



**MINUTES
TOWN OF NAGS HEAD
BOARD OF COMMISSIONERS
REGULAR MEETING
WEDNESDAY, AUGUST 4, 2021**

The Nags Head Board of Commissioners met in person at the Board Room located at 5401 S Croatan Highway, Nags Head, North Carolina on Wednesday, August 4, 2021 at 9:00 a.m. for a Regular Meeting. The Town continues to adhere to COVID state and local guidelines.

Board members Present: Mayor Ben Cahoon; Mayor Pro Tem Michael Siers; Comr. Renée Cahoon; Comr. Webb Fuller; and Comr. Kevin Brinkley

Board members Absent: None

Others present: Interim Town Manager Andy Garman; Attorney Robert Hobbs; Michael Zehner; Kelly Wyatt; Amy Miller; David Ryan; Eric Claussen; Phil Webster; Randy Wells; Karen Snyder; Mike Norris; Nancy Carawan; Charlie Bliven; Paige Griffin; Kate Jones; Butch Osborne; Debbie Luke; Matt Whitter; John Kenny; James Ashe; Donald Booth; Darren Curtis; Julie Dunks; Louisa Farr; Brian Rubino; Michelle Gray; and Town Clerk Carolyn F. Morris

CALL TO ORDER

Mayor Cahoon called the meeting to order at 9 am. He pointed out that the Town has returned to some of the previous protocols due to the COVID-19 delta variant pandemic; Board members are spread out at the dais and masks are required. The new variants are very concerning and Dare County has a lot of cases. Mayor Cahoon also noted that former Fire Chief Butch Osborne was in the audience. A moment of silent meditation was followed by the Pledge of Allegiance.

ADOPTION OF AGENDA

MOTION: Comr. Brinkley made a motion to approve the August 4th agenda as presented. The motion was seconded by Mayor Pro Tem Siers which passed unanimously.

RECOGNITION

PRESENTATION - Dowdy Park Events Update - Paige Griffin

Dowdy Park Coordinator Paige Griffin provided an update on upcoming Dowdy Park events. Some highlights: This week is National Farmers Market Week; It has been an incredible year for vendors and

customers; This year an exciting new component is the young entrepreneur program; Yoga started yesterday sponsored by Village Realty; Friday nights in September and October are movie nights; Ms. Griffin is often approached for advice and suggestions and there are three themes she hears: people are thankful for this intentional community created with the Farmers Market, they are grateful to attend, and grateful to be able to connect with people they don't often see. She thanked Board members for the sense of community. Mayor Cahoon said it's been great being able to provide an outdoor venue; Board members thanked Ms. Griffin for her work with Dowdy Park.

PRESENTATION - Outer Banks Sporting Events re: Half Marathon

Debbie Luke and Matt Whitter of Outer Banks Sporting Events are hosting the upcoming Half Marathon event which is scheduled for Sunday, November 7, 2021; they have met with other agencies such as NCDOT, Outer Banks Hospital, Nags Head Police Dept, staff, and others in preparation. Ms. Luke reported on the proposed route which starts and ends at the Soundside Event site in Nags Head. Board members spoke highly of the planned event.

RETIREMENT - Former Fire Captain/EMT John Kenny

Fire Chief Randy Wells introduced former Fire Captain/EMT John Kenny upon his retirement who began his career in the Town Water Department moving to the Town's Fire Department in 1989. Board members spoke highly of Mr. Kenny, thanked him for his over 30 years of service to the Town, and wished him well in retirement.

PUBLIC COMMENT

Attorney Hobbs introduced Public Comment.

Mayor Cahoon read the comment received for today's meeting via email from David Masters, Jr:

"Sorry I wanted to get this email to you before the meeting today, but my email from yesterday got kicked for wrong address.

'The Nags Head Surf Fishing Club would like to thank the Board for consideration of the resolution for our beach driving permits. We understand the new provision limiting each team to three vehicles. We will communicate that to the teams if approved and enforce it stringently as we do with all beach driving regulations. Our head judge Bobby Halstead asks Officer Jimmy Pierce to attend our Captions meeting, every year, and talk about the safety and conduct on the beach and in our Town. Bobby and the 40+ judges provide our eyes and ears on the beach during the tournament. Bobby has always been very conscientious when laying out the fishing stations to avoid large gathering areas such as hotels and public access points.

'As the town continues to study the beach driving regulations I would be interested in attending any meetings or joining a committee. Many people, residents and visitors, enjoy the privilege of driving on the beach during the "offseason". Hopefully this will be able to continue with enhanced regulations."

CONSENT AGENDA

The Consent Agenda consisted of the following items:

- Consideration of Budget Adjustment #2 to FY 21/22 Budget
- Consideration of Tax Documents
 - FY 20/21 Year End Tax Adjustment Reports
 - FY 20/21 Year End Tax Settlement Report
 - FY 21/22 Charge to Tax Collector to prepare new year taxes
- Approval of minutes
- Consideration of Beach Nourishment Master Plan Capital Project Ordinance - Amendment #2
- Consideration of ACI Payment, Inc. eLockbox agreement
- Formal approval of Law Firm contract - terms approved at July 7th Board meeting
- Consideration of banking renewal with Southern Bank multi-year contract
- Consideration of Police Dept career progression
- Request for Public Hearing - to consider adoption of the Town of Nags Head CAMA Land Use Plan Update
- Request for Public Hearing - to consider a text amendment to the Unified Development Ordinance pertaining to lot coverage associated with recycling dumpsters

MOTION: Comr. Brinkley made a motion to approve the Consent Agenda as presented. The motion was seconded by Mayor Pro Tem Siers which passed unanimously.

Budget Adjustment #2 to the FY 21/22 Budget, as approved, is attached to and made a part of these minutes as shown in Addendum "A".

The Tax Documents agenda summary sheet, as approved, read in part as follows:

"Attached please find the following tax documents for Board review/approval at the August 4th Board of Commissioners meeting:

- FY 20/21 Year End Tax Adjustment Reports
- FY 20/21 Year End Tax Settlement Report
- FY 21/22 Order to Tax Collector to collect new year taxes"

The tax documents, as approved, are attached to and made a part of these minutes as shown in Addendum "B".

The summary sheet for Amendment #2 to the Beach Nourishment Master Plan Capital Project Ordinance, as approved, read in part as follows:

"This housekeeping item is provided for Board consideration on August 4th.

'Background info - At the July 7th Board of Commissioners meeting, the Board adopted the Beach Nourishment Master Plan Capital Project Ordinance. Task 8 was inadvertently left out of the calculation which was approved by the Board, as was Task 10.

