



**MINUTES
TOWN OF NAGS HEAD
BOARD OF COMMISSIONERS
REGULAR SESSION
WEDNESDAY, APRIL 2, 2025**

The Nags Head Board of Commissioners met at the Board Room located at 5401 S Croatan Highway, Nags Head, North Carolina on Wednesday, April 2, 2025 at 9:00 AM for a Regular Meeting.

Board Members Present: Mayor Ben Cahoon; Mayor Pro Tem Michael Siers; Comr. Bob Sanders; and Comr. Megan Lambert

Board Members Absent: None (One vacancy)

Others Present: Town Manager Andy Garman; Attorney Robert Hobbs; Amy Miller; Kelly Wyatt; David Ryan; Perry Hale; Randy Wells; Chris Montgomery; Nancy Carawan; Joe Costello; Roberta Thuman; Karen Snyder; Shane Hite; Christian Aguirre; Michael Alvarez; David Thompson; Meade Gwinn; Megan Vaughan; Crouse Gray; Chris Trembly; Donna Creef; Keith Sawyer; Eugene Thompson; Beth Godfrey; Taryn Stetson; Johanna Tucker; Pat Preston; Bob Muller; Renée Cahoon; Susie Walters; and Town Clerk Brittany A. Phillips

Mayor Cahoon recognized former mayor Bob Muller, former mayor Renée Cahoon, and former commissioner Susie Walters before calling the meeting to order at 9:00 a.m. A moment of silence was followed by the Pledge of Allegiance.

ADOPTION OF AGENDA

MOTION: Mayor Pro Tem Siers moved to approve the April 2nd agenda as presented. The motion was seconded by Comr. Sanders, which passed unanimously.

RECOGNITION

FIFTEEN YEARS – Police Chief Perry Hale – Mar 2, 2010

Town Manager Andy Garman introduced Police Chief Perry Hale who was recognized by the Board for fifteen years of service.

PROCLAMATION – Dark Sky Week - April 21-28, 2025

Planner Chris Trembly explained the importance of limiting Artificial Light at Night (ALAN) and how ALAN affects our natural environment and our quality of life.

Mayor Cahoon read the proclamation designating Dark Sky Week as follows:

"WHEREAS, the Town of Nags Head recognizes that the preservation of the night sky is essential for the protection of the natural environment, human health, safety, and the quality of life of its residents and visitors; and

'WHEREAS, excessive and misdirected artificial light contributes to light pollution, which negatively impacts

wildlife, disrupts ecosystems, wastes energy, and obscures views of the stars and planets; and

'WHEREAS, dark skies are essential for the health of nocturnal species, including sea turtles, migratory birds, and other wildlife that rely on natural darkness for survival; and

'WHEREAS, scientific research indicates that exposure to artificial light at night can disrupt human circadian rhythms, contributing to sleep disorders and other health issues; and

'WHEREAS, the preservation of dark skies contributes to tourism, recreational activities, and the overall enjoyment of the natural environment, which are vital to the Town's economy and community identity; and

'WHEREAS, the Town of Nags Head has launched the Dark Skies, Bright Stars Initiative to raise awareness about the importance of reducing light pollution and to encourage responsible outdoor lighting practices; and

'WHEREAS, the Town of Nags Head is committed to promoting public education, voluntary residential light evaluation, and sky quality monitoring, particularly on new moon nights, to better understand and mitigate the effects of light pollution; and

'WHEREAS, the Town encourages businesses, residents, and visitors to utilize fully shielded outdoor lighting fixtures, use lighting only when necessary, and choose warmer color temperature lighting (3000 Kelvin or less) to minimize glare and light trespass.

'NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Town of Nags Head does hereby proclaim support for the Town's Dark Skies, Bright Stars Initiative and Dark Sky Week, April 21-28, 2025, and encourages the community to join in efforts to protect and preserve the beauty and integrity of the night sky.

'BE IT FURTHER RESOLVED, that the Town will continue to work with local organizations, businesses, and residents to promote best lighting practices, enhance public education, and support efforts aimed at reducing light pollution."

MOTION: Comr. Sanders moved to adopt the Proclamation declaring April 21-28, 2025 as Dark Sky Week as presented. The motion was seconded by Mayor Pro Tem. Siers, which passed unanimously.

PROCLAMATION – April 2025 - Child Abuse Prevention Month

Mayor Cahoon read the proclamation designating Child Abuse Prevention Month as follows:

"WHEREAS, children are vital to our state's future success, prosperity and quality of life as well as being our most vulnerable assets; AND

'WHEREAS, all children deserve to have the safe, stable, nurturing homes and communities they need to foster their healthy growth and development; AND

'WHEREAS, child abuse and neglect is a community responsibility affecting both the current and future quality of life of a community; AND

'WHEREAS, communities that provide parents with the social support, knowledge of parenting and child development, and the resources they need to cope with stress and nurture their children will help to ensure that all children grow to their full potential; AND

'WHEREAS, effective child abuse prevention strategies succeed because of partnerships created among citizens, human service agencies, schools, faith communities, health care providers, civic organizations, law enforcement agencies, and the business community.

'THEREFORE, we, the Town of Nags Head Board of Commissioners do hereby proclaim April 2025 as Child Abuse Prevention Month and call upon all citizens, community agencies, faith groups, medical facilities, elected leaders and businesses to increase their participation in our efforts to support families, thereby preventing child abuse and strengthening the communities in which we live."

MOTION: Mayor Pro Tem Siers moved to adopt the Proclamation declaring April 2025 as Child Abuse Prevention Month as presented. The motion was seconded by Comr. Lambert, which passed unanimously.

PUBLIC COMMENT

Town Attorney Hobbs opened Public Comment at 09:14 a.m.

Bob Muller, Nags Head resident, thanked the Town for sending flowers to former Town Clerk, Connie Hardee prior to her recent passing. He also invited the Mayor and Commissioners to attend the 50th Anniversary Celebration of Jockey's Ridge State Park.

There being no one else present who wished to speak, Attorney Hobbs concluded Public Comment at 9:17 a.m.

CONSENT AGENDA

The Consent Agenda consisted of the following items:

- Budget Amendment #12 to FY 24/25 Budget
- Consideration of Tax Adjustment Report
- Approval of Minutes
- Consideration of Cart Rollback Contracts for May-Jun and Jul-Oct 2025
- Consideration of Amendment to Traffic Control Map re: No Parking Between Signs - Tow Away Zone Engagement Hill Loop
- Consideration of Amendment to Traffic Control Map re: Removal of No-Thru Trucks - Gray Eagle Street
- Consideration of Fair Housing Month Proclamation
- Consideration of Resolution Honoring Wilbur Wright on his Birth Date and the Vital Cultural and Economic Contributions of the Wright Brothers to the Enduring "First in Flight" Legacy of Dare County and NC
- Consideration of Resolution Authorizing the Purchase of Property Located at 4222 South Croatan Highway

MOTION: Mayor Pro Tem Siers moved to approve the Consent Agenda as presented. The motion was seconded by Comr. Sanders, which passed unanimously.

Budget Amendment #12, as approved, is attached to and made a part of these minutes as shown in Addendum "A".

The Tax Adjustment Report, as approved, is attached to and made a part of these minutes as shown in Addendum "B".

The minutes from the March 5, 2025, Regular Session meeting and the March 5, 2025, Budget Workshop were approved by the Board and are on file in the Town Clerk's office and on the Town's website.

Consideration of Cart Rollback Contracts for May-Jun and Jul-Oct 2025, as approved, agenda summary sheet read in part as follows:

"Because this contract crosses fiscal years, Board authorization is required. For the purposes of planning and continuity of operations staff requests that the contract be approved for the full 2025 summer season. The Town has received a number of positive comments and the beach road looks significantly better with this service in place. 'Attached for Board review is the proposed contract for cart rollback with Trash Detail, LLC for the May-June

timeframe and for the July-October timeframe. The contract fee remains at \$201,600 for the calendar year.

'Staff would like to continue the positive cart rollback experience for the upcoming season and is requesting Board authorization to execute the contract as presented. There will be no changes to the service.

'Request authorization for Town Manager or his designee to execute contract for cart rollback services from May-June 2025 and July-October 2025 with Trash Detail, LLC."

Consideration of Amendment to Traffic Control Map re: No Parking Between Signs - Tow Away Zone Engagement Hill Loop, as approved, agenda summary sheet read in part as follows:

"To allow for better visibility for those pulling out of the Engagement Hill Loop south entrance/exit, I am requesting that "No Parking Between Signs – Tow Away Zone" signs be placed in this location.

This would maintain site distance for cars exiting Engagement Hill, which is complicated by vehicles parking on the shoulder to access the beach in this location. This request would be consistent with actions taken in the past in other areas along NC12.



'Police Chief: To help maintain sight distance for vehicles exiting Engagement Hill Loop onto NC12, it is my recommendation to install No Parking signs from the crosswalk south to the southernmost entrance to Engagement Hill Loop.

'Adopt an ordinance to amend the TCM to install "No Parking Between Signs – Tow Away Zone" on the west side of NC12 from the crosswalk to Engagement Hill Loop south entrance/exit."

The ordinance, as adopted, is attached to and made a part of these minutes as shown in Addendum "C".

Consideration of Amendment to Traffic Control Map re: Removal of No-Thru Trucks - Gray Eagle Street, as approved, agenda summary sheet read in part as follows:

"After being contacted by a resident in the area and noting that there are very few trucks on this roadway, I am requesting this change to the traffic control map. I would like to remove the No-Thru Trucks designation for this street. The ordinance is impractical to enforce, since once a truck is committed to turn, there is nowhere for it to turn around. Finally, there are businesses on this street that require deliveries. The original ordinance was enacted to preserve the pavement condition of Gray Eagle Street. Staff has not observed concerns with the condition of the street since the ordinance was adopted in 2005. Therefore, it is staff's opinion that the ordinance is no longer necessary.

