

# *Planning and Development Department*

## Department Overview

The Planning and Development Department works to implement Town goals for growth, development and quality of life in Nags Head. The Department is responsible for zoning and subdivision administration, code compliance, building inspections, floodplain management, erosion and sedimentation control, storm damage assessment, GIS, Planning Board and Board of Adjustment staffing, and for long range planning activities.

As authorized under the State of North Carolina General Statutes, we provide building inspection services to enforce enforcement regulations relating to the construction, renovation, or alteration of buildings and other structures; the installation of plumbing, electrical, heating and air conditioning systems; as well as the maintenance of buildings and other structures to ensure safe, sanitary, and healthy conditions.

The Department is also authorized by the State to provide local permitting services on behalf of the Coastal Area Management Agency (CAMA) for minor permits in areas of environmental concern (AEC). The Department must regularly update a local land use plan that complies with CAMA requirements.

Looking ahead, our Department will strive to provide high quality service for the citizens and visitors of Nags Head, as well as for the other Departments within the Town in support of Board goals - including fair application of ordinances, thorough research and preparation in planning tasks, and involving the public in local decision-making.



**TOWN OF NAGS HEAD  
BUILDING PERMIT**

NO. \_\_\_\_\_

PLEASE POST

DATE

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**Goals:**

Promote environmental stewardship through implementation of zoning, building and CAMA regulations and the septic health program, while seeking opportunities to integrate and promote green building and technologies (see also Septic Health). *(BOC Goals 1, 3, and 5)*

Promote maintenance and development 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. *(BOC Goals 1, 3, 4, 5 and 6)*

Involve the public in decision-making which balances residential, tourism and business interests, is fiscally responsible and results in fair regulations and plans which are supportive of community needs and the Land use Plan. *(BOC Goals 2, 4, 5 and 6)*

Continually improve customer service and department communications with the public and with other Town departments. *(BOC Goals 1, 4 and 6)*

**Objectives:**

- A. Update and improve the Town Code of Ordinances to eliminate contradictions, support Town Goals, and be more user-friendly.

**Performance Indicators:**

- 1. Consolidate and clarify Definitions for consistency with CAMA and current legal guidance.
- 2. Update parking ordinance to promote infill, shared parking, and bicycle and pedestrian infrastructure.
- 3. Eliminate contradictions and generally, "clean up" zoning and subdivision sections (may take multiple years).

- B. Pursue grant and planning opportunities at the direction of the Town Manager and in cooperation with other Town Department to leverage federal, state and other resources in support of Town goals and infrastructure needs.

**Performance Indicators:**

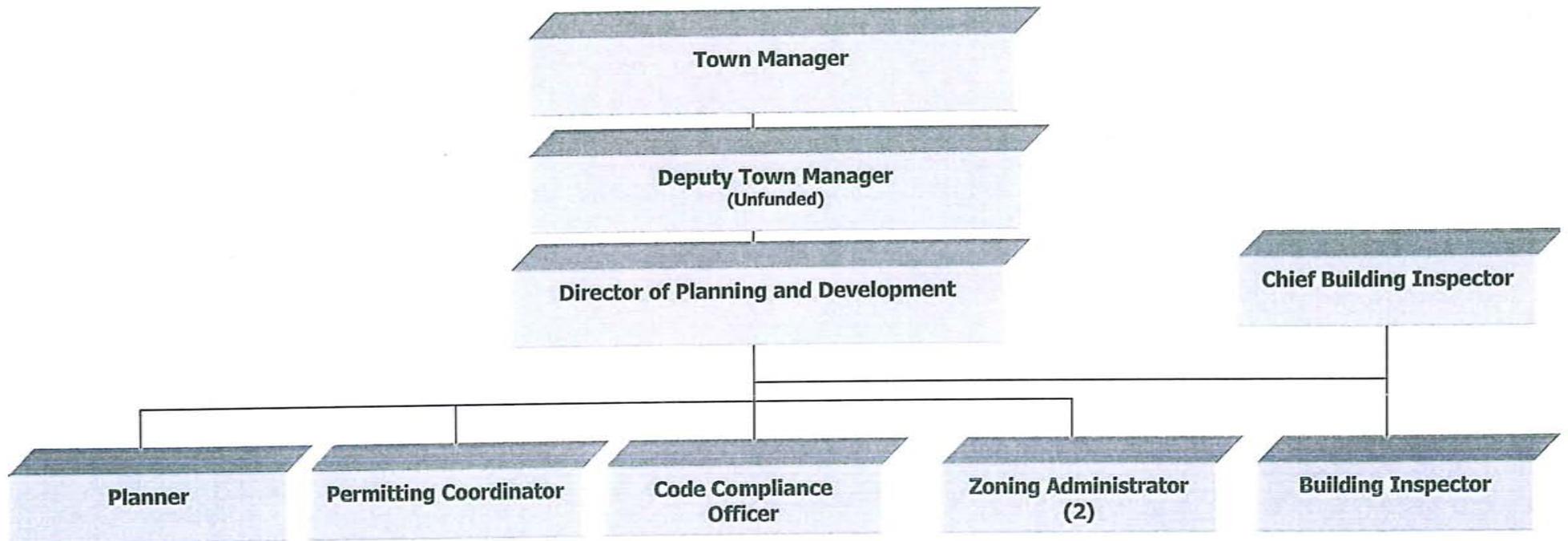
- 1. Completion of a Comprehensive Pedestrian Master Plan
- 2. Completion of MUP to Villa Dunes Drive
- 3. Completion of Whalebone Park Playground and Recreational Elements
- 4. Beach and Sound access repair and improvements

