



TOWN OF KILL DEVIL HILLS
Land Where Flight Began

MEMORANDUM

March 9, 2020

TO: Mayor and Board of Commissioners

FROM: Debora P. Díaz, Town Manager

REF: Consent Agenda

1. **Minutes (Attached CA-1A)**
 - A. February 12, 2020
2. **Monthly Report (Attached CA-2A)**
 - A. January 2020
3. **Schedule Public Hearings for Recommended Amendments to the Town Code (Attached CA-3A and 3B)**

The Town Attorney has reviewed the recommended amendments and has found them to be in compliance with applicable North Carolina law:

- A. **Chapter 153, Zoning - §153.073 Landscaping Requirements – modify landscaping requirements to include single-family and duplex dwellings with greater than 6,000 square feet lot coverage.**

At the direction of the Board of Commissioners, Staff drafted an amendment which creates landscaping buffer requirements for large single-family and duplex development. Following review at its August 20, 2019, meeting, the Planning Board forwarded it to the Board of Commissioners, with a favorable recommendation. At its October 16, 2019, meeting, the Board of Commissioners denied the amendment by a vote of 3-2, following a public hearing.

At the Board's January 22, 2020, joint worksession with the Planning Board, the Board directed Staff to reintroduce this amendment to the Planning Board for review and possible public hearing. At its February 11, 2020, meeting, the Planning Board voted to forward this amendment to the Board of Commissioners, with a favorable recommendation.

B. Chapter 153, Zoning - §153.310 Cottage Court(s) and §153.311 Cluster Homes – modify cottage court(s) and cluster homes minimum lot dimensions abutting NC 12

At the Board of Commissioners' January 22, 2020, joint worksession with the Planning Board, the Board directed Staff to draft an amendment to change minimum lot dimension requirements for cottage courts and cluster homes that abut NC 12. At its February 11, 2020, meeting, the Planning Board voted to forward this amendment to the Board of Commissioners, with a favorable recommendation.

Approval of the Consent Agenda will schedule Public Hearings for items 3A and 3B on Wednesday, March 25, 2020, at 6:00 p.m.

4. Assistance to Firefighters Grant for the purchase of new portable radios (Attached CA-4)

Fire Chief Tilley's attached memorandum highlights the Fire Department's opportunity to apply for a FEMA Assistance to Firefighters Grant (AFG) to fund acquisition of vehicle and personnel portable communications equipment. Purchase of the communications equipment is recommended in the 2020-2021 plan year; however, Staff has identified the AFG process as a worthwhile opportunity to offset the project's cost. Approval of the Consent Agenda will authorize Staff to apply for the approximate \$300,000 AFG grant and plan for the required 5% matching funding in the 2020-2021 Budget.

5. Recommendation for fiscal year end 6/30/2020 auditor (Attached CA-5)

With Kill Devil Hills' need to secure an auditing group for FY 2020, the Town requested proposals for CPA firms to provide financial auditing services. Following a review by a Staff audit committee, the firm of Potter & Company of Mooresville, N.C. has been unanimously recommended to perform the annual fiscal year end 2020 audit, with up to three additional years as a renewal option. The criteria considered by the committee has been highlighted in the attached Finance Department memorandum. Approval of the Consent Agenda will accept the audit committee's recommendation and authorize the Town Manager to execute a contractual agreement for services.

6. Government Education Access Channels Committee (GEACC) budget request fiscal year 2020/2021 (Attached CA-6)

Approval of the Consent Agenda will record approval of the 2020-2021 GEACC Budget, operating Current Television's government and educational access channels (Charter Spectrum 191 and 198). Regularly produced shows Destination Dare and Dare Education Awareness are also funded by Current TV. Apart from the annual \$1,000.00 membership fee, there is no cost to the Town for operating the channels, as most operational funding is received from N.C. Video Programming Distribution proceeds.

7. Budget Amendment (Attached CA-7A)

- A. #18 - to record NCLM Wellness Grant funds received from the N.C. League of Municipalities for the Town's employee wellness program.

Staff recommends approval of the Consent Agenda and a motion will be in order.