



MEMORANDUM

Town of Nags Head

Planning & Development Department

To: Board of Commissioners
Planning Board

From: Michael Zehner, Director of Planning & Development

Date: February 25, 2021

Subject: Planning and Development Director's Report (G-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 March 3, 2021.

Monthly Activity Report

Attached for the Board's review is the *Planning and Development Monthly Report for January 2021*. 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:

- Monday, January 4 - Planning & Development Department Staff Meeting
- Tuesday, January 5 - Technical Review Committee Meeting
- Wednesday, January 6 - Board of Commissioners Meeting
- Thursday, January 7 - Town Seasonal Employee Housing Staff Meeting
- Wednesday, January 13 - Arts & Culture Committee Meeting
- Thursday, January 14 - Dare County CRS Group Meeting
- Tuesday, January 19 - Planning Board Meeting
- Wednesday, January 20 - Board of Commissioners Meeting
- Monday, January 25 - Jockey's Ridge Soundside Access Working Group Mtg.
- Wednesday, January 27 - Board of Commissioners Workshop
- Friday, January 29 - APA-NC Legislative Committee Annual Meeting (M. Zehner)

Community Rating System Recertification

Recently the Town underwent a verification and review of its Community Rating System (CRS) program. The Town voluntarily participates in CRS, which is a program that works in conjunction with the National Flood Insurance Program (NFIP). Participation in NFIP is necessary to provide federally backed flood insurance, grants, loans, and disaster assistance, while CRS is an incentive program that recognizes and encourages community floodplain management practices that exceed the minimum requirements of the National Flood Insurance Program (NFIP). In exchange for a community's proactive efforts to reduce flood risk, policyholders in Nags Head receive reduced flood insurance premiums for insured buildings.

Please find attached a letter informing the Town of the results of the cycle review, along with a copy of the draft verification report. Based on these results, the Town's CRS rating (on a scale of 1 to 10, with 1 being the lowest) will improve from a Class 6 to a Class 5. Under the Class 6 rating, property owners received a 20% discount on flood insurance; under the new Class 5 rating, property owners will receive a 25% discount on flood insurance. Staff understands that the rating and rate reduction will go into effect on April 1, 2022. Once effective, the change will result in a total annual savings of approximately \$112,000 on premiums for policies in Nags Head.

Level 2 Charger

As directed at the Commissioners January 20 meeting, Staff is working to pursue a potential arrangement to allow for the location of a charger for electric vehicles on Town property. Staff is considering procurement requirements and will plan to return to the Board with updates when additional information is available. It is important to note that Staff has determined that modifications to applicable UDO regulations will be necessary; further, Staff has recently been contacted by a private party with an interest in locating an accessory charger on a commercial site, which may require similar modifications to the regulations. It may be helpful for the Town to initiate this text amendment so that it may be considered more holistically.

Planning Board - Pending Applications and Discussions

The February 16, 2021 meeting of the Planning Board (held remotely) included consideration of text amendments to update the UDO for N.C.G.S. 160D, text amendments to address outdoor lighting and lighting of signage, further consideration of text amendments pertaining to nonconforming hotels and preexisting fishing piers, and discussion of the status of the Planning & Development Departments Work Plan.

The Board's next meeting is scheduled for March 16, 2021. At this time, the agenda is expected to include consideration of a text amendment to allow hotels in the CR zoning district, a text amendment to allow religious facilities as part of mixed-use developments, a text amendment to update references to the *Low Impact Development and Stormwater Reference Manual*, to replace the *Low Impact Development Solutions to Reduce Stormwater Runoff Manual*, consideration of a preliminary plat for a 2-lot subdivision at 468 W. Villa Dunes Drive, further consideration of text amendments to update the UDO for N.C.G.S. 160D, and further review of the Planning & Development Department's Work Plan (current FY status, and plans for FY21-22). Additionally, there are active pending conditional use permit applications for the property at 205 E. Baltic Street (a.k.a. the Dream Center) and The Soundside Event Site and associated properties; continuances were requested from the February meeting to the March meeting, however, further continuance requests are not unanticipated.