5. Initiate planning activities in support of Safe Routes to School and an area plan for the Gallery Row Arts District.

- C. Maintain certifications, licenses and training requirements and pursue cross-training and advanced certifications for Department staff and utilize professional services in order to maximize Department capabilities within current staffing levels and budget.

**Performance Indicators:**

1. Septic Health Administrator completes Building Inspection Level 1 requirements
2. 1 Zoning staff achieving AICP membership
3. All building inspectors, septic health, AICP and zoning administrators certifications are current
4. All staff trained on use of Blue Prince and selective use of hand-held technologies in the field.



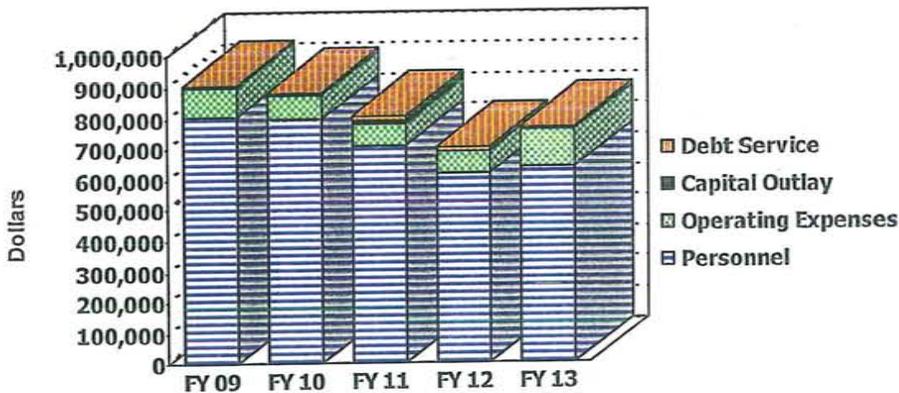
### Highlights

- Funds are included for required Planning and Development staff training.
- Professional fees include the costs for attorneys, engineers, and survey as directed by the Board of Commissioners.
- Funds in the amount of \$5,000 are included for part time building inspection assistance as needed.
- Funds in the amount of \$45,000 are included for the initial phase of an update of the Town's Code or Ordinances.