'The Board had already authorized the funds to be moved from the Capital Reserve Fund to the Beach Nourishment Capital Project Fund in the 2022 Budget Ordinance. A budget amendment is not needed.

'Also at the July 7th Board meeting:

The Board authorized the Interim Town Manager to execute the Moffat & Nichol Town of Nags Head Multi-Decadal Master Plan - Year 2, Task 10 proposal."

The Board approved the Capital Project Ordinance amendment as well as the associated Budget Amendment, as presented.

Amendment #2 to Beach Nourishment Master Plan Capital Project Ordinance, as adopted, is attached to and made a part of these minutes as shown in Addendum "C".

ACI Payment, Inc. eLockbox agreement summary sheet, as approved, read in part as follows:

"The attached agreement with ACI Payment, Inc. to authorize customer payments to be made via the Town's web site for taxes, water, etc. is provided for Board review/approval at the August 4th Board of Commissioners meeting."

The agreement, as approved, is on file in the Town Clerk's office.

The Town's contract with Hornthal, Riley, Ellis, and Maland, as approved, is on file in the Town Clerk's Office. The agenda summary sheet read in part as follows:

"At the August 4th Board of Commissioners meeting, the Board will consider approval of the attached agreement with the law firm Hornthal, Riley, Ellis & Maland, LLP. Mr. John Leidy of Hornthal, Riley, Ellis & Maland, LLP provides legal assistance to the Town filling the position of Town Attorney."

The Town's multi-year contract renewal with Southern Bank, as approved, is on file in the Town Clerk's Office. The agenda summary sheet read in part as follows:

"Attached please find a contract to extend banking services with Southern Bank through August 31, 2026 (extension of five years) for Board consideration at the August 4th Board of Commissioners meeting. New/updated terms are also included with this contract and are as follows:

- 5-year term
- Earnings credit rate of .50%
- Required offsetting balances of \$3,000,000.00
- Southern Bank will incorporate their Earnings Credit Carryover Feature
- All Treasury Services will remain in effect unless the Town chooses to discontinue any particular service
- The Town will add an additional X937 File service to accommodate software changes the Town has made
- Southern Bank will continue to offer @Work checking account package to employees of the Town"

The Police Dept career progression summary sheet, as approved, read in part as follows:

"The Police Department has evaluated its career progression program to ensure the department remains competitive both locally and regionally. In municipal law enforcement, career progression is becoming increasingly important for employee retention. The attached matrix proposes new career progression steps at the detective and sergeant levels. It also includes raising the steps from 2.5% to 5%. Due to this change, it will be necessary to adjust employees who have previously received steps to minimize

compression and also to avoid having new employees surpass existing staff. If the board is amenable to the revised program, a budget amendment will be prepared to make the aforementioned adjustments.”

The Police Dept career progression policy, as approved, is attached to and made a part of these minutes as shown in Addendum “D”.

The Request for Public Hearing for the CAMA LUP summary sheet, as approved, read in part as follows:

“The Coastal Area Management Act (“CAMA”) requires each of the 20 coastal counties to adopt and receive approval of a land use plan (“CAMA Land Use Plan”) developed in accordance with guidelines established by the Coastal Resources Commission, as outlined in the attached Matrix for Land Use Plan Elements. While not a requirement of CAMA statutes or regulations, the Town has established it may use the Town’s CAMA Land Use Plan as the basis to approve or deny CAMA permits.

‘The Town has been working with Division of Coastal Management (“DCM”) staff since 2019 to pursue adoption and certification of the Comprehensive Plan as the Town’s CAMA Land Use Plan. Attached is a flow chart that explains the certification process. While this has been a lengthy process, Staff has addressed all comments and requested changes issued by DCM and associated agencies in the review of drafts and is able to move forward with the certification process. Certification of the Town’s CAMA Land Use Plan requires the Town’s adoption of the draft Plan. Following the Board of Commissioners approval of the draft Plan, the Plan may then be submitted to DCM for certification. A draft of the CAMA Land Use Plan with the suggested changes can be viewed [HERE](#).

‘Staff Recommendation/Planning Board Recommendation

Staff recommends approval of the draft CAMA Land Use Plan and authorization to submit for certification. At their July 20, 2021 meeting the Planning Board voted unanimously to recommend approval of the Land Use Plan as presented.”

The Request for Public Hearing for recycling dumpsters and lot coverage, as approved, read in part as follows:

“When considering a recent amendment to exempt certain commercial refuse dumpsters from the calculation of lot coverage, the Board of Commissioners requested that Staff also pursue a similar exemption for lot coverage associated with dumpsters for recyclables. The circumstances associated with recycling dumpsters is slightly different than those associated with refuse dumpsters, as there is no requirement that recyclables be separated, and therefore no requirement that a dumpster be provided. However, Staff understood that the intent of the majority of the Board was to remove potential barriers to recycling, where lot coverage limits may preclude a property owner from being able to locate a dumpster on a property for this purpose.

‘Staff presented two options to the Planning Board, and the Planning Board recommended the option to adopt a specific subsection addressing dumpsters for recyclables, rather than combining the provision with the recently adopted provision for refuse dumpsters.”

PUBLIC HEARINGS

Public Hearing to consider Special Use Permit/Change of Use Application submitted by Outer Banks Community Church to operate a Religious Complex within Croatan Center Shopping Center, Unit 12 (former Radio Shack). The property is zoned C-2, General Commercial and is located at 4711 S. Croatan Highway, Nags Head NC

Attorney Hobbs opened the Public Hearing to consider the Special Use Permit/Change of Use Application submitted by the Outer Banks Community Church to operate a Religious Complex within Croatan Center Shopping Center, Unit 12 (former Radio Shack). The property is zoned C-2, General Commercial and is located at 4711 S Croatan Highway, Nags Head. Attorney Hobbs explained that the Board sits as a quasi-judicial body and must make its decision: 1) based on competent material and substantial evidence - and those presenting must be sworn in 2) based on information presented, and 3) Board members must be recused if there is basis for believing that they would not be able to be an impartial decision maker - to include a commissioner having a fixed opinion not susceptible to change. The time was 9:30 a.m.

Attorney Hobbs asked if any Board members present had any conflict; Mayor Pro Tem Siers noted that he has a contract for the property being discussed and asked to be excused from discussion of this item.

MOTION: Comr. Fuller made a motion to excuse Mayor Pro Tem Siers from the Special Use Permit/Change of Use Application request submitted by Outer Banks Community Church. The motion was seconded by Comr. Renée Cahoon which passed unanimously. Mayor Pro Tem Siers left the Board room.

Town Clerk Carolyn F. Morris swore in the following persons: Dep Planning Director Kelly Wyatt and Outer Banks Community Church applicant James Ashe.