Additional Updates

- **CAMA Land Use Plan Update** - Staff participated in a virtual meeting with DCM staff on January 13, 2021 to review the comments returned as part of the State review. DCM staff requested that Town Staff provide a response indicating how we intended to address the comments prior to proceeding to local adoption of the Plan. Staff has a follow-up meeting scheduled with DCM staff for February 25 at

4:00pm. Staff anticipates being able to bring the Plan forward for local adoption at the Board of Commissioners' April meeting.

- **Outdoor Lighting** - As included on the Commissioners' consent agenda, Staff has developed lighting amendments as requested by the Board, the result of Staff's presentation of a report on the Town's outdoor lighting regulations at the Commissioners' February 3 meeting. It should be noted, in their review of the amendments, the Planning Board did indicate an interest in wanting to consider additional changes in the future.

Related to these considerations, Town Staff was recently contacted by Dominion Energy regarding plans to convert the Town's streetlights to LED. An initial meeting has been held and follow-up is expected before any broad effort is initiated.

- **Town Workforce Housing Study & Plan/RFI** - Assigned Town Staff met on January 7, 2021 to discuss further actions related to this item. Initially, Staff anticipated presenting a draft RFI and additional options at the Commissioners' March meeting, but these materials are now expected to be presented at the April meeting.
- **Nonconforming Hotels and Fishing Piers - Legacy Establishments/ Structures** - This matter is on the Commissioners' March 3, 2021 agenda for public hearing, with a continuance to the Commissioners' April 7 meeting expected to allow for the consideration of an alternative related text amendment at the same time.
- **Review of Residential Stormwater Regulations** - Staff is awaiting further direction from the Board of Commissioners as to whether the Board wishes to discuss the Town's Residential Stormwater Regulations at a workshop, potentially with the Planning Board.

Staff is proceeding with a text amendment to update the ordinance to reference the recently updated *Low Impact Development and Stormwater Reference Manual*, to replace the *Low Impact Development Solutions to Reduce Stormwater Runoff Manual*.

- **Provisions for the Registration of Events Held at Residential Properties** - When it is appropriate, Staff would request feedback from the Board of Commissioners as to whether they would like to consider for adoption provisions requiring the registration of events held at residential properties. As noted in the memorandum to the Planning board ([LINK](#)), a more comprehensive review and amendment of Chapter 4, *Amusements, Entertainments, Mass Gatherings and Commercial-Outdoor Recreational Uses*, may be necessary given issues that have arisen; provisions addressing events at residential properties could be addressed separately now, or be incorporated into this more comprehensive review and amendment.

- **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; awards under this grant are not expected to be announced until April 2021, with funds available July 1. Additionally, the Town was awarded \$30,000 in grant funds from the Tourism Board.
- **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 moving forward, with support from the Arts & Culture Committee, with the reproduction of the original artwork on material that is more weather resistance to avoid the damage or destruction to the original pieces. Based on this, it should be possible to install completed panels this spring.
- **Decentralized Wastewater Management Plan** - With the recent execution of the contract, this project has been initiated. The consultant team held an initial kickoff meeting with Town Staff, and an initial kickoff meeting with the Steering Committee is in the process of being scheduled.
- **Dowdy Park Farmer's Market** - Staff has begun preparing for the 2021 Season, and will plan to present a recap of the 2020 Season and plans for 2021 at an upcoming Board meeting.
- **Estuarine Shoreline Management Plan** - The grant award from the NFWF has been finalized. CSI will be pursuing a separate grant costs associated with their anticipated work on the project. Staff will begin developing a scope for the project, to present to the Board at a future meeting, with an RFQ seeking consultant services to follow.
- **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 may be 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. Additionally, Staff has had recent discussions with relevant State staff who are reviewing the request for funds for property acquisition and expects to receive updates on this request in the near future.