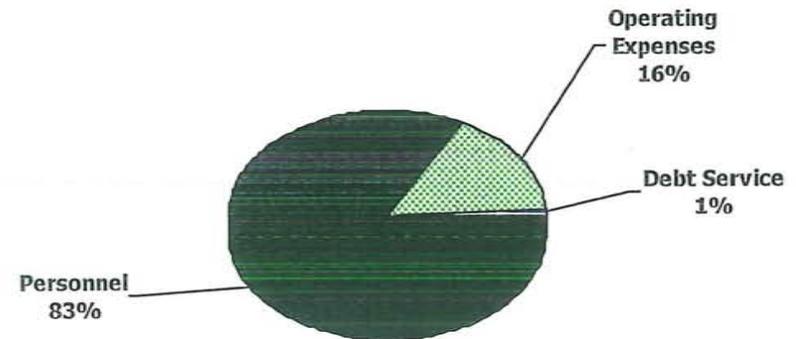
### Expenditures by Function

	FY 2011-2012 <u>Adopted</u>	FY 2012-2013 <u>Recommended</u>	<u>Percent Change</u>
Personnel Services	\$ 615,802	\$ 634,260	3.00%
Operating Expenses	\$ 73,519	\$ 122,483	66.60%
Debt Service	\$ 13,527	\$ 9,417	-30.38%
<b>Total</b>	<b>\$ 702,848</b>	<b>\$ 766,160</b>	<b>9.01%</b>

### Adopted Expenditure History



### Recommended FY 2012-2013 Expenditures by Function



Description Budget Account Number	CLASS: 3-10-490-1-0000-00	2010		2011		2012		*****			%PY	
		Approp Actual	PLANNING & DEVELOPMENT	Approp Actual	PLANNING & DEVELOPMENT	Approp Actual	PLANNING & DEVELOPMENT	Requested	Admin. Recmnd	Budgeted		
PLANNING & DEVELOPMENT 3-10-490-1-0000-00	C											
SALARIES/WAGES - REGULAR 3-10-490-1-5102-00	S	0.00		0.00		475,068.00		475,038.00		475,038.00		0.00
		0.00		0.00		404,303.42						
SALARIES - LONGEVITY PAY 3-10-490-1-5102-01	S	0.00		0.00		11,525.00		12,705.00		12,705.00		0.00
		0.00		0.00		7,011.95						
SALARIES/WAGES - PARTTIME 3-10-490-1-5103-00	S	0.00		0.00		5,000.00				5,000.00		0.00
		0.00		0.00		2,537.50						
OVERTIME PAY 3-10-490-1-5104-00	S	0.00		0.00		0.00						0.00
		0.00		0.00		243.34						
HOLIDAY PAY 3-10-490-1-5105-00	S	0.00		0.00		0.00						0.00
		0.00		0.00		0.00						
FICA TAX 3-10-490-1-5206-00	S	0.00		0.00		38,629.00		37,313.00		37,695.00		0.00
		0.00		0.00		30,667.51						
GROUP HEALTH INSURANCE 3-10-490-1-5207-00	S	0.00		0.00		63,255.00		65,703.00		66,070.00		0.00
		0.00		0.00		50,966.90						
RETIRES GROUP HEALTH INSUR 3-10-490-1-5207-01	S	0.00		0.00		0.00						0.00
		0.00		0.00		0.00						
EMPLOYEE DENTAL 3-10-490-1-5207-10	S	0.00		0.00		0.00						0.00
		0.00		0.00		0.00						
EMPLOYEE LIFE 3-10-490-1-5207-20	S	0.00		0.00		0.00						0.00
		0.00		0.00		0.00						
RETIREMENT 3-10-490-1-5208-00	S	0.00		0.00		33,867.00		33,899.00		32,874.00		0.00
		0.00		0.00		28,631.72						
401 K 3-10-490-1-5210-00	S	0.00		0.00		4,870.00		4,878.00		4,878.00		0.00
		0.00		0.00		4,107.64						

