



AGENDA

TOWN OF NAGS HEAD BOARD OF COMMISSIONERS
NAGS HEAD MUNICIPAL COMPLEX – BOARD ROOM

WEDNESDAY, MARCH 18, 2026; 9:00 AM

RECESSED SESSION

A. CALL TO ORDER

B. ADOPTION OF AGENDA

C. PUBLIC COMMENT

D. CONSENT AGENDA

1. Consideration of Budget Amendment #8.1 to FY 25/26 Budget
2. Consideration of Resolution Authorizing the Surplus and Donation of Police Department Items to the Edenton Police Department
3. Request for Public Hearing to Consider text amendments to the UDO submitted by Albemarle & Associates, Ltd on Behalf of Blue Moon Five-2, LLC (Blue Moon Restaurant), to Create a New Accessory Use Titled "Restaurant Waiting Lounge" and Associated Supplemental Regulations
4. Request for Public Hearing to Consider a Special Use Permit/Site Plan Amendment Submitted by Albemarle & Associates, Ltd on Behalf of Blue Moon Five-2, LLC (Blue Moon Restaurant) Seeking Approval of a Unified Development Plan for Blue Moon Restaurant and a proposed Restaurant Waiting Lounge Pursuant to the Supplemental Standards Proposed in Section 7.31.3 of the UDO. The Subject Properties are Zoned C-5, Historic Character Commercial District, and Located at 101 & 102 E. Dove Street, Nags Head. Approval of this Item is Contingent upon Adoption of the Proposed New Accessory Use, "Restaurant Waiting Lounge".

E. NEW BUSINESS

1. Consideration of Construction Bids for FY 25-26 Sidewalk Projects
2. Consideration of Construction Bids for Gray Eagle Street Dune Walkover Replacement

F. ITEMS REFERRED TO AND PRESENTATIONS FROM TOWN ATTORNEY

G. ITEMS REFERRED TO AND PRESENTATIONS FROM TOWN MANAGER

H. BOARD OF COMMISSIONERS AGENDA

I. MAYOR'S AGENDA

J. CLOSED SESSIONS

K. OTHER BUSINESS

L. ADJOURNMENT



AGENDA ITEM SUMMARY

Town of Nags Head Board of Commissioners

RECESSED SESSION: March 18, 2026

AGENDA ITEM D.1.

Consideration of Budget Amendment #8.1 to FY 25/26 Budget

Prepared by

Amy Miller, Deputy Town Manager/Finance Officer

Reviewed by

Amy Miller
Brittany Phillips
Andy Garman

Staff Comments/Recommendation

There is a justification included under the budget amendment which explains the purpose of the amendment.

Specific Action Requested

This item is provided for Board review and approval.

Summary

Attached please find Budget Amendment #8.1 to the FY 25/26 Budget which is provided for Board review and approval at the 3/18/2026 Board of Commissioners meeting. Budget Amendment #8.1 is in accordance with the FY 25/26 Budget Ordinance, adopted at the June 11, 2025 meeting.

Attachments

1. 3 mm D1 budget amend 8.1 to FY 25-26



**BUDGET AMENDMENT REQUEST
FY 2025-2026**

BUDGET AMENDMENT NO. 8
Amendment 8.1

SOURCE OF FUNDS

USE OF FUNDS

CODE	ACCOUNT	AMOUNT		CODE	ACCOUNT	AMOUNT
10-428050	<u>General Fund Revenues</u> ABC Board-School Resource Officer	3,000.00		610-543400	<u>General Fund Police Expenditures</u> Other Supplies	3,000.00
TOTAL CHARGES		\$ 3,000.00		TOTAL CREDITS		\$ 3,000.00

JUSTIFICATION

Funds received from Dare County ABC Board for School Resource Officer to use.

ADMINISTRATIVE SERVICES
RECOMMENDED BY _____ DATE 3/2/2026

APPROVED BY BOC: _____ DATE _____



AGENDA ITEM SUMMARY

Town of Nags Head Board of Commissioners

RECESSED SESSION: March 18, 2026

AGENDA ITEM D.2.