'Police Chief: it would be my recommendation to remove the No-Thru Trucks zone on Gray Eagle Street since there is a business located on the west end of the street.

Amend ordinance created in 2005 to remove the No-Thru Truck zone on Gray Eagle Street"

The ordinance, as adopted, is attached to and made a part of these minutes as shown in Addendum "D".

The Fair Housing Month Proclamation, as adopted, read in part as follows:

"WHEREAS, The Fair Housing Act, enacted on April 11, 1968, enshrined into federal law the goal of eliminating racial segregation and ending housing discrimination in the United States; and

'WHEREAS, The Fair Housing Act prohibits discrimination in housing based on race, color, religion, sex, familial status, national origin, and disability, and commits recipients of federal funding to affirmatively further fair housing in their communities; and

'WHEREAS, The Town of Nags Head is committed to the mission and intent of Congress to provide fair and equal housing opportunities for all; and

'WHEREAS, Our social fabric, the economy, health, and environment are strengthened in diverse, inclusive communities; and

'WHEREAS, More than fifty years after the passage of the Fair Housing Act, discrimination persists, and many communities remain segregated; and

'WHEREAS, Acts of housing discrimination and barriers to equal housing opportunity are repugnant to a common sense of decency and fairness.

'THEREFORE, we, the Town of Nags Head Board of Commissioners do hereby proclaim April 2025 as Fair Housing Month in the Town of Nags Head as an inclusive community committed to fair housing, and to promoting appropriate activities by private and public entities to provide and advocate for equal housing opportunities for all residents and prospective residents of Town of Nags Head."

The Resolution Honoring Wilbur Wright on his Birth Date and the Vital Cultural and Economic Contributions of the Wright Brothers to the Enduring "First in Flight" Legacy of Dare County and NC, as adopted, read in part as follows:

"WHEREAS, Wilbur Wright's birth date of April 16, 1867, is recognized and celebrated annually at the Wright Brothers National Memorial in Kill Devil Hills, North Carolina, in Dare County schools, and by the First Flight Society in its mission to honor the Wright Brothers for their first powered flight and to promote aviation in Dare County, North Carolina, the United States, and the world; and

'WHEREAS, Wilbur Wright, Orville Wright, Katharine Wright Haskell, and the Wright family are considered to be among Dare County's best-loved and most-appreciated ambassadors, in acknowledgment of Wilbur's dedication to erase the initial widespread doubt surrounding aviation while simultaneously becoming a celebrity, earning respect and acceptance from royalty and European society elites with his intellectual prowess, engineering skills, quick wit, friendly disposition, and humble nature; and

'WHEREAS, the Wright Brothers National Memorial occupies a distinguished and prominent place on Dare County's renowned official county seal and in reference and support to Dare County's "Land of Beginnings" tagline; and

'WHEREAS, Wright Brothers National Memorial hosts 500,000 visitors each year to Dare County, generating a cumulative benefit to North Carolina's economy of nearly \$45 million annually, according to peer-reviewed visitor spending analyses by local, state, and federal economists; and

'WHEREAS, the town of Nags Head, located in Dare County and bordering the town of Kill Devil Hills, benefits significantly from the legacy of the Wright Brothers, as aviation tourism and historical recognition contribute to the town's economy, fostering local businesses, accommodations, and cultural institutions that welcome visitors year-round;

'THEREFORE BE IT RESOLVED, that the Town of Nags Head Board of Commissioners hereby acknowledges Wilbur Wright's birth date on April 16 and the enduring accomplishments of the Wright Brothers and their significant social, cultural, and economic impacts."

The Resolution Authorizing the Purchase of Property Located at 4222 South Croatan Highway, as adopted, read in part as follows:

"WHEREAS, the Town of Nags Head, North Carolina desires to purchase property located at 4222 S. Croatan Highway, Nags Head, NC, 27959, Dare County Tax Parcel No. 006539000 (the "Property") from the Board of Trustees of Kitty Hawk United Methodist Church (the "Church") in anticipation of relocating Douglas A. Remaley Fire Station 16, currently located at 5314 South Croatan Highway, Nags Head, NC, 27959 and/or for any other public purpose; and

'WHEREAS, the Board of Commissioners previously authorized the Town Manager and Town Attorney as its negotiating agents to negotiate the terms of the Town's purchase of the Property, to enter into a purchase agreement to purchase the property, and to seek the removal of any potential encumbrances on the title to the Property; and

'WHEREAS, the Town Manager signed for and on behalf of the Town an Agreement for the Purchase and Sale of Land (the "Contract") under which the Town would purchase the Property from the Church, subject to certain express conditions precedent stated in the Contract, and the Contract was accepted and signed by the Church on September 19, 2024; and

'WHEREAS, the Town Manager and Town Attorney subsequently negotiated with the Old Nags Head Cove Association, Inc. (the "Association") for the Association to release any potential encumbrance on the Property stemming from the Association's existing subdivision restrictive covenants for Old Nags Head Cove residential subdivision (the "Release") in exchange for the Town imposing certain limited restrictions on the Property in favor of the Association to create a buffer strip and provide for notice of any subsequent sale (the "New Covenant"); and

'WHEREAS, the Board of Commissioners desires to approve the Contract, proceed with the closing of the purchase of the Property, accept the Release from the Association, and authorize the placement of the New Covenant as an encumbrance on the Property.

'NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Nags Head, North Carolina, meeting in regular session on the 2nd day of April, 2025, that:

1. The Contract between the Church as Seller and the Town as Buyer for the Town's purchase of the Property is approved.
2. The Release is approved.
3. The New Covenant is approved.
4. The Mayor, the Town Clerk, the Town Manager, and the Finance Officer are authorized to accept and record the deed for the Property from the Church to the Town, to sign and record the Release, to sign and record the New Covenant, to sign the settlement statement, and to sign any other closing documents that are required or necessary for the Town to close the purchase of the Property pursuant to the Contract."

PUBLIC HEARINGS

Public Hearing to consider a Nags Head Unified Development Ordinance (UDO) text amendment request submitted by Attorney Crouse Gray, Jr. on behalf of Nags Head 87, LLC to increase the number of fueling dispensers allowed at fueling stations and to increase the allowable floor area of any convenience store associated with a fueling station within the C-2, General Commercial Zoning District.

Attorney Hobbs introduced the Public Hearing to consider a Nags Head Unified Development Ordinance (UDO) text amendment request submitted by Attorney Crouse Gray, Jr. on behalf of Nags Head 87, LLC to increase the number of fueling dispensers allowed at fueling stations and to increase the allowable floor area of any convenience store associated with a fueling station within the C-2, General Commercial Zoning District, noting that the Board will sit as a legislative body. The time was 09:17 a.m.

Notice of the Public Hearing was published in the Coastland Times on Wednesday, March 19, 2025 and on Wednesday, March 26, 2025, as required by law.

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

"Fueling stations are currently permitted in the C-2, General Commercial Zoning District and in the C-5, Historical Character Commercial Zoning District via the Special Use Permit process with supplemental regulations set forth in Section 7.20 of the Unified Development Ordinance.

'The applicant is requesting text amendments to modify fueling station regulations in the C-2, General Commercial District only. Specifically, the amendments propose:

- Increasing the maximum number of fuel dispensers from four (4) to eight (8).
- Establishing a definition for "fueling dispenser".
- Increasing the maximum convenience store size associated with a fueling station from 3,500 square feet to 4,800 square feet.
- Establishing a minimum lot size of one (1) acre for the development of a fueling station.

'In 2023, as part of amendments related to the Historic Character Area, the Board of Commissioners adopted revisions to Section 7.20, Supplemental Regulations for Fueling Stations. These revisions applied to fueling stations located within the C-5, Historic Character Commercial Zoning District.

However, during the adoption process, Board members expressed interest in extending these regulations throughout the Town to maintain consistency with Nags Head's character and planning objectives. The 2023 amendments were intentionally adopted to ensure that fueling stations remain small scale, compatible with the town's character, and consistent with the community's vision as outlined in the Comprehensive Land Use Plan. Larger fueling stations with expanded convenience stores and additional dispensers do not align with the Town's established land use policies and development goals.

'The proposed one-acre minimum lot size presents a concern given that all but one of the towns' existing fueling stations are located on lots smaller than one acre. If the proposed one-acre minimum lot size is adopted, these existing fueling stations within the C-2, General Commercial zoning district would become nonconforming.

'Additionally, the Board of Commissioners unanimously adopted the current fueling station regulations on June 7, 2023, reaffirming the Town's commitment to maintaining appropriately scaled commercial development.

'Comprehensive Land Use Plan Policy Considerations

'Staff submits that the proposed text amendment would be inconsistent with Policy LU-1 in that fueling stations with numerous dispensers and larger convenience store areas do not meet the values and the desired aesthetic of the Town of Nags Head as noted in the Comprehensive Land Use Plan:

'LU-1 – Ensure that the character of Nags Head is preserved as a single-family residential beach community with ties to its natural environment. This character is defined by:

- Buildings with a residential scale and appearance with low heights and small footprints that are designed to reflect the heritage of Nags Head.
- Commercial development that serves the needs of residents and visitors but respects the goals of the community related to design and appearance.

If the Board of Commissioners are inclined to adopt this proposed text amendment, please reference Appendix A for the Statement of Consistency with the Town's adopted Comprehensive Land Use Plan requirements (attached).

STAFF RECOMMENDATION

Based upon this analysis, planning staff recommends denial of the proposed text amendment as presented.

