



**TOWN OF SOUTHERN SHORES**  
**TOWN COUNCIL REGULAR MEETING**

5375 N. Virginia Dare Trail, Southern Shores, NC 27949

Phone 252-261-2394 / Fax 252-255-0876

[www.southernshores-nc.gov](http://www.southernshores-nc.gov)

**PITTS CENTER**

**Tuesday, November 09, 2021 at 5:30 PM**

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## **MINUTES**

### **Call Meeting to Order**

Pledge of Allegiance

Moment of Silence

### **PRESENT**

Mayor Tom Bennett

Mayor pro tem Elizabeth Morey

Council Member Jim Conners

Council Member Leo Holland

Council Member Matt Neal

### **Amendments to / Approval of Agenda**

Council Member Morey requested reversing the order of item #6 and #8.

**Motion** made by Council Member Holland to approve the amended agenda, Seconded by Council Member Conners. The motion passed unanimously (5-0).

Voting Yea: Mayor Bennett, Mayor pro tem Morey, Council Member Conners, Council Member Holland, Council Member Neal

### **Consent Agenda**

The consent agenda consisted of the following:

- Minutes-October 5, 2021 and October 19, 2021
- Resolution 2021-11-01 Deputy Finance Officer
- Update to Fee Schedule- use of a credit card processing /convenience fee.

**Motion** made by Council Member Conners to approve the consent agenda as presented, Seconded by Mayor pro tem Morey. The motion passed unanimously (5-0).

Voting Yea: Mayor Bennett, Mayor pro tem Morey, Council Member Conners, Council Member Holland, Council Member Neal

### **Presentations**

Sgt. George Farrow-Retirement

Police Chief David Kole recognized Sergeant George Farrow for his years of service to Southern Shores and numerous other agencies, and on his retirement.

## Staff Reports

Deputy Town Manager/Planning Director Wes Haskett presented his department's report for October. The Planning Board will be meeting on November 15<sup>th</sup> at 5:00 p.m. and will discuss ZTA 21-09, ZTA 21-10 and possibly Chapter 26 Solid Waste.

Police Chief David Kole presented the Police Department's monthly report for October

Fire Chief Ed Limbacher presented the Fire Department's monthly report for October.

Town Manager Cliff Ogburn introduced intern Hunter Braithwaite, who is helping the administration department with numerous projects.

- Veterans Day-will be held November 11<sup>th</sup> at the Flagpole Pavilion, Town Hall. The presenter will be First Flight High School teacher Johnny Waters.
- The Throwdown surfing event raised \$52,000 that will benefit families locally.
- Cell Towers- There has been recent activity to install cell towers. A proposed pole in State R/W adjacent to 31 Twelfth Ave, a new pole permitted in September 2021 in Town R/W adjacent to 28 Ninth Ave. (no pole or facility installed at this point) and a new pole permitted in August 2021 in Town R/W adjacent to 256 Wax Myrtle Trail.
- BRIC Grant -Southern Shores did not make it to the last round. Last year there were 65 applicants and this year it increased to 135 letters of interest. Staff will continue to pursue avenues available with the American Rescue Plan.

Mayor pro tem Morey asked that the Town Manager and staff try and let the residents know when a new cell tower has been approved.

Council Member Neal stated the Town manager should look at areas such as Pinehurst to see what they are doing about the cell towers.

## General Public Comment

None

## Old Business

### Discussion of Citizen's Advisory Committee-Exploratory Committee for Potential Branch Library.

Town Manager Ogburn stated the potential branch library committee Chairperson Mike Fletcher and member Liliias Morrison made a presentation at the Southern Shores Council meeting in October and voiced their frustration with lack of transparency and support from the county and town. Mr. Ogburn stated the library committee examined the feasibility, they did surveys and gauged the public's support. They completed the task asked of them but did not receive the support from the county they sought. Dare County Manager Bobby Outten clearly stated the County was not going to support an additional library. Town Manager Ogburn stated with their charge complete, should Council ask the committee to continue, or dissolve the committee?

Mayor Bennett stated the committee did their job and presented a strong case to the county but without the county support it cannot move forward.

Council Member Holland stated the committee completed their charge and it would be best to dissolve the committee.

Mayor pro tem Morey stated the library committee has done a tremendous job and presented their final report, as did the cut thru traffic committee. Both committees have presented their final reports and should be dissolved as official committees.

Council Member Neal stated Southern Shores does not operate libraries, Dare County does. The library committee did a fantastic job, but Southern Shores is just not in the library business.

