analysis provides guidance toward the larger issues and gaps that exist within the agency. The information gathered assists the agency in finding its broader critical issues and service gaps.

CRITICAL ISSUES AND SERVICE GAPS

Following the identification and review of Fire Rescue's SWOT, the internal stake holders met to identify the themes, primary critical issues, and service gaps. The critical issues and service gaps identified by the stakeholders provide further guidance toward identification of the strategic initiatives, which will ultimately lend direction for the development of the goals, objectives, critical tasks and timelines. The internal stakeholders identified the following strategic initiatives, which we will analyze, prioritize, and improve our service delivery within the next five years.

Nags Head Fire Rescue Strategic Initiatives		
Staffing	Professional Development	Equipment
Technology	Community Outreach	Facilities

GOALS AND OBJECTIVES

To continuously achieve the mission of Nags Head Fire Rescue, realistic goals and objectives, with timelines for completion, must be established to enhance strengths, address weaknesses, provide clear direction, and address the community's concerns. These should become the focus of Fire Rescues' efforts, as they will direct the organization to its desired future while reducing the obstacles and distractions along the way. Leadership-established work groups should meet and manage progress toward accomplishing these goals and objectives and adjust timelines as the needs and the environment change. Regular reports of progress shall be shared with Fire Rescue leadership.

Goal 1	Provide highly trained emergency responders to match the response needs of the community.

Objective 1A Analyze the needs of the organization related to training.

Timeframe **Assigned to:**

Critical tasks

- Identify all career development required classes.
- Identify all current employee certifications held.
- Update all Standard Operating Guidelines to reflect current certifications.
- Analyze any specialized training needs.
- Clearly express all required mandated training for certification maintenance, regulatory, requirements, and Insurance Services Organization.
- Report the findings to the leadership team for future action

Funding Estimate	Capital Costs:	Consumable Costs:
	Personnel Costs:	Contract Services Costs:

Objective 1B Analyze the Department's current process for delivering training.

Timeframe **Assigned to:**

Critical tasks

- Review classes offered over the prior 12-18 months.
- Review employee training hours/elements and compare to expectations.
- Identify classes that were cancelled if applicable.
- Identify instructor capability, availability and need.
- Identify training resources and facilities available and needed.
- Report the findings to the leadership team for future action.

Funding Estimate	Capital Costs:	Consumable Costs:
	Personnel Costs:	Contract Services Costs:

Objective 1C Establish the Department's training needs.

Timeframe **Assigned to:**

Critical tasks

- Collect the information and data reported in the previous objectives.
- Utilize the Community Risk Assessment to establish risks for which we must/should prepare.
- Identify the certificates held by current members.
- Identify any certification gaps.
- Identify the need for specialized services.
- Analyze any equipment and or facility needs and create a needs list.
- Report the findings to the leadership team for future action.

Funding Estimate	Capital Costs:	Consumable Costs:
	Personnel Costs:	Contract Services Costs:

Objective 1D Develop a plan to deliver training that meets the Department's needs.

Timeframe **Assigned to:**

Critical tasks

- Categorize any identified training needs.
- Prioritize the training categories.
- Coordinate the delivery agencies.

- Identify the training cycle.
- Identify additional resources or facilities needed.
- Design training targeted to improve weaknesses.
- Ensure any outside classes are shared within the organization.
- Put the schedule out for feedback.

Funding Estimate	Capital Costs:	Consumable Costs:
	Personnel Costs:	Contract Services Costs:

Objective 1E Act on the plan and carry out the training.

Timeframe **Assigned to:**

Critical tasks

- Identify and schedule needed instructors.
- Secure needed training facilities and equipment.
- Coordinate the training with coverage.
- Support the training classes as needed (ongoing).
- Begin offering training per the established plan and schedule.
- Manage the training plan to ensure that the plan is working.
- Constantly monitor for weaknesses and design training to address them, including drills.

Funding Estimate	Capital Costs:	Consumable Costs:
	Personnel Costs:	Contract Services Costs:

Objective 1F Evaluate the effectiveness of the new plan.

Timeframe **Assigned to:**

Critical tasks

- Develop a survey to determine effectiveness.
- Survey all identified employees on plan for effectiveness.
- Conduct data analysis with a focus on:
    - Training hours per employee, per shift

  - Department training hours
  - ISO breakdown
- Conduct a comparative analysis of employee certifications.
- Evaluate the number of employees that are prepared for promotional opportunities.
- Consider whether the department is required to go outside for positions.
- Report findings to the leadership team for future action.

Funding Estimate	Capital Costs:	Consumable Costs:
	Personnel Costs:	Contract Services Costs:

Objective 1G Revise the plan and repeat.

Timeframe **Assigned to:**

Critical tasks

- Evaluate the employee survey results and make adjustments as warranted.
- Project the needs of the organization and adjust as necessary.
- Make identified plan adjustments.
- Implement the plan with the adjustments.

Funding Estimate	Capital Costs:	Consumable Costs:
	Personnel Costs:	Contract Services Costs:

Goal 2	Conduct a staffing analysis to establish a staffing model for Nags Head Fire Rescue

Objective 2A Evaluate current staffing model for effectiveness.

Timeframe **Assigned to:**

Critical tasks

- Establish the evaluation process.
- Determine what resources are needed to properly evaluate staffing levels.
- Determine what standards may assist with a proper evaluation of staffing.