PLANNING BOARD RECOMMENDATION

At their February 18, 2025 meeting the Planning Board voted unanimously to recommend denial of the proposed text amendment as presented."

Attorney Hobbs invited the applicant to speak.

Crouse Gray, attorney for the applicant, stated that the proposed text amendment to the Unified Development Ordinance (UDO) is intended to apply solely to the C-2 zoning district and not the C-5 district, recognizing the C-5 district's historical character. The amendment aims to enhance the customer experience by allowing modern service stations that include additional services commonly found in newer facilities—services currently not permitted under the existing ordinance.

The applicant noted that the current UDO lacks a definition for "fueling station" and that their proposal includes adding one for clarity. They also pointed out that the adoption of the current ordinance rendered two of the town's six existing fueling stations non-conforming, and expressed concern about the long-term implications of that.

The proposed requirement of a one-acre minimum lot size is intended to ensure sufficient space for appropriate site design and to accommodate future installation of electric vehicle (EV) charging stations, which the applicant emphasized as having environmental benefits. They stated that most existing fueling stations in town likely do not have adequate space for EV infrastructure under current conditions.

The applicant referenced relevant Land Use policies (LU1 and LU10E), stating that the proposal aligns with the Town's intent to preserve character and guide appropriate future development. They emphasized that the Town would retain control over the design and appearance of any new facilities through the site plan review process. The applicant concluded by expressing their belief that the amendment would be a beneficial update for the Town and requested its adoption.

Attorney Hobbs invited members of the public to speak.

Mayor Cahoon noted for the record emails received by Webb Fuller, John Ratzenberger, and Dru Ferrence which read in part as follows:

Webb Fuller - Nags Head Resident

"My name is Webb Fuller. I live at 452 Villa Dunes Dr. I am here to discuss the proposed fueling station proposal. I am particularly concerned about 7.20.4 as well as 7.20.5. These two items would drastically increase the size of the number of fueling stations allowed as well as allow for a tremendous increase in the size of buildings associated with gas stations or filling stations. The proposal as submitted is not consistent with the comprehensive plan and as presented any change, would not be consistent with the public interest.

'If I am not mistaken, this item has been discussed by the commissioners in 2023. From that discussion my understanding is that fueling stations should remain small in size. The proposed change would not be compatible with the towns character, nor would it be in line with the communities vision as outlined in our comprehensive land, use plan.

'My vision of what is being requested would result in a thoroughfare rest stop for travelers coming and going from and to points north south and west. The change would also result in a restaurant style building. This is not the type of vision that corresponds to the value expressed by all our vision statements, documents, and by the citizens of Nags Head. Let us keep the Nags Head look. This proposed change would run 180° in the opposite direction of what Nags Head is all about. We don't need any large scale restaurant/fueling stations in the town of Nags Head. Thank you for the opportunity to allow me to comment on this particular item."

John Ratzenberger - Nags Head Resident

'In short, I agree with Staff and Planning Board and recommend denial of the proposed amendment. A text amendment impacts all property within the specified zone and must be looked at almost like a "site plan" to determine need and impact within the zone. The BoC knows this from long experience.

'This application has a number of shortfalls and reflects little more than "getting a foot in the door". In fact there is no real connection in the original document and the proposed amendment between fuel dispensers and store floor space. Citing this amendment an owner could do either, neither, both, or portions thereof. This may need to be two distinct, separate amendments.

'The PB minutes reflect this discussion in that the applicant has shown no "need" for additional dispensers or for larger convenience stores - neither individually nor in combination within the C-2 GCD. Statements such as "space for modern fueling stations" and "anecdotally newer stations attract more customers because of larger convenience stores and better pump capacity" are not evidence of "need" but more a call for "current owner attention" and we see that every spring when local owners enhance their existing sites/stores.

'But bottom line is that (new 7.20.8) criteria for minimum lot size, creates an instant problem for a half-dozen existing businesses when they have the dreaded "non-conforming tag" hung on them through no fault of their own. "Thanks, neighbor".

'There area number of convenience stores within the Town - some general, some specialty, mostly all locally focused, owned, and oriented. We have two vehicles and rarely, if ever, queue-up at a gas station. I'm pretty sure any convenience stores we shop, gas station or not, are local. Our money is here 365 days."

Dru Ferrence - Nags Head Resident

"I would like to go on record as being opposed to any changes, or "tweaking" of the zoning in Nags Head to allow large, multi-pump, gas stations (fast food joints) such as Wa-Wa, Royal Farms, Sheetz, etc. If possible, please read my opposition into the record of Wednesday's hearing as I am unable to attend the hearing. If possible, I'd ask my friend and fellow real estate broker, Mike Siers, to read my email into the record. I think Mike will understand where I'm coming from when I speak of clients and what I've represented to them over the years regarding Nags Head investments.

'I am opposed to big foot-print commercial operations in Nags Head on so many levels. First, because of the lighting, the traffic, the concrete, and what I call, the Commercial Madness surrounding such establishments. Second, because it's not what I've sold my clients over the years. Since 1999 I've lived in Nags Head full time. I've successfully sold real estate here during those years. Friends and clients have trusted me that "Nags Head is a special place. You can find everything you need here without the Commercial Madness of the other beach

towns.”

'Likely many of you will be receiving your new Dare County valuation. There's a reason Nags Head valuations appreciated greater than those in other beach towns with the exception of Duck. That reason is because Nags Head is a special town. Over the years the commissioners, the mayors, the planning department, and yes...the building inspectors, have worked diligently to keep Nags Head "special". Quality of life is high here. Please. Can we keep it that way for as long as possible under our watch?

'Respectfully submitted opposition to large foot-print gas stations"

Meade Gwinn - Nags Head resident and Planning Board member - stated that the request appeared to be more focused on increasing business revenue by expanding the number of fuel dispensers and the size of the convenience store, rather than clarifying definitions or improving customer convenience as suggested. He noted that he has not observed significant demand issues at existing fueling stations, even during peak tourist seasons, and questioned the need for expanded facilities. Concerns were also raised about the practicality of electric vehicle (EV) charging stations at gas stations, suggesting that other locations like restaurants or shopping areas are more appropriate for EV charging due to the time required. Mr. Gwinn expressed that increasing the maximum size of convenience stores from 3,500 to 4,800 square feet does not align with the character of Nags Head or the intent of previous ordinance revisions. He also voiced concern that the proposed one-acre minimum lot size could increase the number of nonconforming properties. He concluded by asking the Board of Commissioners to vote against the proposed amendment.

Renée Cahoon - Nags Head resident - spoke in opposition to the proposed text amendment, stating that the existing gas stations throughout the Town—from the causeway to the northern boundary— have adequately served the community's needs. She noted that in 2023, three current board members voted to support the existing ordinance and urged them to remain consistent by not approving the proposed modification. Ms. Cahoon emphasized Nags Head's commitment to maintaining its unique character and appearance, distinguishing it from other communities in the region. While expressing support for local businesses and acknowledging past efforts to accommodate them through grandfathering provisions, the speaker expressed concern that the proposed amendment would significantly alter the town's established character. She concluded by asking the board not to approve the proposed change.

Bob Muller - Nags Head resident - spoke in opposition to the proposed text amendment, noting the timing of the hearing during Dark Sky Week and raising concerns about the impact of additional lighting from gas station canopies, which are addressed specifically in the Town's lighting regulations due to their intensity. Mr. Muller cited concerns about the potential increase in light pollution if more fueling stations or dispensers are allowed. Referencing LU10, he highlighted the Town's stated goal of discouraging high-density uses that contribute to excessive noise, light, traffic, fumes, and unsafe conditions—factors he believes are associated with expanding gas stations. He also asserted that the amendment is inconsistent with LU1, which emphasizes maintaining the character of the Town. Mr. Muller questioned whether there has been any demonstrated increase in demand for gas stations since 2023, stating that current facilities are sufficient. He surveyed the Town and stated there are 24 existing fuel pumps that can service approximately 5,000 cars over a 10-hour period, indicating no need for additional fueling capacity. In response to arguments for economic development, he pointed out the Town's rising tax base—from \$3.1 billion to \$5.2 billion over the past five years—and suggested that current policies are already effectively supporting growth. He concluded with a cautionary metaphor referencing the story of King Midas, urging the Town not to jeopardize its unique character in pursuit of further commercial development.

Attorney Hobbs confirmed that there was no one else present who wished to speak; he concluded the Public Hearing at 9:38 a.m.

Comr. Lambert expressed that the decision was straightforward, citing her agreement with the Planning Board's and staff's recommendations, as well as with the previous Board's decision on this matter. She stated there is no

demonstrated issue with the current number of fuel dispensers or the size of convenience stores that would justify a change to the ordinance. She raised concerns about increased traffic associated with larger convenience stores attached to fuel stations and emphasized the importance of maintaining the character of Nags Head. Commissioner Lambert noted that previous boards have said "no" when necessary to preserve the Town's integrity and cited Bill 382, which restricts the creation of new non-conformities without the consent of affected property owners.

Mayor Pro Tem. Siers thanked the Planning Board for its work and acknowledged that public comments echoed those made at the Planning Board level. He expressed concerns about the lack of ordinance provisions addressing canopies for electric vehicle (EV) charging stations and encouraged the Town to use this opportunity to review its ordinances in light of evolving technologies. While he opposed the proposed text amendment as written, he urged the Town not to become one that automatically denies change, but rather one that seeks positive, thoughtful solutions. He referenced discussions with local business owners who indicated no desire to expand and noted the importance of preserving Nags Head's character while being proactive in planning for future needs.

