- AGENDA -
Town of Nags Head Planning Board
Nags Head Municipal Complex Board Room
Tuesday, October 20th, 2020; 9:00 a.m.

This meeting will be open to the public; however, the Zoom meeting platform will be used to broadcast the meeting live and members of the public will be able to view the meeting remotely using the Zoom platform or app on a computer or smartphone, or by calling in using a phone. Remote participation in the meeting, including Public Comment/Audience Response will not be permitted; those wishing to make comments at the meeting will need to attend the meeting in person to do so, or email comments to planning@nagsheadnc.gov

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A. Call To Order

B. Approval Of Agenda

C. Public Comment/Audience Response

D. Approval Of Minutes

September 15, 2020 Planning Board Meeting

Documents:

SEPTEMBER 15 2020 DRAFT MINUTES_MZ.PDF

E. Action Items

1. Consideration Of A Conditional Use Application
   submitted by Cahoon & Kasten Architects, PC on behalf of SAGA Construction and Legacy Homes Services to convert the existing commercial structure into a commercial mixed-use development consisting of a Building Contractors Office and a Furniture Store. The property is zoned C-2, General Commercial and is located at 205 E. Baltic Street.

   Documents:

   BALTIC, MULTIPLE PRINCIPAL USES FOR PB PACKET.PDF

2. Consideration Of A Text Amendment
   concerning the "Furniture Store" use

   Documents:

   MEMO TO PB RE FURNITURE STORES TEXT AMENDMENT_10-15-2020.PDF

3. Discussion Of Event Home Registration

   Documents:

   EVENT HOME REGISTRATION FOR PB PACKET.PDF

F. Town Updates - As Requested

G. Discussion Items

1. Presentation And Discussion Of 2017 Comprehensive Plan

   Documents:

   COMPREHENSIVE PLAN UPDATE.PDF

2. September 29, 2020 Director's Report

   Documents:

   MEMO PD DIRECTOR REPORT_9-30-2020.PDF

H. Planning Board Members' Agenda

I. Planning Board Chairman's Agenda

J. Adjournment

Town of Nags Head
Planning Board
September 15, 2020

The Planning Board of the Town of Nags Head met in regular session on Tuesday September 15, 2020 in the Board Room at the Nags Head Municipal Complex. The meeting also used the Zoom platform to broadcast the meeting live and allow members of the public to view it remotely.

Planning Board Chair Megan Vaughan called the meeting to order at 9:00 a.m. as a quorum was present.

Members Present

Megan Vaughan, Kristi Wright, Meade Gwinn, Gary Ferguson, David Elder, Molly Harrison, Megan Lambert

Members Absent

None

Others Present

Michael Zehner, Kelly Wyatt, Holly White, Lily Nieberding

Approval of Agenda

Chair Vaughan asked for a motion to approve the agenda. David Elder moved to approve as presented, Meade Gwinn seconded, and the motion passed unanimously.

Public Comment/Audience Response

None

Approval of Minutes

Chair Vaughan asked for a motion to approve the minutes of the August 18, 2020 meeting. Gary Ferguson asked that minutes be amended on Page 3 to better reflect his thoughts regarding legacy buildings as noted by Planning Director Michael Zehner. David Elder moved to approve the minutes as amended, Molly Harrison seconded, and the motion passed by unanimous vote.

Action Items

Consideration of Site Plan Review for Islington Street Beach Access Improvements

Deputy Planning Director Kelly Wyatt presented a Site Plan Review on behalf of the Town of Nags Head for the purpose of consideration of improvements to the Islington Street Beach Access to include an asphalt drive aisle with Turfstone™ parking stalls, Stormwater management measures, above grade decking with showers, and wooden walkway to connect to the existing walkway and stairs to the beach.

The property is currently vacant; unimproved pedestrian path with portion of wooden walkway. The property is zoned R-2, Medium Density Residential Zoning District and all properties surrounding this site are zoned R-2 and are developed residentially.

Ms. Wyatt reviewed the applicable Zoning Regulations:

• "Public Beach/Sound Access/Bathhouse" is a permitted use within the R-2, Medium Density Residential Zoning District.
• Total allowable lot coverage for this site is 33%. Proposed lot coverage is 32.9% therefore lot coverage is compliant.
• There is no minimum parking requirement for this use; however, 11 parking spaces have been proposed, including 2 handicap accessible parking spaces.
• A compliant five-foot-wide Buffer Yard C has been provided along the perimeter of the northern and southern property lines adjacent to residential uses. In addition to maintaining the existing and mature vegetation, numerous native ornamental grasses and flowering plants are to be installed and are fairly drought tolerant.
• One light fixture is proposed at the eastern extent of the parking area. A light audit will be conducted to ensure that light intensity does not exceed medium level activity illumination standards.
• No signage is being proposed at this time however this access would be signed in compliance with Town and CAMA standards as with all other public beach access.
• Adequate Stormwater management measures and compliant traffic circulation have been designed by the Town Engineer.
• The Project will be required to comply with all applicable NC Fire Prevention Code requirements as part of building permit application review and issuance. The Fire Department has reviewed and approved the proposed site plan as presented.
• Public Works has reviewed and approved the proposed site plan as presented.
• A CAMA Minor Permit is required for this proposed use and must be issued prior to zoning or building permit issuance.

Staff finds that the proposal is consistent with the applicable use and development standards, as well as relevant land use policies. Staff recommends approval of the site plan as presented.

Ms. Wyatt confirmed for Mr. Ferguson that while the UDO does not require buffering, it is good practice, "the right thing to do".

Mr. Zehner discussed funding for the project noting that these improvements will be partially funded through a grant from the North Carolina Division of Coastal Management.

Mr. Zehner and Ms. Wyatt also discussed neighbor notifications and plantings and buffering.

Ms. Lambert asked how the Town decides which accesses to improve. Mr. Zehner noted that they are trying to be more deliberate about that; begin talking about it now as they are looking at the next budget year. They had applied for a grant to improve Huron Street but were not successful. The Town may still improve Huron Street, but it will not be handicap accessible, so it scored lower as far as the CAMA grant. The town will also be looking at other types of accesses including sound front.

Megan Lambert moved to approve the Site Plan as presented. Meade Gwinn seconded the motion and it passed by unanimous vote.

Report on Board of Commissioners Actions

Planning Director Michael Zehner gave a report on the Actions from the Board of Commissioner's September 2nd, 2020 Meeting. Of note, the Board did remove from the agenda the item related to nonconforming hotels; the Commissioners wanted more information and Mr. Zehner expects it to be back on the October agenda. During Public Comment, several people spoke in favor of extending the Dowdy Park Farmers Markets and in continuing to fund the PT Event Coordinator position. There was a presentation from Dominion Power regarding an upcoming feasibility study related to the installation of transmission lines. The Board adopted the following amendments: amending the UDO to allow properties west of the beach road to fill up to the height required by Dare County Septic Health; amendment clarifying and/or correcting errors in the UDO and the amendment allowing furniture stores as a part of Commercial Mixed Uses.

Town Updates

None

Discussion Items

August 26, 2020 Director's Report

Mr. Zehner presented his Director's Report to the Board. This report was shared with the Commissioners at their September 2nd Meeting. The report included the July 2020 Planning & Development Monthly Report, things are picking up like they normally do this time of year. Last year there was a concern regarding fewer permits, lower valuation but it does not appear to be the case as there've been more permits applied for in 2020 than at the same time in 2019. Mr. Zehner's report also discussed the impact of the Coronavirus on permitting.

In addition to permitting, Mr. Zehner's report also included the activities and meeting that Staff was involved with during the month of July as well as updated the Board on different projects including amendments to the Town's camping provisions, an update on the Decentralized Wastewater Management Plan, Short-Term Rental Registrations and the NFIP Community Rating System Audit.

Other updates included the 2020 Census and status of several Grants that the Town has applied for as well as some collaboration with other organizations that Staff has been involved with.

Planning Board Members' Agenda

Ms. Lambert discussed the Admiral Street Beach Access and expressed concern with regards to beach driving. Ms. Lambert stated that it is already a safety issue because it is both a walk-over and drive-over; an accident waiting to happen and noted that there have been many "close calls" in years past. Ms. Lambert inquired if beach driving was still starting on October 1st. Ms. Lambert noted that the beaches are still packed, and she is worried about what may happen once beach driving begins. Mr. Elder agreed that it was a concern, especially because that access is so steep.