Funding Estimate	Capital Costs:	Consumable Costs:
	Personnel Costs:	Contract Services Costs:

Objective 2B Determine appropriate staffing levels for residential fire response.

Timeframe **Assigned to:**

Critical tasks

- Evaluate National Fire Protection Association Standards to determine recommended staffing.
- Evaluate methods to achieve the recommended staffing.
- Evaluate the time constraints associated with effective response.
- Evaluate available methods for achieving the appropriate response.

Funding Estimate	Capital Costs:	Consumable Costs:
	Personnel Costs:	Contract Services Costs:

Objective 2C Determine appropriate staffing levels for water-related response.

Timeframe **Assigned to:**

Critical tasks

- Evaluate National Fire Protection Association Standards to determine recommended staffing.
- Evaluate methods to achieve recommended staffing.
- Evaluate time constraints with effective response.
- Evaluate available methods for achieving the appropriate response.

Funding Estimate	Capital Costs:	Consumable Costs:
	Personnel Costs:	Contract Services Costs:

Objective 2D Determine appropriate staffing for the fire inspection process.

Timeframe **Assigned to:**

Critical tasks

- Evaluate current North Carolina statutory requirements regarding the inspection process for commercial occupancies.
- Evaluate the number of inspections within the town.
- Consider additional required inspections for new construction.
- Consider alternatives such as not performing inspections including the associated hazards.
- Evaluate other programs that are completed by fire inspectors
- Consider alternatives to the current process

Funding Estimate	Capital Costs:	Consumable Costs:
	Personnel Costs:	Contract Services Costs:

Objective 2E Develop appropriate staffing model to provide efficient services.

Timeframe **Assigned to:**

Critical tasks

- Consider proper coverage of all positions with properly trained staff.
- Consider proper coverage for water-based rescue and associated supervisory and logistics functions.
- Ensure staffing for the mandatory inspection process is sufficient.
- Recommend an implementation process for any new positions that may be needed.
- Seek additional funding methods for positions.

Funding Estimate	Capital Costs:	Consumable Costs:
	Personnel Costs:	Contract Services Costs:

Goal 3	Ensure the Department has the physical resources to meet the current and projected needs of the community.

Objective 3A **Identify all current physical resources, including inventories of stations, apparatus, tools and equipment.**

Timeframe **Assigned to:**

Critical tasks

- Assign an inventory manager to manage and maintain accountability over physical resources.
- Inventory manager to assign four inventory resource leaders over stations, apparatus, PPE, and tools and equipment.
- Each resource inventory leader to oversee the inventory of their assigned resource.
- Develop an inventory and evaluation form for each resource type.
- Compile all inventories and provide them to the inventory manager.

Funding Estimate	Capital Costs:	Consumable Costs:
	Personnel Costs:	Contract Services Costs:

Objective 3B **Evaluate all current Department stations.**

Timeframe **Assigned to:**

Critical tasks

- Establish the evaluation process, including the timeline to be used.
- Determine the personnel needed to complete the evaluation within the time parameters.
    - Location
    - Design
    - Condition
    - Age
    - Capabilities
    - Capacities
- Complete an assessment on current stations using the following parameters:

- Create a report of findings of the assessment and submit to the resource inventory leader overseeing stations.

Funding Estimate	Capital Costs:	Consumable Costs:
	Personnel Costs:	Contract Services Costs:

Objective 3C Evaluate all current apparatus.

Timeframe **Assigned to:**

Critical tasks

- Establish the evaluation process, including the timeline to be used.
- Determine the personnel needed to complete the evaluation within the time parameters.
- Complete an assessment on current apparatus using the following parameters
  - Age
  - Mileage/hours
  - Overall condition
  - Maintenance history
  - Capabilities
  - Capacities
- Create a report of findings of the assessment and submit to the resource inventory leader overseeing apparatus.

Funding Estimate	Capital Costs:	Consumable Costs:
	Personnel Costs:	Contract Services Costs:

Objective 3D Evaluate all current Personal Protective Equipment.

Timeframe **Assigned to:**

Critical tasks

- Establish the evaluation process, Including the timeline to be used.
- Determine the personnel needed to complete the evaluation within the time parameters.

- Complete an assessment on PPE using the following parameters.
  - Condition
  - Technology available
  - Current specifications
  - Current inventory standards
- Create a report of findings of the assessment and submit to the resource inventory leader overseeing PPE.

Funding Estimate	Capital Costs:	Consumable Costs:
	Personnel Costs:	Contract Services Costs:

Objective 3E Evaluate all current tools and equipment.

Timeframe **Assigned to:**

Critical tasks

- Establish the evaluation process, including the timeline to be used.
- Determine the personnel needed to complete the evaluation within the time parameters.
- Complete an assessment on tools and equipment using the following parameters:
  - Age
  - Condition
  - Technology
  - Capabilities
  - Current industry standards
- Create a report of findings of the assessment and submit to the resource inventory leader overseeing tools and equipment.

Funding Estimate	Capital Costs:	Consumable Costs:
	Personnel Costs:	Contract Services Costs:

Goal 4	Create a comprehensive community outreach program to better align our efforts with our citizens' expectations.

Objective 4A Evaluate our current programs for relevancy.