Comr. Sanders thanked the applicant for coming forward and emphasized that while the Town is open to business, the proposal was not consistent with the Town's Comprehensive Land Use Plan, particularly with its goal to preserve the character of Nags Head. He cited community feedback and survey data, as well as observations that existing gas stations adequately serve the community, even during peak season. Commissioner Sanders stated that approving the amendment would create new non-conformities and would be unfair to existing businesses that complied with current zoning regulations. He concluded by voicing his opposition to the amendment.

Mayor Cahoon stated his primary concern was the degree of nonconformity that would result from the proposed text amendment. He suggested that a more proportional approach tied to lot size might avoid such issues. He noted the inconsistency in restricting convenience store sizes while allowing similar-sized retail uses elsewhere. Mayor Cahoon acknowledged community concerns about canopy lighting and the number of dispensers and emphasized the importance of maintaining Nags Head's unique character. He encouraged continued innovation and planning, particularly around electric vehicle infrastructure. Based on the content of the proposal and public input, he stated he could not support the amendment as written.

MOTION: Comr. Sanders made a motion to deny the UDO text amendment request to increase the number of fueling stations and to deny the request to increase the allowable floor area of any convenience store due to inconsistency with the adopted Land Use Plan Policy 1 and that this is reasonable and in the public interest. The motion was seconded by Comr. Lambert, which passed unanimously.

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

Update from Planning Director

Planning Director Kelly Wyatt summarized her update 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 Wednesday, April 2, 2025. Monthly Activity Report attached for the Board's review is the Planning and Development Monthly Report for February 2025. In addition to permitting, inspections, code enforcement, and Todd D. Krafft Septic Health Initiative activities, staff were involved in the following meetings or activities of note during the month of March:

- Tuesday, March 4th - Technical Review Committee Meeting

- Wednesday, March 5th - Board of Commissioners Meeting
- Wednesday, March 12th - Committee for Arts and Culture Meeting (no March meeting)
- Thursday, March 13th - Board of Adjustment Meeting (no hearings scheduled)
- Tuesday, March 18th - Planning Board Meeting
- Wednesday, March 19th - Board of Commissioners mid-month meeting (not scheduled)
- Dowdy Park Winter Market - Saturday, March 8th from 9 a.m. - noon.

'Planning Board - Pending Applications and Discussions

The Planning Board's most recent meeting was held on Tuesday, March 18, 2025. The following items were heard:

'Consideration of a Site Plan Amendment submitted by The Keith Corporation and Timmons Group on behalf of Outlets Nags Head for the construction of a 2,220 square foot restaurant. The property is zoned C-2, General Commercial and is located at 7100 S. Croatan Highway. The Planning Board voted unanimously to recommend approval of the Site Plan Amendment as presented with the condition that architectural elements be included on the east-facing elevation and that parking and traffic flow be monitored post construction.

'Initiation of a map amendment to rezone the southernmost portion of the Nags Head Municipal Complex from R-3 (High Density Residential) to SPD-C (Village at Nags Head) Institutional to resolve the existing split-zoning of the property. Additionally, staff requested the Planning Board initiate consideration of any necessary text amendments resulting from the proposed rezoning. The Planning Board voted unanimously to initiate the map and text amendment process as requested. Staff will prepare and present a formal report and recommendation at the Planning Board's upcoming April 15th meeting.

'Staff provided the Planning Board with a brief presentation regarding upcoming discussions related to Strategic Plan Action Item 2.2 as it relates to the examination of the allowable uses within the Commercial Outdoor Recreation Overlay District.

'The Planning Board's next meeting is scheduled for Tuesday, April 15, 2025. The agenda is expected to include consideration of a zoning map amendment to address the split-zoning of the Nags Head Municipal Complex property, along with any necessary text amendments related to the rezoning. Additionally, the Board will continue its discussion and evaluation of allowable uses within the Commercial Outdoor Recreation Overlay District, as outlined in Action Item 2.2 of the Strategic Plan.

'Board of Adjustment – Recent and Pending Applications - There were no items for the Board of Adjustment's consideration in March 2025.

'Additional Updates

- DWMP/Septic Health Advisory Committee - With assistance from Coastal Engineering & Surveying, four new water quality monitoring logger wells have been successfully drilled. Ken Connors from OTT Hydromet will meet with staff on April 10th to install the loggers and ensure proper calibration. Additionally, several existing groundwater monitoring loggers have been elevated above ground to prevent inundation. To improve accessibility and awareness, staff have placed QR code stickers on all loggers, directing users to a dedicated webpage with water logger information. Reflective tape has also been added to loggers located near roadways and parking areas for enhanced visibility.

In addition, staff have received the draft contract for the funding awarded through NCDEQ's Decentralized Wastewater Treatment System Pilot Program. Work is now underway to establish the criteria and framework for distributing these funds.

The next meeting of the Septic Health Advisory Committee is scheduled for April 30, 2025.

- Estuarine Shoreline Management Plan - Geotechnical work and bathymetric data collection are ongoing for the estuarine marsh stabilization projects along Villa Dunes Drive and W. Soundside Road. Once these assessments are complete, Coastal Hydrodynamic Modeling will be conducted, and the Town will receive survey maps along with the Basis of Design Report as part of the agreed-upon deliverables. The first community engagement workshop is scheduled for May 2025.

For the Harvey Estuarine Site/OBVB site, McAdams has provided a scope of work for both design and construction. However, due to rising material and installation costs, additional funding may be needed to complete the project. Staff are actively exploring grant opportunities to close the funding gap, including potential applications for the Resilient Coastal Communities Program (RCCP) and the Water Resources Development Grant (WRDG).

- Sand Relocation and Dune Management Cost Share Program - As of March 28, 2025, staff have received and processed 178 Sand Relocation Authorizations and approximately \$168,500 has been allocated for sand relocation and stabilization efforts under the Dune Management Cost Share Program.
- Dark Skies, Bright Stars Initiative - Various staff members recently met with members of NEST who are excited about the program and are interested in partnering on future educational initiatives. The Board of Commissioners will be considering a resolution in support of Dark Skies Week, April 21 - 28th, 2025.
- Hargrove Street CAMA Access Grant - Staff is preparing a pre-application submission, due by April 25, 2025, requesting \$400,000 in funding for the construction of a new bathhouse and walkover.
- Dowdy Park Events/Farmers Market/Holiday Markets/Art & Culture - The March Winter Market was incredibly successful, drawing a large turnout, likely due to the wonderful weather. Our next and final Winter Market of the season will be held on April 12th. Event Coordinator Paige Griffin is finalizing the calendar for summer activities, including developing a music line- up for the Summer Concert Series and planning for the 2025 Dowdy Park Farmers Market.

'Upcoming Meetings and Other Dates

- Tuesday, April 1st - Technical Review Committee Meeting
- Wednesday, April 2nd - Board of Commissioners Meeting
- Wednesday, April 9th - Committee for Arts and Culture Meeting (no March meeting)
- Thursday, April 10th - Board of Adjustment Meeting (no hearings scheduled)
- Tuesday, April 15th - Planning Board Meeting
- Wednesday, April 16th - Board of Commissioners mid-month meeting (if scheduled)
- Wednesday, April 30th - Septic Health Advisory Committee Meeting
- Dowdy Park Winter Market - Saturday, April 12th from 9 a.m. - noon.

The Board thanked Director Wyatt for her efforts.

Consideration of a Site Plan Amendment Submitted by The Keith Corporation and Timmons Group for the Construction of a Starbucks Restaurant at 7100 South Croatan Highway
Planning Director Kelly Wyatt summarized her report which read in part as follows:

"General Information Applicant: The Keith Corporation (TKC CCCLXXX, LLC) and Timmons Group on behalf of Outlets Nags Head.

'Application Type: Site Plan Amendment Review.

'Purpose/Request: Construction of a 2,220-square-foot Starbucks Restaurant/Café with outdoor patio located within the existing parking lot for Outlets Nags Head.

'Property Location: 7100 S. Croatan Highway, Nags Head.

'Existing Land Use: Shopping Center/Group Development.

'Zoning Classification of Property: C-2, General Commercial Zoning District and the Commercial Outdoor Recreation Overlay District and Hotel Overlay District.

'Zoning Classification of Surrounding Properties: Property to the north is zoned C-2, General Commercial and developed commercially (Nags Head Raceway). Property to the south is zoned C-2, General Commercial and developed commercially (Gray Eagle Street Mixed Use Office/Residential). Property to the west, directly across US Highway 158, is zoned C-2, General Commercial and is developed commercially (R-2, Medium Density Residential) and is developed residentially and commercially (Dunes Restaurant, Wings). The Roanoke Sound borders this property to the east.

'Flood Hazard Zone of Property: The property is located within the Shaded X and X Flood Zones. Per the Town of Nags Head local ordinance, the property is subject to a Regulatory Flood Protection Elevation (RFPE)/Lowest Enclosed Space (LES) requirement of 9 feet. The proposed first floor of habitable space is at 7.30 feet MSL, which is below the RFPE. As a result, the applicant has indicated that the structure will be floodproofed. A floodproofing design that meets compliance standards must be provided and approved before a building permit can be issued.

'Land Use Plan Map/Policies: The Comprehensive Plan Future Land Use Map classifies this property as Waterfront Commercial Recreation, and it is additionally located within the Waterfront Recreation Activity Node.

'Page 3-228 states that appropriate uses within the Waterfront Commercial Recreation classification include multifamily, commercial, retail, restaurant (walk-up/sit-down), personal service establishments, indoor entertainment, indoor/outdoor recreation, water-dependent uses, gallery/museum, institutional uses and gymnasium/fitness studio.