Consideration of Resolution Authorizing the Surplus and Donation of Police Department Items to the Edenton Police Department

Prepared by

Perry Hale, Police Chief

Reviewed by

Perry Hale
Brittany Phillips
Andy Garman

Staff Comments/Recommendation

Police Chief: Consideration of donation to the Edenton Police Department of three surplus radar units that have been replaced with our vehicle replacement schedule.

Specific Action Requested

Request Board consideration/adoption of attached resolution.

Summary

At the March 18th Board of Commissioners meeting, staff requests adoption of the attached resolution which authorizes the surplus of three designated Police Dept. items (Applied Concepts Stalker DSR-E Radar Units) and the donation of these items to the Edenton Police Dept. These items were replaced with our vehicle replacement schedule and are no longer in warranty. This donation is allowed per G.S. 160A-280, see below:

§ 160A-280. Donations of personal property to other governmental units.

(a) A city may donate to another governmental unit within the United States, a sister city, or a nonprofit organization incorporated by (i) the United States, (ii) the District of Columbia, or (iii) one of the United States, any personal property, including supplies, materials, and equipment, that the governing board deems to be surplus, obsolete, or unused. The governing board of the city shall post a public notice at least five days prior to the adoption of a resolution approving the donation. The resolution shall be adopted prior to making any donation of surplus, obsolete, or unused personal property. For purposes of this section a sister city is a city in a nation other than the United States that has entered into a formal, written agreement or memorandum of understanding with the donor city for the purposes of establishing a long term partnership to promote communication, understanding, and goodwill between peoples and to develop mutually beneficial activities, programs, and ideas. The agreement or memorandum of understanding establishing the sister city relationship shall be signed by the mayors or chief elective officer of both the donor and recipient cities.

(b) For the purposes of this section, the term "governmental unit" shall have the same meaning as defined by G.S. 160A-274(a) and shall include North Carolina charter schools.

(c) The authority granted to a city under this section is in addition to any authority granted under any other provision of law. (2007-430, s. 1; 2009-141, ss. 1, 2, 3.)

The required public notice was published in the Coastland Times on March 11, 2026.

Attachments

1. 3 mm D2 Police Dept donation Edenton PD res
2. 3 mm D2 Police Dept donation Edenton PD surplus
3. 3 mm D2 Police Dept donation Edenton PD pn



**RESOLUTION AUTHORIZING THE
SURPLUS AND DONATION OF TOWN PROPERTY**

WHEREAS, the Board of Commissioners of the Town of Nags Head, North Carolina desires to surplus and dispose of certain Town owned property; AND

WHEREAS, the Police Department has three (3) Applied Concepts Stalker DSR-E Radar Units which were taken out of service in 2026.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Nags Head that:

In accordance with GS 160A-280. *Donations of personal property to other governmental units.* the following described Town owned property is hereby declared surplus and authorized to be donated to Edenton Police Department:

Fixed Asset Number	Description	Original Cost (\$)	Reason for Surplus	Disposal Method
N/A	(3) Applied Concepts Stalker DSR-E Radar Units	N/A	Items were replaced with vehicle replacement schedule and are no longer under warranty.	Donation

Adopted this 18th day of March 2026.

Benjamin Cahoon, Mayor
Town of Nags Head

ATTEST:

Brittany A. Phillips, Town Clerk



Town of Nags Head Declaration of Property Surplus

Section I. General Property Description

Property Type:	Vehicle ☐	Equipment ☒	Building/Land ☐	Other ☐	If Other, Description:
Department Number:	610				
Property Number (If No Number Available, Enter N/A):	N/A				

Section II. Property Description (If Vehicles or Equipment Maintained by Fleet Maintenance, See Below)

Brand:	Applied Concept	Model:	DSR-E	Serial #:	DE017225, DE017222, DE020005
				Year:	2020
Does the Town Clerk have the original title to the vehicle?			Yes ☐	No ☐	
In-Depth Property Description, Including Any Issues:			Police radar units that have been replaced with new units on the vehicle replacement schedule. Units are no longer under warranty, but power on.		
Current Value:	1.00	Method for Determining Value:	visual		
Value Determination Date:	03/09/2026				