Mr. Zehner noted that this issue was discussed during one of (Town Manager's) Staff Meetings and that Police and Fire had raised similar concerns about the timing of beach driving with increased beach goers.

Ms. Lambert noted that regardless of the timing of beach driving, the Town should take a look at Admiral Street in particular. The Board discussed this issue further as well as some possible solutions.

Chair Vaughan inquired if there was a regular review of beach accesses, accessibility, safety issues, etc. Mr. Zehner stated that this past winter a review was done by a third-party, regarding the ADA accessibility of Town facilities as well as some accesses. Mr. Zehner noted that they have been discussing the possibility of doing a study of all of the accesses that were not included in the initial review. This study would include a facility assessment and Mr. Zehner stated that safety could be part of this assessment.

Mr. Elder discussed accessibility and how it can mean different things to different people depending on their needs. Mr. Elder also brought up the topic of ensuring that people with disabilities know what is and isn't available as far as access to the Beach. The Board discussed this topic further and agreed that the Town could maybe have clearer descriptions and more photos (via the Town's website, social media, etc.) of what is out there as far as beach accesses as it relates to accessibility as well as amenities.

Ms. Harrison inquired about the Red No Swimming Flags and the Board discussed the flags, the decision-making process and the timing for when the announcement goes out about the flags going up.

The Board discussed further the issue of legacy businesses. Mr. Zehner explained that staff shares with the Commissioners the same information that is shared with the Planning Board and anticipated sharing the information at the public hearing, but the Commissioners requested to receive that information prior to scheduling the public hearing. Mr. Zehner stated that some of the Commissioners had also noted (what Mr. Ferguson had suggested) that the amendment felt like grandfathering. Ms. Lambert suggested that Mr. Ferguson might consider speaking at the public hearing if he feels strongly about it.

Mr. Ferguson stated that he was not involved in the development of the UDO and discussions that took place during Focus Nags Head and while he understands what the Town is trying to avoid he feels they need to be careful about what they are doing (with this proposed amendment). Mr. Ferguson stated that it felt less like preservation and more like grandfathering nine hotels on the oceanfront. Mr. Zehner confirmed that the proposed ordinance is intended to protect existing non-conforming hotels and noted that as the amendment is written someone could not willingly demo a structure and then get a conditional use to build new. The Board also discussed what these businesses would be allowed to do if they were damaged by a hurricane and Mr. Zehner confirmed that it would depend if they could meet CAMA, FEMA and building requirements. Mr. Zehner stated that they could put a provision in the proposed amendment related to demolition.

Planning Board Chairman's Agenda

None

Adjournment

A motion to adjourn was made by David Elder. The time was 10:40 AM.

Respectfully submitted,
Lily Campos Nieberding

STAFF REPORT
Town of Nags Head
Planning & Development Department

To: Planning Board

From: Kelly Wyatt, Deputy Planning Director
Michael Zehner, Director of Planning and Development

Date: October 15, 2020

Subject: Legacy Home Services, Multiple Principal Uses, Conditional Use Application

GENERAL INFORMATION

Applicant: Cahoon & Kasten Architects, PC on behalf of Sumit Gupta and Legacy Home Services.

Application Request: Conditional Use Application

Purpose: Convert an existing commercial structure into a Commercial Mixed-Use Development (Multiple Principal Uses) consisting of a Building Contractors Office and a Furniture Store.

Property Location: 205 E. Baltic Street, Nags Head.

Existing Land Use: Vacant (former Religious Complex, currently subject to Notice of Violation for operation of a Real Estate Rental Management Facility and/or a Warehousing & Storage Facility and/or for Multiple Principal Uses (Warehousing & Storage Facility and Building Contractor's Office) and initiating a use without necessary permits).

Zoning Classification of Property: C-2, General Commercial Zoning District.

Zoning Classification of Surrounding Properties: Properties to the north, directly across Baltic Street, are zoned C-2, General Commercial and developed residentially. Properties to the east, directly across Memorial Avenue are zoned C-2, General Commercial and developed residentially. Properties to the south are zoned C-2 General Commercial and R-3, High Density Residential and developed residentially and properties to the west, directly across S. Wrightsville Avenue, are zoned R-3, High Density Residential and developed residentially.

Flood Hazard Zone of Property: NFIP FIRM Maps indicate that this property is not located within a flood zone, however per the Town of Nags Head Flood Protection Ordinance, the property is subject to an RFPE/Local Elevation Standard of 9 feet. The proposed scope of work is entirely within the existing footprint, there are no proposed additions requiring elevation.

Land Use Plan Map/Policies: The 2017 Comprehensive Plan Future Land Use Map classifies this property as Neighborhood Commercial and it is additionally located within the Neighborhood Commercial Activity Node and the Gallery Row Activity Node. Descriptions of these classifications are below:

Neighborhood Commercial: Neighborhood Beach Road Commercial development activities are intended to be small scale and low impact in nature while serving the needs of the immediate residential area. The intent of allowing neighborhood commercial uses within selected areas is to offer neighborhoods opportunities to have needed goods and services within walkable distances. Typical uses in this designation include restaurant (walk-up or sit down), commercial, office, retail, personal services establishments, gallery/museum, equipment rentals, cottage courts, hotel (boutique/small scale), and single family residential (5,000 square feet or less). Neighborhood commercial uses are intended to peacefully coexist with neighborhoods in order to ensure compatibility and harmony of scale and character. All neighborhood commercial uses must be designed in use, scale, character, and intensity to be compatible with, and to protect, the abutting and surrounding residential areas as well as natural resources and scenic view sheds.

Neighborhood Commercial Activity Node: *Neighborhood Commercial Activity Nodes are focal points of activity and neighborhood commercial scale development in the community. These are anticipated to have future concentrations of uses that serve as destinations or hubs of activity for the surrounding neighborhoods. Neighborhood Commercial Activity Nodes are characterized by low impact, small scale design with compact development patterns, walkability, and a higher standard of architectural and site design. A variety of neighborhood-oriented uses are commonly found in activity centers including but not limited to retail, parks, civic facilities, beauty shops, drug stores, hardware stores, and restaurants. Amenities, on private commercial development, that provide shading and seating areas are encouraged. Areas designated as activity centers should be planned in a way to allow for pedestrian and bicycle movement within the activity center. Design in each node should be very pedestrian-oriented, with strong, walkable connections between different uses with direct connections to existing and planned sidewalk and multi-use path connections or recreation areas. Road edges should be clearly defined by locating buildings at roadside with parking on the sides and rear. Care should be taken to ensure transitions are successful between activity centers and less intense uses and designations.*

Section 2: Character Areas, 2.2.2, Development Plan states that the Gallery Row – Community Center Character Area is envisioned to be a community gathering area that capitalizes on access to the surrounding natural environments at the ocean front and Nags Head Woods while connecting public spaces with neighborhoods, community facilities, galleries, walkable commercial destinations and the Community Center Node along Bonnett Street. Appropriate land uses in this area are listed in Table 2.2.2.A and include: Mixed Use, Restaurant, Accessory Residential, Commercial (10,000 sf. or less), Office, Retail, Personal Service Establishments, Gallery/Museum, Equipment Rentals, Cottage Court, Small/Boutique Hotels and Single Family Residential (5,000 sf. or less).

When determining if the proposal is consistent with the Land Use designation, staff considered the following excerpts and policies as being relevant:

- Page 3-20, LU-9 reads, "Encourage land uses that serve the needs of both year-round and seasonal residents in support of the Town's overall vision for the community".

- Page 3-20, LU-11 reads, "Support mixed use development or accessory residential dwellings that combine commercial and residential uses along NC 12 and in designated commercial activity centers located between US 158 and NC 12".

- Page 3-122, EC-5 reads, "Direct new commercial growth into neighborhood commercial nodes, activity centers or areas currently zoned for commercial development with emphasis on reuse of existing structures".

- Page 3-122, EC-6 reads, "Support and foster small, local businesses that preserve and uphold the vision and legacy of the town".

Staff finds that the policies noted above are supportive of the proposed multiple uses of the building, in general, and the proposed reuse of the building is likely favorable in lieu of redevelopment of the site. However, especially with respect to the amount of storage contained in the Building Contractor's Office (more than 80% of the floor area is dedicated to storage), Staff does not believe this proposed use, in the manner detailed, is in character with or consistent with the Future Land Use Classification of Neighborhood Commercial.