- 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; awards under this grant are not expected to be announced until April 2021, with funds available July 1. Additionally, the Town was awarded \$30,000 in grant funds from the Tourism Board.
- As previously reported, the Town had submitted a letter of support to participate in a joint grant to fund additional tide gauges to be located in Town, as well as other locations in Dare County. The Town was notified on January 3, 2021 that the collaborative request was selected for funding. Town Staff is working with partners to identified suitable and preferred locations; one gauge is expected to be located on Jennette's Pier, with another located along the Sound (likely in the Village at Nags Head or on Little Bridge).
- As previously noted, the Town was notified that it was successfully awarded \$2,500 in cost share assistance from the Dare Soil and Water Conservation District through the Community Conservation Assistance Program for the development of a rain garden at Town Hall to improve local water quality and serve as a Low Impact Development demonstration and education project. Once this award is finalized, Staff will begin working to refine the plan for this improvement.
- Staff recently applied for assistance under the Energy Transitions Initiative Partnership Project (ETIPP) Community Technical Assistance Program offered by the U.S. Department of Energy and the National Renewable Energy Laboratory (NREL) for assistance in addressing electric utility resilience for the Town and the Outer Banks, with a focus on renewable energy sources. Related, Staff is also working to submit for a technical assistance opportunity from the North Carolina Chapter of the American Institute of Architects to develop best practices for building design related to renewable energy and energy and water efficiency.

Upcoming Meetings and Other Dates

- Tuesday, March 2 - Permitting and Inspections; Code Enforcement Staff Mtg
- Wednesday, March 3 - Board of Commissioners Meeting
- Wednesday, March 3 - Planning & Zoning; Environmental Planning; Hazard Planning Staff Meeting
- Thursday, March 4 - Jockey's Ridge Soundside Access Working Group Meeting
- Wednesday, March 10 - Arts & Culture Committee Meeting
- Thursday, March 11 - Board of Adjustment Meeting
- Tuesday, March 16 - Planning Board Meeting

