



**BOC ACTIONS**  
**WEDNESDAY, NOVEMBER 5, 2025**

1. Call to order - Mayor Cahoon called the meeting to order at 09:00 a.m. and then recognized former mayor Bob Muller. A moment of silence was followed by the Pledge of Allegiance.
2. Agenda – The Board approved the November 5<sup>th</sup> agenda as amended; moving the Nags Head Woods Annual Report and OSHA SHARP Award presentations to follow the new employee recognition and precede the years of service recognition.
3. Recognition – NEW EMPLOYEE – Deputy Town Manager/Finance Officer Amy Miller introduced Deputy Finance Director Stephen Panaro who was welcomed by the Board to Town employment.
4. Nags Head Woods - Steward Aaron McCall presented a PowerPoint presentation of the Nags Head Woods Annual Report. His presentation and slides were well received by the Board.
5. OSHA SHARP Award - Deputy Fire Chief Shane Hite spoke regarding the Town's Safety Committee and then introduced NC Department of Labor Bureau Chief of Consultative Services, Kevin O'Barr. Mr. O'Barr discussed the SHARP safety program and presented plaques for Fire Station 16, Fire Station 21, and Public Services Administration.
6. Recognition – TWENTY YEARS – Town Manager Andy Garman introduced Planning and Development Director Kelly Wyatt who was recognized for twenty years of service.
7. Earl Murray Jr Employee of the Year - Nominees were presented by Dept Heads:
  - IT Administrator Karen Snyder was introduced by Amy Miller.
  - Environmental Planner Conner Twiddy was introduced by Kelly Wyatt.
  - Facilities Maintenance Crew Leader Rich Miles was introduced by Nancy Carawan.
  - Police Officer First Class Mike Tatterson was introduced by Chris Montgomery.
  - Fire Lieutenant Trey Simmons was introduced by Chief Randy Wells.

At 9:55 a.m., the Board recessed for photographs and then to enter Closed Session to consider the honorarium. The Board re-entered Open Session at 10:07 a.m. and on behalf of the Board, Mayor Cahoon announced Environmental Planner Conner Twiddy as the Earl Murray Jr Employee of the Year for 2025. He noted it was a very difficult decision to make as all nominees were deserving.

8. Public Comment –  
Robert Muller – Nags Head resident praised the Town's exceptional employees and community spirit and then highlighted the current issue with the temporary halt in nutrition assistance (SNAP) payments. He urged the Board to lead by example and proposed that the town contribute \$1,000 per week to support local food assistance programs such as the Beach Food Pantry or Albemarle Food Bank until SNAP benefits are restored.
9. Consent Agenda – The Consent Agenda was approved as presented and consisted of the following:
  - Consideration of Budget Amendment #3 to FY 25/26 Budget

- Consideration of Tax Adjustment Report
- Approval of Minutes
- Consideration of Waiver of Cycle Eight Late Fees and Amendment to Town Code Sec 44-35 re: Payment of Bills
- Consideration of Banking Service Officials Resolution
- Consideration of Capital Project Ordinance Amendment #10
  - S. Old Oregon Inlet Road Stormwater Improvements Project Areas 12/13
- Request for Public Hearing to Consider Text Amendments to the Flood Damage Prevention Section within the Unified Development Ordinance to Revise the Town's Elevation Standards Related to Required Freeboard
- Request for Public Hearing to Consider a Vested Right/Special Use Permit/Site Plan Amendment submitted by Albemarle & Associates, Ltd. on Behalf of Nags Head Church for Expansion of the Parking Lot

- 10.** Public Hearing – to consider a text amendment to the Unified Development Ordinance, related to the Town's Crowd Gathering Permit process. The Board unanimously approved the ordinance as presented.
- 11.** Planning Director – Planning Director Kelly Wyatt summarized her monthly report and was thanked by the Board for her efforts.
- 12.** Planning Director – The Board approved the site plan amendment submitted by Albemarle & Associates, Ltd. on behalf of Coastal Bluewater Capital, LLC and TW's Outdoor Outfitters for expansion of storage space.
- 13.** Planning Director – The Board approved the site plan amendment submitted by Albemarle & Associates, Ltd. on behalf of Golasa Holdings and Outer Banks Sports Club for expansion of the fitness gym to include a two-story addition, outdoor gym area, and tennis court.
- 14.** Planning Director – Deputy Planning Director Joe Costello updated the Board on the Harvey/Soundside Event site living shoreline project.
- 15.** Crowd Gathering Permit Process – Town Manager Garman proposed changes to Town Code Chapter 4, Crowd Gathering and Group Demonstrations, Chapter 26, Section 13, Park Use Regulations, Park Use Policies, and the Consolidated Fee Schedule. It was Board consensus to hear this item again at their December 3, 2025, meeting.
- 16.** Committee Reports
  - Comr. Lambert – acknowledged Planning Director Wyatt's update on the Septic Health Advisory committee. She also noted that the next Government Education Access Channel meeting will be in December.
  - Mayor Pro Tem Siers – recognized Deputy Planning Director's report which reflected the Tourism Board's approval of the hybrid concept Estuarine Shoreline Project at their October 16<sup>th</sup> meeting.
  - Mayor Cahoon – noted the great summer attendance at Jennette's Pier. The pier planking is being

replaced and there will be an alternative display for the memorial fish.

- Comr. Sanders – stated the Estuarine Shoreline Management work had been covered by staff and expressed his excitement that the projects were moving forward.

- 17.** Appointment to Town Board/Committee - The Board reappointed Shelli Gates, Jeremy Russell, and Peggy Saporito to the Arts and Culture Committee for three-year terms. The Board appointed Melanie LaFontaine to the Arts & Culture Committee for a three-year term.
- 18.** The Board unanimously approved the Beach Nourishment Maint. Capital Project Ordinance Amendment #17 for the Fall Beach Condition Survey.
- 19.** Attorney Leidy – Attorney Leidy commented on the proposed changes to Town Code Chapter 4, Crowd Gathering and Group Demonstrations, Chapter 26, Section 13, Park Use Regulations, and Park Use Policies.
- 20.** Town Manager – The Board approved the proposed historical marker to be located at Epstein Beach Access to recognize the former Nags Head Life-Saving Station to the Board.
- 21.** Mayor Pro Tem Siers – Congratulated the winners of election and thanked the town and its staff for allowing him to serve for eight years.
- 22.** Mayor Cahoon – initiated a discussion in response to Mr. Muller’s public comment. Two immediate actions that were agreed upon by the Board were establishing a collection site at Town Hall where people could drop off food items, with town staff delivering the donations to the food bank and creating a "Nags Head Challenge" where he and former Mayor Muller would write a letter challenging current, newly elected, and past board members to donate, with a goal of raising \$5,000.
- 23.** Closed Session – The Board entered Closed Session to consider a personnel issue pursuant to 143-318.11(a)(6) and to confer re: a matter of attorney/client privilege and to preserve that privilege to include the Cherry Inc. litigation, and other matters protected by attorney/client privilege pursuant to GS 143-318.11(a)(3). The time was 11:44 a.m.
- 24.** Open Session - The Board re-entered Open Session at 12:19 p.m. Attorney Leidy reported that the Board discussed a confidential personnel matter and gave instructions to the attorney regarding Cherry Inc. litigation but no other actions were taken.
- 25.** Adjournment - The Board passed a motion to adjourn at 12:19 p.m.