Timeframe **Assigned to:**

Critical tasks

- Form a committee to evaluate the Department's community outreach.
- Identify what is working and what is not.
- Report findings and analysis to the leadership team for future action.

Funding Estimate	Capital Costs:	Consumable Costs:
	Personnel Costs:	Contract Services Costs:

Objective 4B Identify the area(s) of need in the community and the Department, related to community outreach.

Timeframe **Assigned to:**

Critical tasks

- Identify target programs.
- Identify the target audience(s) (age range, socio-economic, schools, etc.)
- Conduct a cost analysis to determine potential return on investment.
- Research and pursue and grant opportunities or other sources of alternative funding.
- Involve the community by asking for input on the desired programs.
- Report the findings to the leadership team for future action.

Funding Estimate	Capital Costs:	Consumable Costs:
	Personnel Costs:	Contract Services Costs:

Objective 4C Establish programs that enhance community engagement.

Timeframe **Assigned to:**

Critical tasks

- Establish policies and procedures for identified programs.
- Establish and Manage social media platforms.
- Apply for any grant or alternative funding opportunities to help financially support identified programs.
- Pursue any community partnerships with community outreach in mind.

Funding Estimate	Capital Costs:	Consumable Costs:
	Personnel Costs:	Contract Services Costs:

Objective 4D Implement all programs as directed.

Timeframe **Assigned to:**

Critical tasks

- Determine the target audience per program.
- Advertise through social media platforms in relation to the program
- Provide outreach and solicit feedback.

Funding Estimate	Capital Costs:	Consumable Costs:
	Personnel Costs:	Contract Services Costs:

Objective 4E Conduct an evaluation of programs to determine if current resources are adequate to meet community's needs.

Timeframe **Assigned to:**

Critical tasks

- Evaluate each program's effectiveness.
- Revise any programs determined, based on needs.
- Apply revisions to the programs.
- Solicit feedback on revised programs.

Funding Estimate	Capital Costs:	Consumable Costs:
	Personnel Costs:	Contract Services Costs:

Goal 5	Improve our disaster preparedness response.

Objective 5A Determine risks by conducting the community risk assessment.

Timeframe **Assigned to:**

Critical tasks

- Establish the CRA process.
- Assign personnel to complete the assessment
- Educate the personnel on the proper assessment steps

Funding Estimate	Capital Costs:	Consumable Costs:
	Personnel Costs:	Contract Services Costs:

Objective 5B Determine response needs based off community risk assessment.

Timeframe **Assigned to:**

Critical tasks

Goal 6 Explore the possibility of international accreditation.

Objective 6A Form committees as needed to pursue and maintain accreditation.

Timeframe **Assigned to:**

Critical tasks

- Establish committee member criteria.
- Determine the composition of the committee.
- Develop and complete the selection process.

Funding Estimate	Capital Costs:	Consumable Costs:
	Personnel Costs:	Contract Services Costs:

Objective 6B Prepare a community driven strategic plan.

Timeframe **Assigned to:**

Critical tasks

- Hold an external stakeholder meeting in which community members provide feedback on program priorities, service expectations, concerns and strengths perceived about NHFR.
- Provide internal stakeholder work sessions to evaluate (and update if necessary) the mission, vision and values; determine internal strengths and weaknesses, external opportunities and threats; establish critical issues and service gaps, determine goals and objectives to achieve over five years.
- Determine a work plan for the accomplishment of each goal and implement the plan.
- Annually evaluate objectives accomplished with the plan.
- Report annual plan progress to internal and external stakeholders.

Funding Estimate	Capital Costs:	Consumable Costs:
	Personnel Costs:	Contract Services Costs:

Objective 6C **Conduct a community hazards and risk assessment and publish a Community Risk and Standards of Cover document.**

Timeframe **Assigned to:**

Critical tasks

- Obtain instruction on hazard and risk assessment, and standards of cover preparation.
- Perform community hazards and risk assessment.
- Evaluate historical community emergency response performance and coverage.
- Establish benchmark and baseline emergency response performance objectives.
- Establish and publish Standards of Cover.
- Maintain, and annually update the Standards of Cover document.

Funding Estimate	Capital Costs:	Consumable Costs:
	Personnel Costs:	Contract Services Costs:

Objective 6D **Conduct and document a self-assessment of the department utilizing the CPSE/CFAI Fire and Emergency Services Self-Assessment Manual criteria.**

Timeframe **Assigned to:**

Critical tasks

- Obtain instruction on writing a CFAI self-assessment manual.
- Assign self-assessment manual category and criterion writing to the agency accreditation committee/team members as appropriate.
- Review self-assessment and ensure all reference items are in order.

Funding Estimate	Capital Costs:	Consumable Costs:
	Personnel Costs:	Contract Services Costs:

STRATEGIC PLAN VISION

On the final day of the process the focus group presented a strategic plan vision of where the organization will be in the future if the strategic plan is accomplished. This is not to override the Department's global vision but rather, to confirm the future of the work that was designed by the Department's stakeholders. This vision is intended as a target of excellence to strive toward and provide a basis for its goals and objectives.

Nags Head Fire Rescue's 2026 Vision

Is continual organizational improvement for Emergency Services that is mission-driven and results oriented. We will focus on the prevention, education preservation and conservation while valuing character, compassion and courage.