'SPECIFIC INFORMATION - Applicable Zoning Regulations:

Use Regulations: Section 6.6, Table of Uses and Activities, designates "Shopping Center" as a Special Use within the C-2 General Commercial District, subject to the supplemental regulations outlined in Section 7.32. Section 7.32 specifies the allowable uses within Commercial Mixed-Use designations, including Sit-Down Restaurants. Notably, previous versions of this site plan included a drive-through, which is no longer proposed.

Lot Coverage: The total allowable lot coverage for this site is 55%. The existing lot coverage is nonconforming at 70.2%. The proposed work will slightly reduce coverage to 69.4%, thereby improving, rather than increasing, the site's nonconformity. As a result, the proposal remains compliant.

Height: The maximum allowable building height within the Town is 35 feet; however, pursuant to Section 8.2.1, Dimensional requirements, total height may be increased to 42 feet with the use of an 8:12 roof pitch or greater. The applicant has proposed a structure with an overall height of 24 feet to the top of the parapet wall. Therefore,

height is compliant.

Architecture Design Standards: Section 10.82 of the Unified Development Ordinance, Applicability, states that Commercial Design Standards shall apply to all building construction or remodeling projects requiring a conditional use permit or site plan review. This project must adhere to the Commercial Design Standards set forth within Part VI of the UDO. The applicant has elected to provide architectural design compliance through the standards specified in Division II – Building Design. While the proposal meets many of the fundamental requirements, including those for Building Scale, Building Size and Dimensions, and Building Height, several architectural design elements have been designed to meet only the bare minimum requirements. In these instances, the proposal does not fully align with the intent of the Town's architectural guidelines. Specific areas of concern are noted below.

'Section 10.88.4.1.1 and Section 10.88.4.1.2 emphasize the importance of windows and doors being visually compatible with local architectural styles. Windows should reflect a residential style, including the appearance of double-hung or multi-paned windows. Section 10.88.4.1.4 limits individual windows to a maximum area of 30 square feet. The proposed windows, at 29.75 square feet, technically comply with this requirement. However, their overall appearance raises concerns about whether they align with the residential and local architectural character intended by the ordinance.

'Section 10.88.4.1.5 states that, "Doors shall be no wider than six (6) feet and not taller than eight (8) feet without having at least a 12-inch separation between windows and doors". Section 10.88.4.1.4 notes that too little window area creates an unwelcoming presence, while the use of too much glass can be jarring from the context of traditional Nags Head style. While the west and south-facing entrances technically meet the 12-inch trim separation requirement, the resulting design does not appear to align with the intent of these standards.

'Section 10.88.4.1.7 states that, "The entrance shall be identified through the use of architectural details that may include porches or roofs for shelter, recessing, decorative lighting, trim or railings, in addition to pedestrian walkways connecting to parking and public sidewalks." While the west-facing entrance (facing the shopping center) incorporates a roof area and outdoor patio, the south-facing entrance (facing the parking lot) features only a small roof directly above the entry. Although the roof covering technically meets the ordinance's language, the proposed design lacks architectural depth and visual interest, likely falling short of the intent of these standards.

'Section 10.88.6.1 states that "Traditional Nags Head Buildings utilize detailing to provide visual interest and character to the design." This section goes on to say that applications should incorporate one or more of the following detailing elements in the building design: exposed rafter tails, gable brackets, workable shutters, and column trim. The applicant has included rafter tails, but no other detailing elements, again meeting the minimum requirement without contributing to the overall architectural character.

'In addition, Section 10.88.4.1.3 states that, "On the front and each side of the building, windows shall comprise not less than 10% and not more than 40% of each building's vertical wall area." Regardless of how the rear elevation is defined, the eastern elevation (facing US Highway 158) lacks any architectural elements. While the staff recognize that this side of the building contains the "back of the house" functions, there is a history of other projects within the Town successfully incorporating faux windows, shutters, or other design features to mitigate the visual impacts. If the Planning Board and Board of Commissioners are inclined to recommend approval of this request, staff recommend conditioning the approval on the inclusion of a design element, such as a faux window with shutters or another form of architectural relief to maintain consistency with the towns' design expectations for buildings visible from major thoroughfares.

Parking: Pursuant to Article 10, Table 10-2, Required Parking by Use, Shopping Center Use, parking requirements for each use shall be calculated separately. Please see parking requirements below.

General retail should be parked at one parking space per 250 square feet of gross floor area, plus one parking space for each employee, but no less than two employee parking spaces for each retail unit or establishment. Outlets contain 78,486 sf of retail space = 314 parking spaces required. 22 Units @ 2 employee spaces per unit = 44 parking spaces required.

Restaurants shall be parked at one space for each 55 square feet of customer service area. Bros Restaurant has 440 sf of CSA = 8 spaces required. New tenant, Village Pizza, proposes approximately 1,000 sf of CSA = 18 spaces required.

The existing development requires 374 parking spaces. The proposed Starbucks Restaurant contains 825 square feet of customer service area, requiring 15 parking spaces, and 6 employee parking spaces. The total required parking for the outlets is 395 spaces.

There are currently 488 parking spaces onsite. With the proposed development of the Starbucks Restaurant/Café, the applicant has demonstrated that there will be 460 parking spaces remaining. Note that while this technically meets the minimum parking requirements outlined in Section 10.16 of the UDO, staff are concerned that the reduced parking would not meet the needs of the site as the shopping center parking during peak periods is at or near 100% occupancy. This is not only evidenced on holidays but more commonly during the peak tourist season on overcast foul weather days.

'Section 10.14.6, Minimum Parking Requirements states, "A developer shall evaluate his own needs to determine if they are greater than the minimum specified by this section".

'Recognizing that the previously proposed drive-through was a significant concern for traffic circulation, staff acknowledge that its removal has helped mitigate some conflicts and reduced the overall parking loss. However, as noted in the Town Engineer's Technical Review Committee (TRC) commentary, this proposal will still generate additional parking demand, resulting in a net reduction of 28 parking spaces within the outlet mall complex. This reduction raises concerns about internal traffic circulation, as fewer available spaces will likely lead to increased vehicle movement within the site and potential congestion at key entry and exit points. Additionally, the main entrance's vehicle stacking capacity may be exceeded more frequently, increasing the likelihood of traffic conflicts and vehicular accidents, a concern previously expressed by both the police and fire departments. While the elimination of the drive-through has alleviated some traffic concerns, the overall parking deficit remains an issue that warrants consideration.

'With regard to the loading zone requirements, Section 10.17.1. sets forth the requirements for the number and type of loading zone required to be based upon the use. This section also states: "A loading space need not necessarily be a full berth but should be sufficient to allow normal loading and unloading operations of a kind and magnitude appropriate to the use. The Town Engineer shall determine the sufficiency of loading space, but in no case shall the use of such space hinder the free movement of vehicles and pedestrians over a street, sidewalk, parking lot or alley." Supplemental information has been provided by the applicant to justify the reduced loading berth dimensions. In those cases where a larger style truck will deliver to the proposed business, the applicant has agreed for the deliveries to take place outside of normal shopping mall business operation hours to minimize interference with vehicular traffic. This approach is acceptable and approved by the Town Engineer.

'Section 10.92.14.4 of the UDO, Surface Materials, requires a minimum of twenty (20) percent of the surface area of the parking area and drive aisles to be constructed of permeable surface material. The applicant has demonstrated compliance by proposing all nine (9) parking stalls with permeable surface material, meeting the minimum requirement.

Buffering/Landscaping: Several sections of the Unified Development Ordinance speak to Buffering and Landscaping as they apply throughout this proposed site:

'Section 10.93.3.7 of the UDO, Interior Parking Lot Landscaping, requires parking lot landscaping to be provided at a minimum rate equal to ten percent of the total area of the parking spaces. The minimum area necessary for compliance with this proposed scope of work is approximately 180 square feet of vegetation. Sheet L-1.0 by Timmons Group dated 3/10/25 shows upwards of 650 square feet of interior parking lot landscaping.

Lighting: Sheets PH-1.0 and 1.1 of the Site Plan drawings, which include photometric analysis, schedules and specifications for site lighting, are compliant with the requirements of Article 10, Part IV of the Unified Development Ordinance. Permits will be required prior to installation and a light audit will be required prior to issuance of occupancy permits.

Signage: No signage is being proposed or approved at this time as part of this application request. Any proposed signage must be reviewed and approved prior to installation.

Water and Sewage Disposal: The applicant has provided documentation from a licensed professional engineer that there is available capacity for the Starbucks Restaurant use to tie into the wastewater treatment plan (attached).

Traffic Circulation: Vehicle pathing exhibits have been provided describing the internal movement of the types of large vehicles that are expected to access the site, (i.e. delivery trucks, sanitation trucks and fire trucks). It should also be noted that passenger vehicles should be able to circulate through the site with direct access to the proposed parking stalls. This type of vehicle circulation is consistent with standard engineering practices and has been reviewed and approved by the Town Engineer.

'Understanding the proposal has been modified to eliminate the drive-thru and mitigate the loss of existing parking spaces, concern with internal traffic circulation exists. The concern is the impact the net parking reduction will have on internal traffic circulation within the outlet mall complex. A net loss in available parking areas will result in a greater level of traffic circulation internally and with vehicles accessing the outlet center. The potential for vehicle stacking capacity entering and exiting at the main entrance will likely be exceeded at greater frequencies. The net effect is an increased possibility of vehicular accidents. It may be beneficial for the applicant to monitor post-project parking generation and traffic flow in the proximity of the subject application with a focus during peak tourist season.

Stormwater Management: This proposal reduces the impervious coverage through reduced coverage area and utilization of pervious pavement. In accordance with UDO Section 11.4.1.2 and 11.4.1.3 a stormwater plan does not require submission if the redevelopment does not result in a net gain in the built-upon area and redevelopment does not include the importation of fill material. The Town Engineer has reviewed and approved the stormwater management as submitted.

