

PLANNING AND DEVELOPMENT

OVERVIEW

The Planning and Development Department implements Town goals for growth, development, the environment, and quality of life in Nags Head. The Department is responsible for zoning and subdivision administration, code compliance, floodplain management, erosion and sedimentation control, Geographic Information Systems, Planning Board and Board of Adjustment Staffing, and long-range planning activities. Additionally, the Department provides building permitting and inspection services to enforce state and local regulations relating to the construction, renovation, or alteration of structures to ensure a safe, sanitary, and healthy community. As part of the building inspections function, the Department is responsible for storm damage assessment and repair permits.

The Department is authorized by the State to provide local permitting services under the Coastal Area Management Act ("CAMA") in areas of environmental concern ("AEC"). The Department, therefore, has trained personnel that serve as local permitting officers for CAMA. As a CAMA community, the Town must adopt a local land use plan that complies with CAMA requirements. While the Town's 2017 Comprehensive Plan is the community's guidance document for long-range planning and decision-making, the 2010 Comprehensive Plan serves as the local land use plan complying with CAMA requirements until the State's final acceptance of the 2017 Plan.

The Department strives to provide high quality service for the citizens and visitors of Nags Head, as well as for the other Town departments in support of Board goals, including fair application of ordinances, thorough research and preparation in planning tasks, involving the public in local decision-making, and grant preparation and administration.

In Fiscal Year 2019-2020, the Department will focus on several goals and focus areas, including:

- Permit Software (MUNIS) implementation – Staff will continue the implementation of the permitting software system in conjunction with the Town's overall implementation of MUNIS. Continued improvement of permitting workflows and additional technological capabilities to facilitate process enhancements such as online permitting and payments, electronic document review, and electronic plan submittals is expected. Initial implementation of this project was completed in the last half of FY 2019, with continued implementation expected in the first half of FY 2020.
- Flood Maps – The adoption of updated flood maps was delayed until the first half of FY 20. As part of adoption Staff will conduct required public outreach and notification as well as preparation of a revised Flood Damage Prevention Ordinance prior to official adoption of the maps. Staff anticipates proposing a local elevation standard that acknowledges an appropriate level of risk for the town based on historical information not considered during the

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development of the maps. Staff will incorporate the revised Flood Damage Prevention Ordinance into the UDO that is being completed as part of the FOCUS project.

- Implementation of the Dowdy Park Conceptual Master Plan - In FY20, Staff will assist with planning and implementation of Phase III and any remaining project elements.
- FOCUS Nags Head - Upon adoption of the Unified Development Ordinance ("UDO"), currently expected in the first half of FY 20, Staff will work to schedule workshops and prepare educational materials to educate the public and specific stakeholders on the use of the UDO. Staff
- Pedestrian Plan - Projects in the 2014 Pedestrian Plan were re-prioritized and incorporated into the Town's Comprehensive Plan. Staff anticipates initiating planning and design of several plan recommendations to provide improved connectivity of neighborhoods west of US 158 from Soundside Road to Danube Street and from Gull Street to West Baymeadow Drive. The final scope of this project will depend on grant funding and available revenue. Funds have been budgeted for design and financing the first year of debt service for the project.
- Decentralized Wastewater Management Plan - This project will be an update to the Town's 2005 Decentralized Wastewater Management Plan, and consideration is being given to study wastewater more generally and integrate with stormwater planning. The project will: analyze surface and groundwater monitoring data the Town has collected since the program began, assess changing conditions related to groundwater and surface water quality, attempt to define the relationship between water quality and on-site wastewater systems, and examine other variables that have the potential to impact water quality. The study should focus on recommendations necessary to enhance the Town's Septic Health Program as well as other recommendations that are necessary to foster the health and safety of Nags Head's surface waters. Scoping for this project began in FY 2018 with the majority of the planning work to be completed in the coming fiscal year.
- Committee for Arts and Culture - The Department provides staffing to this Committee. Staff will seek to carry out the actions of this Committee and provide support in utilizing funding, applying for grants, and organizing activities or projects that promote the arts and cultural activities. To date, activities include planning and implementation of a farmer's market, an art mast project, a gateway sculpture for Dowdy Park, and other activities at Dowdy Park. In FY 2017-18, Staff requested a part-time seasonal staff person to assist with the farmers market and other activities using funds already budgeted for the committee. The FY 2019 budget and now the FY 2020 budget includes the same level of funding to support the Committee's activities as the prior year.