Vehicles or Other Equipment Maintained by the Fleet Maintenance Division

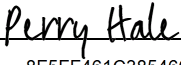
Information Below Completed by Fleet Maintenance Superintendent

Year:		Make:		Model:		VIN:	
Current Mileage/Hours:		In-Depth Property Description, Including Any Issues:					
Current Value:				Value Determination Date:			

Section III. Surplus and Disposal Information

Reason for Surplus:	Radar units out of warranty and have been replaced under the vehicle replacement schedule. Units have not been calibrated since replacement and power on				
Disposal Method (check):	Online Auction ☐	Donation ☒	Trash ☐	Other ☐	
Other (Describe)					
Donation to Edenton Police Dept					

Section IV. Approvals

Department Head Signature:	DocuSigned by:  8E5FF461C385466	Date:	3/9/2026
Town Manager Signature:	Signed by:  D5CD944068184C2	Date:	3/9/2026

Please return all completed and signed forms to the Town's Finance Officer for record keeping purposes



Ben Cahoon
Mayor

Bob Sanders
Commissioner

Megan Lambert
Mayor Pro Tem

Town of Nags Head
Post Office Box 99

Megan Vaughan
Commissioner

Andy Garman
Town Manager

Nags Head, North Carolina 27959
Telephone 252-441-5508
Fax 252-441-0776
www.nagsheadnc.gov

Molly Harrison
Commissioner

TOWN OF NAGS HEAD BOARD OF COMMISSIONERS

NOTICE OF EQUIPMENT SURPLUS AND DONATION

In accordance with NCGS 160A-280, Notice is hereby given that the Town of Nags Head Board of Commissioners will consider a resolution at their meeting on Wednesday, March 18, 2026, authorizing the surplus and donation of the following equipment to Edenton Police Department:

- Three (3) Applied Concepts Stalker DSR-E Radar Units

All listed items were taken out of service in 2026.

The March 18, 2026 Board of Commissioners meeting will take place at 9:00 a.m. in the Board Meeting Room located at 5401 S Croatan Highway, Nags Head, NC 27959.

Additional information may be obtained from Town Clerk Brittany A. Phillips at 252-449-2009 or townclerks@nagsheadnc.gov

This is the 9th day of March 2026.

Brittany A. Phillips
Town Clerk

For publication in The Coastland Times on Wednesday, March 11, 2026.

Please use Nags Head logo and legal print.



AGENDA ITEM SUMMARY

Town of Nags Head Board of Commissioners

RECESSED SESSION: March 18, 2026

AGENDA ITEM D.3.

Request for Public Hearing to Consider text amendments to the UDO submitted by Albemarle & Associates, Ltd on Behalf of Blue Moon Five-2, LLC (Blue Moon Restaurant), to Create a New Accessory Use Titled "Restaurant Waiting Lounge" and Associated Supplemental Regulations

Prepared by

Kelly Wyatt, Planning Director

Reviewed by

Kelly Wyatt
Brittany Phillips
Andy Garman

Staff Comments/Recommendation

STAFF RECOMMENDATION

Based on staff's review of the request and the proposed ordinance language, staff believes the amendment provides a reasonable regulatory mechanism for restaurants to manage customer waiting areas while maintaining the Town's longstanding policy of not allowing stand-alone bars or drinking establishments. The ordinance establishes clear definitions, operational safeguards, and parking standards to ensure that a Restaurant Waiting Lounge remains subordinate to a principal restaurant and cannot operate independently. Staff therefore recommends approval of the proposed Unified Development Ordinance text amendment creating the use category "Restaurant Waiting Lounge" as presented.

PLANNING BOARD RECOMMENDATION

There will be a recommendation forthcoming subsequent to the Planning Board review.

Specific Action Requested

Consideration of scheduling the Public Hearing at the Board of Commissioners April 15, 2026 meeting.