Library Committee Chairperson Mike Fletcher stated there are other options other than the county. Southern Shores could create an independent branch or citizens could host a 501c on their own and open a library. Mr. Fletcher thanked his committee members, especially Liliias Morrison, for all their efforts.

Council Member Conners agreed with the hard work of the committee members and thanked Liliias Morrison as well.

**Motion** made by Council Member Neal to dissolve the Exploratory Committee for a Potential Branch Library committee, Seconded by Mayor pro tem Morey. The motion passed unanimously (5-0).

Voting Yea: Mayor Bennett, Mayor pro tem Morey, Council Member Conners, Council Member Holland, Council Member Neal

Council Member Conners stated the Cut Thru Traffic Committee has also presented their final report and the same action should apply.

**Motion** made by Council Member Conners to dissolve the Exploratory Committee to address Cut-Thru Traffic, Seconded by Council Member Neal. The motion passed unanimously (5-0).

Voting Yea: Mayor Bennett, Mayor pro tem Morey, Council Member Conners, Council Member Holland, Council Member Neal

## **New Business**

### Public Hearing-ZTA-21-08 Regulations Governing Signs

Planning Director Wes Haskett presented the staff report and recommended Council send ZTA-21-08 back for further revisions. Further revisions would include grammatical changes, size of the temporary signs in residential districts and distance out of the right of way.

Council Member Neal stated the ordinance does not allow signs in the right of way. Planning Director Haskett stated that was correct.

Mayor Bennett stated staff is requesting Council sends the zoning text amendment back for further revisions.

Mayor pro tem Morey asked what signs are exempted in the right of way? Planning Director Haskett stated sale or rent signs; the 90-day rule does not apply.

Town Attorney Gallop opened the public hearing and called for comment. The following citizen's provided comment:

John Leatherwood-247 N Woodland Drive-the size of temporary signs are not large enough, real estate agents would need to purchase all new signs. Placing signs out of the right of way does not consider the vegetation and grade of some of the lots, they would not be visible.

Porter Graham-Outer Banks Association of Realtors- The zoning text amendment for temporary sign size is not fit with the common real estate sign, perhaps the Planning Board could explore extending for rent and for sale signs to 5 square feet in area. The 90-day rule is problematic.

Trisha Farinholt-69 Ocean Blvd.-stay with the 15 feet from pavement, good rule. Prefer the smaller sign but do not make agents have to purchase all new signs to meet size rule.

Andy Ward-Planning Board Chairperson- requested Council kick the zoning text amendment back to the Planning Board. The temporary signs should be 5 square feet, somewhere along the line that was changed. The key takeaway is content neutral, time, place and manner.

Town Attorney Gallop closed the public hearing.

Council Member Conners stated Council should have staff take a look at the ZTA, look at the size of signs and visibility of signs in vegetative lots.

Mayor pro tem Morey stated she attended at least two of the Planning Board meetings. It was lacking input from the public and was not a fair process. The Planning Board worked hard on the ordinance. We need an ordinance that is enforceable.

Council Member Neal stated temporary sign size should remain as current and temporary signs in the right of way during political election times should be allowed.

**By Consensus of all Council**, signs in right of way during campaign times shall be allowed. This is one component the Council would like to see placed in the text amendment.

**Motion** made by Council Member Conners to send the zoning text amendment back to staff and the Planning Board for revisions and to allow signs in the right of way during campaign season, Seconded by Mayor pro tem Morey. The motion passed unanimously (5-0).  
Voting Yea: Mayor Bennett, Mayor pro tem Morey, Council Member Conners, Council Member Holland, Council Member Neal

### Budget Amendment #14 Legal fees to obtain easements for beach nourishment

Town Manager Ogburn stated the amount of \$13,850 is needed to obtain the remainder of easements needed to do the beach nourishment project, including the properties in the taper in the Town of Duck.

**Motion** made by Council Member Neal to approve budget amendment #14 in the amount of \$13,850 from fund balance, Seconded by Council Member Holland. The motion passed unanimously (5-0).

Voting Yea: Mayor Bennett, Mayor pro tem Morey, Council Member Connors, Council Member Holland, Council Member Neal

### Personnel Policy Updates

The Town Council authorized staff to work with a consultant to review and make appropriate updates and revisions to the Town Personnel Policy. The last review was done in 2013. The consultant's review was based on the following principles:

- The primary users of personnel policies are department heads, managers, and supervisors.
- Personnel policies should be clearly written in the simplest language possible, and to the greatest extent, answer questions rather than create new questions.
- Not every situation requires a policy. Policies exist to provide guidance and direction in those situations that occur on a regular or frequent basis.
- Logical organization of policies is the best way to help people who are looking for specific answers in policy. The best place for personnel policies is on the town's website, where changes can be easily and inexpensively accomplished.