SPECIFIC INFORMATION

Applicable Zoning Regulations:

- Use Regulations: Section 6.6, Table of Uses and Activities, lists "Multiple Principal Uses" as a Conditional Use with Supplemental Standards within the C-2, General Commercial Zoning District. The applicant is proposing to locate two principal uses (Building Contractors Office and Furniture Store) within one principal structure. Note that Section 7.32.4 lists Building Contractors Office as a permissible use within a Commercial Mixed-Use Development and at their September 2, 2020 meeting, the Board of Commissioners heard and adopted a text amendment to list Furniture Store as a permissible use as part of a Commercial Mixed-Use Development.

  Section 7.35 Multiple Principal Uses reads as follows:

  Multiple principal uses may be established within a single commercial structure or unit by conditional use approval provided the use is a listed permitted or conditional use within the district in which it is located and that the following conditions are met:

  7.35.1. No more than two (2) principal uses shall be located within any one structure or unit at any given time. This limitation does not apply to permitted accessory uses.

  7.35.2. Parking requirements for each principal use shall be calculated separately based upon the standards applicable to each use as set forth in Section 10.16, Required Parking by Use. The applicant may request a parking reduction in accordance with Section 10.15, Alternative and Reduced Commercial Parking Requirements.

  7.35.3. All uses within the single commercial structure or unit, both principal and accessory shall be managed and under the control of a single party.

- Lot Coverage: Total allowable lot coverage for this site is 55%. While the existing lot coverage calculation has not been provided on the survey, no additional covered areas are proposed at this time. While it would appear that lot coverage is nonconforming, there is no request to increase the current degree of nonconformity.

- Height: Height of the existing structure will be unchanged.

- Architecture Design Standards: The requested change of use does not trigger architectural compliance.

- Parking: Pursuant to Section 7.35.2 of the UDO, parking requirements for each principal use shall be calculated separately based upon the standards applicable to each use as set for in Section 10.16, Required Parking by Use.

  Staff has discovered three discrepancies in the submittal as it relates to the application of the parking standards.

  - The "Furniture Showroom" parking calculation has been used to calculate parking for the entire space, despite a portion of the space not being eligible for this parking rate, and subject to the "Furniture Store" parking requirement.

  - The area allocated to the Furniture Store business and the Building Contractors Office business vary between the Dare County Health Department approved floor plan and the Appendix B; Staff assumes that the applicant intends to proceed with the floor plan as part of the Appendix B, but confirmation is required.

  - For the Furniture Store use, areas allocated to showroom and other floor area associated with the use are inconsistent between the Dare County Health Department wastewater approval floorplan and the Appendix B; Staff assumes that the applicant intends to proceed with the floor plan as part of the Appendix B, but confirmation is required.

  Staff has provided a detailed parking breakdown below based upon the noted discrepancies.

  Furniture Store Use
  The parking standard for a Furniture Store is one parking space per 250 square feet of gross floor area, plus one parking space for each employee but no less than two employee parking spaces for each retail unit or establishment. With 8,537 square feet of area dedicated to the "Furniture Store" use, 35 parking spaces would be necessary.

  Furniture Showroom Use
  The parking standard for a Furniture Showroom is one parking space per 500 square feet of gross floor area. Again, with 8,537 square feet of area dedicated to the "Furniture Showroom" use, 18 parking spaces would be necessary.

  If we separate out the areas shown as "showroom" and apply the Furniture Showroom parking standard, while applying the Furniture Store parking to the other areas, the required parking would be as follows based upon the Appendix B floor plan (again, requiring confirmation from the applicant that this is the intended design):

  Furniture Business as shown on the Appendix B
  Furniture Showroom area of 6,284 sf = 13 parking spaces
  Furniture Store area of 2,665 sf = 11 parking spaces
  Total parking spaces for "Furniture Store/Showroom" portion of business = 24 parking spaces.

Building Contractors Office Use

The parking standard for the Building Contractors Office use is one space per 300 square feet of gross floor area, plus a minimum of two employee parking spaces.

- Building Contractors Office use as shown on the Appendix B with 8,336 sf of area would require 28 parking spaces.

Employee Parking for Furniture Store and Building Contractors Office.

- The applicant has noted that four employees would be associated with both uses combined therefore 4 parking spaces would be necessary.

As a "Furniture Store" and "Building Contractors Office" 68 parking spaces would be necessary.

Parsing out "Furniture Showroom" area and "Furniture Store" area based upon the calculations outlined in the Appendix B, 56 parking spaces would be necessary for both uses.

A total of 58 parking spaces currently exist onsite. In order for parking to be compliant, discretion to parse out "showroom" area from overall store area would need to be considered. In any case, the applicant needs to clarify that the Appendix B floor plan is the intended floor plan for all uses.

- Buffering/Landscaping: The change of use does not trigger buffering/landscaping compliance however, as part of the Conditional Use Review, the Planning Board may wish to recommend a single row of plantings along the southern property boundary adjacent to the existing residential uses.

- Lighting: No additional lighting is proposed at this time. Should additional lighting be desired in the future the required photometrics and fixture information will be required for review and approval prior to permit issuance.

- Signage: No signage is being proposed at this time, should signage be desired it will require subsequent review and approval.

Water and Sewage Disposal: The Dare County Health Department has reviewed and approved the proposed conversion of space to a Furniture Store and Contractors Office (see attached).

Stormwater Management and Traffic Circulation: Stormwater management measures and traffic flow are unchanged from previous approvals. At this time the applicants have not proposed any additional impervious coverages or deviations to the existing traffic pattern for this site.

Fire: The project will be required to comply with all applicable NC Fire Prevention Code requirements as part of building permit application review and issuance.

Public Works: Public Works has reviewed and approved the proposed Conditional Use Request as presented noting that an additional dumpster may be required in the future.

ANALYSIS

Pursuant to Section 3.8.4.6. of the UDO, a conditional use permit shall be issued if it is determined that:

1. The use will not materially endanger the public health and safety if located where proposed and developed according to the plan as submitted.

2. The use, as proposed, will not overburden the firefighting capabilities and the municipal water supply capacity of the Town as such facilities and capabilities will exist on the completion date of the conditional use for which application is made.

3. The conditional use will be in harmony with the existing development and uses within the area in which it is to be located.

4. Adequate utilities, access roads, drainage, parking, or necessary facilities have been or are being provided.

5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

Presuming that the floor area is intended to be developed as identified in the Appendix B plan (and contingent upon affirmative confirmation by the applicant), Staff finds that the proposal is consistent with the applicable use and development standards, and is of the opinion that the proposal satisfies items 1, 2, 4, and 5. However, as previously noted, Staff is of the opinion that the amount of storage proposed as part of the Building Contractor's Office is not consistent with relevant land use policies, and would therefore not satisfy item 3., being in disharmony with the existing development and uses within the area in which it is located.

STAFF RECOMMENDATION

Based upon the above, Staff would recommend denial of the Conditional Use Permit application as submitted. Staff would note that a commitment by the applicant to agree to a condition to limit the percentage of storage as part of the proposed Building Contractors Office may work to satisfy the failed determination noted above.

In reviewing and issuing their recommendation on the application, Staff recommends that the Planning Board consider the issues noted herein, including consistency with the Comprehensive Plan and the determinations for conditional use permits contained in Section 3.8.4.6.

Attachments: *Conditional Use/Change of Use Application, Site Plan, Floor Plan, DCHD Approval, Appendix B.*

TOTAL PROPOSED SQUARE FOOTAGE _____ x .50 = $_____ +

CONDITIONAL USE ☒ ($200.00)
(Optional) VESTED RIGHT ☐ ($200.00)
(Optional) BOTH ☐ ($300.00)
= TOTAL FEE DUE _____

TOWN OF NAGS HEAD

DATE RECEIVED _____

SITE PLAN REVIEW APPLICATION & CHECKLIST FOR CONDITIONAL USES

1. **LOCATION AND ZONING INFORMATION**
   - A. PROJECT TITLE Legacy Home Services
   - B. STREET ADDRESS 205 E. Baltic St.
   - C. SUBDIVISION Nags Head Shores Amended
     LOT(S) 9-16 BLOCK 7 SECTION 2
   - D. PRESENT ZONING C-2 General Commercial
   - E. PRESENT USE Building Contractor's Office and Furniture Store
   - F. EXISTING NONCONFORMITIES Lot coverage, no Parking buffer.
   - G. ABUTTING PROPERTY ZONING C-2 and R-3 (High Density Residential)
   - H. ABUTTING PROPERTY USE Single-family residential

2. **CERTIFICATION AND STANDING**
   - A. As applicant of standing of the above named project, I certify that the information on this checklist and the site plan is complete and accurate.