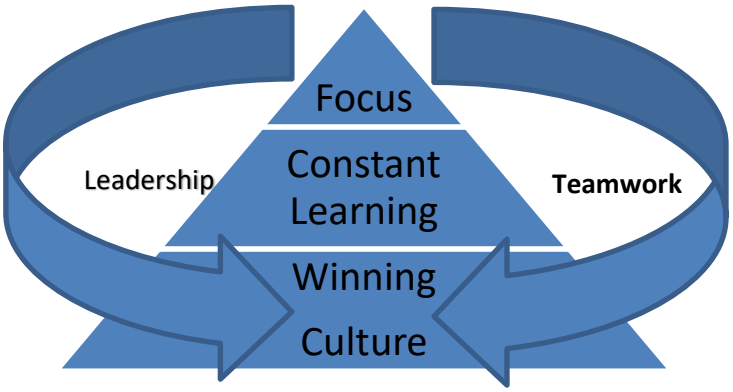
Never losing focus for what's best for our community. We will endeavor to provide the highest levels of customer service with an appropriately staffed organization that is trained and equipped to meet the challenging needs of those that live, work and play in our town.

Helping our citizens and visitors with the highest standards of care we can provide. We will work to increase positive outcomes for those we serve.

Focusing on the people while being data driven and results oriented: never losing our passion to serve.

Remembering our history but staying focused on the future.

HIGH PERFORMANCE ORGANIZATIONAL BLUEPRINT



There are many ways in which organizations become or maintain high performance. Nags Head Fire Rescue has chosen to follow the blueprint of the performance pyramid. This performance pyramid has its origins in Formula 1 racing teams. We believe that this model will provide us with the best chance of success to meet the demands of the community and to achieve our high-performance standards. At the top of the pyramid is Focus. For NHFR our focus is clearly identified in our mission statement. The next level of the pyramid is Constant Learning. NHFR is dedicated to a being a learning organization; dedicated to organizational and individual improvement. The base of the pyramid, a Winning Culture, is vital to the organization's success. Our culture will support the development of a high performing organization. To foster this winning culture, we will concentrate on four key areas; constant communication, no blame philosophy, one-team-one-mission mindset, and a long-term perspective. The development of this culture is central to our success.

PERFORMANCE MEASUREMENTS

To assess and ensure that Nags Head Fire Rescue is delivering on the promises made in the strategic plan, the organization's leaders must determine performance measures for which they are fully accountable. As output measurements can be challenging, the organization must focus on the assessment process. The importance of the performance measurement is that it moves the organization away from reacting to the moment and puts the organization in position for long term growth and development. The Center of Public Safety Excellence (CPSE), from which most of this document was developed, argues that achieving results is based on four key bullet points:

- The identification of strategic goals and objectives;
- The determination of resources necessary to achieve them;
- The analyzing and evaluation of performance data; and
- The use of data to drive continuous improvement in the organization.

They reinforce these bullet points with a quote from Davis Osborne and Ted Gaebler, from their book *Reinventing Government*.

- If you don't measure the results of your plan, you can't tell success from failure.
- If you can't see success, you can't reward it.
- If you can't reward success, you're probably rewarding failure.
- If you can't see success, you can't learn from it.
- If you can't recognize failure, you can't correct it.
- If you can demonstrate results, you can win public support.

For our performance to improve, we must utilize a system of improvement. The most successful organizations use a system of “plan, do, review”. Data collection will be an important part of our performance improving process. We will collect inputs, outputs, and we will measure efficiency, service quality, and outcomes. To better understand why these are important, we should define them:

Inputs- what is taken in by any process or system.

Outputs- the action or process of producing something

Measure Efficiency- we will develop a set of key performance indicators and mindfully measure our success / failure on meeting them.

Service Quality- we will review our performance and ensure that we are meeting the community’s needs while being economically efficient.

Outcomes- we will measure the consequences of our performance in a numerical and data driven manner.

THE SUCCESS OF THE STRATEGIC PLAN

The organization’s success will hinge on its ability to adapt and change to its environment. The leadership of the department will foster a state of constancy learning, we will adopt a no blame philosophy, we will develop a winning culture. The plans success will come with a one-team one-mission mindset. This plan’s success will not come from the implementations of the goals and objectives, but from support received from the authority having jurisdiction, the members of the organization, and the community-at-large. It is our hope that this plan goes a long way toward unifying the community’s vision of its Fire/Rescue and how the organization will align itself with the community’s expectations.

GLOSSARY OF TERMS, ACRONYMS, AND INITIALISMS

Accreditation	A process by which an association or agency evaluates and recognizes a program of study or an institution as meeting certain predetermined standards or qualifications. It applies to institutions or agencies and their programs or their services. Accreditations ensures a basic level of quality in the services received from an agency.
AED	Automatic External Defibrillator
CAD	Computer Aided Dispatch
CFAI	Commission on Fire Accreditation International
CPR	Cardiopulmonary Resuscitation
CPSE	Center for Public Safety Excellence
Customer(s)	The person or group who establishes the requirement of a process and receives or uses the outputs of the process; or the person or entity directly served by the department or agency.
DOT	Department of Transportation
DMV	Department of Motor Vehicles
DHHS	Department of Health and Human Services
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
EPCR	Electronic Patient Care Report
EVT	Emergency Vehicle Technician
HR	Human Resources
Input	A performance indicator that is taken in, operated on by any process or system.
Mission	An enduring statement of purpose; the organization's reason for existence. Describes what the organization does, for whom it does it for, and how it does it.
NFPA	National Fire Protection Association

