



Town of Southern Shores

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Meeting Minutes

Pitts Center – 5375 N. Virginia Dare Trail, Southern Shores, NC

Date: Wednesday, November 5, 2025

Time: 1:00 PM

Attendance

Present:

- Mayor Morey

- Mayor Pro Tem Neal

- Council Member Sherlock

- Council Member Neilson

Absent:

-Council Member Batenic

Call to Order

Mayor Morey called the meeting to order at 1:00 PM.

The Council and public stood for the Pledge of Allegiance followed by a Moment of Silence.

Amendments to / Approval of Agenda

Motion to approve the agenda as presented by Council Member Sherlock, seconded by Council Member Neilson. Motion carried unanimously.

Consent Agenda

The consent agenda consisted of:

- Budget Amendment #15
- Budget Amendment #16
- Minutes approval-October 7, 2025
- Contract for Fire Protection Services -Martins Point Tax District (Dare County)

36 Council Member Sherlock inquired about the location of the message board mentioned
37 in Budget Amendment #15. Town Manager Ogburn explained that it would be portable
38 and movable, used as needed for different events like "booze it or lose it" campaigns.
39 He noted that sometimes they had to borrow message boards from the county or
40 NCDOT, so having a second one would be beneficial.

41 **Motion** to approve the consent agenda by Council Member Neilson, seconded by
42 Council Member Sherlock. Motion carried unanimously.

43 **Presentations**

44 Employee Recognition Years of Service-Tracy Mann 15 Years

45 Police Chief Kole presented Officer Tracy Mann in recognition of her achievement of
46 Master Police Officer 3 status. Chief Kole highlighted that Officer Mann is from Dare
47 County, graduated from Manteo High School, and attended Appalachian State
48 University. She has over 20 years of experience as a police officer, with the last 15 years
49 serving the Town of Southern Shores.

50 Chief Kole noted that Officer Mann has served as the School Resource Officer at Kitty
51 Hawk Elementary School since 2015. She has earned her Advanced Law Enforcement
52 Certification, School Resource Officer Certification, and is certified as a General Topics
53 Instructor, Tactical Medic Instructor, DARE Instructor, and CPR/AED Instructor. Chief
54 Kole emphasized that Officer Mann is highly respected and deeply appreciated by
55 school staff, parents, students, and the police department.

56 **Staff Reports**

57 Planning Dept.

58 Planning Director/Deputy Town Manager presented the permit report for the month of
59 October. The total amount of permit fees collected in October was \$17,077.25. The
60 Town Planning Board will not be meeting this month, but they will most likely meet on
61 December 15th at 5:00 p.m. in the Pitts Center. At that meeting, they will most likely
62 consider a ZTA submitted by the Town to amend the Town's current requirements for
63 wastewater systems in Town Code Chapter 32, Utilities and in Chapter 36, Zoning.

64 Paul Gamiels Hill Life Saving Station Site-The SSCA will be selecting their Paul Gamiels
65 Hill Life Saving Station site designation committee members later this month. We will
66 request formal appointment of the committee at the December Council meeting.

67

68 Police Dept.

69 Police Chief Kole presented reports for September and October 2025:

70 September 2025:

- 71 ● 1,457 calls for service (about 300 more than the previous year)
- 72 ● 13 incidents reported
- 73 ● 9 criminal arrests

- 74 ● 102 traffic stops resulting in 34 written citations and 77 warning citations
- 75 ● 33 ordinance violations
- 76 ● 2 reportable motor vehicle accidents

77 October 2025:

- 78 ● 1,580 calls for service (compared to 1,236 in October 2024)
- 79 ● 16 incidents reported
- 80 ● 6 criminal arrests
- 81 ● 56 traffic stops resulting in 16 written citations and 30 warning citations
- 82 ● 3 ordinance violations (all parking in right-of-way)
- 83 ● 5 reportable motor vehicle accidents

84 In response to a question from Council Member Sherlock about the increase in calls for
85 service, Chief Kole explained that some of the increase was due to property checks and
86 business checks, as well as more work on drug arrests and follow-ups with other
87 agencies.