Dep Planning Director Kelly Wyatt summarized her memo which read in part as follows:

GENERAL INFORMATION

Applicant: Outer Banks Community Church.

Application Request: Special Use Permit/Change of Use Review; interior remodel of vacant commercial unit (Building C, Unit 12) of Croatan Center Shopping Center for use as a Religious Complex.

Purpose: Tenant upfit of vacant commercial unit (formerly Radio Shack) for a Religious Complex.

Property Location: 4711 S. Croatan Highway, Nags Head.

Existing Land Use: Vacant unit within existing retail shopping center

Zoning Classification of Property: C-2, General Commercial

Zoning Classification of Surrounding Properties: Properties north, south and east of the shopping center site are zoned C-2, General Commercial and developed both commercially and residentially. Properties to the west, directly across US 158 are zoned R-2, Medium Density Residential and developed entirely residentially (Old Nags Head Cove Subdivision).

Flood Hazard Zone of Property: X Flood Zone; per the Town of Nags Head local ordinance, the property is subject to an RFPE/LES of 9'. There are no structures requiring elevation included within the proposed scope of work. All proposed work will be within the existing footprint.

Land Use Plan Map/Policies: The 2017 Comprehensive Plan Future Land Use Map classifies this property as Neighborhood Commercial, below is the description of this classification:

The intent of allowing neighborhood commercial uses within selected areas is to offer neighborhoods opportunities to have needed goods and services within walkable distances. Typical uses in this designation include restaurant (walk-up or sit down), commercial, office, retail, personal services establishments, gallery/museum, equipment rentals, cottage courts, hotel (boutique/small scale), and single family residential (5,000 square feet or less). Neighborhood commercial uses are intended to peacefully coexist with neighborhoods in order to ensure compatibility and harmony of scale and character. All neighborhood commercial uses must be designed in use, scale, character, and intensity to be compatible with, and to protect, the abutting and surrounding residential areas as well as natural resources and scenic view sheds. When determining if the proposal is consistent with the Land Use designation staff considered the following excerpts and policies as being relevant:

- Page 3-20, LU-9 reads, "Encourage land uses that sever the needs of both year-round and seasonal residents in support of the town's overall vision for the community."

Staff finds this proposal to be consistent with the 2017 Comprehensive Plan Future Land Use Map classification of *Neighborhood Commercial*.

SPECIFIC INFORMATION

Applicable Zoning Regulations:

- Use Regulations: At their April 7th, 2021, meeting the Nags Head Board of Commissioners adopted a text amendment to list "Religious Complex" as a permissible use within Commercial Mixed Use developments via the Special Use Permit process. Croatan Center Shopping Center is considered a Mixed-Use Development thus a Special Use Permit approval is required for the location of a Religious Complex within the shopping center.
- Lot Coverage: There are no additional lot coverages being proposed as part of the Special Use Permit/Change of Use request for the tenant upfit as proposed.
- Height & Architectural Design Standards: There are no new structures associated with this request to be regulated by height or architectural design requirements. All proposed work will occur within the existing footprint of Unit 12.
- Parking: Existing onsite parking is compliant with the parking standard of one parking space for each 4 seats in the sanctuary for religious complexes. The proposed change of use would accommodate a 46-seat sanctuary resulting in the need for 12 parking spaces.
- Buffering/Landscaping: This request does not necessitate additional or supplemental landscaping and buffering; existing onsite buffering has been determined to be in compliance.
- Lighting: No additional lighting is proposed at this time. Should additional parking lot lighting be necessary, the required photometrics and fixture information will be required for review and approval prior to permit issuance.
- Signage: Signage has not been shown or requested as part of this application however any signage will require review and approval prior to installation.

Water and Sewage Disposal: The Dare County Health Department has reviewed and approved the proposal as requested (see attached authorization).

Stormwater Management & Traffic Circulation: The scope of work proposed does not necessitate stormwater management and traffic circulation review.

Fire: The Project will be required to comply with all applicable NC Fire Prevention Code requirements as part of building permit application review and issuance.

Public Works: The Public Works Director has reviewed and approved the proposal as presented.

ANALYSIS

Staff finds that proposed Special Use Permit/Change of Use is consistent with the applicable use and development standards, as well as relevant land use policies. Pursuant to Section 3.8.4.6 of the Unified Development Ordinance the Board of Commissioners shall issue a Special Use Permit if it has evaluated an application through a quasi-judicial process and determined that:

1. The use will not materially endanger the public health and safety if located where proposed and developed according to the plan as submitted.
2. The use, as proposed, will not overburden the firefighting capabilities and the municipal water supply capacity of the Town as such facilities and capabilities will exist on the completion date of the conditional use for which application is made.
3. The conditional use will be in harmony with the existing development and uses within the area in which it is to be located.
4. Adequate utilities, access roads, drainage, parking, or necessary facilities have been or are being provided.
5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

STAFF RECOMMENDATION

Based upon Staff's review of the proposal and the aforementioned considerations, Staff recommends approval of the Special Use Permit/Change of Use application as presented.

PLANNING BOARD RECOMMENDATION

At their June 15, 2021, meeting the Planning Board voted unanimously to recommend approval of the Special Use Permit/Change of Use application as presented."

There being no one present who wished to speak, Attorney Hobbs closed the Public Hearing at 9:38 a.m. and reminded the Board of the five findings of fact that are required for Board approval.

MOTION: Comr. Fuller made a motion to approve the Special Use Permit/Change of Use application submitted by the Outer Banks Community Church as presented with the following findings of fact as listed in the staff report:

1. The use will not materially endanger the public health and safety if located where proposed and developed according to the plan as submitted.
2. The use, as proposed, will not overburden the firefighting capabilities and the municipal water supply capacity of the Town as such facilities and capabilities will exist on the completion date of the conditional use for which application is made.
3. The conditional use will be in harmony with the existing development and uses within the area in which it is to be located.
4. Adequate utilities, access roads, drainage, parking, or necessary facilities have been or are being provided.
5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

The motion was seconded by Comr. Brinkley which passed 4 – 0 (Mayor Pro Tem Siers was excused.). Mayor Pro Tem Siers returned to the Board meeting.

Public Hearing to consider FY 2021/2022 Public Beach and Coastal Waterfront Grant pre-application for Epstein Street Beach Access

Attorney Hobbs introduced the Public Hearing to consider the FY 21/22 Public Beach and Coastal Waterfront Grant pre-application for the Epstein Street Beach Access. The time was 9:40 a.m.