Summary

Albemarle & Associates, Ltd., on behalf of Blue Moon Five 2, LLC (Blue Moon Beach Grill), has submitted a request to amend the Town of Nags Head Unified Development Ordinance (UDO) to create a new accessory use category titled "Restaurant Waiting Lounge." The proposed amendment was prompted by operational challenges experienced by Blue Moon Beach Grill during peak dining periods, when patrons frequently arrive prior to tables becoming available and wait outside the restaurant. The request seeks to allow an indoor waiting area located within a separate structure that remains operationally tied to the restaurant.

The proposed ordinance would establish a definition and supplemental regulations for a Restaurant Waiting Lounge and would allow the use as an accessory use to a Restaurant, Sit Down through approval of a Special Use Permit in the same zoning districts where restaurants are permitted. The ordinance is structured to ensure that a waiting lounge remains clearly subordinate and accessory to the principal restaurant use and cannot operate as an independent establishment, through the approval of a Unified Development Plan.

The amendment also introduces a definition for Bar, Tavern, or Drinking Establishment and clarifies that such

establishments are not permitted as principal uses within the Town, consistent with the Town's longstanding policy framework. Additional provisions require the waiting lounge to be an indoor, enclosed permanent structure, limit operations to the same hours as the restaurant, and require that the lounge serve restaurant patrons only.

Attachments

None



AGENDA ITEM SUMMARY

Town of Nags Head Board of Commissioners

RECESSED SESSION: March 18, 2026

AGENDA ITEM D.4.

Request for Public Hearing to Consider a Special Use Permit/Site Plan Amendment Submitted by Albemarle & Associates, Ltd on Behalf of Blue Moon Five-2, LLC (Blue Moon Restaurant) Seeking Approval of a Unified Development Plan for Blue Moon Restaurant and a proposed Restaurant Waiting Lounge Pursuant to the Supplemental Standards Proposed in Section 7.31.3 of the UDO. The Subject Properties are Zoned C-5, Historic Character Commercial District, and Located at 101 & 102 E. Dove Street, Nags Head. Approval of this Item is Contingent upon Adoption of the Proposed New Accessory Use, "Restaurant Waiting Lounge".

Prepared by

Kelly Wyatt, Planning Director

Reviewed by

Kelly Wyatt
Brittany Phillips
Andy Garman

Staff Comments/Recommendation

STAFF RECOMMENDATION

Both properties included within the proposed Unified Development Plan were previously reviewed and approved by the Town and remain compliant with all applicable development standards independently. The proposed Unified Development Plan does not introduce new site impacts or physical changes to either property and instead provides a mechanism for the properties to function together as a coordinated restaurant development. Staff finds that the proposal:

- Remains consistent with the Town's development standards.
- Maintains compliance with parking requirements.
- Preserves the accessory relationship between the restaurant and restaurant waiting lounge.
- Provides an operational solution to manage customer waiting areas, while not exacerbating parking problems.

Staff therefore recommends approval of the Special Use Permit and Unified Development Plan, contingent upon adoption of the proposed Unified Development Ordinance text amendment creating the use category Restaurant Waiting Lounge.

PLANNING BOARD RECOMMENDATION

There will be a recommendation forthcoming subsequent to the Planning Board review.

Specific Action Requested

Consideration of scheduling the Public Hearing at the Board of Commissioners April 15, 2026 meeting.

Summary

Albemarle & Associates, Ltd has submitted this Special Use Permit/Site Plan Amendment review on behalf of Blue Moon Five 2, LLC. The applicant requests approval of a Special Use Permit and Unified Development Plan to allow the establishment of a Restaurant Waiting Lounge accessory to Blue Moon Beach Grill located at 102 E. Dove Street, utilizing the structure located at 101 E. Dove Street.

The request is being heard concurrently with a proposed Unified Development Ordinance (UDO) text amendment creating the use category "Restaurant Waiting Lounge." The Special Use Permit request is contingent upon adoption of the proposed ordinance amendment.

