



**BOC ACTIONS**  
**WEDNESDAY, SEPTEMBER 3, 2025**

1. Call to order - Mayor Cahoon called the meeting to order at 9:01 a.m. A moment of silence was followed by the Pledge of Allegiance.
2. Agenda – The Board approved the September 3<sup>rd</sup> agenda as presented.
3. Recognition – TEN YEARS – Police Chief Perry Hale introduced Master Police Officer (CID) Michael Alvarez who was recognized for ten years of service.
4. Proclamation – Planning Director Kelly Wyatt introduced this proclamation highlighting the Todd D. Krafft Septic Health Initiative. The Board approved the proclamation proclaiming Sep 15-19, 2025 as Septic Smart Week.
5. Proclamation – Mayor Cahoon presented the proposed Children & Youth Partnership proclamation emphasizing the importance of providing diapers to those in need. The Board approved the proclamation proclaiming Diaper Need Awareness Week as Sep 15–21, 2025 as presented.
6. Proclamation – Police Chief Perry Hale summarized upcoming National Night Out activities scheduled for Oct 7<sup>th</sup> at Dowdy Park. He is looking forward to this year’s event and appreciates the Board’s support and participation. The Board approved the proclamation in support of Oct 7<sup>th</sup> as National Night Out as presented.
7. Public Comment –  
Mary Kelley – Nags Head Resident – commended Town employee Paige Griffin for her work at Dowdy Park. She praised Paige's organizational skills, communication skills, professionalism, and thoroughness. She noted the Dowdy Park Farmer’s Market vendors’ respect for Paige.  
  
Hilary McCubbins – Nags Head Resident – spoke about the potential benefits of concrete medians on the bypass, HWY 158. She referenced the town survey from about two years ago and suggested implementing medians from 8th Street light to the Villa Dunes neighborhood, and from the hospital light south past the fire department. Mrs. McCubbins noted that concrete medians could decrease driving down the center lane, prevent people from sitting in the center lane waiting to turn, and improve pedestrian safety by providing a safe place to pause when crossing. She acknowledged that while the medians might be annoying in the off-season, residents would get used to them, and they could address public safety concerns during the busy summer months.
8. Consent Agenda – The Consent Agenda was approved as presented and consisted of the following:
  - Consideration of Budget Amendment #2 to FY 25/26 Budget
  - Consideration of Tax Documents
    - FY 25/26 Tax Adjustment Reports (New Year and Year to Date)
  - Approval of Minutes
  - Consideration of Personnel Policy Update
  - Consideration of Resolution Authorizing the Town Manager to Enter into a Contract with the North Carolina Department of Environmental Quality (NC DEQ) for the North Carolina Resilient

Coastal Communities Program (RCCP) Phase 4 Funding

- Consideration of Resolution Authorizing Execution of a North Carolina Department of Environmental Quality Grant Contract for Replacement of the Hargrove Street Beach Access
- Request for Public Hearing for a Text Amendment to the Unified Development Ordinance, Mandated by Changes to State Law, Requiring Local Governments to Reduce the Minimum Width of a Parking Space

- 9.** Public Hearing – to consider a text amendment request submitted by TW’s Outdoor Outfitters, LLC to amend Section 10.86.2.4.2 of the Unified Development Ordinance to reduce the required building separation from 20 feet to 10 feet for buildings serving as accessory to the principal commercial use on the site. The Board unanimously denied the ordinance as presented.
- 10.** Planning Director – Planning Director Kelly Wyatt summarized her monthly report. Mayor Cahoon reiterated the appreciation of Paige Griffin’s work at Dowdy Park.
- 11.** Planning Director – Deputy Planning Director Joe Costello updated the Board on the Estuarine Shoreline Management Plan which including the areas of Villa Dunes Dr, Nags Head Woods Preserve, W Soundside Rd, and the Harvey site which includes the Soundside Event Site.
- 12.** Planning Director – The Board unanimously approved the designation of Town Manager Garman as the primary agent and Deputy Planning Director Costello as the secondary agent for the upcoming Hazard Mitigation Grant Program Applications for Acquisition/Elevation of Threatened Oceanfront Structures
- 13.** Committee Reports
  - Comr. Lambert – reported on the Government Education Access Channel meeting. The committee approved two LPDI grants and met Brenda, who would be starting in a new part-time position.
  - Mayor Pro Tem Siers – noted that they had discussed the Tourism Board updates earlier in the meeting, and that Manager Garman would cover the Housing Task Force in his update.
  - Comr. Sanders – Acknowledged the ESMP report given by Deputy Planning Director Costello.
  - Mayor Cahoon – Reported he had been involved with legislative activity and correspondence but deferred his report to Manager Garman who is giving a legislative update to the Board.
- 14.** Town Manager – Manager Garman reported ongoing advocacy efforts with state legislators despite an unproductive legislative year marked by tax policy disagreements and delayed sessions, with the next legislative meeting scheduled for September 22nd. He emphasized the need for continued vigilance on unresolved down-zoning legislation, while Mayor Cahoon highlighted the potential for a coordinated statewide response and the value of the town’s lobbyists.
- 15.** Town Manager – Manager Garman reviewed the upcoming Beach Nourishment Planning/Schedule with the Board noting the differences between a timeline for either a 2026 or 2027 project.
- 16.** Wellness Center/Employee Housing – The Board recessed to the groundbreaking for the Wellness Center/Employee Housing at 10:26 a.m. and reconvened at 10:42 a.m. Mayor Cahoon delivered remarks

about the new Wellness Center/Employee Housing building, which represents Phase 1 of the Town Hall campus master plan. Manager Garman thanked staff members who contributed to the design. Engineer Ryan recognized the design team and contractors.

- 17.** Town Manager – Manager Garman reported that Nags Head is actively participating in the Dare Community Housing Task Force and UNC Chapel Hill’s *Our State, Our Homes* program both of which support the creation of a non-profit and a community land trust to develop affordable housing. The initiative aims to provide sustainable workforce housing through homeownership, using ground leases and deed restrictions to keep costs down and promote long-term community investment.
- 18.** Adjournment - The Board passed a motion to adjourn at 10:55 a.m.