NREMT	National Registry of Emergency Medical Technicians
OSHA	Occupational Safety and Health Administration
Outcome	A performance indication where qualitative consequences are associated with a program/ service; i.e., the ultimate benefit to the customer.
Output	A performance indication where a quality or number of units produced is identified.
PPE	Personal Protective Equipment
Performance Measure	A specific measurable result for each goal and/or program that indicates achievement.
SCBA	Self-Contained Breathing Apparatus
Stakeholder	Any person, group, or organization that can place a claim on, or influence the origination's resources or outputs, is affected by those outputs, or has an interest in or expectation of the organization.
Strategic Goal	A broad target that defines how the agency will carry out its mission over a specific period. An aim. The result of an action. Something to accomplish in assisting the agency to move forward.
Strategic Objective	A specific, measurable accomplishment required to realize the successful completion of a strategic goals.
Strategic Plan	A long-range planning document that defines the mission of the agency and broadly identifies how it will be accomplished, and that provides the framework for more detailed annual operations plans.
Strategic Planning	The continuous and systemic process whereby guiding members of an organization make decisions about its future, develop procedures and operations to achieve that future, and determine how success is to be measured.
Strategy	A description of how a strategic objective will be achieved. A possibility. A plan or methodology for achieving a goal.
SWOT	Strength, Weakness, Opportunities and Threats.
THIRA	Threat and Hazzard Identification and Risk Assessment
TIC	Thermal Imaging Camera
Vision	An idealized view of a desirable and potentially achievable future state- where or what an organization would like to be in the future.

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APPENDIX 1

Nags Head Fire Rescue conducted an online survey to gather the expectations, comments, and concerns of its fire and emergency services organization. This information is critically important to developing a long-range perspective. With this knowledge, internal emphasis may need to be changed or bolstered to fulfill the community needs.

Respondents were asked to prioritize list of services provided by the organization. The responses were analyzed and placed into themes and weighted. The weighted prioritized responses were then placed into groups of like services and averaged. For example, Ocean Rescue was a high priority for the community, but Ocean Rescue was just one facet of rescue within the Fire Service. When placed in the category and weighted it falls within the Basic and Technical rescue group and was ranked third.

It is important to note that the use of the online survey did yield valuable data, but it did limit our ability to dialog and interact with the citizens. During our next revision of the plan we hope to hold numerous small meetings and allow the community a direct way to express their concerns, expectations and overall view of the organization.

Q1 – How are you associated with the Town of Nags Head Fire Rescue?

ANSWER CHOICES	RESPONSES	
I own a home and reside year round in the town of Nags Head.	59.09%	65
I am a non-resident home owner.	16.36%	18
I rent a home and reside here, I have a driver's license and voter registration card associated with my address.	10.00%	11
I vacation in the town of Nags Head.	9.09%	10
I own and operate a business in the town of Nags Head.	5.45%	6
TOTAL		110

Q2 – In the last 12 months, did you have an illness, injury, or emergency that required the services of Nags Head Fire Rescue?

ANSWER CHOICES	RESPONSES	
Yes	7.27%	8
No	92.73%	102
TOTAL		110

Q3 – If yes, was this experience positive or negative and please explain? (8 responses)
Here are the 8 responses we received, unedited.

1. "Love the nature of the ocean in Nags Head. Don't like too much government. Too many fees and taxes without taking care of flooding and just safety. Trim the fat of too many government employees and hoops to jump through."- 6/14/2020 9:44 PM

2. "Very positive. My father had a major stroke and could not move. NH fire department responded in a responsive and very compassionate manner."-6/8/2020 10:44 AM

3. "Positive. The crew is always helpful when we call. Had a small issue in the plaza for another business that had a planter fire and the responded and assisted the situation without causing a huge issue for other business in the plaza on a busy day."-6/4/2020 7:48 PM

4. “Extremely positive ! I had a tibial plateau fracture and nhfr carried me in and out of my home for several doctors appointments. So grateful for their help!” -6/4/2020 5:04 PM

5. “Positive. Fast response to a medical emergency. Firefighters did not speak to me and just stood back while EMS did what they needed to do.” -5/27/2020 7:43 PM

6. “Positive. Everyone was very professional and caring. The response time was excellent.” -5/27/2020 5:46 PM

7. “Very positive. My wife fell and NHFD responded with Dare EMS. Very polite, very helpful Very skilled” -5/27/2020 5:35 PM

8. “Very positive answering a fire alarm”- 5/24/2020 11:37 AM

Q4 – Please score how important it is to you for the fire department to provide these services.

Using a weighted average, here are the services prioritized by importance.

Programs	Ranking	Score
Fire Suppression	1	78
Emergency Medical Services	2	69.5
Rescue Basic and Technical	3	56.3
Fire Investigation	4	53
Hazardous Materials Mitigation	5	51
Domestic Preparedness	6	41
Wildland / Brush Fire	7	37
Public Education	8	25
Community Risk Reduction	9	24.4

** This table was constructed using the weighted averages from a list of 40 activities provided by Nags Head Fire Rescue. Like services were grouped and classified together. An example of this would be Rescue Basic and Technical. All forms of rescue including Ocean Rescue are included in this classification.