The Town Manager and Human Resources Director completed the first round of reviews and worked with the consultant to make needed changes. Department Heads were then asked to review and submit any recommendations or comments to the Town Manager. Once all appropriate corrections were made, a review was performed by all town staff. All employees were involved in providing feedback. The final review was done by the Town Attorney at which time the appropriate changes and clarifications were made.

Significant Changes to Town of Southern Shores Policy include:

- Moved more to narrative format with elimination of Sections. Changed Article numeration to Arabic numerals from Roman numerals.
- Reorganization – Moved to an organizational structure that more closely resembles the employee life cycle – recruitment/selection, classification, pay plan, etc. Moved Conditions of Employment closer to beginning of policy.
- Added separate EEO article and updated protected status to include sexual orientation and gender identity per recent US Supreme Court decision. Added in prohibition against discrimination, harassment, and retaliation.

- Reorganized - Moved definitions from the front of the whole policy to each relevant article, allowing users to find necessary definitions easier and quicker.
- Reorganized/revise Conditions of Employment Article – moved Substance Abuse policy out to its own article, eliminated Safety policy [recommended this go in a new Administration policy manual], added in policy on electronic devices, use of Town-supplied information technology and emergency service duty. Clarified that it is the Town’s right to provide either overtime pay or paid time off when a non-exempt employee works overtime.
- Holidays/Leave/Adverse Weather - Revised language for holidays. Clarified that non-exempt employees with compensatory time accumulations must use that leave before using vacation. Added a provision on bereavement leave.
- Revised the policy on adverse weather per the most recent Town policy – included a definition of administrative leave as used in adverse weather policy.
- Eliminated material in Benefits article on Law Enforcement Separation Allowance, as these provisions are adequately set out in NC General Statutes. Clarified Town’s responsibilities under the Family/Medical Leave Act. Added information about the Town’s existing employee assistance program.
- Rewrote the Town’s disciplinary policy to provide more guidance and information. Eliminated “grocery list” of reasons to take discipline and inserted definitions for unsatisfactory job performance and unacceptable personal conduct.
- Added an additional level of vacation accrual for employees with 20 plus years of service.

The Town Attorney’s recommendations were based on allowing the maximum amount of permissible discretion and flexibility be provided in such policies. A flexible approach was recommended for town staff in administering personnel decisions. His substantive changes are recommended as follows and included in the final draft:

- Removed the mandatory detection and reporting provision that was set forth in the Employee Assistance Policy.
- Reworked Article 10, governing disciplinary action and dismissal to make less restrictive.
- Simplified Article 13, governing personnel records, by taking out some of the detailed processes and definitions. These are all contained in and governed by the General Statutes and setting them forth in a policy creates a risk of inconsistency with the statutes particularly when those change from time to time.

Council Member Holland requested the definition of immediate family.

**Motion** made by Council Member Holland to adopt revisions to the Town Personnel Policy and to remove Section 18-9 from the Town Code, Seconded by Mayor pro tem Morey. The motion passed unanimously (5-0).

Voting Yea: Mayor Bennett, Mayor pro tem Morey, Council Member Connors, Council Member Holland, Council Member Neal

### Appointments to the Reconstruction Task Force

Deputy Town Manager/Planning director Wes Haskett stated Section 12-69 of the Town Code requires an annual appointment of a Reconstruction Task Force which would be activated upon the declaration of a building moratorium following a major storm event. The task force is responsible for advising the Town Council on a wide range of post-storm reconstruction issues. A primary function of the task force is to receive and review damage reports and other analyses of post-storm circumstances and to compare these circumstances with mitigation opportunities identified prior to the storm, to discern appropriate areas for post-storm change and innovation. The Task Force consists of two elected officials, two Planning Board members, Town Staff, a representative from the building or realty community, one representative from the SSCA, and one representative from the CPOA:

- Mayor
- Mayor Pro Tem
- Planning Board Chairperson
- Planning Board Vice Chairperson
- Town Manager
- Deputy Town Manager/Planning Director
- Police Chief
- Fire Chief
- SSCA President
- CPOA President
- Construction Community Representative (David Buchanan)

**Motion** made by Council Member Neal to appoint the Reconstruction Task Force as presented, Seconded by Council Member Holland. The motion passed unanimously (5-0).

