



# TOWN OF NAGS HEAD

## AGENDA

**TOWN OF NAGS HEAD BOARD OF COMMISSIONERS  
NAGS HEAD MUNICIPAL COMPLEX - BOARD ROOM  
WEDNESDAY, JANUARY 6, 2021; 9:00 AM**

In light of the increasing COVID-19 numbers and in order to maintain the safety of Town residents, the Board of Commissioners, and Town staff, the Board meeting scheduled for 9:00 a.m. on Wednesday, January 6, 2021 will be conducted electronically and can be accessed by the public via the Zoom platform. The public should adhere to local and state health guidelines – it is suggested that you not attend this meeting in person.

In order to view and listen to the Board meeting remotely, please register here:  
[https://nagsheadnc.zoom.us/webinar/register/WN\\_Go5kMqLIRq-varX9yno5-Q](https://nagsheadnc.zoom.us/webinar/register/WN_Go5kMqLIRq-varX9yno5-Q)

Please email your comments for the Public Comment portion or for the Public Hearings here:  
[publiccomment010621@nagsheadnc.gov](mailto:publiccomment010621@nagsheadnc.gov)

(Emailed comments will also be accepted during the Board meeting until the end of the Public Comment portion of the meeting **AND** up to 24 hours after each Public Hearing is concluded for comments related to any of the Public Hearings) - Comments should include your name and address and should be limited to five minutes when read aloud.

If you would like to participate in any of the Public Hearings, please contact Carolyn F Morris at [carolyn.morris@nagsheadnc.gov](mailto:carolyn.morris@nagsheadnc.gov) or at 252-449-2009 until 9 am on January 6, 2021  
(The town will provide a means to participate in the meeting remotely using video conferencing software)

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### **A. CALL TO ORDER / MOMENT OF SILENCE / PLEDGE OF ALLEGIANCE**

### **B. ADOPTION OF AGENDA**

### **C. RECOGNITION**

#### **1. RECOGNITION**

FIFTEEN YEARS - Firefighter/EMT Richard Gibbons - October 24, 2005

FIFTEEN YEARS - Sanitation Equipment Operator Tony Windham - December 19, 2005

FIVE YEARS - Sanitation Equipment Operator Deronte White - December 7, 2015

FIVE YEARS - Water Billing Customer Service Brittany Phillips - December 7, 2015

### **D. PRESENTATIONS**

#### **1. PRESENTATIONS**

Presentations at the January 6<sup>th</sup> Board meeting are via the Zoom platform as follows:

1. Presentation by National Park Service Superintendent David Hallac - Beach Nourishment

Time Specific 9:15 a.m.

2. Presentation by Dare County Manager/Attorney Bobby Outten - Beach

Nourishment

Time Specific 9:35 a.m.

3. Annual Town Audit

- Presentation by Town Auditor Lisa Murphy of Johnson, Mizelle, Straub and Murphy

- Annual Town Audit

- Presentation by Town Finance Director Amy Miller - Annual PAFR Report

Attached please find the Comprehensive Annual Financial Report.

Documents:

[1 D PRESENTATION AUDIT FINANCIAL REPORT.PDF](#)

**E. PUBLIC COMMENT**

**F. CONSENT AGENDA**

1. Consideration Of Budget Adjustment #8 To FY 20/21 Budget

Documents:

[1 F1 BUDGET ADJ TO FY 20-21 SUMMARY.PDF](#)

[1 F1 BUDGET ADJ TM CONTRACT.PDF](#)

2. Consideration Of Tax Adjustment Report

Documents:

[1 F2 TAX ADJUST REPORT SUMMARY.PDF](#)

[1 F2 TAX ADJUST RPT TOWN-WIDE FROM NOV.PDF](#)

[1 F2 TAX ADJUST RPT MSD FROM NOV.PDF](#)

[1 F2 TAX ADJUST RPT TOWN-WIDE FROM DEC.PDF](#)

[1 F2 TAX ADJUST RPT MSD FROM DEC.PDF](#)

3. Approval Of Minutes

Documents:

[1 F3 MINUTES SUMMARY.PDF](#)

[1 F3 MINUTES SEP 23-25 2020 BOC RETREAT MINS.PDF](#)

[1 F3 MINUTES SEP 23-25 2020 BOC RETREAT VISION 2025 - ADDEN A.PDF](#)

[1 F3 MINUTES SEP 23-25 2020 BOC RETREAT STRATEGIC PUBLIC - ADDEN B.PDF](#)

[1 F3 MINUTES DEC 2 2020 BOC MINS.PDF](#)

[1 F3 MINUTES DEC 16 2020 MID-MONTH MINS.PDF](#)

4. Consideration Of Direct Electronic Payment Delivery Agreement

Documents:

[1 F4 ELECTRONIC PAYMENT SUMMARY.PDF](#)

[1 F4 ELECTRONIC PAYMENT CONTRACT.PDF](#)

5. Consideration Of Emergency Paid Sick Leave (EPSL) Policy

Documents:

1 F5 COVID EPSL EXT SUMMARY.PDF  
1 F5 COVID EPSL EXT MEMO.PDF

6. Ratification Of Designation Of Applicant's Agent

Documents:

1 F6 DESIG OF APPLICANT AGENT SUMMARY.PDF  
1 F6 DESIG OF APPLICANT AGENT RES.PDF

**G. PUBLIC HEARINGS**

1. Public Hearing To Consider A Text Amendment To The Unified Development Ordinance pertaining to the reduction of the side yard setbacks for corner lots abutting unimproved rights-of-way

Documents:

1 G1 PH CORNER LOT SETBACKS SUMMARY.PDF  
1 G1 PH SIDE YARD SETBACKS PN.PDF  
1 G1 PH CORNER LOT SETBACKS MEMO ORD ATTACH.PDF

2. Public Hearing To Consider Text Amendments To The Unified Development Ordinance pertaining to uses allowed within the C-3, Commercial Services and C-2, General Commercial Zoning Districts, the "Furniture Store" and "Furniture Showroom" uses, the "Warehousing & Storage Facilities" use and storage as an accessory to these uses

Documents:

1 G2 PH FURNITURE STORE SUMMARY.PDF  
1 G2 PH FURNITURE STORE PN.PDF  
1 G2 PH FURNITURE STORE MEMO.PDF  
1 G2 PH FURNITURE STORE ORD.PDF

**H. REPORTS AND RECOMMENDATIONS FROM THE PLANNING BOARD AND THE PLANNING AND DEVELOPMENT DIRECTOR**

1. Update From Planning Director
  - Consider VW Settlement Phase 1 - Level 2 Charge Program
  - Review and Discuss Options to Allow Flexible/Temporary Outdoor Dining

Documents:

1 H1 PD DIRECTOR REPORT SUMMARY.PDF  
1 H1 PD REPORT MEMO.PDF  
1 H1 PD DIRECTOR MONTHLY REPORT.PDF  
1 H1 PD DIRECTOR REPORT BUD ADJ CHARGER.PDF

**I. OLD BUSINESS TABLED FROM PREVIOUS MEETINGS**

1. From Dec 16th Board Meeting
  - Update on street maintenance plan/repair work

Documents:

1 I2 STREET MAINTENANCE SUMMARY.PDF

**J. NEW BUSINESS**

1. Committee Reports

Documents:

[1 J1 COMMITTEE REPORTS SUMMARY.PDF](#)

2. Consideration Of Appointment(S) To Board Of Adjustment
- Consideration of appointment to fill existing term of Jack Cooper
  - Consideration of annual Chair/Vice-Chair appointments

Documents:

[1 J2 BOA APPOINTMENTS SUMMARY.PDF](#)  
[1 J2 BOA APPOINT CURRENT CHART-BOA.PDF](#)  
[1 J2 BOA APPOINT CANDIDATE CHART-BOA.PDF](#)

3. Discussion Of Salary Study Scope

Documents:

[1 J3 SALARY STUDY SCOPE SUMMARY.PDF](#)  
[1 J3 SALARY STUDY SCOPE DOCUMENTS.PDF](#)

**K. ITEMS REFERRED TO AND PRESENTATIONS FROM TOWN ATTORNEY**

**L. ITEMS REFERRED TO AND PRESENTATIONS FROM TOWN MANAGER**

1. Consideration Of Setting Dates For:
- Beach Nourishment Funding Workshop
  - Budget Priorities
  - CIP/Budget Workshops

Documents:

[1 L1 TM DATES FOR FUNDING WORKSHOPS SUMMARY.PDF](#)  
[1 L1 TM DATES CIP-BUDGET SCHEDULE.PDF](#)

2. Review Of Public Works Facilities Master Plan Scope Of Work  
Time Specific 11 a.m.

Documents:

[1 L2 TM PW MASTER PLAN SCOPE SUMMARY.PDF](#)  
[1 L2 TM PW MASTER PLAN SCOPE.PDF](#)

3. Position Request For Sanitation Division

Documents:

[1 L3 TM SANITATION POSITION SUMMARY.PDF](#)  
[1 L3 TM SANITATION POSITION BUD ADJ.PDF](#)

4. Update On Signage

Documents:

1 L4 TM SIGNAGE UPDATE SUMMARY.PDF  
1 L4 TM SIGNAGE BUDGET AMENDMENT.PDF

**M. BOARD OF COMMISSIONERS AGENDA**

**N. MAYOR'S AGENDA**

1. Future Town Envision

Documents:

1 N1 MAYOR ENVISION THE TOWN SUMMARY.PDF

2. Consideration Of Letters Of Support For NC DEQ Secretary Regan As EPA Director

Documents:

1 N2 MAYOR LETTERS OF SUPPORT SUMMARY.PDF  
1 N2 MAYOR DIGITAL TOOLKIT CLIMATE.PDF  
1 N2 MAYOR REGAN LTR OF SUPPORT BURR.PDF  
1 N2 MAYOR REGAN LTR OF SUPPORT TILLIS.PDF

**O. OTHER BUSINESS**

**P. ADJOURNMENT**

**Q. FULL AGENDA In .PDF Format With Bookmarks**

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**5401 S. Croatan Hwy, Nags Head, NC 27959  
252-441-5508**