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- Hazard Planning - Department Staff, along with staff of the Fire Department and citizens, are representing the Town on the Planning Committee for the update of the Hazard Mitigation Plan, being coordinated by the counties of Dare and Currituck, with participation by the five other municipalities. The Hazard Mitigation Plan is expected to be ready for adoption in the fall of 2019; one likely implementation action would involve Department Staff coordinating the update of the Town's Hazard Operations Plan and the development of an Emergency Response Plan.
- Sustainability and Resiliency Planning - Department Staff will continue to identify opportunities for sustainability and resiliency planning to influence policy development and actions. Department Staff will be developing a Sustainability Action Plan as a tool to proactively implement sustainability-related actions.

GOALS

- Provide timely, friendly customer service and communications with the public and with other Town departments.
- Promote environmental stewardship through implementation of zoning, building, CAMA regulations, and the Septic Health Program, and seek opportunities to integrate green building and technologies (see also Septic Health).
- Promote development and maintenance of livable, well-maintained neighborhoods through planning activities that increase traffic safety, improve bicycle, pedestrian, and wheelchair access, improve recreational opportunities, and meet infrastructure needs.
- Involve the public in a way that balances Nags Head's various interests, is fiscally responsible, and results in fair regulations and plans that support community needs and the Town's Land Use Plan.

OBJECTIVES AND PERFORMANCE INDICATORS

Objective - Provide professional, fair and timely administration of planning, zoning, and building applications while keeping overhead costs down.

Performance Indicators -

- Cross train Staff to provide consistent customer service.
- Revise permit application forms, workflows, and permit review procedures to improve permit turnaround times.

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- Maintain appropriate turnaround times for permit reviews and/or issuing based on project complexity and continue tracking of timeframes to meet established goals.
- Identify opportunities for streamlining the permitting process to include revised application procedures, documentation requirements, and digital submission of plans and other documents to fulfill permit requirements.
- Develop clear informational materials and procedures to improve overall customer understanding of permit application requirements and regulatory compliance.
- Cross train Staff on code compliance procedures to improve consistency of code enforcement activities.
- Provide additional information and training on submission of complete stormwater permit applications that are implemented to achieve the recommendations of the Town's Low Impact Development manual.

Objective – Work to implement the Town's Land Use Plan to improve long-range planning and outcomes. Create user friendly and implementable documents that serve as the foundation for policy guidance, project programming, CIP planning, and other related planning activities.