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

Public Services: The Public Services Director has reviewed and approved the proposed site plan, noting that the applicant will need to coordinate with Public Services when establishing the water service tap.

ANALYSIS

Staff find that this Site Plan Amendment request is generally consistent with the applicable use and development standards. However, staff encourage further refinement of the architectural design to better align with the Nags Head architectural style.

Additionally, if the Board of Commissioners is inclined to recommend approval, staff suggest including a condition requiring the incorporation of a design element (such as a faux window with shutters or another form of architectural relief) on the eastern elevation. This would help maintain consistency with the Town's design

expectations for buildings visible from major thoroughfares.

Planning Director Wyatt noted that the applicant has now provided a revised elevation for the east side, adding faux windows with shutters and scones and showed the updated design during the meeting. There are still concerns about parking but, if approved, they will work with staff to monitor after opening.

Additional explanations were given about how the parking concerns might be mitigated, including employees parking in the back or out on the perimeter and managing internal circulation with monitors. It was emphasized that this is likely only an issue when there is rainy weather and during the peak season.

Mayor Cahoon expressed that after spending 35 years as the applicant, on the other side of the table in Nags Head that he wasn't interested in adding additional conditions. He stated that the applicant meets the rules, which is difficult to do in the first place.

MOTION: Mayor Cahoon moved to approve the site plan amendment as presented. The motion was seconded by Mayor Pro Tem Siers.

Comr. Lambert asked if the applicant was willing to work with conditions proposed by staff.

The applicant, Beth Godfrey of The Keith Corporation, spoke of their willingness to work with the Town, as demonstrated by providing the new east elevation requested by the Planning Board. She believes that the peak times for Starbucks being 7 a.m. to 9 a.m. and the peak times for the Outlets being 12 p.m. to 2p.m. or 1 p.m. to 3 p.m. will help with the traffic and parking issues. She has spoken with the existing tenants, and they are not expressing concerns currently.

Comr. Lambert noted that she appreciates the applicant's willingness to work with the Town.

MOTION CONTINUATION: The motion passed unanimously.

NEW BUSINESS

Committee Reports

Comr. Sanders – Thanked former mayor Muller for his mention of the Jockey's Ridge State Park 50th Anniversary Celebration, which will take place June 5th-8th at the park. Mr. Muller mentioned another website address for the event, jockeysridge50.com.

Comr. Siers – The Dare Housing Task Force (Plans Subcommittee) has identified several properties owned by Dare County that could be used for employee and/or teacher housing. They are working on plans/proposals to bring recommendations forward for further action. The Dare County Tourism Board reports that occupancy is down, but it is expected to revive this summer.

Comr. Lambert – Noted that Government Access Channel has not met. The Septic Health Advisory Committee meets next on April 30th and acknowledged the report given by Planning Director Wyatt.

Mayor Cahoon – Noted that the Jennette's Pier Advisory Committee has not met.

Consideration of Living Shoreline Project Design Scope of Services Approval for the Soundside Event Site and Harvey Site - Capital Project Ordinance Amendment #8

Deputy Town Manager/Finance Officer Amy Miller summarized her report which read in part as follows:

"This contract was bid under the engineering services of our master grant administration contract. Staff recommends contract approval to implement the work Moffatt & Nichol and Biohabitats have done to develop our Estuarine Shoreline Master Plan. Construction administration is not included in this scope and will likely be completed by a local engineer. A construction contract will also be brought forward separately.

'Staff recommends approval of the attached scope of services to allow for the design of a living shoreline at the Town's Harvey Site and the Soundside Event Site. The Town received a \$600,000 grant from the North Carolina Land and Water Fund and the Outer Banks Visitors Bureau for the design and construction of this project. This project was recommended as part of the Town's approved Estuarine Shoreline Management Plan."

Comr. Sanders, as an Estuarine Shoreline Management committee member, thanked Ms. Miller for her efforts and she acknowledged Deputy Planning Director Joe Costello for his contributions.

MOTION: Comr. Sanders moved to approve the scope of services and to approve capital project ordinance amendment #8. The motion was seconded by Mayor Pro Tem. Siers, which passed unanimously.

The Capital Project Fund Ordinance amendment #8, as adopted, is attached to and made a part of these minutes as shown in Addendum "E".

Consideration of Construction Bids for FY 24-25 Street Resurfacing, Water Main Improvements, and Drainage Improvements Project

Town Engineer David Ryan summarized his report which read in part as follows:

"On February 21, 2025, the Town of Nags Head solicited formal bids for a combined street resurfacing, asbestos cement (AC) waterline replacement and drainage infrastructure replacement project along the South Memorial Avenue corridor. The scope of work entails the replacement of existing AC waterlines along South Memorial Avenue between Ario and Atlas Streets, replacement of waterlines along Atlas Street, Albatross Street and Ario Street. Replacements of cross street culvert pipes are proposed along South Memorial Avenue at Albatross Street, Atlas Street, Driftwood Street, Gallery Row, Abalone Street, Bonnett Street and Bittern Street. Additional drainage extensions are proposed to the existing drainage network at Gallery Row through to South Wrightsville Avenue, Albatross Street, Bonnett Street and Bittern Street. Once the utility work is completed, street resurfacing is proposed along the South Memorial Avenue corridor from Bittern Street to Eighth Street, Ario Street, Albatross Street including the beach access, Atlas Street, Driftwood Drive, Gallery Row, Abalone Street, and Gannett Avenue.

'The bid package was structured with a base bid and two alternate additive bid items to permit the Town flexibility to award either the full scope of work or a portion of the scope of work if the bids exceeded the available funds. Unit pricing for individual bid items was requested on the bid form to be utilized as a price reference for potential changes in the scope of work.

'Only one bid was received for the initial bid period, requiring a re-bid process. Two formal bids were received on March 25, 2025, from Hatchell Concrete, Inc. and Barnhill Contracting Company. The bids ranged in value from the highest bid of \$1,826,322 submitted by Hatchell Concrete Inc. to a low bid of \$1,715,382.17 submitted by Barnhill Contracting Company.

'Staff recommends awarding the construction contract to Barnhill Contracting Company, who was deemed the lowest responsive, responsible bidder. The total bid amount of \$1,715,382.17, which includes the base bid and two additive alternates, is within the available project funds. The available funding for this project is a combination of Town budgeted funds and grant funding in the amount of \$478,850 received from the Golden Leaf Foundation Flood Mitigation Program. In addition to the construction contract, \$30,000 will be allocated for engineering services and is within the available project funds."

MOTION: Mayor Cahoon moved to approve the Notice of Award to Barnhill Contracting Company for the construction base bid and two additive alternates in the amount of \$1,715,382.17 and to authorize the Town Manager to execute the construction contract amount contingent upon the Town Attorney's review. The motion was seconded by Mayor Pro Tem. Siers, which passed unanimously.

Consideration of Fee Proposal from Moffatt & Nichol for Bidding and Construction Administration for the 2026 or 2027 Beach Nourishment Project

- Consideration of Beach Nourishment Maintenance Capital Project Ordinance Amendment #15
- Consideration of Budget Amendment

Town Engineer David Ryan summarized his report which read in part as follows:

"The Town's coastal engineering consultant, Moffatt & Nichol, is in the process of preparing the permitting documents for the next beach nourishment project. Under Task Order 18, the current services encompass engineering design, permitting coordination and preparation of construction documents. The scope of Task Order 19 is proposed to provide for the bidding and construction phase engineering support as we proceed towards project implementation. Details of the specific scope of work are included in the attached Scope of Work and Fee proposal for the 2026 or 2027 Beach Nourishment Bidding and Construction Administration, dated March 3, 2025.

'The total estimated fee for the project tasks, inclusive of all efforts, is a lump sum price of \$366,110, including expenses for reproduction and travel to the Town for meetings, site visits, and construction observations.

'Attached please find the Scope and Fee Proposal for the Bidding, Negotiation, and Award and Construction Observations and Administration Tasks associated with the upcoming 2026 or 2027 Beach Nourishment Project."

Mayor Pro Tem Siers asked for clarification regarding the source of the funds in the budget. Ms. Miller explained the source was Beach Nourishment taxes in the Capital Reserve Fund.

MOTION: Mayor Pro Tem Siers moved to authorize the Town Manager to enter into contract with Moffatt & Nichol for Task 19, 2026 or 2027 Beach Nourishment Project Bidding & Construction Admin \$366,110, approve Ordinance Amendment #15-Beach Nourishment Maintenance Capital Project Ordinance, approve budget amendment 12.2, and execute a task order with Moffatt & Nichol for Task 19. The motion was seconded by Comr. Sanders, which passed unanimously.

The Beach Nourishment Maintenance Capital Project Ordinance amendment #15, as adopted, is attached to and made a part of these minutes as shown in Addendum "F".

Budget amendment #12.2, as approved, is attached to and made a part of these minutes as shown in Addendum "G".

RECESS/RECONVENE

The Board took a brief recess at 10:27 a.m. and reconvened at 10:38 a.m.

NEW BUSINESS CONT.

Consideration of Resolution Requesting that the North Carolina General Assembly Expand Authority for Dare County and the Towns within Dare County to Construct Housing for Local Government Employees

Manager Garman acknowledged Dare Community Housing Chair Donna Creef and his and Mayor Pro Tem Siers participation, then summarized his report, which read in part as follows:

"Mayor Pro Tem Siers and Town Manager Garman are members of the Dare County Housing Task Force. The Task Force is requesting that Dare County and each of its municipalities adopt this resolution. The adopted resolutions will be forwarded to Senator Hanig who is working on a path forward for this bill.