88 Fire Dept.

89 Fire Chief Limbacher reported that for October, the Fire Department responded to 68
90 calls:

- 91 ● 1 vehicle fire
- 92 ● 1 vehicle accident without injuries
- 93 ● 2 beach wheelchair program responses
- 94 ● 1 smoke detector program response
- 95 ● 1 public assistance call
- 96 ● 2 arcing or shorted electrical lines
- 97 ● 1 assist to police/government agency
- 98 ● 1 public service call
- 99 ● 2 standbys
- 100 ● 2 canceled en route calls
- 101 ● 5 fire alarms
- 102 ● 45 EMS calls

103 Chief Limbacher reminded everyone of the upcoming open house scheduled for Friday
104 at the same time as the Kitty Hawk Elementary School fall carnival. He also reported
105 that training continues with the captains, particularly on engineer training, pumping,
106 and driving trucks. He mentioned that in January, they plan to have the captains and
107 Southern Shores Volunteer Fire Department board members attend a council meeting.

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110 Town Manager

111 Town Manager Ogburn provided information about the North Carolina Resilient Coastal
112 Communities Program (RCCP), for which Southern Shores has been selected in this
113 year's funding round. The program has been in existence since 2018 and has awarded
114 108 grants distributing nearly \$16 million in funding.

115 Mr. Ogburn explained that the program supports a locally driven process for setting
116 coastal resilience goals, assessing community capacity, and identifying and prioritizing
117 projects that strengthen resilience to coastal hazards. In simpler terms, the program
118 will help identify vulnerabilities that need addressing to strengthen the town's ability to
119 withstand impacts from severe weather.

120 The program consists of four phases, with Southern Shores approved for phases 1 and
121 2:

- 122 ● Community engagement and vulnerability assessment
- 123 ● Planning, project identification, and prioritization

124 Town Manager Ogburn explained Southern Shores has been paired with Coastal
125 Protection Engineering (the town's beach nourishment engineer) as their consulting
126 partner for the project. The deliverables will include a vulnerability assessment report, a
127 project portfolio of potential projects, and GIS data integration.

128 Town Manager Ogburn requested direction from Council on forming a Community
129 Action Team (CAT) consisting of five representative members. After discussion, Council
130 agreed to a team composition that would include a Town Council representative, a
131 Planning Board representative, a Southern Shores Civic Association representative, and
132 two citizens at large with relevant expertise such as engineering or marine science
133 backgrounds. Council **directed** the town manager to recruit these members and
134 present them at the December meeting.

135 Mr. Ogburn also provided updates on other projects:

- 136 ● East Dogwood Street project: Currently in data gathering phase, scheduled to go
137 out for bids in December, with construction to be completed by May 15, 2026
- 138 ● Sidewalk replacements from Fifth Avenue to Hillcrest are continuing and should
139 be completed by the end of the year
- 140 ● Beach grass planting: 10 cases of beach grass have been ordered, with planting
141 to begin soon
- 142 ● Potential sand fence installation in areas of need, particularly in the Pelican
143 Watch area

144 Council discussed sand fence installation, with some concern about making dunes too
145 high rather than extending their width. Town Manager Ogburn confirmed the focus
146 would be on widening dunes rather than increasing their height.

147 Town Attorney

148 Town Attorney Philip Hornthal had no report.

149 **General Public Comment**

150 Donna Creef, Government Affairs Director for the Outer Banks Association of Realtors,
151 informed Council about a rate increase request filed by the North Carolina Rate Bureau
152 for dwelling policy coverage. For properties in Territory 110 (Outer Banks/Dare County),
153 the requested increase is 40% for both 2026 and 2027. Ms. Creef noted that public
154 comments are being accepted until November 19th and requested the town share this
155 information on their website.

156 Leo Holland of 23 Spindrift Trail reminded everyone about the upcoming Veterans Day
157 ceremony on November 11th at 11:00 AM, to be held at the Pitts Center. He noted that
158 the main speaker is a colonel who completed four tours in Afghanistan. Mr. Holland
159 also mentioned that a "missing man" or "missing person" table would be set up as part
160 of the ceremony, with each item on the table having specific meaning.

161 Len Schmitz of 184 Wax Myrtle Trail spoke about the upcoming beach grass planting
162 season. He mentioned that he has been in contact with suppliers who have plenty of
163 grass available, and several groups including Boy Scouts, church groups, and Dominion
164 Power have expressed interest in helping with planting. Mr. Schmitz clarified that
165 regarding sand fence installation, the goal is to build dunes wider (approximately 100
166 feet) rather than taller, noting that some areas in Seacrest Village already have
167 sufficient width while southern areas need more.