Description Budget Account Number	2010		2011		2012		*****			%PY
	Approp Actual	PLANNING & DEVELOPMENT	Approp Actual	Approp Actual	Approp Actual	Requested	Admin. Recmd	Budgeted		
PLANNING BOARD FEES 3-10-490-1-5314-00	S	0.00	0.00	0.00	7,400.00	7,280.00	7,280.00	_____	0.00	
BOARD OF ADJUSTMENT FEES 3-10-490-1-5315-00	S	0.00	0.00	2,880.00	1,260.00	2,580.00	2,580.00	_____	0.00	
TRAINING 3-10-490-1-5320-00	S	0.00	0.00	2,500.00	1,768.42	3,350.00	3,350.00	_____	0.00	
BUILDING/EQUIPMENT RENTAL 3-10-490-1-5321-00	S	0.00	0.00	2,500.00	1,539.16	2,500.00	2,500.00	_____	0.00	
TELEPHONE 3-10-490-1-5322-00	S	0.00	0.00	5,800.00	3,710.91	5,220.00	5,220.00	_____	0.00	
UTILITIES 3-10-490-1-5323-00	S	0.00	0.00	0.00	0.00	_____	_____	_____	0.00	
TRAVEL 3-10-490-1-5324-00	S	0.00	0.00	4,500.00	1,128.47	4,500.00	4,000.00	_____	0.00	
POSTAGE 3-10-490-1-5325-00	S	0.00	0.00	3,000.00	2,906.05	3,200.00	3,200.00	_____	0.00	
ADVERTISING 3-10-490-1-5326-00	S	0.00	0.00	5,600.00	1,623.32	5,500.00	5,500.00	_____	0.00	
PRINTING 3-10-490-1-5327-00	S	0.00	0.00	750.00	0.00	10,000.00	4,500.00	_____	0.00	
FUEL COSTS 3-10-490-1-5431-00	S	0.00	0.00	3,700.00	3,298.87	4,200.00	4,200.00	_____	0.00	
STREET SUPPLIES 3-10-490-1-5432-00	S	0.00	0.00	0.00	0.00	_____	_____	_____	0.00	
DEPARTMENT SUPPLIES 3-10-490-1-5433-00	S	0.00	0.00	6,930.00	173.00	7,000.00	7,000.00	_____	0.00	

Description Budget Account Number	2010		2011		2012		***** Year 2013 *****				%PY
	Approp Actual	PLANNING & DEVELOPMENT	Approp Actual	Approp Actual	Approp Actual	Requested	Admin.	Recomd	Budgeted		
OTHER SUPPLIES 3-10-490-1-5434-00	S	0.00 0.00	0.00	0.00	3,500.00 329.41	4,000.00	4,000.00			0.00	
OTHER SUPPLIES - COMPUTER 3-10-490-1-5434-05	S	0.00 0.00	0.00	0.00	0.00 0.00	2,100.00	2,100.00			0.00	
MAINT/REPAIR BUILDINGS 3-10-490-1-5435-00	S	0.00 0.00	0.00	0.00	0.00 0.00					0.00	
MAINT/REPAIR EQUIPMENT 3-10-490-1-5436-00	S	0.00 0.00	0.00	0.00	5,000.00 1,400.00	500.00	500.00			0.00	
MAINT/REPAIR COMPUTER EQUIP. 3-10-490-1-5436-01	S	0.00 0.00	0.00	0.00	0.00 0.00					0.00	
VEHICLE MAINTENANCE 3-10-490-1-5437-00	S	0.00 0.00	0.00	0.00	2,000.00 1,834.96	2,000.00	2,000.00			0.00	
VEHICLE REPAIRS 3-10-490-1-5437-01	S	0.00 0.00	0.00	0.00	0.00 0.00					0.00	
UNIFORMS 3-10-490-1-5439-00	S	0.00 0.00	0.00	0.00	0.00 174.00	500.00	500.00			0.00	
PROFESSIONAL FEES 3-10-490-1-5440-00	S	0.00 0.00	0.00	0.00	8,617.00 4,016.10	71,000.00	61,000.00			0.00	
CONTRACTED SERVICES 3-10-490-1-5445-00	S	0.00 0.00	0.00	0.00	10,000.00 0.00					0.00	
CONTRACTED SERVICES - GIS 3-10-490-1-5445-06	S	0.00 0.00	0.00	0.00	0.00 0.00					0.00	
DRAINAGE 3-10-490-1-5446-00	S	0.00 0.00	0.00	0.00	0.00 0.00					0.00	
PURCHASES FOR RESALE 3-10-490-1-5448-00	S	0.00 0.00	0.00	0.00	0.00 0.00					0.00	