Q5 - Can you identify any other services that you feel Nags Head Fire Rescue should be providing to the citizens and visitors of the Town of Nags Head?

"This is very comprehensive. They have a ton on their plate." -6/18/2020 7:40 AM

"Nags Head Fire and Rescue should utilize the services of other town, county, state and federal agencies to protect the Town and should cooperate in helping others. Redundant equipment and services is a waste unless it fits into a larger plan." - 6/16/2020 7:23 AM

"Modern equipment and the appropriate number of firefighters to rescue me and my family or neighbors." - 6/9/2020 8:13 AM

"Juvenile Firestarter Prevention Program" -6/7/2020 12:37 PM

"Diverse modalities for emergency response with flexible command allowing for variability in types of response to insure more scaled and appropriate emergent and non-emergent outreach" - 6/7/2020 12:02 AM

"Cannot think of anything. Your list was pretty extensive." - 6/4/2020 7:48 PM

"Year-round lifeguard patrol"- 6/4/2020 3:05 PM

"One already in place also of utmost importance is patient assists" - 6/4/2020 8:42 AM

"Enhanced Fire Dept and Ocean Rescue cooperation" - 6/3/2020 1:39 PM

"Helping elderly and disabled to get into and out of their homes - curtesy calls." -5/31/2020 12:04 PM

"Citizen involvement such as shopping center demonstrations, speaking at non-profits and service clubs, special card needs such as Alzheimer's care"- 5/28/2020 12:47 PM

"Fast turnarounds" - 5/28/2020 12:23 PM

"Some of the mentioned jobs seemed to be duplicate services of police, coast guard etc"- 5/28/2020 7:34 AM

"More CPR and defibrillator training classes for citizens of Nags Head." - 5/27/2020 9:49 PM

"No, I think the current service level is adequate." - 5/27/2020 8:03 PM

"Provide more public information about fire calls, rescues, inspections and investigations." - 5/27/2020 6:35 PM

“It's not listed above, but I think helping people with problems getting in or out of their house is an important service for residents. I have never used it, but my neighbors have” -5/27/2020 6:28 PM

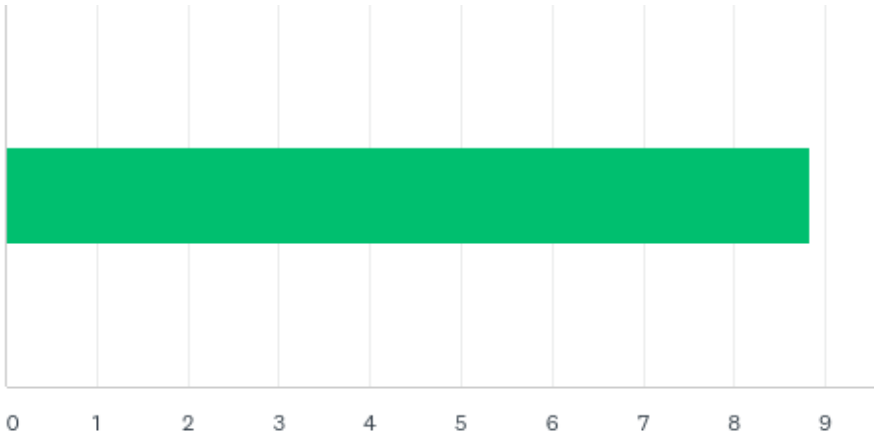
“No. They do an exceptional job as it is.” -5/27/2020 6:16 PM

“Because you're not doing enough already?” - 5/27/2020 6:10 PM

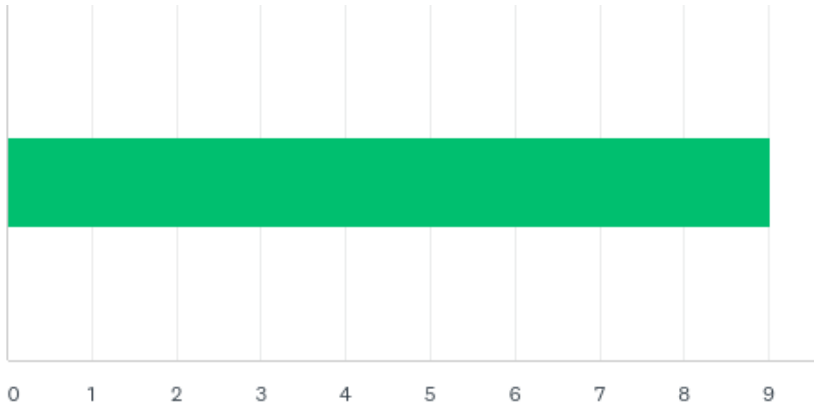
“Identify reoccurring or high-risk residential fire causes and generate an inspection program to prevent fires.” 9 -5/27/2020 6:01 PM

“Helping residents gain access and egress from their homes when they physically need help. This service helped my parents in their time of need when returning from health care facilities.” - 5/25/2020 7:59 AM

