



Town of Nags Head

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Board of Commissioners Policy

Ocean Rescue Housing

(Adoption Date: January 7, 2026)

Purpose

The purpose of this policy is to provide guidance for the use, operation, maintenance, and management of town-owned housing at 425 W Health Center Drive, in order to support the operational readiness of the Nags Head Ocean Rescue program as well as other town needs.

Background

In 2025, the Town of Nags Head completed the construction of a duplex on town-owned property located at 425 W Health Center Drive. This is also the site of the Community Care Clinic. The primary purpose of the duplex is to provide housing for Nags Head Ocean Rescue staff.

The building consists of two four-bedroom dwelling units, each with independent cooking, sleeping, living, and bathing facilities. The intent is to provide housing for a maximum of 16 individuals, while employed with the town.

Property Use

During the operational period for Ocean Rescue (April 1 to October 30), the housing will be used only by Ocean Rescue employees. This is the time period for which the property manager will manage the property. Outside of this timeframe, the town will use and manage the property to suit its own needs. These uses may include, but are not limited to:

- Use by essential personnel and/or other employees that the town requires to be available during inclement weather or other emergencies.
- Use by employees that are called back to work in accordance with the town’s personnel policy.
- Use by government officials involved in training activities with the town as approved by the town manager.

This housing is not intended to serve as a long-term place of residence by other employees.

Any other uses of the property will be approved by the Board of Commissioners through an amendment to this policy.

Management

This policy establishes basic principles by which the facility will be operated. This policy will be supplemented by a real estate property management agreement, rules and regulations for tenants, individual lease agreements, and standard operating procedures developed by the town, which may be amended administratively.

The town will contract with a licensed real estate property management firm to manage use of the property by the tenants. The property manager will establish procedures to screen and assign tenants to the property. The property manager will handle lease agreements with tenants and will manage the terms of leases.

Rent/Occupancy

The Town intends to charge rent to Ocean Rescue employees during the Ocean Rescue operational period. Each tenant will sign an individual lease with the property manager which will outline the conditions for occupancy. Tenants will be charged a monthly rent and a security deposit.

The rent will be \$500 per month per tenant. Each tenant will be required to lease their portion of the property for a minimum of four months. After four months, tenants will be allowed to continue to lease the property on a monthly basis. All utilities for the property will be paid for by the town.

Tenants may occupy the property prior to their start date with the town, as long as they have completed the hiring process. The lease and rules for use of the property will determine the process for termination of leases in the event an employee is terminated or otherwise discontinues employment prior to the conclusion of the lease period.

The town intends to maximize the use of this facility to support housing for Ocean Rescue employees. Therefore, to the extent possible, there will be two persons per bedroom with a total of 16 employees living in the building during the peak season. Individuals will not be allowed to pay double rent in order to maintain a single occupancy room. The building shall only be occupied by full-time staff.

Assignments to the facility will be handled by the property manager on a first-come, first-serve basis, upon acceptance of employment.

The Town reserves the right to reassign or revoke housing as needed to meet organizational priorities.

Conduct and Responsibilities

- Rules and regulations for the facility will be established by the property manager in consultation with the town. The property manager will handle violations of rules and regulations.
- Occupants must respect neighbors, other staff, and the surrounding community. Excessive noise, disruptive behavior, or illegal activity is not permitted.
- Housing must be kept clean, safe, and orderly. Occupants are responsible for basic upkeep such as trash disposal and routine cleaning.
- Smoking is not permitted anywhere on the housing campus.
- No pets are allowed on the property.
- The Town and/or the property manager may terminate housing according to the lease agreement with written notice for violations of this policy and/or rules and regulations.
- Immediate termination may occur in cases of serious misconduct, safety violations, or illegal activity.

Inspections and Maintenance

The property manager will conduct inspections for each tenant at check-in, check-out, and as needed to ensure safe conditions. Occupants must promptly report maintenance issues to the property manager. The property management agreement will determine responsibility between the town, tenants, and the property manager for repairs and maintenance of the facility.

Termination of Housing

Housing privileges end with the conclusion of employment or assignment.

Acknowledgment

All occupants must sign a Housing Agreement acknowledging receipt and understanding of this policy.