Principal Planner Holly White summarized her agenda summary sheet which read in part as follows:

“The Town was invited to submit a final grant application for the Epstein Street Public Access through the Division of Coastal Management’s (“DCM”) Public Beach and Coastal Waterfront Access Grant Program for \$200,000 in assistance. As a prerequisite of the final application, the Town is required to hold a public hearing to discuss the grant proposal and consider public comments prior to its decision to submit a final application. Staff also needs approval of the Board to move forward with submission of the final grant application.

“The Town’s proposal involves the replacement and upgrade of the existing beach access at Epstein Street that was constructed in 1985. The Town proposes to replace the bath house and dune walkover with a similar walk over but with compliant ADA travel surface type (See attached vicinity map, existing site survey, and proposed site plan).”

There being no one present who wished to speak, Attorney Hobbs closed the Public Hearing at 9:42 a.m.

MOTION: Comr. Brinkley made a motion to approve the FY 2021/2022 Public Beach and Coastal Waterfront Grant pre-application for Epstein Street Beach Access as presented. The motion was seconded by Mayor Pro Tem Siers which passed unanimously.

REPORTS AND RECOMMENDATIONS FROM THE PLANNING BOARD AND THE PLANNING AND DEVELOPMENT DIRECTOR

Update from Planning Director

Planning Director Michael Zehner summarized his memo which read in part as follows:

"This memo provides an overview of selected Planning and Development Department activities, projects, and initiatives. If requested, Staff will be prepared to discuss any of this information in detail at the Board of Commissioners meeting on August 4, 2021.

'Monthly Activity Report

Attached for the Board's review is the Planning and Development Monthly Report for June 2021. In addition to permitting, inspections, code enforcement, and Todd D. Krafft Septic Health Initiative activities, Staff was involved in the following meetings or activities of note during the month:

- Wednesday, June 2 - Board of Commissioners Meeting
- Thursday, June 3 - Farmer's Market
- Friday, June 4 - CSI Student Orientation
- Monday, June 7 - Housing Discussion with Hospital
- Tuesday, June 8 - ETIPP Foundations of Resilience Workshop
- Wednesday, June 9 - Committee for Arts & Culture Meeting
- Thursday, June 10 - Farmer's Market
- Thursday, June 10 - Board of Adjustment Meeting
- Monday, June 14 - Planning & Development Department Staff Meeting
- Tuesday, June 15 - Planning Board Meeting
- Wednesday, June 16 - Board of Commissioners Meeting
- Thursday, June 17 - Farmer's Market
- Thursday, June 17 - DWMP Advisory Committee Meeting
- Wednesday, June 23 - ETIPP Project Scoping Meeting
- Thursday, June 24 - Farmer's Market
- Wednesday, June 30 - Damage Assessment Prep Meeting
- Wednesday, June 30 - Staff Transportation/Traffic "Committee" Meeting

'Report on Permitting - 4th Qtr FY20-21- Please find attached an updated report to include the 4th Qtr FY20-21 (April 2021 through June 2021).

'Dowdy Park Events

'In addition to the weekly Farmer's Market on Thursdays, through Sep 9, 2021, Staff is working to plan the following activities and events for the Park:

- Yoga classes will be starting on August 3, with plans to continue to mid-October. Classes are sponsored by Village Realty and will be held on Tuesdays at 7:30am
- Bands are being booked to perform on Wednesdays, Aug 4 to Sep 2, from 6:30 pm to 8 pm.
- Staff is evaluating whether funds are available to hold two Fri-night movies in Sep and Oct. Sponsorship may be an option if the Board is amenable.
- The following are the scheduled dates for the Holiday Market
 - Saturday, Nov 13, 9am-12pm
 - Saturday, Nov 27, 9am-12pm
 - Thursday, Dec 2, 3pm-6pm
 - Saturday, Dec 11, 9am-12pm

'Planning Board - Pending Applications and Discussions

The Planning Board's most recent meeting was held on July 20, 2021 and included consideration of an SED-80 Zoning District Site Plan for 468 W. Villa Dunes Drive, a text amendment allowing temporary accommodations for outdoor dining, adoption of the Town of Nags Head CAMA Land Use Plan, and a text amendment to the Unified Development Ordinance pertaining to lot coverage associated with recycling dumpsters; additionally, the Board discussed the potential Phase 1 project for Whalebone Park.

'The Board's next meeting is scheduled for August 17, 2021. At this time, the agenda is expected to include continued discussion regarding the amendments to allow temporary accommodations for outdoor dining. Additionally, there are active pending conditional use permit applications for the property at 205 E. Baltic Street (a.k.a. the Dream Center) and The Soundside Event Site and associated properties; continuances were requested from the July meeting to the August meeting; however, further continuance requests are not unanticipated.

'Additional Updates

- Decentralized Wastewater Management Plan - To this point, four meetings have been held with the project Advisory Committee. Much of the work has involved the collection of relevant data and information, the identification of stakeholders, and the development of an engagement plan. The next meeting of the Committee is scheduled for August 19, and is expected to include a focused discussion on data priorities and goals, as well as interviews with selected stakeholders. Between now and the August meeting, Staff and the consultant expect to finalize the engagement plan and the draft mission statement, vision, values, and goals with input from the Committee, and schedule stakeholder interviews, to be scheduled around the August 19 Committee meeting.
- Estuarine Shoreline Management Plan - Nine (9) responses were received to the Town's RFQ seeking a consultant for development of an Estuarine Shoreline Management Plan. A Staff evaluation committee, with input from CSI partners, will be meeting on July 28 to determine whether to select respondents for interviews. Additionally, Staff is actively seeking volunteers (until August 4) to serve on an advisory/steering committee for the project.
- CAMA Land Use Plan Update - The Planning Board recommended approval of the draft CAMA Land Use Plan at their Jul 20, 2021 meeting. Included on the Aug 4, 2021 agenda for the Board of Commissioners is a request to schedule a public hearing for the Board's Sep 1, 2021 meeting.
- Electric Vehicles Action Plan - There has been no update since the last Director's Report. As previously noted, Staff has received interest from Duke University in having students from the Nicholas School of the Environment's two-year professional Master of Environmental Management (MEM) work on this project. Staff held a preliminary discussion with the Planning Board on the potential scope for the project, and a subsequent discussion to present the outline of the project prepared by Timothy L. Johnson, Ph.D., Associate Dean for Professional Programs and Chair of the Master of Environmental Management Energy and Environment Program. Staff believes there is consensus on the project between the Town and Duke University, and anticipates that 3 Masters students will be assigned to the project in the Fall Semester.
- Level 2 Charger - There has been no update since the last Director's Report. Staff continues to consider opportunities and with vendors to source a charger for location on Town property through a "host" arrangement. Additionally, Staff expects that resources or options may be identified through the EV Action Plan.
- LID Manual; Review of Residential Stormwater Regulations - As directed by the Board of Commissioners, Staff has contacted representatives of the Outer Banks Home Builders Association to

request a meeting to discuss the LID Manual and the Town's residential stormwater regulations. Staff has suggested that this meeting be held prior to scheduling a further discussion with the Planning Board.

