



## **Agenda Item Summary Sheet**

**Date:** 2/04/2025

**Item #:** 12

**Item Title:** Resolution authorizing relocation of Southern Shores Civic Association and Chicahauk Property Owners Association to 13 Skyline Road.

**Item Summary:** The Town purchased the property at 13 Skyline Road in May of 2023 with the primary intention to use the single-family dwelling as temporary employee housing. To date, the house has been unused. Upon evaluating the cost of renovations to the existing Town Hall that included an expansion to house records secured by the Planning and Code Enforcement Department, it was determined that space presently leased to the Southern Shores Civic Association and the Chicahauk Property Owners Association would be suitable for this purpose.

Since at least 1995, the Town has leased space to the SSCA and to the CPOA since at least 1999 located within the Pitts Center, to carry out their functions as 501c3 organizations that provide services and facilities customarily provided by a local government. By freeing up the space they currently lease from the Town, it will allow the Planning Department the additional space it needs. Prior to the Town's purchase of 13 Skyline Road, the property had been used as office space since 2008.

Approval of the resolution would allow the town manager to amend the current rental agreements with the SSCA and CPOA, upon review and approval of the town attorney. Monthly lease payments would remain the same and the two entities would become responsible for all utility costs. The annual lease will continue to renew upon mutual agreement.

**Requested Action:** A motion to approve the attached Resolutions.

**Attachments:** Resolution 2025-0202 & 0203

Current Lease Agreements with SSCA and CPOA