Voting Yea: Mayor Bennett, Mayor pro tem Morey, Council Member Conners, Council Member Holland, Council Member Neal

### **General Public Comment**

None

### **Council Business**

Council Member Holland presented the Tourism Board report from the month of August. Occupancy for the month of August was up 13%, year to date 41%. Meals were up 32% for August, 65% year to date.

Council Member Conners stated win or lose, he admired all the election candidates. The Town Manager, Council Member Holland and himself recently attended the NCBIWA meeting in Emerald Isle. The Monarch Flyway planting had over 100 volunteers that planted in 6-7 locations.

Council Member Neal stated it has been a pleasure working with Mayor Bennett and Council Member Conners. He thanked the Fire Department and Police Department for their participation in the Kitty Hawk Elementary school fall carnival.

**Adjourn**

**Motion** made by Council Member Holland to adjourn the meeting at 7:28 p.m., Seconded by Mayor pro tem Morey. The motion passed unanimously (5-0).

Voting Yea: Mayor Bennett, Mayor pro tem Morey, Council Member Conners, Council Member Holland, Council Member Neal

ATTEST:

  
Elizabeth Morey, Mayor

Respectfully submitted,  
  
\_\_\_\_\_  
Sheri Kane, Town Clerk



The attached documents are incorporated herewith and are hereby made a part of these minutes.



# Town of Southern Shores

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Item 2.

Resolution 2021-11-01

## RESOLUTION APPOINTING A DEPUTY FINANCE OFFICER

WHEREAS, the Town Council of the Town of Southern Shores has, pursuant to North Carolina General Statute (NCGS) §159-24 of *The Local Government Budget and Fiscal Control Act*, appointed a Finance Officer who currently serves the Town with the powers and duties enumerated in NCGS §159-25; and

WHEREAS, NCGS §159-25 (b) states: “*Except as otherwise provided by law, all checks or drafts on an official depository shall be signed by the finance officer or a properly designated deputy finance officer and countersigned by another official of the local government or public authority designated for this purpose by the governing board.*”; and

WHEREAS, it has been recommended that the Council properly designate and duly appoint a Deputy Finance Officer to serve the Town with the power and duty enumerated in NCGS §159-25 (b) when necessary and in the absence of the Finance Officer.

NOW, THEREFORE BE IT RESOLVED that Deputy Town Manager / Planning Director Wes Haskett is hereby designated and appointed Deputy Finance Officer to serve the Town with the power and duty enumerated in NCGS §159-25 (b) when necessary and in the absence of the Finance Officer and Town Manager.

This the 9th day of November 2021.

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Thomas G. Bennett, Mayor

Attest:

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Sheila Kane, Town Clerk

**BE IT ORDAINED BY THE SOUTHERN SHORES TOWN COUNCIL AS FOLLOWS:**

Item 3.

**TOWN OF SOUTHERN SHORES FEE SCHEDULE**

**AMENDMENT TO ORDINANCE 2007-01-03**

\* All fees shall include, whenever applicable, the reasonable cost of any expert advice obtained by the Town or other direct expenses incurred by the Town during the review of the application. All fees must be paid in full prior to any further reviews by the Town or prior to issuance of any permits sought, whichever comes first. Submitted fees shall not be refunded.

Item	Fee
<b>Miscellaneous:</b>	
Returned Checks/ <u>charge back</u> (NSF)	Current Bank Fee
<b>Credit Card Convenience Fee</b>	
<u>Credit card present</u>	2.65%
<u>Credit card not present</u>	3.5%
Cemetery Lot Purchase:	
TOSS Property Owners	\$500.00
Non-property Owners	\$2,000.00
Cost of Copies	\$0.25 B/W \$0.30 Color
Annual Lease Fee –Town Canal-Street Right of Way	\$5.00
Beach Parking Tag <u>or Sticker</u> -Replacement	\$75.00
Planning	
<b>Development Review:</b>	
Zoning Map Amendment	\$300.00
Zoning Text Amendment	\$200.00
Zoning Compliance Letter	
a. Residential	\$35.00
b. Commercial	\$75.00
Application to Board of Adjustment	\$350.00
(includes cost of certified mailings and public notices)	
Conditional Use Permit	\$300.00
(includes cost of certified mailings and public notices)	
Filing fee for site plan for dwelling or lodging unit, other than single-family detached homes, per unit.	\$50.00
Filing fee for commercial structures and improvements	\$0.10/SF
<b>Wireless Applications:</b>	
a. Application for new tower	\$200.00
b. Tower annual renewal	\$100.00
c. New collocation	\$100.00
d. Collocation annual renewal	\$50.00
<b>Subdivision Plat Review:</b>	
a. Exempt	\$50.00/lot
b. Subdivision	\$100.00/lot
Building Inspections	
<b>Plan Review:</b>	
Lot Disturbance and Stormwater Management Permit	\$100.00
Zoning Permit	\$50.00
Single family new construction	\$150.00
Single family addition or renovation minimum	\$100.00
<b>New Building Permits for Structures/Additions/Reconstruction:</b>	
Heated/living areas - Single Family	\$0.60/SF
All Others	\$0.75/SF
Non heating areas; i.e., deck, porch, garages, etc. - Single Family	\$0.30/SF
All Others	\$0.35/SF
Remodeling and alterations to existing structures	\$10.00