Blue Moon Beach Grill relocated to its current location at 102 E. Dove Street in 2023. The site plan for the restaurant was reviewed and approved by the Board of Commissioners through the standard development review process and constructed in accordance with the approved plans. At the time of construction and final inspection, the project was found to comply with all applicable development standards, including compliant use, lot coverage, building height, commercial architectural design requirements, parking, interior and site landscaping and buffering, lighting, signage, traffic circulation, stormwater management, NC Fire and Building Code Compliance. The restaurant has become a highly popular dining destination within the Town. During peak service periods, patrons frequently arrive prior to seating becoming available, resulting in guests waiting outside the restaurant or circulating within the parking area and patrons parking along nearby roadways.

In late 2024, the owners of Blue Moon Beach Grill purchased the property located at 101 E. Dove Street, directly across the town street from the restaurant. The structure on this property was previously approved and constructed as an Indoor Public Assembly/Event Space (Keepers Galley) and was reviewed and approved by the Board of Commissioners at the time of construction. The building was also found to be compliant with all applicable development standards. Since acquiring the property, the owners have primarily utilized the site to provide additional parking relief for the restaurant.

The applicant now proposes to utilize the existing structure at 101 E. Dove Street as a Restaurant Waiting Lounge accessory to the Blue Moon Beach Grill restaurant. The proposed use represents a change of use from Indoor Public Assembly to Restaurant Waiting Lounge. Under the Town's development regulations, the change of use itself would not require Planning Board or Board of Commissioners review and could be processed administratively. However, because the applicant proposes to utilize the structure in conjunction with the restaurant through a Unified Development Plan and Special Use Permit, the request is being presented to the Planning Board and Board of Commissioners for review.

The Unified Development Plan would encompass both properties:
102 E. Dove Street — Blue Moon Beach Grill (principal restaurant use)
101 E. Dove Street — Proposed Restaurant Waiting Lounge

Both properties are already fully developed and compliant independently with applicable zoning and development standards.

Both properties are zoned C-5, Historic Character Commercial District. The C-5 District permits Restaurant, Sit Down as a permitted use. The proposed text amendment would allow Restaurant Waiting Lounge as an accessory use through approval of a Special Use Permit within the same district. Therefore, both the principal restaurant use and the proposed accessory restaurant waiting lounge use are appropriate within the C-5 zoning district.

The Unified Development Plan does not propose any modifications to the existing site layouts, including: building footprints, traffic circulation, parking layout and design, stormwater management, landscaping and buffering, architectural design, site lighting and signage. The purpose of the Unified Development Plan is simply to allow the two properties to operate in conjunction as a single coordinated restaurant development consistent with the proposed ordinance amendment.

The proposed Restaurant Waiting Lounge would be located within the existing building at 101 E. Dove Street. The applicant has provided a floor plan identifying the customer service area of the proposed waiting lounge as 1,249 square feet. For reference, Blue Moon Beach Grill has a customer service area of 2,513 square feet. The proposed Restaurant Waiting Lounge would have a customer service area of 1,249 square feet. The restaurant waiting lounge area is therefore less than half the size of the principal restaurant customer service area, supporting the ordinance

requirement that the use remain accessory and subordinate to the principal restaurant.

Parking for the unified development has been evaluated using the Town's existing parking standard for Restaurant – Sit Down, which requires one parking space for every 55 square feet of indoor customer service area. The proposed ordinance amendment clarifies that the square footage of a Restaurant Waiting Lounge must be included in the calculation of indoor customer service area for the associated restaurant. The applicant has accounted for parking based on the combined customer service area of both buildings. Note that 72 parking spaces are required, and 86 spaces are being provided, therefore parking remains compliant.

The proposed ordinance amendment establishes several operational safeguards intended to ensure the waiting lounge remains clearly accessory to the restaurant, including:

- Approval through a Special Use Permit and Unified Development Plan
- Limiting operation of the lounge to the same hours as the restaurant
- Requiring the lounge to serve patrons of the associated restaurant
- Prohibiting the lounge from operating as an independent bar, tavern, or drinking establishment
- Requiring signage to incorporate the associated restaurant name

These provisions ensure that the waiting lounge remains operationally tied to the restaurant and cannot function as a separate commercial establishment.

