



# MEMORANDUM

## Town of Nags Head

### Planning & Development Department

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To: Board of Commissioners

From: Michael Zehner, Director of Planning & Development  
Greg Sparks, Interim Town Manager  
Andy Garman, Deputy Town Manager  
Randy Wells, Fire Chief  
Kelly Wyatt, Deputy Planning Director  
Shane Hite, Deputy Fire Chief  
Chad Motz, Ocean Rescue Captain

Date: March 29, 2020

Subject: Consideration of a Draft Request for Information to Address Town Seasonal Workforce Housing Needs (Attachment G-4)

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Following up on direction provided to Staff by the Board of Commissioners at their December 16, 2020 meeting, Staff is providing the attached draft Request for Information (“RFI”) seeking *Solutions for Town Seasonal-Employee Housing Needs*. This RFI and the information which it intends to solicit is working to address two first-year actions as contained in the Town’s adopted *Strategic Plan 2020-2025: identify housing needs (RFI) and re-initiate seasonal employees housing conversation*. At the December 16, 2020 meeting, the Board authorized Staff to prepare a draft RFI for their review and consideration before releasing, to generally seek solutions to the housing needs for the Town’s lifeguard staff from the private market.

Generally, Staff would suggest that the Board focus on parts 1.0 through 5.0 of the RFI; the following is a summary of these parts:

- 1.0 Description:** Summarizes the basic purpose of the RFI, which is to “gather information from private entities as to how they may propose to provide housing to meet the needs of the Town’s seasonal Ocean Rescue lifeguard staff.”
- 2.0 Background:** Provides a general overview of the Town and the housing conditions, along with a focus on the value and needs of the Town’s seasonal lifeguard staff, and impacts to housing availability.
- 3.0 Description of Needs:** Identifies the general needs, as well as preferences, for lifeguard staff housing.
- 4.0 Additional Considerations, Preferences, and Limitations:** Provides guidance to potential RFI respondents on considerations, preferences, and limitations that may inform responses.

**5.0 Requested Information:** Identifies the basic information that should be provided as part of any submission.

Staff believes this RFI will assist the Town in identifying potential opportunities or concepts to address the housing needs of the Town's lifeguard staff. The RFI is not a binding solicitation of proposals, and does not commit or require the Town to take any actions; rather, it will allow interested respondents the opportunity to present information for the Town's consideration, which may inform future actions.

Beyond this activity, this group of Staff responsible for these two actions contained in the *Strategic Plan 2020-2025* continue to discuss additional and alternative actions that may serve to address the housing needs of the Town's lifeguards (for example, tax incentives, which may be limited). Staff does not believe that the release of this RFI will foreclose the opportunity to consider such alternatives, and it may serve to identify options that were not previously considered.

Staff requests the Board's feedback and direction as to whether they would like for the RFI to be released.