**TOWN OF NAGS HEAD PLANNING AND DEVELOPMENT
MONTHLY REPORT
JANUARY 2021**

DATE SUBMITTED: February 7, 2021

| | Jan-21 | Jan-20 | Dec-20 | 2020-2021 FISCAL YTD | 2019-2020 FISCAL YTD | FISCAL YEAR INCREASE/ DECREASE |
|--|--------------------|--------------------|--------------------|-------------------------|-------------------------|--------------------------------------|
| BUILDING PERMITS ISSUED - RESIDENTIAL | | | | | | |
| New Single Family | 1 | 1 | 0 | 11 | 4 | 7 |
| New Single Family, 3000 sf or > | 0 | 0 | 4 | 5 | 4 | 1 |
| Duplex - New | 0 | 0 | 0 | 0 | 0 | 0 |
| Sub Total - New Residential | 1 | 1 | 4 | 16 | 8 | 8 |
| Miscellaneous (Total) | 27 | 41 | 56 | 230 | 213 | 17 |
| <i>Accessory Structure</i> | 3 | 2 | 8 | 27 | 23 | 4 |
| <i>Addition</i> | 3 | 0 | 3 | 20 | 10 | 10 |
| <i>Demolition</i> | 0 | 0 | 1 | 3 | 2 | 1 |
| <i>Move</i> | 0 | 0 | 0 | 0 | 0 | 0 |
| <i>Remodel</i> | 12 | 7 | 16 | 71 | 48 | 23 |
| <i>Repair</i> | 9 | 32 | 28 | 109 | 130 | (21) |
| Total Residential | 28 | 42 | 60 | 246 | 221 | 25 |
| 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) | 9 | 8 | 6 | 43 | 47 | (4) |
| <i>Accessory Structure</i> | 1 | 4 | 2 | 17 | 11 | 6 |
| <i>Addition</i> | 0 | 0 | 0 | 0 | 0 | 0 |
| <i>Demolition</i> | 0 | 0 | 0 | 1 | 3 | (2) |
| <i>Move</i> | 0 | 0 | 0 | 0 | 0 | 0 |
| <i>Remodel</i> | 1 | 2 | 3 | 8 | 15 | (7) |
| <i>Repair</i> | 7 | 2 | 1 | 17 | 18 | (1) |
| Total Commercial | 9 | 8 | 6 | 43 | 47 | (4) |
| Grand Total | 37 | 50 | 66 | 289 | 268 | 21 |
| SUB-CONTRACTOR PERMITS | | | | | | |
| Electrical | 46 | 35 | 41 | 257 | 257 | 0 |
| Gas | 5 | 1 | 5 | 17 | 12 | 5 |
| Mechanical | 38 | 25 | 22 | 201 | 187 | 14 |
| Plumbing | 10 | 6 | 13 | 57 | 47 | 10 |
| Sprinkler | 1 | 0 | 2 | 3 | 1 | 2 |
| VALUE | | | | | | |
| New Single Family | \$450,000 | \$367,797 | \$0 | \$3,747,336 | \$892,797 | \$2,854,539 |
| New Single Family, 3000 sf or > | \$0 | \$0 | \$2,145,000 | \$2,575,000 | \$3,082,561 | (\$507,561) |
| Duplex - New | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Misc (Total Residential) | \$794,510 | \$836,068 | \$1,402,637 | \$6,550,982 | \$5,454,815 | \$1,096,167 |
| Sub Total Residential | \$1,244,510 | \$1,203,865 | \$3,547,637 | \$12,873,318 | \$9,430,173 | \$3,443,145 |
| 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) | \$373,505 | \$76,800 | \$326,889 | \$1,207,586 | \$1,506,204 | (\$298,618) |
| Sub Total Commercial | \$373,505 | \$76,800 | \$326,889 | \$1,207,586 | \$1,506,204 | (\$298,618) |
| Grand Total | \$1,618,015 | \$1,280,665 | \$3,874,526 | \$14,080,904 | \$10,936,377 | \$3,144,527 |

**TOWN OF NAGS HEAD PLANNING AND DEVELOPMENT
MONTHLY REPORT
JANUARY 2021**

DATE SUBMITTED: February 7, 2021

| | Jan-21 | Jan-20 | Dec-20 | 2020-2021 FISCAL YTD | 2019-2020 FISCAL YTD | FISCAL YEAR INCREASE/ DECREASE |
|---------------------------------------|----------|-------------|----------|-------------------------|-------------------------|--------------------------------------|
| ZONING | | | | | | |
| Zoning Permits | 35 | 16 | 34 | 186 | 159 | 27 |
| CAMA | | | | | | |
| CAMA LPO Permits | 5 | 4 | 2 | 17 | 21 | (4) |
| CAMA LPO Exemptions | 6 | 15 | 7 | 31 | 50 | 0 |
| Sand Relocations | 22 | Not Tracked | 8 | 34 | Not Tracked | Not Tracked |
| CODE COMPLIANCE | | | | | | |
| CCO Inspections | 18 | 45 | 34 | 408 | 534 | (126) |
| Cases Investigated | 14 | 17 | 18 | 247 | 255 | (8) |
| Warnings | 5 | 3 | 10 | 77 | 45 | 32 |
| NOVs Issued | 9 | 11 | 8 | 171 | 209 | (38) |
| Civil Citations (#) | 8 | 0 | 10 | 31 | 1 | 30 |
| Civil Citations (\$) | \$42,000 | \$0 | \$42,000 | \$157,000 | \$0 | \$157,000 |
| SEPTIC HEALTH | | | | | | |
| Tanks inspected | 40 | 0 | 16 | 129 | 96 | 33 |
| Tanks pumped | 4 | 4 | 6 | 52 | 14 | 38 |
| Water quality sites tested | 0 | 0 | 0 | 92 | 112 | (20) |
| Personnel Hours in Training/School | 44 | 14 | 16 | 125 | 98 | 27 |



Michael D. Zehner, Director of Planning & Development



INSURANCE SERVICES OFFICE, INC.