The Unified Development Plan proposed appears to be consistent with the proposed Restaurant Waiting Lounge ordinance amendment, which establishes the use as an accessory use permitted through a Special Use Permit in districts where Restaurant – Sit Down is allowed.

Please keep in mind that approval of the Special Use Permit/Site Plan Amendment is contingent upon adoption of the proposed text amendment creating Restaurant Waiting Lounge use.

STAFF RECOMMENDATION

Both properties included within the proposed Unified Development Plan were previously reviewed and approved by the Town and remain compliant with all applicable development standards independently. The proposed Unified Development Plan does not introduce new site impacts or physical changes to either property and instead provides a mechanism for the properties to function together as a coordinated restaurant development. Staff finds that the proposal:

- Remains consistent with the Town's development standards.
- Maintains compliance with parking requirements.
- Preserves the accessory relationship between the restaurant and restaurant waiting lounge.
- Provides an operational solution to manage customer waiting areas, while not exacerbating parking problems.

Staff therefore recommends approval of the Special Use Permit and Unified Development Plan, contingent upon adoption of the proposed Unified Development Ordinance text amendment creating the use category Restaurant Waiting Lounge.

Attachments

None



AGENDA ITEM SUMMARY

Town of Nags Head Board of Commissioners

RECESSED SESSION: March 18, 2026

AGENDA ITEM E.1.

Consideration of Construction Bids for FY 25-26 Sidewalk Projects

Prepared by

David Ryan, Town Engineer

Reviewed by

David Ryan
Brittany Phillips
Andy Garman

Staff Comments/Recommendation

Staff recommends accepting the bids, including all add-alternates, and authorizing the Town Manager to execute construction contracts for all items

Specific Action Requested

Acceptance of (3) base bid items and (3) additive bid alternates for FY 25/26 Sidewalk Projects

Approval of Budget Amendment #8

Authorize the Town Manager to enter into a construction contract with Hatchell Concrete Inc. in the amount of \$282,710.50

Summary

Bids were solicited for five sidewalk improvement projects located throughout the Town, including three base bid items and three additive alternates. The base bid projects include sidewalk construction along West Baymeadow Drive between South Croatan Highway and Bays Edge, West Windjammer Drive between South Croatan Highway and West Lookout Road, and East Admiral Street between South Wrightsville Avenue and South Virginia Dare Trail. The West Baymeadow Drive and West Windjammer Drive projects were originally programmed for FY 2024/25 but were delayed to allow additional coordination with residents along the West Windjammer Drive corridor. This coordination included a neighborhood survey and an on-site meeting with residents to discuss project alignment and design considerations. The East Admiral Street project, currently programmed for FY 2025/26, includes a sidewalk extension coordinated with planned drainage improvements identified in the Stormwater Master Plan.

Three additive alternates were also included in the bid package. The West Windjammer sidewalk extension was segmented into two parts along with the East Grouse Street sidewalk extension, originally scheduled for FY 2027/28, included as an additive alternate to allow for potential acceleration of the project in anticipation of a proposed traffic signal to improve pedestrian crossings near the Soundside Event Site. An additional bid alternate includes a sidewalk connection along the western portion of Dowdy Park to provide a looped pedestrian connection between the restroom facilities and the main park entrance. This project is to be coordinated in conjunction with the Arts and Culture Committee.

Tourism Impact Grant funding has been awarded for all projects included in the bid package with the exception of the Dowdy Park sidewalk connection.

Four informal bids were received on March 10, 2026. Hatchell Concrete, Inc. is the apparent lowest responsive and

responsible bidder, with a total bid amount of \$282,710.50. Individual bid prices for each project are provided in the attached Bid Tabulation. The total bid amount exceeds currently available funding by approximately \$7,010. Staff recommends including an approximate 10 percent contingency and processing a total budget amendment of \$35,000 to adequately cover construction costs and contingencies.