**Miscellaneous:**

Contractors Licensing Board Fee (Homeowner's Recovery Fund)	\$10	Item 3.
CAMA Permit: minor development permit if the project is within the Ocean Hazard or Estuarine AECs and does not qualify for an Exemption	\$100.00	
Construction & Demolition Debris Disposal Permit	\$50.00	
<b>NOTWITHSTANDING THE ABOVE, THE MINIMUM FEE SHALL BE:</b>	<b>\$100.00</b>	



## AGENDA ITEM SUMMARY

**MEETING DATE:** November 9, 2021

**ITEM TITLE:** Personnel Policy Updates

### ITEM SUMMARY:

The Town Council authorized staff to work with a consultant to review and make appropriate updates and revisions to the Town Personnel Policy. The last review was done in 2013. The consultant's review was based on the following principles:

- The primary users of personnel policies are department heads, managers, and supervisors.
- Personnel policies should be clearly written in the simplest language possible, and to the greatest extent, answer questions rather than create new questions.
- Not every situation requires a policy. Policies exist to provide guidance and direction in those situations that occur on a regular or frequent basis.
- Logical organization of policies is the best way to help people who are looking for specific answers in policy.
- The best place for personnel policies is on the town's website, where changes can be easily and inexpensively accomplished.

The Town Manager and Human Resources Director completed the first round of reviews and worked with the consultant to make needed changes. Departments Heads were then asked to review and submit any recommendations or comments to the Town Manager. Once all appropriate corrections were made, a review was performed by all town staff. All employees were involved in providing feedback. The final review was done by the Town Attorney at which time the appropriate changes and clarifications were made.

Significant Changes to Town of Southern Shores Policy include:

1. Moved more to narrative format with elimination of Sections. Changed Article numeration to Arabic numerals from Roman numerals.
2. Reorganization – Moved to an organizational structure that more closely resembles the employee life cycle – recruitment/selection, classification, pay plan, etc. Moved Conditions of Employment closer to beginning of policy.

3. Added separate EEO article and updated protected status to include sexual orientation and gender identity per recent US Supreme Court decision. Added in prohibition against discrimination, harassment, and retaliation.
4. Reorganized - Moved definitions from the front of the whole policy to each relevant article, allowing users to find necessary definitions easier and quicker.
5. Reorganized/revised Conditions of Employment Article – moved Substance Abuse policy out to its own article, eliminated Safety policy [recommended this go in a new Administration policy manual], added in policy on electronic devices, use of Town-supplied information technology and emergency service duty. Clarified that it is the Town's right to provide either overtime pay or paid time off when a non-exempt employee works overtime.
6. Holidays/Leave/Adverse Weather - Revised language for holidays. Clarified that non-exempt employees with compensatory time accumulations must use that leave before using vacation. Added a provision on bereavement leave.
7. Revised the policy on adverse weather per the most recent Town policy – included a definition of administrative leave as used in adverse weather policy.
8. Eliminated material in Benefits article on Law Enforcement Separation Allowance, as these provisions are adequately set out in NC General Statutes. Clarified Town's responsibilities under the Family/Medical Leave Act. Added information about the Town's existing employee assistance program.
9. Rewrote the Town's disciplinary policy to provide more guidance and information. Eliminated "grocery list" of reasons to take discipline and inserted definitions for unsatisfactory job performance and unacceptable personal conduct.
10. Added an additional level of vacation accrual for employees with 20 plus years of service.