     Ben Cahoon
     OWNER ☐ AGENT ☒ CONTRACT PURCHASER ☐
   - B. APPLICANT/DEVELOPER: NAME 205 Baltic, LLC
     ADDRESS P.O. Box 90
     Kill Devil Hills, NC 27948
     TELEPHONE (252) 441-9003
   - C. CONTACT PERSON: NAME Sumit Gupta
     ADDRESS See above.
     TELEPHONE See above.

3. **ADJACENT OWNERSHIP INFORMATION (TO BE SHOWN ON SITE PLAN)**

   NAME/ADDRESS (~~X~~ S) John and Jo Anne Nesselrodt, 12338 Cady Cr. Dr., Hanover, Va. 23069
   NAME/ADDRESS (S) Alonso Velazquez, 2145 Old US 64 Ave., Spring Hope, NC 27882
   NAME/ADDRESS (E) _____
   NAME/ADDRESS (W) _____
   (If additional space is needed, please attach separate sheets.)

4. **SITE PLAN AND SITE PLAN ATTACHMENT DATA**

A. Site plan preparer Cahoon + Kasten Architects, PC Phone # 252-441-0271

NC Registered ☐ Engineer ☒ Architect ☐ Surveyor. License # 5413

N/A B. The design for the attached Stormwater Management Plan includes:

☐ 1.5", 2-hour rainfall: retained on-site.

☐ 4.3", 2-hour rainfall: no important access or health-related impacts.

☐ 5.0", 2-hour rainfall: no unapproved impacts.

Drainage calculations have been prepared ☐ YES ☐ NO ATTACHED ☐ YES ☐ NO

Note: Stormwater Managment Plan MUST be approved by the Town Engineer prior to Planning Board review for all listed permitted uses in the zoning ordinance.

C. Sewage disposal approval is being submitted in the form of: Existing / Approved

☐ Attached tentative approval letter dated _____

☐ Attached final permit dated _____

☐ State ☐ County

D. Project involves condominium ownership.

☒ NO ☐ YES, Three copies of condominium documents attached.

N/A E. Amount of land-disturbing activity proposed _____ square feet.

A Soil Erosion and Sedimentation Control Plan has been prepared.

☐ NO ☐ YES; (1) Copy attached,
(2) Copy submitted to Dare County Soil Conservation Service, Manteo NC 27954.

N/A F. Coastal Area Management Act (CAMA) permit. ☐ YES ☐ NO

5. **INFORMATION TO BE SHOWN ON SITE PLAN**

Twelve (12) copies for Planning Board review

A. **Property and ownership**	YES	COMMENTS
1. Present recorded owner and map book/cabinet reference of the site property.	✓	
2. Current PIN Number.	✓	
3. Site Address.	✓	
4. Owners' names, lot numbers or map book and page reference of all adjacent property owners.	✓	
5. Boundary of the entire parcel by course and distance.	✓	
6. Widths of the existing rights-of-way that abut the site.	✓	
7. Nature or purpose, location and size of existing easements.	N/A	
8. At all lot corners, points of tangents and any angle point along a given course of the site, iron pins minimum 3/8-inch diameter or 4x4-inch concrete monuments.	✓	
9. Plan to at least 1"=50' scale, showing north arrow and whether true or magnetic.	✓	
10. Signature and seal of preparer.	✓	
B. **Existing features**		
1. Streets, curbs, and sidewalks with type and width of pavement.	✓	
2. Topographic features of site and existing grades for any streets, storm drainage system including existing grades at four corners of all structures.	✓	

	YES	COMMENT
3. Flood zone(s) as determined by latest FEMA Flood Insurance Rate Map, with notation, "flood zone subject to change by FEMA."	✓	
4. All underground utilities and facilities including gasoline tanks and existing septic facilities (including tanks and fields).	✓	
5. If the lot is within an ocean hazard Area of Environmental Concern, the location of the first line of stable natural vegetation, the CAMA setback line, and contour lines at 2-foot intervals depicting any dunes located within an oceanfront AEC that are to be disturbed by construction.	N/A	
6. The location of any marsh areas or estuarine waters or US Army Corps of Engineers 404 wetlands within or abutting the lot.	N/A	
7. If the lot is within the small surface water supply watershed AEC (within 1,200 feet from the Fresh Water Pond), the distance between the pond and proposed septic or sewage treatment system.	N/A	
8. Percentage of site to be included in calculation for undisturbed vegetation preservation compliance in Section 48-371.	N/A	
C. **Site improvements** in accordance with regulations of state of North Carolina, Dare County, and Town of Nags Head		
1. Proposed building type (e.g., concrete or frame), number of floors and dimensions.	✓	
2. Proposed building elevations of all sides of building labeled in accordance with proposed architectural design criteria of Section 48-370.	N/A	Existing, N.C.
3. Total height and number of stories of proposed structure(s). If increased height is being proposed in conjunction with increased setbacks, show increase allowed in tabular form on plan. Note definition of height in Section 48-7 of the Town Code of Ordinances.	✓	
4. Existing and proposed ground elevations at the corners of proposed structure(s).	✓	Existing
5. Sanitary sewer facilities with connection to sewer system or septic tank.	✓	
6. Approximate locations of proposed underground utilities and any necessary easements.	✓	
7. Screened dumpster pad(s) accessible to ~~left side~~ front loaders and sized in accordance with the Town Code of Ordinances.	✓	
8. Proposed fire hydrants and extensions of water distribution lines in accordance with size and density requirements found in Section 48-363 of the Town Code of Ordinances.	N/A	Existing
9. Location and height of proposed free-standing signs. See requirements of Chapter 48-Article VIII of the Town Code of Ordinances.	N/A	
10. Location of all sidewalks, curbs, drives, and parking within the site and proposed finished elevations.	✓	
11. Handicapped parking spaces, walks, ramps, and entrances in accordance with the NC State Building Code. Handicapped parking spaces to be 13 feet wide, marked with a free-standing handicapped sign.	✓	Existing
12. The Vegetative Buffer Yard areas have been identified and the proper buffer yard provision(s) have been identified (i.e. Buffer Yard A, B,C,D,E as outlined in Chapter 48 Article XIII of the Town Code of Ordinances.	N/A	No change.
13. Layout of numbered stalls/loading zones in accordance with Chapter 48 Article V of the Town Code of Ordinances.	✓	

Commercial ☒ Residential ☐	Parking Spaces Required	Parking Spaces Shown	Loading Spaces
1 STORIES BUILDING SQUARE FOOTAGE: PRINCIPAL Furniture Showroom ACCESSORY Building contractor's Storage x 2 TOTAL 17,074 SF	8,537 SF/500SF = 17.1 SP Off. 45.6 SP 8,537 SF/300 = 28.5 SP	58	1
# EMPLOYEES 4	4	4	
# DWELLING/LODGING UNITS 0	0	0	

D. **EXPLANATORY NOTES**

1. Vicinity map. ✓
2. Total square feet of land area to undergo land-disturbing activity. N/A
3. The total required parking spaces versus the total parking spaces provided. Parking spaces to be numbered. ✓
4. Cross-section details of all streets, roads, ditches, and parking lot improvements. N/A
5. The number of dwelling/commercial units. If more than one use is proposed (e.g., large hotel with shops, etc.), show breakdown of units or square footage by building. N/A
6. If additional height above 35 feet is being proposed, the additional height and increased setbacks shall be laid out in tabular form. N/A
7. Total site coverage calculations. (Refer to Zoning Ordinance to calculate lot coverage for lots abutting ocean or sound). N/A (No change)
8. Components of the lighting plan (pole location, pole height, type of fixture, wattage, source of illumination, etc.). See Chapter 48 Article IX of the Town Code of Ordinances. N/A No change.
9. A completed architectural points worksheet for commercial structures subject to residential design criteria. N/A

6. **PLAN AND ATTACHMENT PREPARER CERTIFICATION**

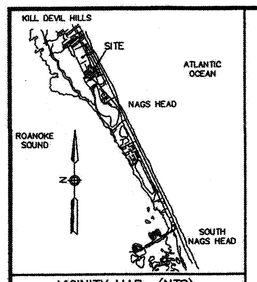
A. I certify that all information for which I am responsible is complete and accurate.