Description Budget Account Number	CLASS: 3-10-490-1-0000-00	2010		2011		2012		*****			Year 2013	*****			%PY
		Approp Actual	PLANNING & DEVELOPMENT	Approp Actual	Approp Actual	Approp Actual	Requested	Admin. Recmd	Budgeted	Budgeted					
DUES AND SUBSCRIPTIONS 3-10-490-1-5553-00	S	0.00		0.00		3,089.00		3,053.00		3,053.00				0.00	
INSURANCE 3-10-490-1-5554-00	S	0.00		0.00		0.00		0.00		0.00				0.00	
GRANT - PIER PARKING IMPROVEMENTS 3-10-490-1-5661-00	S	0.00		0.00		0.00		0.00		0.00				0.00	
COST REIMBURSEMENT 3-10-490-1-5699-00	S	0.00		0.00		76,954.00-		76,954.00-						0.00	
CAPITAL OUTLAY LAND 3-10-490-1-5771-00	S	0.00		0.00		0.00		0.00		0.00				0.00	
CAPITAL OUTLAY BUILDINGS 3-10-490-1-5772-00	S	0.00		0.00		0.00		0.00		0.00				0.00	
CAPITAL OUTLAY OTHER 3-10-490-1-5773-00	S	0.00		0.00		0.00		0.00		0.00				0.00	
CAPITAL OUTLAY EQUIPMENT 3-10-490-1-5774-00	S	0.00		0.00	27,800.00	0.00		461.53						0.00	
CAPITAL OUTLAY BUDGETARY 3-10-490-1-5774-33	S	0.00		0.00		0.00		0.00						0.00	
L/P PRINCIPAL 3-10-490-1-5781-00	S	0.00		0.00		9,153.00		9,266.00		9,266.00				0.00	
L/P INTEREST 3-10-490-1-5782-00	S	0.00		0.00		374.00		151.00		151.00				0.00	
Control Total		0.00		0.00	29,216.00	642,553.00		777,436.00		766,160.00				0.00	
CLASS Total		0.00		0.00	29,216.00	642,553.00		777,436.00		766,160.00				0.00	

TOWN OF NAGS HEAD  
HISTORICAL EXPENDITURES

	FY 05/06 ACTUAL	FY 06/07 ACTUAL	FY 07/08 ACTUAL	FY 08/09 ACTUAL	FY 09/10 ACTUAL	FY 10/11 ACTUAL
GENERAL FUND						
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PLANNING & DEVELOPMENT						
SALARIES						
490 510200 SALARIES/WAGES - REGULAR	511,613.97	565,486.67	589,357.73	604,062.63	536,781.95	469,807.00
490 510200 1 SALARIES/WAGES - REGULAR	.00	.00	.00	.00	.00	.00
490 510200 2 SALARIES/WAGES - REGULAR	.00	.00	.00	.00	.00	.00
490 510201 SALARIES - LONGEVITY PAY	9,888.09	11,166.37	11,591.83	16,179.97	11,028.56	11,295.58
490 510400 OVERTIME PAY	1,953.12	4,067.23	285.20	453.12	.00	.00
490 510400 1 OVERTIME PAY	.00	.00	.00	.00	.00	.00
490 510400 2 OVERTIME PAY	.00	.00	.00	.00	.00	.00
490 510500 HOLIDAY PAY	51.01	345.74	.00	.00	.00	.00
490 510500 1 HOLIDAY PAY	.00	.00	.00	.00	.00	.00
490 510500 2 HOLIDAY PAY	.00	.00	.00	.00	.00	.00
490 521100 CAREER DEVELOPMENT	1,047.90	2,296.48	134.78	1,238.86	.00	.00
TOTAL SALARIES	524,554.09	583,362.49	601,369.54	621,934.58	547,810.51	481,102.58
BENEFITS						
490 520600 FICA TAX	38,709.06	43,099.69	44,518.49	46,110.76	40,678.32	35,869.88
490 520600 1 FICA TAX	.00	.00	.00	.00	.00	.00
490 520600 2 FICA TAX	.00	.00	.00	.00	.00	.00
490 520700 GROUP HEALTH INSURANCE	77,609.04	72,290.18	72,459.84	68,692.67	63,190.16	50,725.91
490 520701 RETIREE'S GROUP HEALTH INSUR	3,742.63	3,469.84	3,693.96	1,019.74	4,971.89	.00
490 520710 EMPLOYEE DENTAL	.00	.00	.00	.00	.00	.00
490 520720 EMPLOYEE LIFE	.00	.00	.00	.00	.00	.00
490 520800 RETIREMENT	25,630.34	28,486.73	29,286.77	30,350.67	26,988.13	29,965.10
490 520800 1 RETIREMENT	.00	.00	.00	.00	.00	.00
490 520800 2 RETIREMENT	.00	.00	.00	.00	.00	.00
490 521000 401 K	15,724.51	17,513.08	18,041.15	18,658.02	16,433.89	4,742.38
490 521000 1 401 K	.00	.00	.00	.00	.00	.00
490 521000 2 401 K	.00	.00	.00	.00	.00	.00
TOTAL BENEFITS	161,415.58	164,859.52	168,000.21	164,831.86	152,262.39	121,303.27
OPERATIONS						
490 522011 CAREER DEVELOPMENT OTHER COSTS	-134.63	420.26	379.34	.00	.00	.00
490 531400 PLANNING BOARD FEES	7,080.00	7,080.00	6,730.00	6,840.00	7,080.00	7,160.00
490 531500 BOARD OF ADJUSTMENT FEES	2,580.00	3,870.00	2,740.00	1,290.00	1,720.00	1,290.00
490 532000 TRAINING	2,399.00	3,999.00	3,579.79	3,860.00	930.00	1,162.00
490 532001 COMPUTER TRAINING	.00	.00	.00	.00	.00	.00