1000 Bishops Gate Blvd, Suite 300, P.O. Box 5404, Mt. Laurel, New Jersey 08054

Phone: (856) 787-0412 or (800) 444-4554 FAX 1-800-777-3929

Please direct correspondence to: Marlene Jacobs, ISO Specialist, 1177 E Virginia St. Stayton, OR 97383

February 22, 2021

Ms. Holly White
Principal Planner
Post Office Box 99
Nags Head, North Carolina 27959

Dear Ms. White:

Enclosed are the preliminary results regarding credits for the Community Rating System (CRS) 2020 cycle verification visit with the Town of Nags Head, North Carolina.

A total of 2633 credit points are verified which results in a recommendation that the community improve from a CRS Class 6 to a CRS Class 5.

Attached are the draft verification report and credit calculation worksheet (AW-720). This report is subject to further review by Insurance Services Office, Inc. (ISO) and acceptance by DHS/FEMA. I anticipate FEMA will accept the verification report as written and the community will receive confirmation of the assigned flood insurance premium discount prior to the effective date of October 1, 2022.

After the rate takes effect or within one year of the cycle visit date, the community will be required to submit an annual recertification. Consistent implementation of the activities credited will ensure a successful recertification process. Please continue to document the activities credited on an annual basis until the next cycle verification visit.

The next cycle verification visit is scheduled to occur approximately five years from the date of the last visit. Prior to the beginning of 2025, a member of the ISO staff will once again contact you to coordinate the verification process.

Thank you for your assistance and cooperation during our visit. It was a pleasure working with you and learning about your community.

Sincerely,

Marlene Jacobs

Marlene Jacobs, CFM
ISO/CRS Senior Floodplain Specialist

Cc: Mr. Greg Sparks, Interim Town Manager
Mr. Roy McClure, DHS/FEMA Region IV
Mr. Steve Garrett, North Carolina State NFIP Coordinator



COMMUNITY
RATING
SYSTEM

VERIFICATION
REPORT

Town of Nags Head, NC

NFIP Number: 375356

Date of Verification Visit: September 15, 2020

Verified Class 5

Cycle-Phone Verification

This Verification Report is provided to explain the recommendations of Insurance Services Office, Inc. (ISO) to DHS/FEMA concerning credits under the Community Rating System (CRS) for the above named community.

A total of 2633 credit points are verified which results in a recommendation that the community improve from a CRS Class 6 to a CRS Class 5. The community has met the Class 5 prerequisite with a Building Code Effectiveness Grading Schedule (BCEGS) Classification of 3/3. The following is a summary of our findings with the total CRS credit points for each activity listed in parenthesis:

Activity 310 – Elevation Certificates: The Planning and Development Department maintains elevation certificates for new and substantially improved buildings. Copies of elevation certificates are made available upon request. (35 points)

Activity 320 – Map Information Service: Credit is provided for furnishing inquirers with basic flood zone information from the community's latest Flood Insurance Rate Map (FIRM). Credit is also provided for the community furnishing historical flood information, and natural floodplain functions. The service is publicized annually and records are maintained. (70 points)

Activity 330 – Outreach Projects: Credit is provided for informational outreach projects, general outreach projects, and targeted outreach projects. These projects are disseminated annually. (88 points)

Activity 340 – Hazard Disclosure: Credit is provided for state and community regulations requiring disclosure of flood hazards. (10 points)

Activity 350 – Flood Protection Information: Documents relating to floodplain management are available in the reference section of the East Ablemarle Regional Library System. Credit is also provided for floodplain information displayed on the community's website. (48 points)