6/24/20
DATE

SIGNATURE OF ENGINEER ☐ ARCHITECT ☒ SURVEYOR ☐

B. The following individuals have contributed information or attachments to the plan:

Name	Phone #	Information provided
Ray Meekins Seaboard Surveying	252-480-9998	Survey.



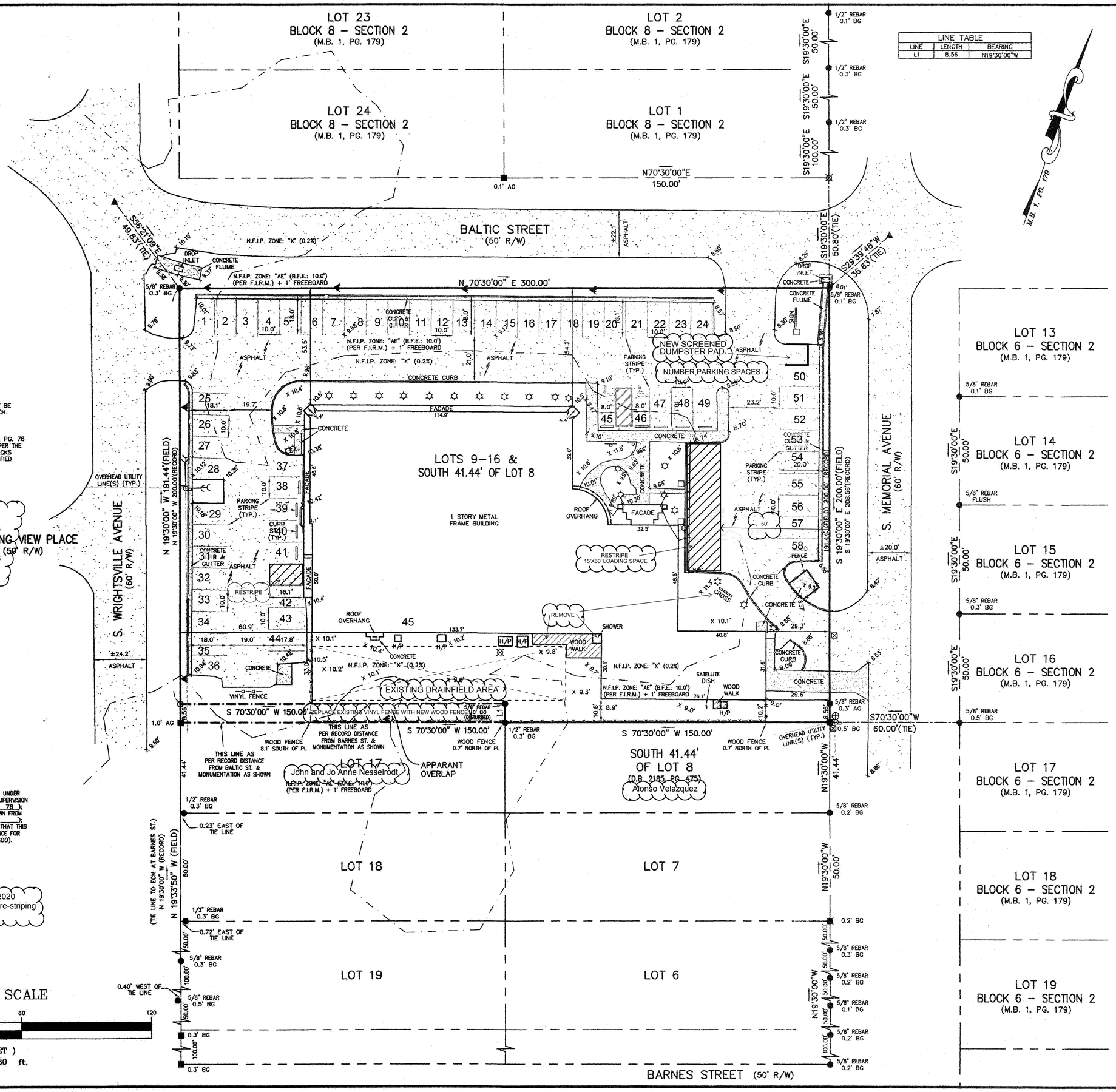
VICINITY MAP (NTS)

LEGEND

- EX. 1" OPEN PIPE
- EX. REBAR
- 1/2" REBAR SET FLUSH
- EX. 4" X 4" CONC. MON.
- FLAG POLE
- EX. MAG NAIL & WASHER
- P/K NAIL SET
- CALCULATED POINT
- WATER METER
- PHONE PEDESTAL
- GROUND LIGHT
- UTILITY POLE
- GUY WIRE
- FIRE HYDRANT
- ELECT. TRANS.
- AG – ABOVE GRADE
- BG – BELOW GRADE
- PL – PROPERTY LINE
- LIGHT POST
- SIGN
- X 10.0' – EX. SPOT ELEVATION

NOTES:

1. THIS SURVEY IS SUBJECT TO ANY FACTS THAT MAY BE DISCLOSED BY A FULL AND ACCURATE TITLE SEARCH.
2. AREA BY COORDINATE COMPUTATION = 58,716 S.F.
3. F.I.R.M. ZONE: AS SHOWN
4. PIN NO.: 14 989206 39 7363
5. RECORDED REFERENCE: M.B. 1, PG. 179; D.B. 2206, PG. 78
6. MINIMUM BUILDING LINES (MBL), IF SHOWN HEREON, ARE PER THE CURRENT LOCAL ZONING REGULATIONS. OTHER SETBACKS AND/OR RESTRICTIONS MAY APPLY AND MUST BE VERIFIED PRIOR TO CONSTRUCTION.
7. ELEVATIONS (NAVD 1988):
   HIGH GROUND @ BUILDING = 10.3'
   LOW GROUND @ BUILDING = 9.2'
   FIRST FLOOR = 9.29'
   ~~UTILITY/STORAGE ROOM = N/A~~
8. PARKING CALCULATION
   Furniture Store
   8,537 SF @ (1) SP/500 SF = 17.1 SPACES
   Building Contractor's Office
   (4) EMP. @ (1) SP/EMP. = 4 SPACES
   8,537 SF @ (1) SP/300 SF = 28.5 SPACES
   (50) SPACES REQ/D.
   (58) SPACES SHOWN



LINE TABLE		
LINE	LENGTH	BEARING
L1	8.56	N19°30'00"W

NORTH CAROLINA PROFESSIONAL SEAL L-2592 LAND SURVEYOR MANSON RAY MEEKINS

I, MANSON RAY MEEKINS, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK 2206, PAGE 78); THAT THE BOUNDARIES NOT SURVEYED ARE INDICATED AS DRAWN FROM (DEED DESCRIPTION RECORDED IN BOOK ____, PAGE ____); THAT THE RATIO OF PRECISION AS CALCULATED IS 1/10,000+; THAT THIS PLAT MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA (21 NCAC 56.1600). THIS 09TH DAY OF APRIL, 2018.

SURVEYOR L-2592

Clouded Notes Added by Architect June 25, 2020
Other than dumpster screening, fencing, and re-striping there are no physical changes to the site.

GRAPHIC SCALE

30 0 15 30 60 120

(IN FEET)
1 inch = 30 ft.

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NO.	DATE	BY

PHYSICAL SURVEY FOR

205 BALTIC, LLC

LOTS 9–16 & THE NORTH 8.56' OF LOT 8 – BLOCK 7 – SECTION 2 – NAGS HEAD SHORES AMENDED
NAGS HEAD – NAGS HEAD TOWNSHIP – DARE COUNTY – NORTH CAROLINA

Seaboard Surveying & Planning, Inc. C-1536
103 W. WOOD HILL DR. – P.O. BOX 58 NAGS HEAD, N.C. 27959 252-480-9998

FILE NO.:	1808091
SURVEYED:	03/29/18 CE
DRAWN:	04/05/18 TG
CHECKED:	04/09/18 MRM
SCALE:	1" = 30'

SHEET NO. 1 OF 1 SHEETS

Owner Copy

County of Dare
PO Box Drawer 1000
Manteo NC 27954

29853

Phone: (252) 475-5080

DARE COUNTY DEPARTMENT OF PUBLIC HEALTH
Authorization for Wastewater System Construction

PIN: 989206397363 Parcel: 005473000 Permit#: 29853

Owner Name: 205 BALTIC LLC Permit Date: 7/31/2020
Owner Address: P. O. BOX 90
--
KILL DEVIL HILLS, NC27948 Owner Phone: (000)000-0000

Location: 205 E BALTIC ST NAGS HEAD, NC
Subdivision: NAGS HEAD SHORES AMENDED SEC 2 LOT: 9-16 BLK: 7 SEC: 2

---

1. Original Improvement Permit No. --
2. Wastewater inspected by --
3. Any alteration in soil conditions (including location of structures and appurtenances) or modification in use, design wastewater flow or wastewater characteristics as specified in the associated improvement permit and application, may subject this authorization and associated permit(s) to revocation.