TOWN OF NAGS HEAD  
HISTORICAL EXPENDITURES

	FY 05/06 ACTUAL	FY 06/07 ACTUAL	FY 07/08 ACTUAL	FY 08/09 ACTUAL	FY 09/10 ACTUAL	FY 10/11 ACTUAL
GENERAL FUND						
490 532100 BUILDING/EQUIPMENT RENTAL	1,680.48	1,616.75	1,555.94	1,689.97	1,245.69	1,279.26
490 532100 1 BUILDING/EQUIPMENT RENTAL	.00	.00	.00	.00	.00	.00
490 532100 2 BUILDING/EQUIPMENT RENTAL	.00	.00	.00	.00	.00	.00
490 532200 TELEPHONE	4,890.37	5,288.73	5,736.58	5,642.81	5,261.40	4,839.86
490 532200 1 TELEPHONE	.00	.00	.00	.00	.00	.00
490 532200 2 TELEPHONE	.00	.00	.00	.00	.00	.00
490 532400 TRAVEL	4,663.56	7,572.99	6,150.38	3,734.77	2,026.49	2,158.70
490 532500 POSTAGE	3,002.67	1,940.72	2,089.21	1,359.25	2,449.89	1,143.30
490 532500 1 POSTAGE	.00	.00	.00	.00	.00	.00
490 532500 2 POSTAGE	.00	.00	.00	.00	.00	.00
490 532600 ADVERTISING	6,088.92	7,332.50	5,138.27	5,930.96	7,641.00	2,697.32
490 532600 1 ADVERTISING	.00	.00	.00	.00	.00	.00
490 532600 2 ADVERTISING	.00	.00	.00	.00	.00	.00
490 532700 PRINTING	1,015.00	1,157.50	225.00	.00	.00	.00
490 543100 FUEL COSTS	4,179.38	5,259.57	5,764.23	3,817.98	3,510.50	2,644.50
490 543100 1 FUEL COSTS	.00	.00	.00	.00	.00	.00
490 543100 2 FUEL COSTS	.00	.00	.00	.00	.00	.00
490 543300 DEPARTMENT SUPPLIES	9,455.83	8,658.40	6,121.17	5,435.79	5,819.25	6,669.42
490 543300 1 DEPARTMENT SUPPLIES	.00	.00	.00	.00	.00	.00
490 543300 2 DEPARTMENT SUPPLIES	.00	.00	.00	.00	.00	.00
490 543400 OTHER SUPPLIES	2,579.80	2,132.67	3,081.52	3,469.10	2,739.98	2,525.57
490 543405 OTHER SUPPLIES - COMPUTER	3,694.19	1,426.96	8,147.40	.00	2,485.70	.00
490 543600 MAINT/REPAIR EQUIPMENT	2,603.29	708.22	700.00	6,336.58	4,514.00	1,400.00
490 543600 1 MAINT/REPAIR EQUIPMENT	.00	.00	.00	.00	.00	.00
490 543600 2 MAINT/REPAIR EQUIPMENT	.00	.00	.00	.00	.00	.00
490 543601 MAINT/REPAIR COMPUTER EQUIP.	.00	.00	.00	.00	.00	.00
490 543700 MAINT/REPAIR VEHICLES	702.43	1,658.97	1,217.31	1,688.32	1,614.88	894.29
490 543700 1 MAINT/REPAIR VEHICLES	.00	.00	.00	.00	.00	.00
490 543700 2 MAINT/REPAIR VEHICLES	.00	.00	.00	.00	.00	.00
490 543701 VEHICLE REPAIRS	.00	.00	.00	.00	.00	.00
490 543900 UNIFORMS	1,458.82	1,887.53	1,124.95	1,842.40	973.56	.00
490 544000 PROFESSIONAL FEES	18,315.70	10,995.97	12,566.30	15,988.03	10,674.52	8,117.33
490 544000 1 PROFESSIONAL FEES	.00	.00	.00	.00	.00	.00
490 544000 2 PROFESSIONAL FEES	.00	.00	.00	.00	.00	.00
490 544500 CONTRACTED SERVICES	1,018.08	.00	28.90	255.17	40.12	36,608.21
490 544500 1 CONTRACTED SERVICES	.00	.00	.00	.00	.00	.00
490 544500 2 CONTRACTED SERVICES	.00	.00	.00	.00	.00	.00
490 555300 DUES AND SUBSCRIPTIONS	2,253.58	3,069.02	2,569.31	3,118.46	1,743.52	1,668.79
490 566102 GRANT - DCM ECONOMIC STUDY	.00	.00	.00	.00	.00	.00
490 566104 GRANT DCM RECREATION PLAN	.00	.00	.00	.00	.00	.00
490 566105 GRANT - DCM HOLLOWELL ACCESS	.00	.00	.00	.00	.00	.00
490 566106 GRANT - DCM CURLEW ACCESS	81,806.28	.00	.00	.00	.00	.00
490 566107 GRANT - DCM UNSPECIFIED SITE	.00	.00	.00	.00	.00	.00
490 566200 GRANT MULTI USE PATH	.00	.00	.00	.00	.00	.00
490 566201 GRANT - HARVEY IMPROVEMENTS	293,177.33	12,616.10	.00	.00	.00	.00
490 566300 GRANT LAND USE PLAN	40,869.52	2,074.00	.00	.00	.00	.00

