



TOWN OF KILL DEVIL HILLS

Land Where Flight Began

MEMORANDUM

November 14, 2022

TO: Mayor and Board of Commissioners

FROM: Debora P. Díaz, Town Manager

REF: Consent Agenda

1. Minutes (Attached CA-1A and CA-1B)

- A. October 10, 2022
- B. October 18, 2022 joint worksession

2. Monthly Report (Attached CA-2A)

- A. September 2022

3. Budget Amendments and Transfers (Attached CA-3A, CA-3B, CA-3C, and CA-3D)

- A. Budget Amendment #1C – to record encumbrances outstanding at 6/30/2022. This updates the beach nourishment encumbrance amount caused by entries made after initial budget amendment request.
- B. Budget Amendment #3 – to appropriate funds for the canal debris removal project in First Flight Village and to record the STRaP grant awarded by the NC Department of Agriculture and Consumer Services for the purpose of canal debris removal.
- C. Budget Amendment #4 – to appropriate funds for the purpose of meters and supplies for installing and repairing meters.
- D. Budget Transfer #3 – transfer funds to cover training for Animal Control Officers to handle increase in severely injured feral animals.

4. Contract for legal services (Attached CA-4)

The Town of Kill Devil Hills periodically reviews its service provider agreements to maintain its professional partnerships while promoting the highest level of service delivery. The Town's independent contractor agreement with Sharp, Graham, Baker and Varnell, LLP, (SGBV) was last updated in 2016. The attached agreement updates the terms of SGBV's services for the Town, including a new fee schedule and clarification of litigation services. Approval of the Consent Agenda will record the Board's approval and authorize the Town Manager to execute the updated contract with SGBV.

5. Adoption Town Code Supplement 18 (Attached CA-5)

The Town has received the final draft of Supplement 18, which was completed by American Legal Publishing Corporation. Supplement 18 codifies all of the 18-series ordinance amendments into the Town Code, and has been reviewed and found to be accurate with the Board's actions. Adoption of this attached ordinance reinforces the Board's earlier actions in adopting the ordinances that comprise this Supplement.

Approval of the Consent Agenda will record approval of this ordinance.

6. Centenarian Society Resolution (Attached CA-6)

KDH resident Ms. Wilma Hill celebrated her 101st birthday on October 29. In honor of this milestone birthday, the Town of Hill Devil Hills, through resolution, has inducted Lady Wilma into its Centenarian Society. Approval of the Consent Agenda will record the Board's approval of this resolution and Lady Wilma's induction into the Society.

7. Schedule public hearing (Attached CA-7)

- A. Proposed Zoning Amendment—§153.076(A)(9)(h) & §153.076(D) Off-Street Parking and Loading—Create Parking and Driveway Requirements for Emergency Services Facilities

Assistant Planning Director Cameron Ray's attached memorandum highlights the necessary changes to the Town Code to develop parking and drive requirements for emergency services facilities. At its recent meeting, the Planning Board recommended forwarding this amendment to the BOC with a favorable recommendation. Staff recommends scheduling a public hearing for Monday, December 12, 2022, at 6:00 p.m.

Approval of the Consent Agenda will schedule this item for public hearing.

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