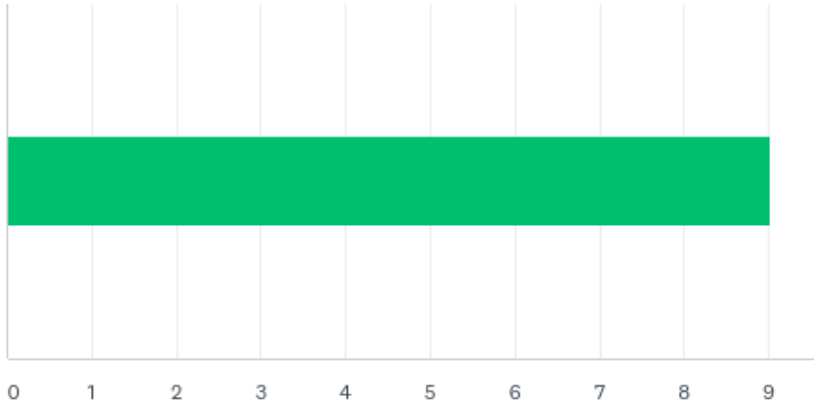
Q6 - On a scale of 1 to 10 with 10 being Excellent, please rate how good you feel that the Town of Nags Head Fire Rescue engages and interacts with the citizens and visitors of our community? (Average number = 9)



Q7 - On a scale of 1 to 10 with 10 being Excellent, please rate how attentive you feel Nags Head Fire Rescue is to the needs of the community? (Average number = 9)



Q8 - On a scale of 1 to 10 with 10 being Excellent, please rate how satisfied you are with the overall services provided by the Town of Nags Head Fire Rescue. (Average number = 9)



Q9 - Please provide any additional comments and/or recommendations on how the Town of Nags Head Fire Rescue can improve our service to our community and business owners.

Here are the responses:

I cannot think of any improvements since you all do a excellent job as it is!

None

The town of NHFD does an excellent job protecting and aiding our community. Keep up the great work!

What is a Trench Rescue? Dig the ditches and keep the water off the roads. Have the town open the gates to let water off roads instead of sending fire trucks around to evacuate people. It is a big disruption to business

I live on the north end of Nags Head and would like to see a fully staffed fire station closer to me.

No recommendations. They do a superb job.

More lifeguards and personable lifeguards

Y'all are awesome

Thank you for all you do!

Doing a great job and we appreciate owning a business here. Anytime we have questions the department always helps.

Thank you for all you do for our community!

Thank you for being proactive.

Team is fantastic...THANK YOU!

You’re doing a great job already

Community outreach and ENCOURAGEMENT of local citizens to volunteer and eliminate these barriers for entry

Really enjoy seeing the firefighters out in the community, eating or shopping at the local businesses.

Keep it up. Over the years we have had a few late-night fire/smoke alarms that you've handled to include education. Just over a year ago fire & ems hauled me out and back twice during medical emergencies - couldn't ask for better.

Thank you for all you do!

Proud to have NHFR in our small community - such an outstanding and professional organization. Thank you!

Would like to see more of an involvement with individual, year-round residents.

More community classes being offered on fire safety in the home; CPR and defibrillator training; how to handle rip currents and other potential hazards in the ocean; etc.

I have seen a few responses to events in my neighborhood. Each time, the Fire Rescue staff have been very quick to respond, professional, and efficient. I am impressed and proud to live here.

Nags Head once had a vibrant volunteer fire department that complimented the career department. I'd like to see that initiative rebuilt.

All in a leadership position should have ongoing leadership training both individually and collectively as a team.

Thank you for your services and compassion

Q10 - What concerns do you have regarding Nags Head Fire Rescue and its programs and services?

1. I have heard rumors of budget cuts. My concern with budget cuts is that the men and women in the NHFD have the training, skills and equipment they need to safely perform all job duties and responsibilities.
2. Have been booted from Driving for the Cure Cancer tournament twice for the Fire Dept. to show up at the end of tourney to say we couldn't go under the tent without a fire extinguisher or signs. Total nonsense. Just showing off or disregard for the largest cancer fundraiser in Dare Co.
3. More community inclusion
4. Fire department response during major sound side flooding events. Funding to the ocean rescue program being cut. Lifeguards in the offseason as our shoulder season continues to expand.
5. I heard lifeguards can't volunteer firefight??? How insane is that? That is a perfect pipeline into establishing a healthy volunteer dept and eventually paid professionals. My child works for a different town with a healthy volunteer department with many ocean rescue alumni. For whatever reason this is, you should seriously take a look into this and evaluate how that looks to the community
6. The removing of lifeguard stands and cutting lifeguard staff!
7. None at this point. Thanks for all you do and being there.
8. Dearth of Trained Volunteers that can get additional equipment to mutual aid calls without stripping stations or can respond to a second fire or other emergency
9. A few years ago, I witnessed a house burning down on South Oregon Inlet Road and had the fire department gotten to the house about 10-15 minutes faster and got set up to put out the fire immediately upon arrival, the fire would have likely been contained before tearing into the neighbor's house too, however, it also burnt down.
10. No concerns - there is very little room for improvement but glad to see the organization is constantly striving to better itself.
11. Budget to Add additional EMT/Firefighters at each Station. Continue with plans to build Joint Station with KDH.