Activity 360 – Flood Protection Assistance: Credit is provided for offering one-on-one advice regarding property protection and making site visits before providing advice. (55 points)

Activity 410 – Floodplain Mapping: Credit is provided for conducting and adopting flood studies for areas not included on the FIRMs and that exceed minimum mapping standards. (51 points)

Activity 420 – Open Space Preservation: Credit is provided for preserving approximately 58 percent of the Special Flood Hazard Area (SFHA) as open space and preserving open space land in a natural state. (901 points)

Activity 430 – Higher Regulatory Standards: Credit is provided for enforcing regulations that require freeboard for new and substantial improvement construction, enclosure limits, and local drainage protection. Credit is also provided for the enforcement of building codes, a BCEGS Classification of 3/3, other higher standards, state mandated regulatory standards, and regulations administration. (412 points)

Activity 440 – Flood Data Maintenance: Credit is provided for maintaining and using additional map data in the day to day management of the floodplain. Credit is also provided for maintaining copies of all previous FIRMs and Flood Insurance Study Reports. (162 points)

Activity 450 – Stormwater Management: The community enforces regulations for stormwater management, low impact development, soil and erosion control, and water quality. (89 points)

Section 502 – Repetitive Loss Category: Based on the updates made to the NFIP Report of Repetitive Losses as of August 31, 2019, the Town of Nags Head, NC has 153 repetitive loss properties and is a Category C community for CRS purposes. The community is required to submit either a Repetitive Loss Area Analysis or Floodplain Management Plan. (No credit points are applicable to this section)

Activity 510 – Floodplain Management Planning: Credit is provided for the adoption and implementation of the Outer Banks Regional Hazard Mitigation Plan, adopted on July 1, 2020. A progress report must be submitted on an annual basis. Credit is also provided for the adoption and implementation of a Natural Floodplains Functions Plan. (357 points)

Activity 520 – Acquisition and Relocation: Credit is provided for acquiring and relocating 19 buildings from the community's regulatory floodplain. (57 points)

Activity 610 – Flood Warning and Response: Credit is provided for a program that provides timely identification of impending flood threats, disseminates warnings to appropriate floodplain residents, and coordinates flood response activities. Credit is also provided for the designation as a Storm Ready Community by the National Weather Service. (298 points)

Activity 710 – County Growth Adjustment: All credit in the 400 series is multiplied by the growth rate of the county to account for growth pressures. The growth rate for Dare County, NC is 1.02.

Attached is the Community Calculations Worksheet that lists the verified credit points for the Community Rating System.

CEO Name / Address:

Greg Sparks
Interim Town Manager
5401 South Croatan Highway
Nags Head, North Carolina 27959

CRS Coordinator Name / Address:

Holly White
Principal Planner
5401 South Croatan Highway
Nags Head, North Carolina 27959
(252) 449-6041

Date Report Prepared: February 17, 2021

720 COMMUNITY CREDIT CALCULATIONS (Cycle-Phone Verification):

CALCULATION SECTION :

| Verified Activity Calculations: | Credit |
|------------------------------------|--------|
| c310 35 | 35 |
| c320 70 | 70 |
| c330 88 | 88 |
| c340 10 | 10 |
| c350 48 | 48 |
| c360 55 | 55 |
| c370 | |
| c410 50 x CGA 1.02 = | 51 |
| c420 883 x CGA 1.02 = | 901 |
| c430 404 x CGA 1.02 = | 412 |
| c440 159 x CGA 1.02 = | 162 |
| c450 87 x CGA 1.02 = | 89 |
| c510 357 | 357 |
| c520 57 | 57 |
| c530 | |
| c540 | |
| c610 298 | 298 |
| c620 | |
| c630 | |

Community Classification Calculation:

| | |
|--|------------------|
| cT = total of above | cT = <u>2633</u> |
| Community Classification (from Table 110-1): | Class = <u>5</u> |

CEO Name/Address:

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Date Report Prepared: February 17, 2021