Attachments

1. 3 mm E1 Bid Tabulation Sidewalks
2. 3 mm E1 Budget Amend 8.2 sidewalk projects

Town of Nags Head

Post Office Box 99
Nags Head, North Carolina 27959
Telephone 252-441-1122
Fax 252-441-3350
www.nagsheadnc.gov



TOWN OF
NAGS HEAD

Informal Bid-Sidewalk project- Bid Opening March 10, 2026 2:00 PM

Bid No.	Vendor	Address	Bid Signed	Addenda Acknowledged	Bid Form Completed	License # Provided	Executed ND Form	Respondents Certification	Bid Amount	
1	Hatchell Concrete Inc	PO Box 245 Manteo, NC 27954	X	X	X	X	X	X	Bid Item #1: \$43,687.50 Bid Item#2: \$29,756.00 Bid Item#4: \$113,733.75 Base subtotal \$187,177.25 Bid Item#3: \$33,252.00 Bid Item#5: \$38,937.50 Bid Item#6: \$23,343.75 Add Subtotal \$95,533.25 Total \$282,710.50	
2	Barnhill Contracting Company	PO Box 1050 Kitty Hawk, NC 27949	X	X	X	X	X	X	Bid Item #1: \$45,000.00 Bid Item#2: \$36,880.72 Bid Item#4: \$167,600.00 Base subtotal \$249,480.72 Bid Item#3: \$43,402.36 Bid Item#5: \$60,814.54 Bid Item#6: \$32,873.68 Add Subtotal \$137,090.58 Total \$386,571.30	
3	Browe Construction Company	415 Oak Tree Drive Selma, NC 27576	X	X	X	X	X	X	Bid Item #1: \$115,500.00 Bid Item#2: \$110,800.00 Bid Item#4: \$146,600.00 Base subtotal \$372,900.00 Bid Item#3: \$117,700.00 Bid Item#5: \$115,900.00 Bid Item#6: \$108,100.00 Add Subtotal \$341,700.00 Total \$714,600.00	
4	Fred Smith Company	701 Corporate Center Dr Suite 195 Raleigh, NC 27607	X	X	X	X	X	X	Bid Item #1: \$83,200.00 Bid Item#2: \$94,350.00 Bid Item#4: \$265,200.00 Base subtotal \$442,750.00 Bid Item#3: \$93,600.00 Bid Item#5: \$125,800.00 Bid Item#6: \$71,800.00 Add Subtotal \$291,200.00 Total \$733,950.00	



**BUDGET AMENDMENT REQUEST
FY 2025-2026**

BUDGET AMENDMENT NO. 8
Amendment 8.2

SOURCE OF FUNDS

USE OF FUNDS

CODE	ACCOUNT	AMOUNT		CODE	ACCOUNT	AMOUNT
900-590093	General Fund Expenditures Contribution to Capital Investment Fund	44,599.00		10-430400	General Fund Revenues Grant-Visitors Bureau	44,599.00
10-492111	General Fund Revenues Transfer-Capital Investment Fund	35,000.00		500-577350	Public Services Expenditures Capital Outlay-Improvements	35,000.00
11-499000	Capital Investment Fund Revenues Appropriated fund balance	35,000.00		911-590081	Capital Investment Fund Expenditures Transfer - General Fund	35,000.00
911-590081	Capital Investment Fund Expenditures Transfers to the General Fund	44,599.00		11-492000	Capital Investment Fund Revenues Transfers from the General Fund	44,599.00
911-590087	Capital Reserve Fund Expenditures Contribution to fund balance	44,599.00		11-499000	Capital Reserve Fund Revenues Appropriated fund balance	44,599.00
TOTAL CHARGES		\$ 79,599.00		TOTAL CREDITS		\$ 79,599.00

JUSTIFICATION

Reduce Visitors Bureau grant/expenditures for sidewalk projects based on actual bid.
This funding source is the capital investment fund,
so the budget amendment reflects the necessary adjustments for the general fund
and the capital investment fund.
Remaining \$35,000 for local funding is from CIF fund balance (non-grant eligible).
This includes a \$7,010 budget shortfall and a 10% contingency.
The CIF fund balance will still be within fund balance policy.