- GIS Platform Update, Phase 1 - There has been no update since the last Director's Report. Interviews with the respondents to the RFI seeking information on GIS services were conducted between May 17 and May 28. Staff is considering how to proceed, primarily whether to seek out an official assessment of the Town's GIS needs or some other related action. Phase 1 is essentially complete.
- ETIPP Project/Program - A final project scope was approved on July 23, 2021. The technical assistance component is expected to begin shortly.
- NC AIA Activate Technical Assistance - A kickoff and project scoping meeting was held with project partners on June 18, 2021 and a follow up meeting was held on July 20, 2021. The focus to this point has been on stakeholder and public engagement plans.
- Flood/Tide Gauges - Three gauges have been installed in the Town, one in the Village, one at Jennette's Pier, and another at on Little Bridge. Staff is waiting for direction from the vendor before publicizing the gauges.
- LID Stormwater Demonstration Project - There has been no update since the last Director's Report. As previously noted, the Town was notified that it was successfully awarded \$2,500 in cost share assistance from the Dare Soil and Water Conservation District through the Community Conservation Assistance Program for the development of a rain garden at Town Hall to improve local water quality and serve as a Low Impact Development demonstration and education project. Staff is waiting on direction from the District regarding design before initiating installation.
- Whalebone Park; Phase 1 - Planning - Staff is working to develop a scope for this project, and has conducted a site visit with the members of the Committee for Arts & Culture, and has a scheduled site visit with the members of the Planning Board.
- LED Conversion of Streetlights; Amber Streetlight Demo - Included on the Boards' agenda for Aug 4, 2021 as a separate agenda item to seek the Board's feedback and direction with respect to LED fixture specifications and a potential demonstration of amber lights.
- Town Workforce Housing Study & Plan; Seasonal Workforce Housing RFI - Three (3) responses were received to the Town's RFI for Solutions for Town Seasonal-Employee Housing Needs. The Board determined that no action with respect to the responses would be taken at this time. The Town Staff committee will determine whether additional actions are recommended.
- Sign Ordinance Update Project - Based on direction from the Board of Commissioners, Staff will not pursue update of the Town's Sign Ordinance at this time.
- Grants and Assistance
 - There has been no update since the last Director's Report. Staff had submitted a request under the Hazard Mitigation Grant Program (Tropical Storm Michael) to update the Town's Emergency Operations Plan. While staff originally learned that funding under that event was no longer being considered, and that the request may be considered under funding decisions related to Hurricane Dorian, we have now been informed that it is being considered for funding under a separate storm event, DR-4543- NC, associated with severe storms, tornadoes, and flooding that occurred in February 2020.

○ There has been no update since the last Director's Report. Staff submitted a Letter of Interest ("LOI") under the Hazard Mitigation Grant Program related to Hurricane Dorian for the acquisition of property, and assisted Fire Chief Wells in the submission of an LOI for replacement of a generator; we have been notified that the generator request has been selected for further consideration and is under review by FEMA. With respect to the acquisition of property, Staff has been informed that previous insurance claims would be subtracted from any potential purchase price, which may make the potential offer price unacceptable to the property owner.

○ On April 16, 2021, Staff submitted a pre-application for a CAMA Access Grant for improvements to the Epstein Beach Access. The Town was notified on May 13, 2021 that it was invited to submit a Final Application for the Epstein Street Public Beach Access, due by August 16, 2021. The requisite public hearing on the application will be held at the Board of Commissioners' August 4, 2021 meeting.

Upcoming Meetings and Other Dates

- Thursday, July 29 - Farmer's Market
- Wednesday, August 4 - Board of Commissioners Meeting
- Thursday, August 5 - Farmer's Market
- Thursday, August 5 - Damage Assessment Prep Meeting
- Tuesday, August 10 - Whalebone Park Site Visit with Planning Board
- Wednesday, August 11 - Committee for Arts & Culture Meeting
- Thursday, August 12 - Farmer's Market
- Thursday, August 12 - Board of Adjustment Meeting
- Monday, August 16 - Planning & Development Department Staff Meeting
- Tuesday, August 17 - Planning Board Meeting
- Thursday, August 19 - Farmer's Market
- Thursday, August 19 - DWMP Advisory Committee Meeting
- Thursday, August 26 - Farmer's Market"

Comr. Renée Cahoon confirmed with Director Zehner that "ETIPP" stands for Energy Transitions I Partnership Program and that staff is working with Dare County on the program.

Consideration of Dune Grass Planting Program

Senior Environmental Planner Kate Jones summarized her memo which read in part as follows:

"In January 2021, the town began implementing a cost-share program aimed at assisting oceanfront homeowners with the establishment and retention of protective dunes. The attached *Town of Nags Head Dune Vegetation Cost-Share Program* document outlines the program. As the Board will note, the document includes guidelines for the dune vegetation program only; broader planting projects may still be instituted by Better Beaches, OBX, but are separate from this effort. (Recognizing that some coordination will be necessary between efforts)

'Staff began accepting applications for the cost share program on January 1st, 2021. The final date for planting was June 1st, 2021. A total of seven (7) oceanfront property owners participated in the program, and were reimbursed \$500 each. The total reimbursed in aggregate was \$3,500. Six property owners installed American Beach Grass and one installed American Beach Grass first, and then later in the season, installed Sea Oats. (The combined reimbursement total for this project did not exceed \$500.)

Several updates are recommended based on feedback from oceanfront property owners as well as Town staff. The following adjustments to the program administration and awards are for discussion:

- Begin accepting applications on October 1, 2021. Retain the end date to plant as June 1st, 2022.
- The \$500 maximum reimbursement of plant material for homeowners remains unchanged; however, if a property owner works in conjunction with at least one adjacent neighbor, increase the maximum amount of reimbursement to \$600 per grantee. This may encourage property owners to work together for more impact and participation.
- Include other types of oceanfront properties, not just single-family homes. Examples to consider are oceanfront hotels, cottage courts, and residential condominiums.

Staff would request consideration of the above changes to the scope of the program, as well as the Board's support for Staff to initiate the program this year.

Mayor Cahoon confirmed with staff that the majority (50%) of those that participated in the program were in S Nags Head.

Comr. Fuller said that he was in favor of extending the season and adding more flexibility with some type of formula.

It was Board consensus to endorse the Dune Grass Planting Program as presented; they thanked Ms. Jones for her work on the program.