168 **Old Business**

169 No old business was discussed.

170 **New Business**

171 Award of Cemetery Irrigation Proposal & Budget Amendment #17

172 Town Manager Ogburn presented a proposal to install irrigation at the town cemetery.
173 The town received two bids:

- 174 ● Mo Grow and H2O, LLC: \$22,686.08
- 175 ● Daniel's Irrigation: \$16,950.00

176 Mr. Ogburn explained that the irrigation system would use county water but would have
177 the ability to switch to a well in the future if water costs become prohibitive. The system
178 will be battery-operated since there is no power source at the cemetery. The request
179 included an additional \$2,000 to cover costs of other improvements including
180 plantings, mulching, and a new fence along the north end property line.

181 The installation would be trenched where possible and dug in other areas, with a goal of
182 head-to-head coverage. The work is scheduled for January through March to be ready
183 for the growing season.

184 Council Member Sherlock emphasized the importance of ensuring the irrigation system
185 is unobtrusive and aesthetically pleasing, noting that the cemetery is looking good after
186 recent improvements.

187 **Motion** to authorize the Town Manager to enter into a contract with the low bidder,
188 Daniel's Irrigation, and to approve Budget Amendment #17 in the Cemetery Fund
189 for \$19,000 made by Mayor Pro Tem Neal, seconded by Council Member Neilson.
190 Motion carried unanimously.

191 Public Hearing- Consider TCA-25-01, a Town Code Amendment request submitted by
192 the Town of Southern Shores to amend Town Code Section 1-14 to remove the
193 requirements for reconsideration of disapproved development and amendment
194 requests and Town Code Section 6-5 to clarify when building permits are required for
195 retaining walls and to remove the requirement to obtain a building permit for fences.

196 Town Attorney Phillip Hornthal opened the public hearing.

197 Planning Director Haskett explained that the amendment has two parts:

- 198 ● Removal of Section 1-14 regarding reconsideration of disapproved development
199 and amendment requests. This section had been added in September 2025 (as
200 ZTA-25-05), but staff had indicated they would request its removal if House Bill
201 926 became law, which occurred on October 6, 2025. The bill prohibits waiting
202 periods for refiling denied or withdrawn applications.
- 203 ● Amendments to Section 6-5 regarding building permits:
- 204 ● Clarifying that building permits are required for retaining walls only when they
205 are 5-6 feet in height (the maximum allowed height is 6 feet)
- 206 ● Removing the requirement to obtain building permits for fences, as state
207 statutes do not allow requiring permits for fences since they are not load-bearing
208 structures

209 Mr. Haskett noted that these changes would codify existing practices, as the building
210 department has not been requiring permits for retaining walls 1-4 feet in height or for
211 fences. The Planning Board unanimously (5-0) recommended approval of the
212 amendments at their October 20, 2025 meeting.

213 When asked by Council Member Sherlock what this means for the average property
214 owner, Mr. Haskett explained that there would be no practical change as the
215 amendments simply align the code with current practice and state law.

216 No one from the public spoke on the matter, and Town Attorney Hornthal closed the
217 public hearing.

218 **Motion** to approve TCA-25-01 made by Council Member Neilson, seconded by
219 Council Member Sherlock. Motion carried unanimously.

220 **Council Business**

221 Mayor Pro Tem Neal reported that the Entry Corridor Committee will meet on November
222 12th at 9:00 AM to finalize their draft report to possibly present to Council next month.
223 He also noted that he will attend the first Dare Housing Foundation meeting as a board
224 member on November 13th.

225 Council Member Neilson reported that both of his scheduled meetings (Current TV and
226 250th anniversary of the Declaration of Independence committee) were canceled. He
227 mentioned a discussion with the head of Current TV about possibly documenting the
228 process of obtaining historic designation for the old lifesaving station at Hillcrest
229 Beach.

230 Mayor Morey announced that the next meeting is scheduled for December 2, 2025, at
231 1:00 PM at the Pitts Center. She also complimented the public works staff for the new
232 fence, mulch, and other improvements at the cemetery, noting she looks forward to
233 future plantings and the installation of irrigation.

234 **Adjourn**

235 **Motion** to adjourn made by Mayor Morey, seconded by Council Member Sherlock.
236 Motion carried unanimously.

237 The meeting adjourned at 1:55 PM.

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239 ATTEST:

Respectfully submitted,

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Elizabeth Morey, Mayor

Sheila Kane, Town Clerk

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