Currently, Dare County has local legislation to allow for the construction of housing specific to teachers. The Task Force would like the General Assembly to expand local authority to construct housing for government employees within Dare County."

Mayor Cahoon explained that the resolution is asking the legislature to give local municipalities and county governments the authority to construct and finance housing for its employees which we are not currently permitted to do. He also expressed that we are grateful to Senator Hanig for taking the lead on this.

MOTION: Mayor Pro Tem Siers moved to adopt the Resolution Requesting that the North Carolina General Assembly Expand Authority for Dare County and the Towns within Dare County to Construct Housing for Local Government Employees. The motion was seconded by Comr. Lambert, which passed unanimously.

The resolution requesting that the North Carolina General Assembly Expand Authority for Dare County and the Towns within Dare County to Construct Housing for Local Government Employees, as adopted, reads in part as follows:

"WHEREAS, Dare County and its six municipalities, Duck, Southern Shores, Kitty Hawk, Kill Devil Hills, Nags Head, and Manteo, recognize that the availability of affordable housing for local government employees is essential to attracting and retaining qualified personnel necessary for providing vital public services; and

'WHEREAS, the unique economic conditions, geographical constraints, and market dynamics of Dare County and its municipalities create significant barriers to adequate affordable housing for public sector employees, thereby affecting the recruitment, retention, and overall effectiveness of governmental operations; and

'WHEREAS, 31% of households in Dare County are cost-burdened, meaning they spend more than 30% of their income on housing costs, leaving limited resources for other essential needs and making it increasingly difficult for public sector employees to afford housing within the communities they serve; and

'WHEREAS, the lack of affordable housing options has resulted in long commutes for employees, workforce shortages, and challenges in maintaining essential public services, including law enforcement, emergency medical response, public services, and municipal administration; and

'WHEREAS, providing housing or assisting employees with affordable housing options directly benefits public safety, educational quality, emergency response times, administrative effectiveness, and general employee wellbeing, ensuring the continued delivery of high-quality services to Dare County residents and visitors; and

'WHEREAS, current North Carolina law restricts the ability of local government entities to construct, develop, or otherwise directly provide housing specifically targeted for their employees, creating additional obstacles to resolving the housing crisis; and

'WHEREAS, Session Law 2004-16 granted the Dare County Board of Education the authority to construct affordable housing for teachers, setting precedent for local government involvement in workforce housing solutions, demonstrating the feasibility and benefits of such initiatives; and

'WHEREAS, the high cost of land and housing development in Dare County exacerbates the difficulty in attracting and retaining government employees, making it imperative that local governments be given the flexibility to address this challenge through targeted housing solutions; and

'WHEREAS, granting local authority through special legislation would enable Dare County and its municipalities to take a proactive, localized approach to addressing their specific housing challenges for essential public sector personnel.

'NOW, THEREFORE, BE IT RESOLVED, that Nags Head, in collaboration with Dare County and the municipalities

of Duck, Southern Shores, Kitty Hawk, Kill Devil Hills, and Manteo, respectfully requests that the North Carolina General Assembly enact local legislation granting express authorization to Dare County and its municipalities to construct, finance, manage, or otherwise provide housing for employees of the county and municipal governments thereby ensuring the stability and effectiveness of critical public services."

Discussion of US 158 (South Croatan Highway) Repair Due to Waterline Leak

- Budget Amendment

Public Services Director Nancy Carawan summarized her report which read in part as follows:

"In December, we had a 6" asbestos cement (A/C) waterline leak under the northbound lane of the bypass between Hollowell Street and Conch Street. This damaged the pavement and the subgrade underneath US 158. The Town is expected to cover the cost of the repair. It is estimated to be 400' of waterline. Our initial plan was to abandon the 400' waterline and patch the asphalt. Because it is an A/C line under the road, NCDOT is requiring the line to be filled with "flowable fill" (liquid concrete) and capped at each end. This is required because if the waterline broke or collapsed, it could create a void and the road would sink. Per NCDOT, the Town will be required to repave the road instead of patching it.

'Both of the northbound lanes on the bypass, from Soundside Rd, to Hollowell St., will be closed for the work to be done. Traffic will be routed down Soundside Rd. to Virginia Dare Trail. There will be a lane for traffic to get to the front parking lot of Kitty Hawk Kites. Traffic can return to the bypass at Hollowell St.

'The tentative date to start the project is April 21st, after Easter. NCDOT has specified that no paving or lane closures will be allowed after May 15, so work will need to be completed by then.

'Staff recommends that the Board approve funding for the abandonment and repaving of US 158 in the project area."

Discussion was had about the time frame of the repair and where the funds were coming from. Director Carawan stated the work is slated to begin April 21st and should take no longer than three weeks. Ms. Miller explained that the funds came from CIP money for a project that may be grant-funded and the manager's contingency fund.

MOTION: Mayor Pro Tem Siers moved to approve the budget amendment to complete the work. The motion was seconded by Comr. Sanders, which passed unanimously.

MOTION: Mayor Pro Tem Siers moved to authorize the manager to enter into and execute the contract with the lowest responsive, responsible bidder, pending Town Attorney Review. The motion was seconded by Comr. Sanders, which passed unanimously.

Budget amendment #12.3, as approved, is attached to and made a part of these minutes as shown in Addendum "H".

ITEMS REFERRED TO AND PRESENTATIONS FROM TOWN ATTORNEY

Attorney Hobbs had nothing to report and thanked the Board for letting him sit in for Attorney Leidy today.

ITEMS REFERRED TO AND PRESENTATIONS FROM TOWN MANAGER

Consideration of an Amendment to the Design Services Agreement for the New Fitness Center and Housing Facility and Associated Budget Amendment

Town Manager Andy Garman summarized his report which read in part as follows:

"This is to add a 2nd story, 2 (two) apartment living space to the scope of the project, to be designed as an add-alternate.

"This amendment is necessary to the original design services contract to account for the 2nd story of the building which will include two, four-bedroom apartments. When the original contract was approved, the architect was requested to design the first floor of the building and leave the 2nd story unfinished. For the purposes of exploring costs and phasing, staff has requested that the architect provide a finished design for the entire building. The attached amendment allows the Town to proceed with the 2nd floor either as one phase or in multiple phases."

MOTION: Mayor Pro Tem Siers moved to authorize the Town Manager to enter into and execute a contract with Oakley Collier Architects for Amendment Number 01 and to approve the budget amendment. The motion was seconded by Comr. Lambert, which passed unanimously.

Budget amendment #12.4, as approved, is attached to and made a part of these minutes as shown in Addendum "I".

Discussion of ADU Workshop

Town Manager Garman summarized his report which read in part as follows:

"At the February 5th meeting, there was mention of holding a workshop with the Planning Board and the Board of Commissioners regarding the ADU ordinance amendment. This item is for the Town Manager to revisit that discussion. Staff would ask the Board to provide guidance on a joint workshop with the Planning Board to discuss ADU's."

Manager Garman highlighted recent state-level developments, specifically Senate Bill 382 (the "downzoning bill"), which may impact the Town's ability to amend or retract zoning ordinances. He asked for the Board's feedback regarding the appropriate timing for a potential joint workshop, considering the uncertainty surrounding state legislation.

Mayor Cahoon expressed concern about moving forward with a workshop given the current legislative climate. He referenced frequent updates from the General Assembly that indicate widespread efforts to limit municipal land use authority, including regulations on lot sizes and short-term rentals. Mayor Cahoon stated that, while he initially supported continued Planning Board work on the ADU ordinance, he now recommends pausing the effort. He suggested thanking the Planning Board for their work and postponing further action until there is more clarity from the legislature, at which point the Board can revisit the matter.

It is the Board's consensus to wait until there is clarity on zoning authority in the legislature before proceeding with a workshop.

Final Update on Construction of the Public Services Facility

Town Engineer David Ryan provided the final update on the new Public Services Facility construction, noting that today was the two-year anniversary of breaking ground on the project. He showed the Board before and after photos of the project. He noted some final startups of equipment such as the fuel and wash systems will occur in the next week or two, and then it is just general cleanup. By the end of next month we should be free and clear of all construction activity.

The Board thanked Engineer Ryan and all the staff that worked through the process. Engineer Ryan thanked the Board on behalf of Public Services for their continued support during this process.

Manager Garman thanked this Board and previous Boards for what they may have endured to make this huge leap forward for the Town.

BOARD OF COMMISSIONERS AGENDA

Board members had nothing new to report.

MAYOR'S AGENDA

Discussion of Board Meeting Calendar re: June Meeting

Mayor Cahoon discussed changing the June 4th, 2025 regular meeting due to a scheduling conflict. Both he and Mayor Pro Tem Siers will not be available on June 4th.

MOTION: Mayor Cahoon moved to move the regular meeting scheduled for June 4th, 2025 to June 11th, 2025 at 9:00 a.m. The motion was seconded by Comr. Sanders, which passed unanimously.

Consideration of NCLM Board of Directors Voting Delegate

The agenda summary sheet read in part as follows:

"Mayor Cahoon has requested appointment as the Town's Voting Delegate for the North Carolina League of Municipalities (NCLM) upcoming election for Board of Directors. Please find attached the information provided by the League for this purpose."

MOTION: Comr. Lambert moved to appoint Mayor Cahoon to represent the Town as NCLM Board of Directors voting delegate. The motion was seconded by Mayor Pro Tem Siers, which passed unanimously.

ADJOURNMENT/RECESS TO FY 25/26 BUDGET WORKSHOP

MOTION: Mayor Cahoon moved to take a short break and then recess to the FY 25/26 Budget Workshop. The motion was seconded by Comr. Sanders, which passed unanimously. The time was 11:05 a.m.