Interim Town Manager Andy Garman informed the Board that a budget amendment may be included on the September Board meeting agenda which will add additional funds for the program. Board members spoke in favor of the proposed budget amendment.

Consideration of specifications for streetlights; consider updates to the Town's Street Lighting Policy

Planning Director Michael Zehner summarized his memo which read in part as follows:

"As previously reported, Dominion has requested that the Town provide preferred specifications for LED streetlights to support Dominion's conversion of the lights from High-Pressure Sodium ("HPS") lamps. Additionally, Dominion has offered to provide a demonstration installation of "amber" light fixtures (identified as being more "turtle friendly"), requesting that the Town provide at least four (4) suitable locations.

Conversion of Streetlights to LED

Staff previously provided the Board with the location of streetlights in the Town that have already been converted to LED by Dominion; the location of these lights, and key specifications are as follows:

Location Style Wattage Lumens CCT Mounting Height

- E. Engagement Hill Loop Suburban Colonial 55 5,802 3,000K 12'-16'
- E. Sun Dancer Court Suburban Colonial 55 5,802 3,000K 12'-16'
- E. Lakeside Street Basic Cobra 45 5,000 3,000K 25'-30'
- S. North Shore Road Basic Cobra 83 9,125 3,000K 25'-30'
- E. Finch Street Basic Cobra 136 14,575 3,000K 30'-35'

Staff suggested that the Board visit these locations and identify what aspects of these lights they like or dislike. As noted, the *lumens* should be an indicator of the "brightness" of the light, with a higher number

resulting in a brighter light. The *CCT* (correlated color temperature) denotes the color appearance of the LED lights, with a higher number appearing whiter and cooler, and a lower number appearing more yellow and warmer.

'Dominion does not source fixtures with a CCT lower than 3,000K. In addition to specifications for lighting levels, the Board may also wish to consider identifying a preferred fixture, or luminaire, style. Attached for the Board's review is the catalog of luminaires available from Dominion. The *Acorn*, *Colonial*, *Lantern*, and *Contemporary* styles are most applicable where existing Colonial-style lights are installed in Town, while the *Cobra* and *Shoebox* styles are most appropriate where Cobra-style lights are installed. Colonial, Contemporary, and Cobra style lights currently exist within Town.

'Finally, it will be necessary for the Board to update the Town's *Street Lighting Policy*, as well as specifications in the Town's Subdivision Regulations. A copy of the current Board of Commissioners' Policy is attached; sections likely needing to be updated have been highlighted. The Board will note that the Policy speaks to fixtures being HPS, rather than LED. In converting it is important to consider the specification differences between the two. For example, where the Policy specifies an HPS fixture with 70 watts and 5,000 lumen limits, Dominion's specifications would suggest an LED fixture with 33 watts and 3291 or 3665 lumens as an equivalent. Beyond watts and lumens, the Policy does not specify the style of lights, or the CCT; the Board may wish to specify these within the Policy. Additionally, the Subdivision Regulations specify, within Section 10.71.2., the following standards for streetlights: "3,300-lumen mercury vapor lights mounted on noncorrosive poles, which poles are designed to accommodate underground wiring and of strength and corrosive resistance equivalent to pre-stressed concrete."

'Staff would request feedback and direction from the Board on preferred streetlight styles and specifications. Staff can then propose changes to the Town's Policy, as well as the Subdivision Regulations.

'Amber Lights

As noted, Dominion has offered to provide a demonstration installation of "amber" light fixtures (identified as being more "turtle-friendly"), requesting that the Town provide at least four (4) suitable locations. Staff has identified that the following locations may be suitable for amber lights and any demonstration:

'Gallery Row Access

Abalone Access

Blackman Access

Bladen Access

Curlew Access

E. Tides Drive (2 lights)

Gulfstream Access

'These locations are generally the only locations where streetlights are close enough to the beach where the light fixture (or light therefrom) may be visible from the beach, and therefore potentially impactful to nesting turtles. Staff would request that the Board provide feedback and direction with respect to a demonstration installation, and whether they have any preference on where the demonstration fixtures are installed."

Board members discussed changes to the Town's lighting policy to include locations for new and existing residential subdivision lighting as well as commercial areas.

It was Board consensus that staff bring back to the Board for the consent agenda at the September Board meeting a revised lighting policy; and further staff is to pursue the amber demonstration for the Board.

Consideration of an SED-80 Zoning District Site Plan for 468 W. Villa Dunes Drive required by the requested removal of trees greater than 16" in caliper

Dep Planning Director Kelly Wyatt summarized the agenda summary sheet which read in part as follows:

"The Site Plan Review submitted by Louisa Farr is for consideration of the removal of three (3) trees with a caliper of 16-inches or greater within the SED-80, Special Environmental Zoning District in conjunction with the development of the property located at 468 W. Villa Dunes Drive, Nags Head.

'Staff Recommendation/Planning Board Recommendation
Planning Staff recommends approval of Site Plan as presented.

'At their July 20, 2021, meeting the Planning Board voted unanimously to recommend approval of the removal of three (3) trees with a caliper of 16-inches or greater as requested."

Ms. Wyatt noted that the applicant Louisa Farr and Engineer Brian Rubino were both present.

MOTION: Mayor Pro Tem Siers made a motion to approve the removal of the trees in the SED-80 Zoning District at 468 W Villa Dunes Drive as requested. The motion was seconded by Comr. Brinkley which passed unanimously.

NEW BUSINESS

Committee Reports

Comr. Fuller – Dare County Tourism Board (DCTB) – the Dare County BOC has unanimously accepted the concept presented by the DCTB re: physical structure on the Soundside Event Site. The Dare County BOC has asked for a resolution on the concept which will be forthcoming. He anticipates that the Tourism Board and Town staff will be working on the concept in the near future.

Mayor Cahoon asked about the DCTB Task Force he and Comr. Fuller had served on; Comr. Fuller stated that the Task Force has not been disbanded.

Comr. Brinkley – Jennette's Pier Advisory Committee - Comr. Brinkley reported on a recent meeting of the Jennette's Pier Advisory Committee which this past May celebrated its 10-year anniversary. The report was positive although like most other places they are having staff shortages.

Mayor Cahoon – Mayors' Luncheon - Since the last Board meeting, a discussion re: fire protection in large structures took place at a recent Mayors' luncheon - State Rep. Hanig was in attendance. A sprinkler ordinance was discussed and Rep. Hanig was supportive.

Comr. Renee Cahoon – Gov-Ed TV - President of College of the Albemarle (COA) is visiting local municipalities with an update. Mayor Cahoon asked Town Clerk Morris to issue an invitation to the COA President.