Performance Indicators –

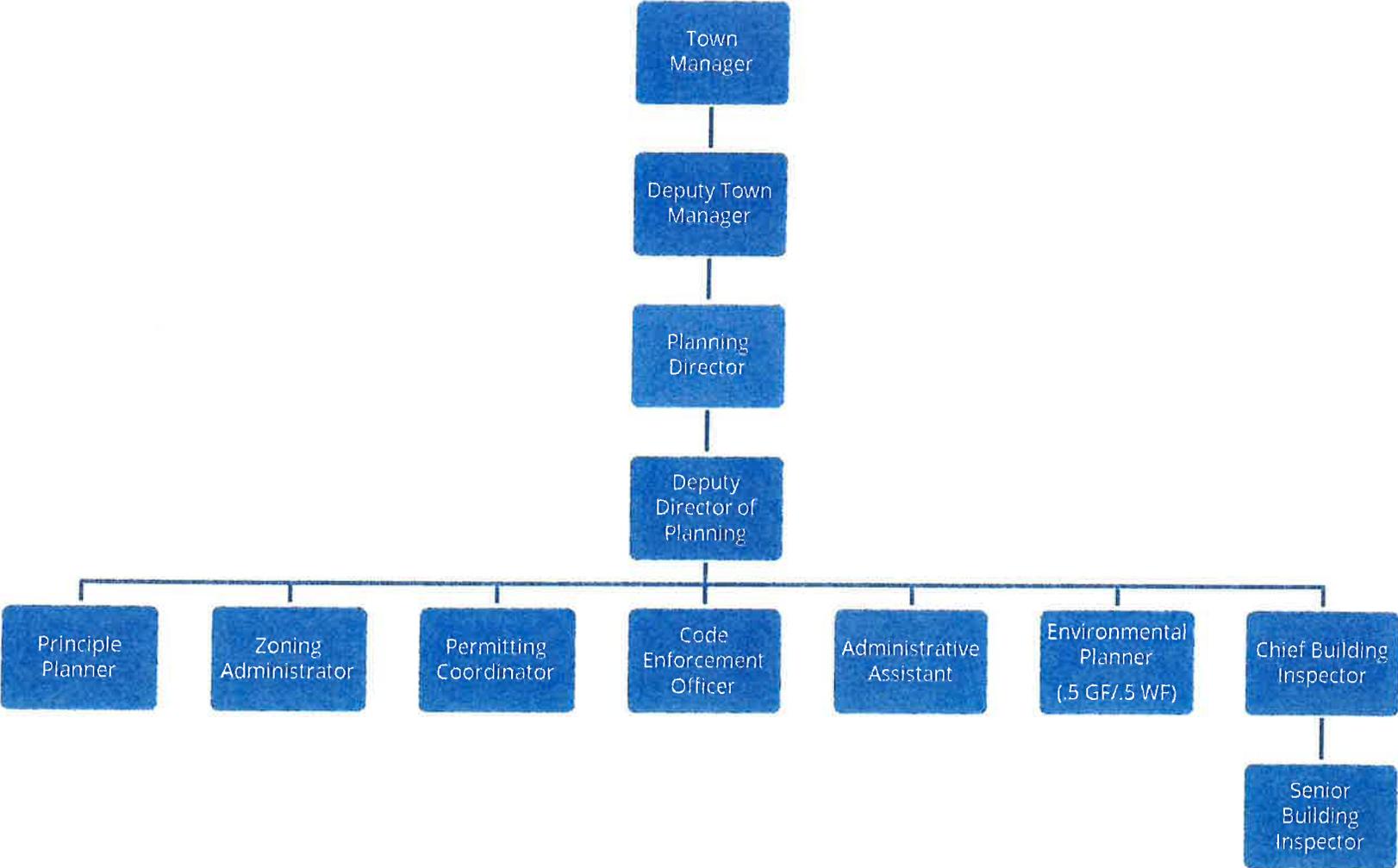
- Continue to recommend appropriate strategies to implement the Town's Comprehensive Plan including proposing ordinance amendments, capital projects, and programs and/or program refinements that further the Town's community vision, development goals, and objectives.
- Develop educational materials and hold workshops on the new Unified Development Ordinance. Prepare guidance documents, both hardcopy and web-based, to assist customers in the application and permitting processes administered by the Department.

Objective - Pursue grant and planning opportunities to leverage federal, state, and other resources in support of Town goals and infrastructure needs.