12. That we continue to have people who are willing to serve especially with the complications of pandemics.
13. Not well publicized
14. There seems to be a high turnover rate at NHFR. That concerns me as a resident.
15. Is there a volunteer fire service?
16. The department must be accountable and transparent to ensure that the services are appropriate and that finances serve the public good.
17. I spent 15 years as a very involved member in a busy all volunteer company in the Philly suburbs. I can't imagine all the challenges here, there's a little bit of everything and anything to deal with in this environment. While I hope the town budget supports you adequately, always fight for more money for personnel, training, equipment, young member recruitment, older volunteer support) recruitment, whatever you can do to stretch the budget and continue the excellent service. The survey is a great idea. Thank you for all you do and good luck.
18. Adequacy and amount of lifeguards
19. None, would like to become involved or volunteer as a new year-round resident
20. Beach fire permit should be free to Nags Head residents

Agenda Item Summary Sheet

Item No: **H-4**
Meeting Date: **October 7, 2020**

Item Title: Annual Beach Monitoring Survey Report - Presented by Moffat & Nichol

Item Summary:

The Town of Nags Head coastal engineering consultant, Moffat & Nichol, will report on the results of the first year of monitoring since the 2019 Beach Nourishment Project was completed. A copy of the final monitoring report will be made available for viewing on the Town of Nags Head web site by mid-October.

Number of Attachments: 1

Specific Action Requested:

Provided for Board information and update.

Submitted By: David Ryan, Town Engineer Date: September 30, 2020

Finance Officer Comment:

No unbudgeted costs associated with this agenda item.

Signature: Amy Miller Date: September 30, 2020

Town Attorney Comment:

N/A

Signature: John Leidy Date: September 30, 2020

Town Manager Comment and/or Recommendation:

N/A

Signature: Greg Sparks Date: September 30, 2020

Agenda Item Summary Sheet

Item No: **I-1**
Meeting Date: **October 7, 2020**

Item Title: Town Attorney John Leidy - Request for Closed Session

Item Summary:

At the October 7th Board of Commissioners meeting Attorney Leidy will request a Closed Session pursuant to NCGS 143-318.11(a)(3) and (6) in order to confer with the Town Attorney regarding a matter within the attorney/client privilege and to preserve that privilege and to discuss a confidential personnel matter in accordance with North Carolina General Statute 160A-168.

Number of Attachments: 0

Specific Action Requested:

Request for Closed Session.

Submitted By: John Leidy, Town Attorney Date: October 1, 2020

Finance Officer Comment:

Insufficient information to determine fiscal impact.

Signature: Amy Miller Date: October 1, 2020

Town Attorney Comment:

N/A

Signature: John Leidy Date: October 1, 2020

Town Manager Comment and/or Recommendation:

N/A

Signature: Greg Sparks Date: October 1, 2020

Agenda Item Summary Sheet

Item No: **J-1**
Meeting Date: **October 7, 2020**

Item Title: Dep Town Manager Andy Garman - Update on Waste Reduction Task Force

Item Summary:

In the absence of Interim Town Manager Greg Sparks, at the October 7th Board of Commissioners meeting Dep Town Manager Andy Garman will provide an update on the Waste Reduction Task Force. Two meetings have been held with the Task Force which is made up of Kari Bakus, Meredith Fish, Ann Daisey, David Bragg, and Robert Netsch.

Number of Attachments: 0

Specific Action Requested:

Provided for Board information.

Submitted By: Administration Date: September 30, 2020

Finance Officer Comment:

No unbudgeted fiscal impact.

Signature: Amy Miller Date: September 30, 2020

Town Attorney Comment:

N/A

Signature: John Leidy Date: September 30, 2020

Town Manager Comment and/or Recommendation:

N/A

Signature: Greg Sparks Date: September 30, 2020

Agenda Item Summary Sheet

Item No: **K-1**
Meeting Date: **October 7, 2020**

Item Title: Comr. Renée Cahoon - Discussion of commercial lighting

Item Summary:

Comr. Renée Cahoon will discuss commercial lighting standards with the Board and staff at the October 7th Board of Commissioners meeting.

Number of Attachments: 0

Specific Action Requested:

Provided for Board discussion.

Submitted By: Comr. Renée Cahoon Date: September 30, 2020

Finance Officer Comment:

Insufficient information to determine precise fiscal impact.

Signature: Amy Miller Date: September 30, 2020

Town Attorney Comment:

N/A

Signature: John Leidy Date: September 30, 2020

Town Manager Comment and/or Recommendation:

N/A

Signature: Greg Sparks Date: September 30, 2020

Agenda Item Summary Sheet

Item No: **L-1**
Meeting Date: **October 7, 2020**

Item Title: Mayor Ben Cahoon – Future of Nags Head - from the Jan 23-24, 2020 Board Retreat

Item Summary:

One of the topics of discussion at the January 2020 Board of Commissioners Retreat concerned envisioning the future of Nags Head.

While this item will remain as a standing agenda item, discussion will continue once the Board can resume normal meetings.

Number of Attachments: 0

Specific Action Requested:

Provided for Board discussion.

Submitted By: Administration Date: September 30, 2020

Finance Officer Comment:

Insufficient information to determine fiscal impact.

Signature: Amy Miller Date: September 30, 2020

Town Attorney Comment:

N/A

Signature: John Leidy Date: September 30, 2020

Town Manager Comment and/or Recommendation:

N/A

Signature: Greg Sparks Date: September 30, 2020