Interim Manager Garman - Presentation of Public Works Master Plan - Time Specific 10:30 a.m.

The agenda summary sheet read in part as follows:

“At the August 4th Board of Commissioners meeting, Interim Manager Andy Garman and Public Works Director Eric Claussen will present the Public Works Master Plan for Board review and discussion.

“Please see attached memo from DJG Architecture, Inc.”

The memo from DJG Architecture, Inc. entitled Nags Head Master Plan was presented to the Board and read in part as follows:

“Site Investigation and Initial Fact-Finding

In February of 2021, DJG Inc. met with the six divisions of the Nags Head Public Works Department: Administration, Fleet Maintenance, Facilities Maintenance, Sanitation, Water Operations, and Water Distribution. Interviews were conducted with superintendents and other personnel, following up on questionnaires that had been previously distributed and completed. Questionnaires covered a broad range of issues, including personnel details, department mission, physical facilities, equipment, daily routines, and future growth. In addition to the interviews, DJG conducted initial site investigations, met with planning and zoning officials, and received architectural and site drawings associated with the existing Public Works buildings. An Initial Report was presented to the Town to confirm the existing conditions as documented by DJG.

“The report contained the following breakdown of Public Works existing facilities and their future needs.

Division	Staff		Space Requirements		Parking (Future)	
	Existing	Future	Existing	Future	Staff	Visitor
Admin	3	5	3,600 SF	3,600 SF	5	5
Fleet Maintenance	4	5	4,800 SF ¹	7,200 SF ¹	5	1
Facilities/Sanitation	22	24	3,600 SF ¹	6,000 SF ¹	24	1
Water	10	10	1,200 SF	3,600 SF (Option 1) 4,800 SF (Option 2)	10	0
Brush/Recycling ²	1	1	1,200 SF	Housed within Admin	1	0

¹ In addition to the figure shown, Fleet Maintenance & Facilities/Sanitation will share a 1,800 SF support space with offices, lockers, restrooms, showers, and a break area.

² The Brush/Recycling yard is not an independent division, but overseen by the Facilities/Sanitation Division. Since it requires dedicated site development it is broken out separately.

“Charrette Process

Following review and feedback on the Initial Report from the Public Works representatives, DJG commenced with schematic site development of the Master Plan facilities.

“During this phase of design development, the Town hired a new Public Works Director. Town officials and the Director worked as a team to balance the experience and needs of the occupants with site exigencies and management goals. At the Town’s request, DJG conducted an on-site charrette to foster understanding of site realities and design possibilities. Issues discussed at the charrette included:

- Site layout
- Zoning restrictions
- Stormwater management
- Building and parking capacities

- Site security
- Traffic circulation
- Bulk storage needs
- Existing facilities to remain
- Recycling logistics

The charrette afforded a more detailed understanding for all parties the goals and limitations of the Master Plan. DJG incorporated this information into a revised site plan, showing several optional layouts.

Design Development

The Town and DJG continued to refine the Site Plan for several weeks. Virtual meetings were held to discuss new refinements to each drawing submission. DJG spoke with Town officials on a regular basis, answering questions and eliciting guidance on various options. The goal of both the Town and DJG was to produce a final Master Plan with a practical layout, balancing heavy equipment and logistical needs for several teams with a logical, simple circulation route. Public and private zones were established. Zoning, stormwater drainage, and required setbacks were maintained. Building locations were finalized. A phasing plan was developed for the sake of realistic funding.

When both the Town and DJG felt that the Site Plan satisfied all of the Public Works Department's needs, DJG developed order-of-magnitude cost estimates for each phase of construction.

Future Activities and Implementation

All of the final documents have been developed into a presentation for the Board of Commissioners' consideration. This information can provide a basis for envisioning constructable, affordable sites that will serve the Public Works Department for years to come. Incorporating any revisions the Board may want to see, the Master Plan can be used for future design, development and construction."

Interim Manager Garman introduced the Public Works Master Plan presentation agenda item. DJG & Associates had representatives Donald Booth, Darren Curtis, and Julie Dunks in attendance. Mr. Booth presented a proposed plan for the Public Works site; Darren Curtis discussed the assets and constraints of the Public Works property; Mr. Booth then continued with a detailed presentation of the various plans for the site.

Mayor Pro Tem Siers stated that a diagram/overlay would make it easier to see what is being proposed. He questioned future growth. Mr. Booth explained that most of these facilities could be expanded in the future. He said that the proposed administration building is a two-story building.

It was confirmed with Town Engineer David Ryan that the existing Fresh Pond is still a working pond which exits out of an oceanfront outfall in Kill Devil Hills.

Comr. Fuller asked about outside storage, gravel, bulk items etc. He questioned if turf issues are anticipated. Mr. Booth said that he did not think so.

In response to Comr. Fuller, both Engineer David Ryan and Water Plant Superintendent Nancy Carawan confirmed that nothing would be done re: Fresh Pond regulations that would jeopardize a working water plant.

Interim Manager Garman stated that after more collaboration with the next door neighbor, Town of Kill Devil Hills, he will get back to the Board. Board members confirmed with staff that the rights-of-way are the biggest challenge moving forward.

Interim Manager Garman indicated that the next step in the Public Works Master Plan development is feedback from the Board; the Development and Design phases are scheduled for Spring/Fall 2022. The next step in the Phase 1 Design is to apply for a CAMA variance which it was pointed out by staff the Board had approved for funding.

Board members spoke positively about the proposed plan and stated that they are looking forward to future presentations.

Consideration of resolution in support of the Nags Head Surf Fishing Tournament

Mayor Cahoon read the proposed resolution in support of the October fishing tournament for the Nags Head Surf Fishing Club as follows:

"WHEREAS, the Nags Head Surf Fishing Club is sponsoring its annual Nags Head Surf Fishing Club Tournament October 6 - 8, 2021; AND

'WHEREAS, in accordance with Section 8-83 (b)(3) of the Nags Head Code of Ordinances, the Nags Head Surf Fishing Club submitted a request on July 28, 2021 for the Town of Nags Head to issue 282 (3 per team plus 42 for judges and scorers) short-term beach driving permits to the Nags Head Surf Fishing Club to be distributed to participants in its annual Nags Head Surf Fishing Club Tournament.

'NOW, THEREFORE BE IT RESOLVED by the Town of Nags Head Board of Commissioners that the Town of Nags Head is pleased to offer its assistance for the Nags Head Surf Fishing Club Tournament again this year.

'BE IT FURTHER RESOLVED as follows: The Town Clerk is authorized to issue 282 short-term beach driving permits to the Nags Head Surf Fishing Club to be distributed to participants in its annual Nags Head Surf Fishing Club Tournament to be held Wednesday, Thursday, and Friday, October 6, 7, and 8, 2021. These special permits will be valid for a three-day period from Wednesday, October 6, 2021, through Friday, October 8, 2021.

