



# MEMORANDUM

## Town of Nags Head

### Planning & Development Department

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To: Board of Commissioners

From: Holly White, Principal Planner  
Kate Jones, Senior Environmental Planner  
Michael Zehner, Director of Planning and Development

Date: August 24, 2021

Subject: Appointments to Estuarine Shoreline Management Plan Advisory/Steering Committee (Attachment H-2)

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### OVERVIEW AND BACKGROUND

The Estuarine Shoreline Management Plan was identified as an action in the Town's Comprehensive Plan (2017) and VCAPS Report (2017). In spring of 2020, staff applied for and received a National Fish and Wildlife Foundation Grant (NFWF) for \$75,000. The grant, along with \$75,000 in matching funds and in-kind staff time from the Town, as well as assistance from the Coastal Studies Institute, will support the development of the Plan.

As highlighted in the April 1, 2021 Planning & Development Director's Report, [HERE](#), a draft scope was prepared and subsequent RFQ released on May 24, 2021 soliciting consultant services to assist in the development of the Plan. The RFQ closed on July 7, 2021, with nine (9) responses being received. As noted in the Director's Report dated July 28, 2021, a Staff evaluation committee, with input from CSI partners, met to select respondents for interviews. Currently, Staff is in the process of finalizing interviews and selecting a preferred consultant. As authorized by the Board at their June 2, 2021 meeting, Staff released a call for Advisory Committee volunteers on July 2, 2021; the call closed on August 4, with ten (10) applications received. Commissioner Fuller previously expressed an interest in representing the Board as a member of the Advisory Committee.

### ADVISORY COMMITTEE FORMATION

The role of the Advisory Committee will be to provide overall guidance on the development of the Plan, providing direction to staff and the assigned consultant, to help identify and engage stakeholders, and to attend community meetings. Members will attend periodic meetings over a 12-month period dependent on the project schedule. Ten (10) applicants applied to participate as Advisory Committee members for the Estuarine Shoreline Management Plan. Staff has attached the information submitted by applicants for the Board's review and consideration.

In addition to the ten (10) volunteers, representatives of the Nature Conservancy, Jockey's Ridge State Park, and the Nags Head Golf Links have also indicated their interest in participating, and their appointment to the Committee would be

recommended in support of the project scope and NFWF grant. Based on this, and Commissioner Fuller's participation, the Committee would begin with four (4) members, to be rounded out with additional members from the ten (10) volunteers, as appointed by the Board.

In addition to the members of the Advisory Committee, Staff also recommends that the Coastal Federation be invited to participate and provide technical expertise during the planning process, in a similar capacity to the Coastal Studies Institute (CSI), while not serving as members of the Advisory Committee.

Staff would invite the Board to review the attached applications submitted and select additional volunteers for appointment to the Advisory Committee. Staff appreciates the interest received from the community; while it is not likely possible for the Board to appoint all those who have expressed an interest, it is important to note that significant public engagement is expected to take place in the development of the Plan.