The Town Attorney's recommendations were based on allowing the maximum amount of permissible discretion and flexibility be provided in such policies. A flexible approach was recommended for town staff in administering personnel decisions. His substantive changes are recommended as follows and included in the final draft:

1. Removed the mandatory detection and reporting provision that was set forth in the Employee Assistance Policy.
2. Reworked Article 10, governing disciplinary action and dismissal to make less restrictive.
3. Simplified Article 13, governing personnel records, by taking out some of the detailed processes and definitions. These are all contained in and governed by the General Statutes, and setting them forth in a policy creates a risk of inconsistency with the statutes particularly when those change from time to time.

Due to the large number of edits and changes that were made to the policy, a red-line version is not provided as it could put the focus on wordsmithing and became difficult for the reader to focus on the conceptual changes. A clean copy of the original policy as well as the draft policy are provided for your review.

During the process, the Code of Ethics and other papers given to employees as part of the onboarding process were updated with revisions to be consistent with North Carolina law. The Town Council does not need to approve these changes.

Finally, Town Council is asked to remove from the Town Code Sec. 18-9. - Disciplinary measures. All the provisions of Sec. 18-9 can and should be set forth in the Personnel Policy. Putting this in an ordinance is problematic for various reasons and is not necessary. Sec. 18-19 reads:

After consultation with the town manager, the chief of police may suspend, with or without pay, or reprimand, orally or in writing, any officer violating the provisions of this article, the laws of the state or the United States, and rules and regulations governing the conduct and training standards for law enforcement officers. The chief of police may also recommend to the town manager the dismissal or reduction in rank of any officer for serious or repeated violations of his trust, duties, responsibilities, or obligations. Any disciplinary actions against the chief of police shall be the responsibility of and imposed by the town manager.

**STAFF RECOMMENDATION:** Staff recommends adoption as presented.

**REQUESTED ACTION:** A motion to adopt revisions to the Town Personnel Policy and to remove Section 18-9 from the Town Code.

**ATTACHMENTS:** Draft of amendments to the Town Personnel Policy  
Current Personnel Policy



## AGENDA ITEM SUMMARY

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**MEETING DATE:** November 9, 2021

**ITEM TITLE:** Budget Amendment #14 Beach Nourishment -Legal

**ITEM SUMMARY:**

The amount of \$13,850 is needed to obtain the remainder of easements needed to do the beach nourishment project, including the properties in the taper in the Town of Duck.

**STAFF RECOMMENDATION:**

Staff recommends that Council approve the budget amendment.

**REQUESTED ACTION:**

Staff requests Council to approve the budget amendment.

**Town of Southern Shores  
Budget Amendment Number # 14**

<b>Streets Increases</b>			<b>Streets Decreases</b>		
<u>Account Number</u>	<u>Description</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
	<b>Revenues</b>				
40-39909	Unassigned Fund Balance	\$13,850			
	<b>Expenditures</b>				
57-50155	Beach Nourishment-Legal	\$ 13,850			

Explanation: Legal fees to obtain easements for beach nourishment

Recommended By:

\_\_\_\_\_  
Cliff Ogburn, Town Manager

Approved By:

\_\_\_\_\_  
Tom Bennett, Mayor

\_\_\_\_\_  
Date



## AGENDA ITEM SUMMARY FORM

**MEETING DATE:** November 9, 2021

**ITEM TITLE:** Appointments to the Reconstruction Task Force

**ITEM SUMMARY:**

Section 12-69 of the Town Code requires an annual appointment of a Reconstruction Task Force which would be activated upon the declaration of a building moratorium following a major storm event. The task force is responsible for advising the Town Council on a wide range of post-storm reconstruction issues. A primary function of the task force is to receive and review damage reports and other analyses of post-storm circumstances and to compare these circumstances with mitigation opportunities identified prior to the storm, to discern appropriate areas for post-storm change and innovation. The Task Force consists of two elected officials, two Planning Board members, Town Staff, a representative from the building or realty community, one representative from the SSCA, and one representative from the CPOA:

- Mayor
- Mayor Pro Tem
- Planning Board Chairperson
- Planning Board Vice Chairperson
- Town Manager
- Deputy Town Manager/Planning Director
- Police Chief
- Fire Chief
- SSCA President
- CPOA President
- Construction Community Representative (David Buchanan)

**STAFF RECOMMENDATION:**

Appointment of the Reconstruction Task Force.

**REQUESTED ACTION:**

Motion to appoint the Reconstruction Task Force.