Brittany A. Phillips, Town Clerk

Date Approved: **May 7, 2025**

Mayor: _____
Benjamin Cahoon



**MINUTES
TOWN OF NAGS HEAD
BOARD OF COMMISSIONERS
BUDGET WORKSHOP
WEDNESDAY, APRIL 2, 2025**

The Nags Head Board of Commissioners met in the Board Room located at 5401 S Croatan Highway, Nags Head, North Carolina on Wednesday, April 2, 2025 for a FY 25/26 Budget Workshop that followed the Regular Meeting.

Board members Present: Mayor Ben Cahoon; Mayor Pro Tem Michael Siers; Comr. Bob Sanders; and Comr. Megan Lambert

Board members Absent: None (One vacancy)

Others present: Town Manager Andy Garman; Amy Miller; Roberta Thuman; Perry Hale; Randy Wells; Shane Hite; Chris Montgomery; Nancy Carawan; Kelly Wyatt; Joseph Costello; David Ryan; Karen Snyder; and Town Clerk Brittany A. Phillips

CALL TO ORDER

Mayor Cahoon called the Budget Workshop to order at 11:14 a.m.

PRE-CIP OVERVIEW

Manager Garman introduced the budget workshop to review the CIP.

Town Hall Master Plan – Fitness Center/Additional Employee Housing

Scope approved at Board meeting today. Moving forward as a one-phase project. Staff is currently working on zoning map amendment for the site plan. Hoping for construction to start in the fall.

Lakeside St traffic signal

In response to The Inn at Whalebone construction, a second traffic study was conducted at the intersection of W. Lakeside St. and US 158 during higher peak season compared to the first study. After the second study, DOT agreed to a light at the intersection. However, funding has not been identified. The cost of the light is approximately \$350,000. The Town will ask NC DOT to pay for half.

Server Migration

Tyler (MUNIS) has announced that future upgrades will only be available through their cloud-based SaaS (Software as a Service) platform. The Town is currently self-hosted, using five on-site servers which will be out of warranty in 2025.

Staff recommends transitioning to SaaS in FY 26 to avoid the cost of replacing physical servers and to benefit from improved security. The self-hosted cost for FY 26 would be \$67,217, while the cost of SaaS implementation is \$116,660. Future SaaS costs are projected at \$111,266 in FY 27, with a 5% annual increase thereafter. This cost is partially offset by the elimination of server replacement costs, estimated at \$101,500 every five years.

The Town applied for a \$250,000 cybersecurity grant to support the SaaS transition and expects notification by September. Regardless of grant outcome, staff recommends moving forward in FY 26.

Staff also proposed migrating non-MUNIS server items (e.g., K drive) to Amazon Web Services (AWS) at an annual cost of approximately \$24,000. Police RMS data will remain on current servers due to limited use and high AWS storage costs. Mapping and cloud migration of non-MUNIS data is estimated at \$21,000–\$24,000 but may be offset by withheld funds from the Motorola RMS contract, as Motorola did not complete the planned data conversion.

Overall, staff recommends phasing out physical servers where possible and transitioning to cloud-based solutions for improved efficiency, scalability, and security.

Carolista Dr./Dune St. – west side multi-use path design

In discussion with Jockey's Ridge State Park for this project. We are looking at design work for FY26 and then construction for the following year. This is not being reflected as grant funded but numbers would be adjusted if the grant is received. We are hoping to share the cost of sand relocation with JRSP and/or NCDOT. The Mayor recommended that we mention this project to our legislators.

E. Admiral St Pedestrian Project

This is in the pedestrian plan for this year to extend the sidewalk from Wrightsville to the Beach Rd.

June St/Gulfstream St beach access maintenance

These two accesses are on the multi-year plan for FY26. We have applied for CAMA funding for these and we will look to apply for CAMA funding for the Hargrove bath house design.

Beach Road multi-use path maintenance and design

We are looking at finishing Curlew to Barnes St which represents about half of what is remaining in FY26 and the following year finish to Eighth St. At this time, the last two phases are not grant funded.

Snow plow truck attachment

Manager Garman acknowledged the fantastic job by Public Services and NCDOT with this past winter's snow storms and this was echoed by the Board. It was noted that the snow plow truck attachment could also be used in place of a tractor to push sand.

Mobile Pressure Washer

This will allow Public Services to pressure wash items at locations that do not have power or water sources like beach accesses and other town facilities.

Grouse St beach access maintenance

We received a citizen request for a beach access at this location and we would like to improve this to a formal access and install a sidewalk to connect to the Soundside Event Site.

Replacement residential truck

We are hoping that the new storage and washing facilities will expand the life of these vehicles and that we can get as much useful life out of them as possible. Staff will review annually to see where we stand.

Replacement knuckle boom truck

The knuckle boom trucks handle the robust 7 months of bulk collection done by the Town and are also used to move the items that are brought to the bulk drop-off dumpsters at Public Services. We are looking to get 7-10 years from each truck, and keep them longer as spares.

Pick-up truck (addition to fleet)

A new additional pick-up truck is needed for: delivery and collection of old, out of service carts, use for the roll back service from October 31 to May 1 each year, commercial establishments recycling cardboard hand pulls, road litter pick up, and the residential trash removal pick on Nags Head Woods Road. We had been using an old spare vehicle to supplement the collection and that vehicle is going to auction.

Streets and Stormwater

We have so many current projects carrying over to fall, we are suggesting that we not doing an additional project for next fiscal year

Mayor Cahoon agreed that it is worth waiting to see if legislators will help us out to offer more services without the additional tax burden.

Police Command Vehicle - FY 2027

This was included in our appropriations request and was well received. It would be a welcome addition to the fleet.

Station 16 generator

Chief Wells - We have put in a federal grant for this generator, but it is considered medium priority and we may not receive it.

Knox box key secure system

This is a system that secures the master key to open lock boxes for 60 businesses throughout the community. Our current system is no longer supported by the KNOX company and no additional vehicle master key storage systems are available. The new system is cloud based and instantly tracks when the master key is removed from a fire vehicle. It will also allow us to upgrade each key box that is installed at local businesses, tracking who unlocked the key box, how long the keys were used, and when the key box was locked. This upgrade would also allow additional electronic key fobs to be purchased by Police if desired, to allow them access to certain facilities, such as the Nags Head Elementary School, during an

active threat. This project could be completed in one or more phases with the switch to the cloud-based software and new vehicle boxes in the first phase and upgrading the lock boxes in the second phase. Alternatively, the price in this request includes completing the entire project at one time. The system requires an annual fee of \$1,300.00 to support the cloud-based software.

Comr. Lambert recommended sharing information regarding the Knox box system at the May 5th Local Business and Law Enforcement Collaboration meeting.

Forcible entry training prop

This request is to purchase a prop that can be used to assist with training fire staff techniques used to make entry into homes or businesses during fire or other emergency situations. This prop allows the use of tools to force open doors, utilize saws for cutting locks and other security features and can be re-used many times without buying additional equipment or causing damage. This allows for repetition training which will increase our time and speed.

Eighth Street/Gull Street Chlorine Conversion

This project replaces the existing gas chlorine feed with a liquid sodium hypochlorite feed system at the Eighth Street Water Plant and the Gull Street Pumping Station. The estimated engineering cost is \$50,000 and the estimated construction cost is \$52,000. This project is recommended as part of the Water System Master Plan.

Eighth Street Pump Station Improvements Engineering

This project entails engineering for improvements to the Eighth Street water facility. The improvements include the installation of pump control valves and upgrades to eliminate surging within the distribution system. The estimated cost for the engineering is \$40,000. This project is recommended as part of the Water System Master Plan.

Gull Street Pump Station Improvements Engineering

This project entails the engineering for improvements to the Town's Gull Street water pumping station. The improvements consist of: installation of pump control valves to eliminate surging within the distribution system, upgrades to the electrical system, and installation of a third pump. The estimated cost for engineering is \$90,000. This project is recommended as part of the Water System Master Plan.

*Driftwood Drive/Shoppes at 10.5 looped distribution 8" water main
Finch St. to Forbes St./Dune St. to E. Soundside Rd. watermain*

The following considers a more holistic approach to planning, design, and construction of combined streets, stormwater, and watermain project work. The approach synthesizes the various utility and infrastructure plans and prioritization into a single combined project plan. For FY 25-26, the focus is centered on developing a looped distribution 8" water main connection between Driftwood Drive and the northwest corner of the Shoppes at 10.5. This additional connection will remove an existing dead-end line and assist with the operation of the system by having ways to backfeed shutoff areas. The services associated will include consultant survey, design, construction administration, and construction costs.

Director Carawan explained that this gives an alternate route when breaks happen as we want to always be able to supply residents with water. Mayor Cahoon requested a map of where this is by email.

Manager Garman noted that there are a series of water lines on east side of 158 where there are gaps. We are looking to fill these in over the course of the CIP. AC lines still need to be replaced and a lot of the CIP requests for street and stormwater maintenance are driven by that. If we receive appropriations, a lot of the timing in this CIP could change.

It was noted that we will need a mid-month meeting that is mainly driven by a health insurance presentation that will be in person. There will be a Budget Workshop afterwards to bring a few more recommendations to the budget and have time for discussion.

ADJOURNMENT

Comr. Lambert moved to recess to a mid-month meeting followed by a FY 25/26 Budget Workshop on Wednesday April 16, 2025 at 9:00 a.m. in the Board room. The motion was seconded by Mayor Pro Tem Siers, which passed unanimously. The time was 11:58 a.m.

Brittany A. Phillips, Town Clerk

Date Approved: May 7, 2025

Mayor: _____
Benjamin Cahoon