Performance Indicators –

- Develop a phasing plan for implementation of recommendations from the Town's Comprehensive Pedestrian Plan.
- Complete all phases of the Dowdy Park Conceptual Master Plan recommended improvements.
- Provide substantial work on an update to the Town's Decentralized Wastewater Management Plan.
- Acquire grants to provide beach access enhancements.
- Facilitate neighborhood-based planning and activities supporting the Gallery Row Arts District and other town districts.
- Acquire grants for special events in the shoulder season to promote arts and cultural activities.
- Continue implementation and refinement of the Town's Parks and Recreation Plan.
- Identify and participate in activities to continue sea level rise and climate adaptation planning with North Carolina Sea Grant and other partners.

PLANNING AND DEVELOPMENT ORGANIZATION AND STAFFING

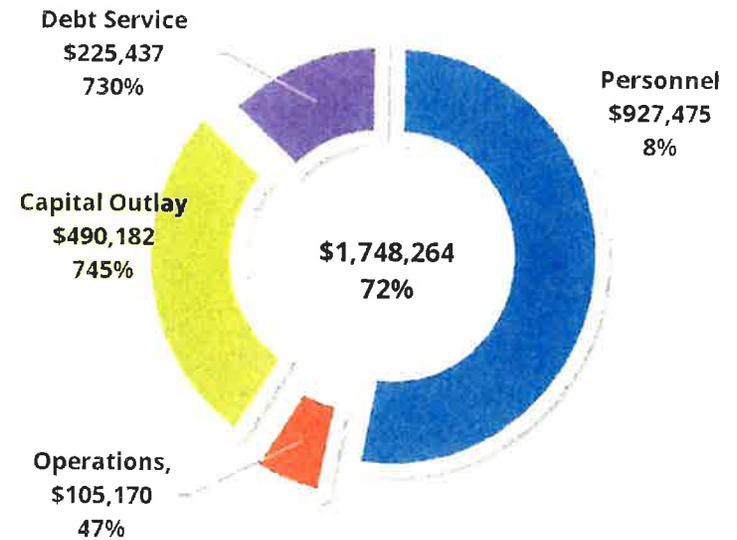


PLANNING AND DEVELOPMENT–BUDGET HIGHLIGHTS

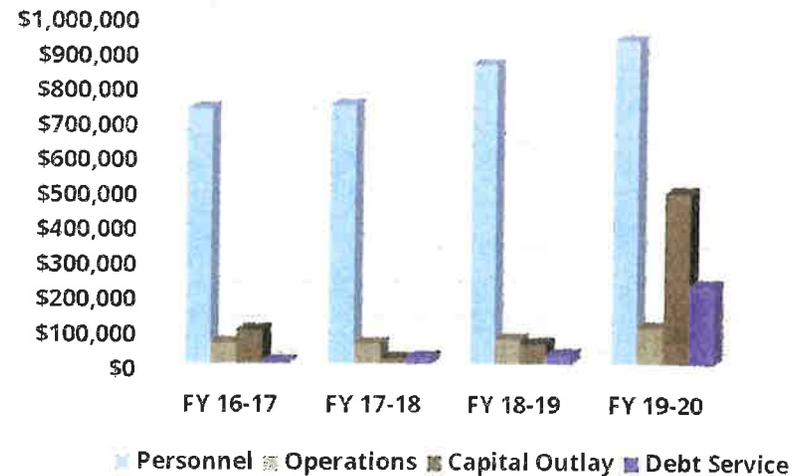
HIGHLIGHTS

- Pedestrian Plan implementation is recommended at \$1,609,000. Grant cash funding of \$487,932 is included. To finance the remaining \$1,121,068 at 5%, a new debt payment of \$186,845 and the Local Government Commission (LGC) application fee of \$1,250, are funded through the parks and paths capital reserve. This annual debt payment will obligate the penny for parks through fiscal year 2024-2025.
- Short-term rental tracking and registration software is recommended at \$32,000 annually to inventory and register short-term rentals in the town.
- Funding of \$11,000 is included for special events at Dowdy Park, including farmer’s markets and art and culture initiatives.
- New debt includes the purchase of one pickup truck at \$33,000, financed over three years at 4% at \$11,434 per year.