Other Conditions:

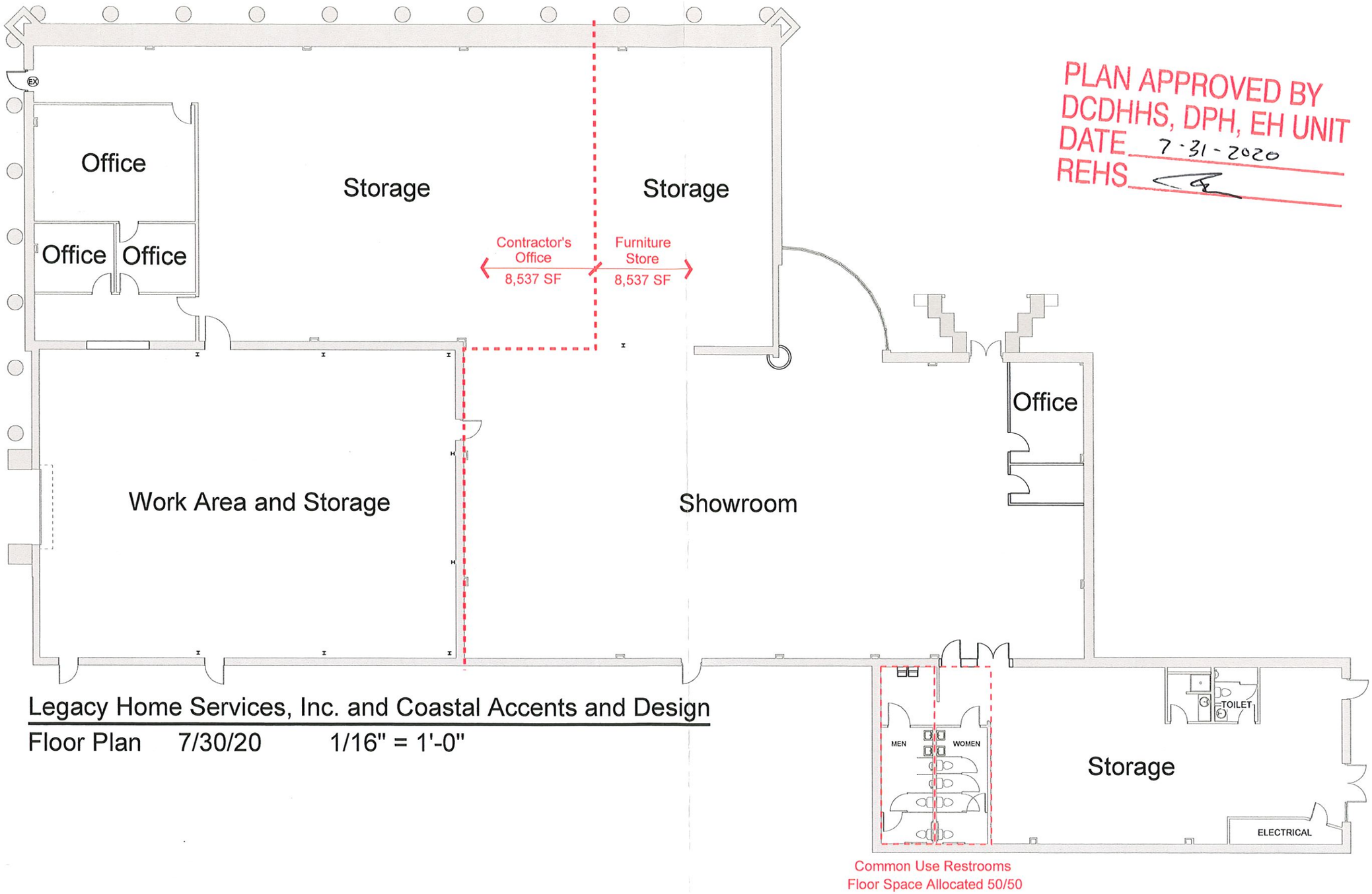
Convert to a Furniture Store and Contractors office

This CA is valid for 60 months from the date of issuance.
Disclaimer: This permit does not relieve you of the responsibility to obtain any other necessary Federal, State or Local permit(s).

Owner Certification

Applicant or Owner Signature Date Authorized by County of Dare

Applicant: BEN CAHOON, CAHOON & KASTEN ARCHITECTS

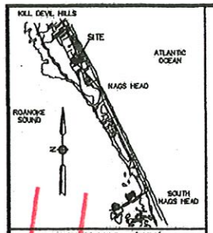


PLAN APPROVED BY
DCDHHS, DPH, EH UNIT
DATE 7-31-2020
REHS

Legacy Home Services, Inc. and Coastal Accents and Design

Floor Plan 7/30/20 1/16" = 1'-0"

PLAN APPROVED BY
DCDHHS, DPH, EH UNIT
DATE 7-31-2020
REHS



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- LIGHT POST
- SIGN
- X 10.0' – EX. SPOT ELEVATION

NOTES:
1. THIS SURVEY IS SUBJECT TO ANY FACTS THAT MAY BE DISCLOSED BY A FULL AND ACCURATE TITLE SEARCH.
2. AREA BY COORDINATE COMPUTATION = 56,716 S.F.
3. F.I.R.M. ZONE: AS SHOWN
4. PIN NO.: 14 0892108 39 7393
5. RECORDED REFERENCE: M.B. 1, PG. 179; D.B. 2206, PG. 76
6. MINIMUM BUILDING LINES (MBL), IF SHOWN HEREON, ARE PER THE CURRENT LOCAL ZONING REGULATIONS. OTHER SETBACKS AND/OR RESTRICTIONS MAY APPLY AND MUST BE VERIFIED PRIOR TO CONSTRUCTION.
7. ELEVATIONS (NAVD 1988):
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   LOW GROUND @ BUILDING = 9.2'
   FIRST FLOOR = 9.29'
   CRLSPACE/STORAGE ROOM = N/A
8. PARKING CALCULATION
   Furniture Store
   8,537 SF @ (1) SP/500 SF = 17.1 SPACES
   Building Contractor's Office
   (4) EMP. @ (1) SP/EMP. = 4 SPACES
   8,537 SF @ (1) SP/300 SF = 28.5 SPACES
   (50) SPACES REQ'D.
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NORTH CAROLINA PROFESSIONAL SEAL L-2592 LAND SURVEYOR MANSON RAY MEEKINS