ADMINISTRATIVE SERVICES 3/10/2026
RECOMMENDED BY DATE

APPROVED BY BOC: DATE



AGENDA ITEM SUMMARY

Town of Nags Head Board of Commissioners

RECESSED SESSION: March 18, 2026

AGENDA ITEM E.2.

Consideration of Construction Bids for Gray Eagle Street Dune Walkover Replacement

Prepared by

David Ryan, Town Engineer

Reviewed by

David Ryan
Brittany Phillips
Andy Garman

Staff Comments/Recommendation

Recommend Authorizing the Town Manager to Execute the Construction Contract; Authorizing the Use of Leftover CIP Funds for this Project

Specific Action Requested

Approval of Budget Amendment

Authorize Town Manager to enter into a construction contract with Shane Clark Marine in the amount of \$42,500

Summary

Facilities Maintenance routinely inspects the Town's dune walkovers to ensure safe public access to the beach. During a recent inspection of the Gray Eagle Street dune walkover, staff identified significant deterioration of the supporting structural framework, resulting in a compromised condition that requires full replacement. In response, replacement plans were developed and the project was advertised for bid.

Two bids were received on March 10, 2026, with Shane Clark Marine identified as the lowest responsive and responsible bidder at a cost of \$42,500. While this project was not originally budgeted, cost savings realized from two previously funded dune walkover projects at Gulfstream Way and June Street are sufficient to cover the Gray Eagle Street replacement. Staff recommends reallocating these savings, along with a minor contingency allowance, to fund the project and restore safe pedestrian access.

Attachments

1. 3 mm E2 Bid Tabulation walkover
2. 3 mm E2 Budget Amend 8.3 walkover

Town of Nags Head

Post Office Box 99
Nags Head, North Carolina 27959
Telephone 252-441-1122
Fax 252-441-3350
www.nagsheadnc.gov



TOWN OF
NAGS HEAD

Informal Bid-Gray Eagle Dune Walkover Replacement- Bid Opening March 10, 2026 2:30 PM

Bid No.	Vendor	Address	Bid Signed	Addenda Acknowledged	Bid Form Completed	License # Provided	Executed ND Form	Respondents Certification	Bid Amount	
1	Shane Clark Marine	PO Box 95 Kitty Hawk, NC 27949	X	NA	X	X	X	X		
									Total	\$42,500.00
2	Northeastern Marine (received via email)	PO Box 42 Kitty Hawk, NC 27949		NA						
									Total	\$64,526.99



**BUDGET AMENDMENT REQUEST
FY 2025-2026**

BUDGET AMENDMENT NO. 8
Amendment 8.3

SOURCE OF FUNDS

USE OF FUNDS

CODE	ACCOUNT	AMOUNT		CODE	ACCOUNT	AMOUNT
530-577350	General Fund Facilities Maintenance Expenditures Capital Outlay-Improvements	84,818.00		10-434000	General Fund Revenues Grant-CAMA	84,818.00
900-590082	General Fund Expenditures Transfers to the Capital Reserve Fund	84,818.00		10-492100	General Fund Revenues Transfers from the Capital Reserve Fund	84,818.00
949-590081	Capital Reserve Fund Expenditures Transfers to the General Fund	84,818.00		49-492000	Capital Reserve Fund Revenues Transfers from the General Fund	84,818.00
949-590087	Capital Reserve Fund Expenditures Contribution to fund balance	84,818.00		49-499000	Capital Reserve Fund Revenues Appropriated fund balance (Beach nourishment MSD restricted)	84,818.00
TOTAL CHARGES		\$ 84,818.00		TOTAL CREDITS		\$ 84,818.00

JUSTIFICATION

Reduce CAMA grant/expenditures for June Street walkover based on actual bid.
This funding source is the capital reserve fund/beach nourishment MSD restricted sales tax,
so the budget amendment reflects the necessary adjustments for the general fund
and the capital reserve fund.

ADMINISTRATIVE SERVICES 3/10/2026
RECOMMENDED BY DATE

APPROVED BY BOC: DATE