Recommended Expenditures by Function
2019-2020/Percentage Change From FY 2018-2019



FY 2019-2020 Recommended Expenditures and Adopted Expenditure History



**Town of Nags Head
Recommended Budget
For the Fiscal Year 2019-2020**

Department:

Planning and Development

Account Description	Departmental Requested 2019-2020	Manager's Recommended 2019-2020	Financial Plan 2020-2021	Adopted Budget 2018-2019	Adjusted Budget 2018-2019	Estimated Actual Expenditures 2018-2019	Actual Expenditures 2017-2018	Actual Expenditures 2016-2017
PERSONNEL SERVICES								
SALARIES/WAGES - REGULAR	\$ 627,636	\$ 627,636	\$ 646,327	\$ 584,289	\$ 571,090	\$ 502,267	\$ 540,412	\$ 503,985
SALARIES - LONGEVITY PAY	12,279	12,279	15,277	11,262	-	-	-	-
SALARIES/WAGES - PARTTIME	24,153	24,153	24,515	15,567	15,567	20,283	8,001	3,738
OVERTIME PAY	2,955	2,955	3,044	7,311	-	-	-	-
HOLIDAY PAY	250	250	250	250	-	-	-	-
FICA TAX	51,046	51,046	52,740	47,329	47,486	37,537	40,271	37,489
GROUP HEALTH INSURANCE	138,483	138,483	145,007	131,666	131,666	117,951	99,758	91,067
RETIRES GROUP HEALTH INSUR	-	-	-	1,760	1,760	2,397	5,892	8,790
RETIREMENT	57,835	57,835	67,761	46,625	46,784	39,078	40,688	36,814
401 K	12,838	12,838	13,273	12,032	12,073	9,572	10,256	9,507
Subtotal Personnel Services	\$ 927,475	\$ 927,475	\$ 968,194	\$ 858,091	\$ 826,426	\$ 729,085	\$ 745,278	\$ 691,390
OPERATIONS								
PLANNING BOARD FEES	\$ 7,240	\$ 7,240	\$ 7,240	\$ 7,240	\$ 7,240	\$ 7,080	\$ 6,410	\$ 7,080
BOARD OF ADJUSTMENT FEES	2,500	2,500	2,500	2,500	2,500	573	430	2,150
TRAINING	7,000	7,000	7,000	7,000	7,000	9,220	6,472	4,485
BUILDING/EQUIPMENT RENTAL	6,000	6,000	6,000	7,000	7,000	2,807	7,080	5,214
TELEPHONE	1,800	1,800	1,800	5,300	5,300	4,723	4,567	3,995
TELEPHONE - CELL PHONE STIPEND	2,490	2,490	2,490	2,070	2,070	990	990	990
POSTAGE	4,000	4,000	4,000	4,000	4,000	1,218	3,498	956
ADVERTISING	1,500	1,500	1,500	1,500	1,500	1,093	766	787
PRINTING	3,500	3,500	3,500	3,500	3,500	1,345	660	937
FUEL COSTS	4,300	4,300	4,300	4,300	4,300	2,842	3,312	3,490
DEPARTMENT SUPPLIES	5,900	5,900	5,900	5,900	6,439	5,669	8,149	8,514
OTHER SUPPLIES	1,500	1,500	1,500	1,500	1,500	1,515	520	1,217
OTHER SUPPLIES - COMPUTER	3,500	3,500	500	5,000	5,000	6,667	-	-
VEHICLE MAINTENANCE	1,440	1,440	1,440	1,440	1,440	281	1,069	964
UNIFORMS	500	500	500	500	500	358	508	657
PROFESSIONAL FEES	5,000	5,000	5,000	2,000	2,000	-	1,490	525
CONTRACTED SERVICES	32,000	32,000	32,000	6,375	24,410	31,414	41,546	26,257
CONTRACTED SERVICES - GIS	-	-	-	1,400	1,400	1,200	900	900
SPECIAL EVENTS	11,000	11,000	11,000	-	9,457	7,631	8,293	6,289
DUES AND SUBSCRIPTIONS	4,000	4,000	4,000	3,000	3,000	4,353	2,723	2,445
Subtotal Operations	\$ 105,170	\$ 105,170	\$ 102,170	\$ 71,525	\$ 99,556	\$ 90,979	\$ 99,383	\$ 77,852