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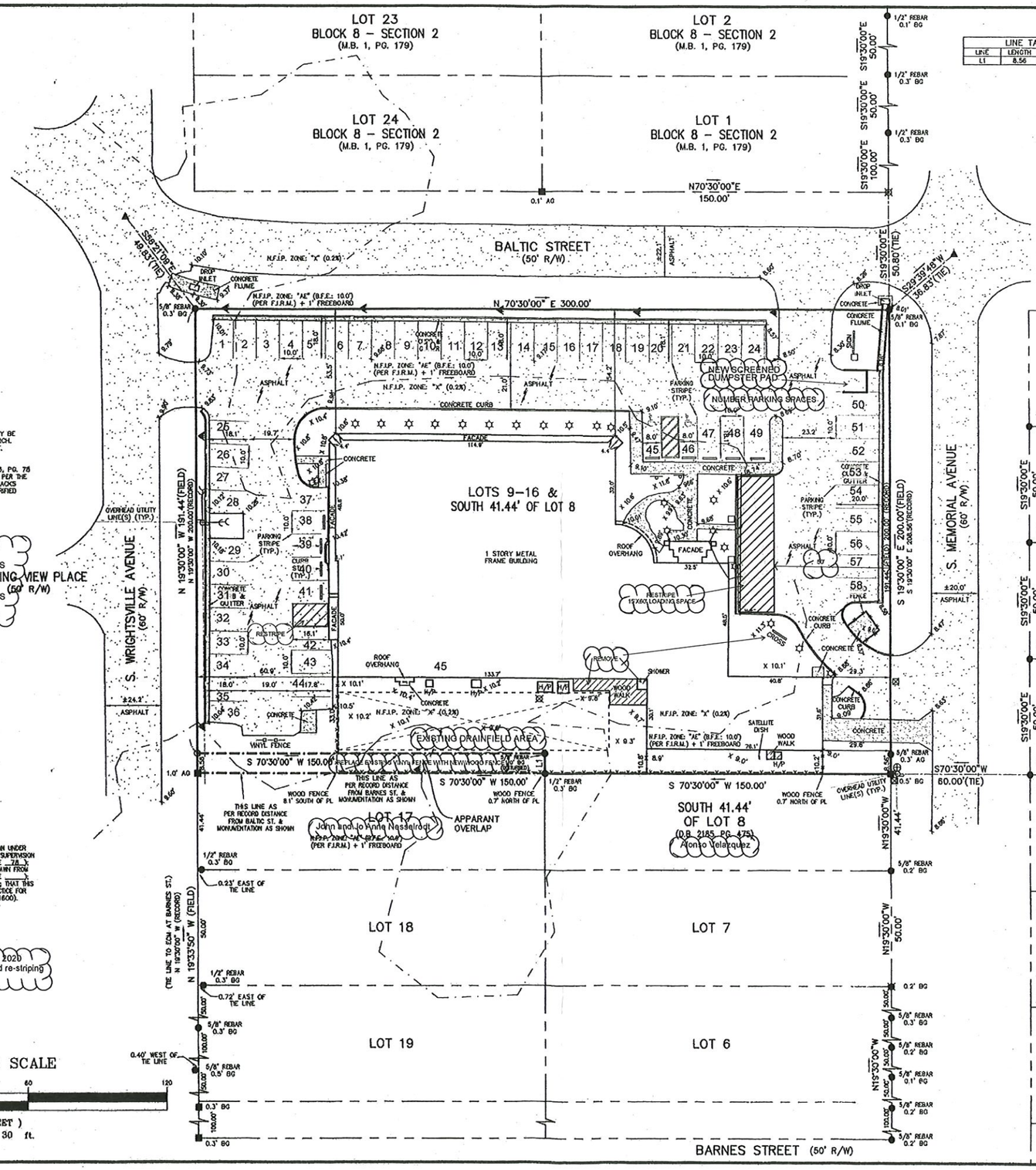
THIS 09TH DAY OF APRIL, 20 18.
SURVEYOR L-2592

Clouded Notes Added By Architect June 25, 2020
Other than dumpster screening, fencing, and re-striping there are no physical changes to the site.

GRAPHIC SCALE
30 0 15 30 60 120
(IN FEET)
1 inch = 30 ft.



LINE TABLE

LINE	LENGTH	BEARING
L1	8.56	N19°30'00"W

LOT 13
BLOCK 6 – SECTION
(M.B. 1, PG. 179)

LOT 14
BLOCK 6 – SECTION
(M.B. 1, PG. 179)

LOT 15
BLOCK 6 – SECTION
(M.B. 1, PG. 179)

LOT 16
BLOCK 6 – SECTION
(M.B. 1, PG. 179)

LOT 17
BLOCK 6 – SECTION
(M.B. 1, PG. 179)

LOT 18
BLOCK 6 – SECTION
(M.B. 1, PG. 179)

LOT 19
BLOCK 6 – SECTION
(M.B. 1, PG. 179)

Legacy Home Services (Contractor) and Coastal Accents and Design (Furniture Store)

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NO.	DATE	BY

205 BALTIC, LLC
LOTS 9-16 & THE NORTH 8.56' OF LOT 8 – BLOCK 7 – SECTION 2 – NAGS HEAD SHORES AMENDED
NAGS HEAD – NAGS HEAD TOWNSHIP – DARE COUNTY – NORTH CAROLINA

Seaboard Surveying & Planning, Inc. C-1536
103 W. WOOD HILL DR., JT. F. P.O. BOX 58 NAGS HEAD, N.C. 27959 252-480-6868

FILE NO.: 1808091
SURVEYED: 03/29/18 CE
DRAWN: 04/05/18 TG
CHECKED: 04/09/18 MRM
SCALE: 1" = 30'

SHEET NO. 1 OF 1 SHEETS

2018 APPENDIX B
BUILDING CODE SUMMARY FOR ALL COMMERCIAL PROJECTS
(EXCEPT 1 AND 2-FAMILY DWELLINGS AND TOWNHOUSES)

(Reproduce the following data on the building plans sheet 1 or 2

Name of Project: Saga Construction & Coastal Accents and Design
Address: 205 E Baltic St
Nags Head, NC 27959

Owner/Authorized Agent: Sumit Gupta
Phone #: 252-441-9003 E-Mail: sgupta@icrsaga.com
Owned By: ☐ City/County ☒ Private ☐ State
Code Enforcement Jurisdiction: ☒ City Nags Head ☐ County _____ ☐ State

CONTACT: Benjamin Cahoon, AIA

DESIGNER	FIRM	NAME	LIC #	TELEPHONE #	E-MAIL
Architectural	Cahoon + Kasten Architects	Ben Cahooon	5413	252.441.0271	ben@obxarchitects.com
Civil					
Electrical					
Fire Alarm					
Plumbing					
Mechanical					
Sprinkler-Standpipe					
Structural					
Retaining Walls >5'h					
Other					

2018 NC BUILDING CODE: ☐ New Building ☐ Addition ☐ 1st Time Interior Completion ☐ Shell / Core* ☐ Phased Construction*

*Contact the local inspection jurisdiction for possible additional procedures and requirements.

2018 NC EXISTING BUILDING CODE: ☐ Prescriptive ☐ Alteration Level I ☐ Historic Property ☐ Repair ☒ Alteration Level II ☐ Change of Use ☐ Chapter 14 ☐ Alteration Level III

CONSTRUCTED: (date) 1976
RENOVATED: (date) _____
RISK CATEGORY (Table 1604.5): **Current:** III **Proposed:** II
CURRENT OCCUPANCY(S) (Ch. 3): _____
PROPOSED OCCUPANCY(S) (Ch. 3): B,M

BASIC BUILDING DATA

Construction Type (check all that apply): ☐ I-A ☐ I-B ☐ II-A ☐ II-B ☐ III-A ☒ III-B ☐ IV ☐ V-A ☐ V-B
Sprinklers: ☒ No ☐ Partial ☐ NFPA 13 ☐ NFPA 13R ☐ NFPA 13D
Standpipes: ☒ No ☐ Class I ☐ II ☐ III ☐ Wet ☐ Dry
Primary Fire District: ☒ No ☐ Yes **Flood Hazard Area:** ☐ No ☒ Yes
Special Inspections Required: ☒ No ☐ Yes If special inspections are required, contact the local inspection jurisdiction for additional procedures and requirements.

Gross Building Area Table

FLOOR	EXISTING (SQ FT)	NEW (SQ FT)	SUB-TOTAL
4rth Floor			
3rd Floor			
2nd Floor			
Mezzanine			
1st Floor	17,285 SF		17,285 SF
Basement			
Total	17,285 SF		17,285 SF

ALLOWABLE AREA

Primary Occupancy Classification(s):
Assembly ☐ A-1 ☐ A-2 ☐ A-3 ☐ A-4 ☐ A-5
Business ☒
Educational ☐
Factory ☐ F-1 Moderate ☐ F-2 Low
Hazardous ☐ H-1 Detonate ☐ H-2 Deflagrate ☐ H-3 Combust ☐ H-4 Health ☐ H-5 HPM
Institutional ☐ I-1 ☐ I-2 I-1 & I-2 Condition ☐ 1 ☐ 2 ☐ I-3 ☐ I-4 I-3 Condition ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
Mercantile ☒
Residential ☐ R-1 ☐ R-2 ☐ R-3 ☐ R-4
Storage ☐ S-1 Moderate ☐ S-2 Low ☐ Hile Pile ☐ Parking Garage ☐ Open ☐ Enclosed ☐ Repair Garage
Utility and Miscellaneous ☐

Accessory Occupancy Classification(s): _____
Incidental Uses (Table 509): _____
Special Uses (Chapter 4 - List Code Sections): _____
Special Provisions (Chapter 5 - List Code Sections): _____
Mixed Occupancy: ☐ No ☒ Yes Separation: __ Hr. Exception: __
☒ Non-Separated Use (508.3)
☐ Separated Use (508.4) See below for area calculations for each story, the area of the occupancy shall be such that the sum of the ratios of the actual floor area of each use divided by the allowable floor area for each use shall not exceed 1.