'Only three (3) permits shall be allowed per team fishing in the tournament. Only three (3) vehicles per team allowed on the beach at any time during the tournament.

'The Nags Head Surf Fishing Club is responsible for the distribution of all short-term beach driving permits for the 2021 Nags Head Surf Fishing Club Tournament. No individual short-term permits for the tournament will be issued by Staff.

'The name of the team and town to whom a permit is issued shall appear on each permit.

'Prior to the start of the tournament, the Nags Head Surf Fishing Club shall provide the Nags Head Town Clerk with a list showing the team name or tournament official and the numbers of the permits issued to each.

'A pamphlet (to be provided by the Town) on Regulations Governing Beach Vehicular Traffic in the Town of Nags Head shall be supplied with each permit distributed by Nags Head Surf Fishing Club.

'Each permit shall be displayed on the inside front windshield on the passenger side of the vehicle, even if a normal Nags Head Beach Driving Permit is already displayed.

'All three short-term beach driving permits MUST be in the possession of the team at all times. The permits are not transferable.

'The Town of Nags Head Beach Driving Ordinance is to be strictly enforced by the Nags Head Police Dept.

'Should the weather or high tide call for the closure of the beach or a section of the beach, the Town Manager will close the beach.'

MOTION: Mayor Pro Tem Siers made a motion to adopt the resolution in support of the Nags Head Surf Fishing Club Tournament scheduled for October 5 - 8, 2021 as presented. The motion was seconded by Comr. Renée Cahoon.

Board members spoke favorably of the modification to the resolution only allowing three vehicles per team on the beach during the tournament; they expressed concern about the safety of other beach-goers in what may be an extended summer season.

CONTINUATION OF MOTION: The motion passed unanimously.

Mayor Pro Tem Siers suggested the possibility of looking into pushing back when beach driving permits can be purchased; Comr. Renée Cahoon mentioned that coordination with the Town of Kill Devil Hills would be necessary.

ITEMS REFERRED TO AND PRESENTATIONS FROM TOWN ATTORNEY

Attorney Hobbs said that he appreciated the ability to serve the Town; he said that he will respond to any questions the Board may have.

ITEMS REFERRED TO AND PRESENTATIONS FROM TOWN MANAGER

Mayor Cahoon reported to the Board that the request for Closed Session re: the possible acquisition of property located at 105 W Sea Chase Drive is postponed as documentation has not yet been received.

BOARD OF COMMISSIONERS AGENDA

Comr. Renée Cahoon - Discussion of crosswalks - signage and lights

Signage - Comr. Renée Cahoon would like the Town's signage to be consistent with the NCDOT signs – she also expressed concern about the number of vehicles that are not stopping for pedestrians in crosswalks.

Public Works Director Eric Claussen noted that the signage is considered a supplemental sign can be placed in the center of the roadway - in accordance with the NC Uniform Traffic Control Manual which is the guidebook for the State. Comr. Renée Cahoon stated that the Whalebone sign which has had its center of roadway sign either removed or run over needs to be replaced.

NCDOT traffic studies - Mayor Pro Tem Siers asked about the NCDOT studies requested for Old Oregon Inlet Road and Gray Eagle Street. Director Claussen reported on the meeting he and Interim Manager Garman had last week with NCDOT representative Jason Davidson. Director Claussen stated that NCDOT agreed that there were a lot of traffic conflicts in these locations and was agreeable to doing a study at both of these intersections.

Interim Manager Garman added that NCDOT will be doing the studies in August. He also noted that the equipment removed from the Nags Head/Manteo Causeway at the Little Bridge was enough for two push-button pedestrian signals at two crosswalks on the Beach Road. They will be installed when the Town provides NCDOT with the two locations. At first glance the crosswalks at Jennette's Pier and Bonnett Street were thought to be good locations per Director Claussen and Interim Manager Garman.

Dove Street – Dove Street, where the new event center/wedding venue (Keepers Galley) is located, seems to have a lot of RV/Winnebago parking for days at a time. Comr. Renée Cahoon said that some of the property owners have complained to her about it and would like the street to be a no parking zone.

Board members discussed the parking issues on Dove Street and noted that another commercial business is planned to be constructed on the same street.

MOTION: Comr. Renée Cahoon made a motion to establish a No Parking - Tow Away Zone at E Dove Street - with the appropriate signage installed. The motion was seconded by Comr. Brinkley which passed unanimously.

Comr. Webb Fuller – Thank you to staff

Comr. Fuller thanked staff and Interim Manager Garman for providing emails to the Board re: what is going on with pending weather, ocean outfalls, and other drainage issues.

Comr. Webb Fuller - Discussion of possible wind/water sport event venue at Harvey Sound Access/Outer Banks Visitors Bureau site

Comr. Fuller asked Board members if they would agree to a concept. He is proposing that the Town endorse the concept of the Harvey site and the southwest corner of the Event Site for development of a formalized wind/water activity access for people to use. Mayor Cahoon spoke highly of making it a great access site.

It was Board consensus to support the concept of developing the Harvey Sound Access site as a major wind/water activity access.

Comr. Brinkley – Thank you to employees

Comr. Brinkley thanked the employees that went out last Sunday to pick up trash that had been dumped/blown around during a storm. Board members agreed with Comr. Brinkley re: providing something to those who worked on Sunday.

Comr. Brinkley – Soundside Event Site development

Comr. Brinkley asked the public to come out and voice their opinions on the proposed development at the Soundside Event site. It was mentioned that County officials may go out in the community with a presentation to encourage feedback. In addition, Mayor Cahoon encouraged feedback from Town citizens re: what they wanted to see at the site.

MAYOR’S AGENDA

Mayor Cahoon - Discussion of next Board Retreat

Mayor Cahoon expressed interest in revisiting the strategic plan prepared at the September 2020 Board Retreat - he suggested a retreat for the end of September 2021. It was Board consensus to organize, pending Facilitator Richard Fursman’s schedule, a one-day retreat on Thursday, September 23, 2021. Interim Manager Garman is to contact Mr. Fursman.

ADJOURNMENT

MOTION: Comr. Brinkley made a motion to recess to Friday, August 6, 2021 at 2:30 pm in the Board Room for the Town Manager candidate assessment with Developmental Associates. The motion was seconded by Mayor Pro Tem Siers which passed unanimously. The time was 12:18 p.m.

Date Approved: September 1, 2021 Carolyn F. Morris, Town Clerk

Mayor: Benjamin Cahoon