**Town of Nags Head
Recommended Budget
For the Fiscal Year 2019-2020**

Department: *Planning and Development*

Account Description	Departmental Requested 2019-2020	Manager's Recommended 2019-2020	Financial Plan 2020-2021	Adopted Budget 2018-2019	Adjusted Budget 2018-2019	Estimated Actual Expenditures 2018-2019	Actual Expenditures 2017-2018	Actual Expenditures 2016-2017
<i>COST REIMBURSEMENT</i>								
COST REIMBURSEMENT	\$ -	\$ -	\$ -	\$ -	\$ (120,233)	\$ (120,223)	\$ (116,773)	\$ (99,218)
<i>CAPITAL OUTLAY</i>								
CAPITAL OUTLAY OTHER	\$ -	\$ -	\$ 20,000	\$ 8,000	\$ 31,221	\$ 31,221	\$ 70,586	\$ 13,255
CAPITAL OUTLAY EQUIPMENT	-	-	-	-	28,479	28,479	15,266	-
CAPITAL OUTLAY INFRASTRUCTURE	489,182	489,182	-	50,000	50,000	50,000	-	-
CAPITAL OUTLAY VEHICLE	1,000	1,000	-	-	-	-	35,104	-
<i>Subtotal Capital Outlay</i>	\$ 490,182	\$ 490,182	\$ 20,000	\$ 58,000	\$ 109,700	\$ 109,700	\$ 120,956	\$ 13,255
<i>DEBT SERVICE</i>								
L/P PRINCIPAL	\$ 224,711	\$ 224,711	\$ 244,127	\$ 25,724	\$ 25,724	\$ 25,724	\$ 35,159	\$ 7,904
L/P INTEREST	726	726	863	1,434	1,434	1,434	99	197
<i>Subtotal Debt Service</i>	\$ 225,437	\$ 225,437	\$ 244,990	\$ 27,158	\$ 27,158	\$ 27,158	\$ 35,258	\$ 8,101
TOTAL	\$ 1,748,264	\$ 1,748,264	\$ 1,335,354	\$ 1,014,774	\$ 942,607	\$ 836,699	\$ 884,102	\$ 691,380

**Town of Nags Head
Recommended Budget
For the Fiscal Year 2019-2020**

Planning and Development

Description of Capital Items	Departmental Requested 2019-2020	Manager's Recommended 2019 - 2020	Financial Plan 2020-2021
Capital Outlay Other			
1. Skate park design	\$ -	\$ -	\$ 20,000
Total Capital Outlay Other	\$ -	\$ -	\$ 20,000
Capital Outlay Infrastructure			
1. Pedestrian Plan - \$487,932 grant funded/\$1,250 parks & paths funded	\$ 489,182	\$ 489,182	\$ -
Total Capital Outlay Infrastructure	\$ 489,182	\$ 489,182	\$ -
New Lease Payments			
1. Pedestrian Plan - \$1,121,068 financed through parks & paths	\$ 186,845	\$ 186,845	\$ 233,556
2. 4 X 4 Truck at a cost of \$33,000*	11,434	11,434	11,434
Total New Lease Payments	\$ 198,279	\$ 198,279	\$ 244,990
Capital Outlay Vehicle			
1. Excise tax on new vehicle	\$ 1,000	\$ 1,000	\$ -
Total Capital Outlay Vehicle	\$ 1,000	\$ 1,000	\$ -

* surplus 2009 Ford F-150 4x4 pickup