TOWN OF NAGS HEAD  
HISTORICAL EXPENDITURES

	FY 05/06 ACTUAL	FY 06/07 ACTUAL	FY 07/08 ACTUAL	FY 08/09 ACTUAL	FY 09/10 ACTUAL	FY 10/11 ACTUAL
<b>GENERAL FUND</b>						
490 566900 TWEACR TRACT IMPROVEMENTS	.00	.00	.00	.00	.00	.00
490 566901 GRANT CLEAN WATER TRUST FUND	.00	.00	.00	.00	.00	.00
490 569900 COST REIMBURSEMENT	-35,272.00	-71,873.00	-77,162.00	-81,401.00	-76,954.00	-76,954.00
490 577433 CAPITAL OUTLAY BUDGETARY	.00	.00	.00	.00	.00	3,695.00
<b>TOTAL OPERATIONS</b>	<b>460,107.60</b>	<b>18,892.86</b>	<b>-1,516.40</b>	<b>-9,101.41</b>	<b>-14,483.50</b>	<b>8,999.55</b>
<b>CAPITAL OUTLAY</b>						
490 577300 CAPITAL OUTLAY OTHER	3,848.87	.00	.00	.00	.00	.00
490 577400 CAPITAL OUTLAY EQUIPMENT	23,501.46	.00	.00	24,673.96	.00	.00
<b>TOTAL CAPITAL OUTLAY</b>	<b>27,350.33</b>	<b>.00</b>	<b>.00</b>	<b>24,673.96</b>	<b>.00</b>	<b>.00</b>
<b>DEBT SERVICE</b>						
490 578100 L/P PRINCIPAL	7,876.93	7,337.59	7,602.48	7,984.67	7,984.67	17,401.10
490 578200 LEASE PURCHASE INTEREST	.00	539.34	274.45	1.81	439.16	215.97
<b>TOTAL DEBT SERVICE</b>	<b>7,876.93</b>	<b>7,876.93</b>	<b>7,876.93</b>	<b>7,986.48</b>	<b>8,423.83</b>	<b>17,617.07</b>
<b>TOTAL PLANNING &amp; DEVELOPMENT</b>	<b>1,181,304.53</b>	<b>774,991.80</b>	<b>775,730.28</b>	<b>810,325.47</b>	<b>694,013.23</b>	<b>629,022.47</b>