$$\frac{\text{Actual Area of Occupancy A}}{\text{Allowable Area of Occupancy A}} + \frac{\text{Actual Area of Occupancy B}}{\text{Allowable Area of Occupancy B}} = \leq 1$$

$$____ + ____ + \ldots\ldots = \leq 1$$

STORY #	DESCRIPTION AND USE	(A) BLDG. AREA PER STORY (ACTUAL)	(B) TABLE 506.2[4] AREA	(C) AREA FOR FRONTAGE INCREASE[1,5]	(D) ALLOWABLE AREA PER STORY OR UNLIMITED[2,3]
1	B,M	17,285 SF	12,500 SF	7,980 SF	20,480 SF
	Building Area		Maximum Allowable Building Area		20,480 SF

[1] Frontage area increases from Section 506.3 are computed thus:
a. Perimeter which fronts a public way or open space having 20 feet minimum width = 605 (F)
b. Total Building Perimeter = 681 (P)
c. Ratio (F/P) = 0.888399 (F/P)
d. W = Minimum width of public way = 30 (W)
e. Percent of frontage increase If= 100 [F/P - 0.25] x W/30 = 63.839941 (%)
[2] Unlimited area applicable under conditions of Section 507.
[3] Maximum Building Area = total number of stories in the building x D (maximum 3 stories)(506.2).
[4] The maximum area of open parking garages must comply with Table 406.5.4.
[5] Frontage increase is based on the unsprinklered area value in Table 506.2.

ALLOWABLE HEIGHT

	ALLOWABLE	SHOWN ON PLANS	CODE REFERENCE[1]
Building Height in Feet (Table 504.3)[2]	55'	24.5'	
Building Height in Stories (Table 504.4)[3]	3	1	

1. Provide code reference if the "Shown on Plans" quantity is not based on Table 504.3 or 504.4.
2. The maximum height of air traffic control towers must comply with Table 412.3.1.
3. Then maximum height of open parking garages must comply with Table 406.5.4.

PERCENTAGE OF WALL OPENING CALCULATIONS

WALL	FIRE SEPARATION DISTANCE FROM PROPERTY LINES (FEET)	DEGREE OF OPENINGS PROTECTION (TABLE 705.8)	ALLOWABLE AREA (%)	ACTUAL SHOWN ON PLANS (%)

EXISTING NO CHANGE

FIRE PROTECTION REQUIREMENTS

BUILDING ELEMENT	FIRE SEPARATION DISTANCE (FEET)	RATING REQ'D	RATING PROVIDED (W/ * REDUCTION)	DETAIL# AND SHEET#	DESIGN# FOR RATED ASSEMBLY	SHEET# FOR RATED PENETRATION	SHEET# FOR RATED JOINTS
Structural frame, including columns, girders, & trusses		0					
Bearing walls							
Exterior							
North		2					
East		2					
West		2					
South		2					
Interior		0					
Nonbearing walls and partitions							
Exterior walls							
North							
East							
West							
South							
Interior walls and partitions		0					
Floor construction Including supporting beams and joists		0					
Floor Ceiling Assembly		0					
Columns Supporting Floors		0					
Roof Construction, including supporting beams and joists		0					
Roof Ceiling Assembly		0					
Columns Supporting Roof		0					
Shafts Enclosures - Exit							
Shafts Enclosures - Other							
Corridor Separation							
Occupancy/ Fire Barrier Separation		1	1	2/A001	14-1.3		
Party/Fire Wall Separation							
Smoke Barrier Separation							
Smoke Partition							
Tenant/Dwelling Unit/ Sleeping Unit Separation							
Incidental Use Separation							

* Indicate section number permitting reduction

LIFE SAFETY SYSTEM REQUIREMENTS

Emergency Lighting: ☐ No ☒ Yes
Exit Signs: ☐ No ☒ Yes
Fire Alarm: ☒ No ☐ Yes
Smoke Detection Systems: ☒ No ☐ Yes ☐ Partial _____
Carbon Monoxide Detection: ☒ No ☐ Yes

LIFE SAFETY PLAN REQUIREMENTS

Life Safety Plan Sheet #: _____

☐ Fire and/or smoke rated wall locations (Chapter 7)
☐ Assumed and real property line locations (if not on the site plan)
☐ Exterior wall opening area with respect to distance to assumed property lines (705.8)
☒ Occupancy Use for each area as it relates to occupant load calculations (Table 1004.1.2)
☒ Occupant loads for each area
☒ Exit access travel distances (1017)
☒ Common path of travel distances (1006.2.1 & 1006.3.2(1))
☐ Dead end lengths (1020.4)
☒ Clear exit widths for each exit door
☒ Maximum calculated occupant load capacity each exit door can accommodate based on egress width (1005.3)
☒ Actual occupant load for each exit door
☐ A separate schematic plan indicating where fire rated floor/ceiling and/or roof structure is provided for purposes of occupancy separation
☐ Location of doors with panic hardware (1010.1.10)
☐ Location of doors with delayed egress locks and the amount of delay (1010.1.9.7)
☐ Location of doors with electromagnetic egress locks (1010.1.9.9)
☐ Location of doors equipped with hold-open devices
☐ Location of emergency escape windows (1030)
☐ The square footage of each fire area (202)
☐ The square footage of each smoke compartment for Occupancy Classification I-2 (407.5)
☐ Note any code exceptions or table notes that may have been utilized regarding the items above

ACCESSIBLE PARKING (SECTION 1106) SEE CIVIL

LOT OR PARKING AREA	TOTAL # OF PARKING SPACES REQUIRED	TOTAL # OF PARKING SPACES PROVIDED	# OF ACCESSIBLE SPACES PROVIDED: REGULAR WITH 5' ACCESS AISLE	VAN SPACES WITH 132" ACCESS AISLE	VAN SPACES WITH 8' ACCESS AISLE	TOTAL # ACCESSIBLE PROVIDED
TOTAL						

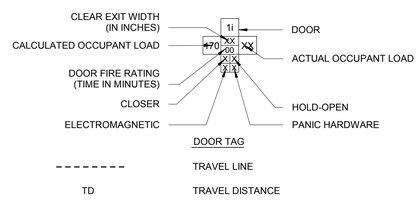
PLUMBING FIXTURE REQUIREMENTS (TABLE 2902.1)

USE		WATERCLOSETS MALE	WATERCLOSETS FEMALE	WATERCLOSETS UNISEX	URINALS	LAVATORIES MALE	LAVATORIES FEMALE	LAVATORIES UNISEX	SHOWERS /TUBS	DRINKING FOUNTAINS REGULAR	DRINKING FOUNTAINS ACCESSIBLE
SPACE	EXIST'G	2	4	1	2	2	2	1			
	NEW									1	1
	REQ'D	2	3	1	1	2	2	1		1	1

SPECIAL APPROVALS

Special approval: (Local Jurisdiction, Department of Insurance, OSC, DPI, DHHA, etc., describe below)

_____



Life Safety Legend
1/4" = 1'-0"

ENERGY SUMMARY EXISTING NO CHANGE

ENERGY REQUIREMENTS:
The following data shall be considered minimum and any special attribute required to meet the energy code shall also be provided. Each Designer shall furnish the required portions of the project information for the plan data sheet. If performance method, state the annual energy cost for the standard reference design vs annual energy cost for the proposed design.

Existing building envelope complies with code: ☐ (If checked the remainder of this section is not applicable.)
Exempt Building: ☐ Provide code or statutory reference: _____
Climate Zone: ☐ 3A ☐ 4A ☐ 5A
Method of Compliance:
Energy Code ☐ Performance ☐ Prescriptive
ASHRAE 90.1 ☐ Performance ☐ Prescriptive
Other ☐ Performance (specify source) _____

THERMAL ENVELOPE (Prescriptive method only)

Roof/ceiling Assembly (each assembly)
Description of assembly:
U-Value of total assembly:
R-Value of insulation:
Skylights in each assembly:
U-Value of skylights:
total s.f. of skylights in each assembly:

Exterior Walls (each assembly)
Description of assembly:
U-Value of total assembly:
R-Value of insulation:
Openings (windows or doors with glazing)
U-Value of assembly:
Solar heat gain coefficient:
Projection factor:
Door R-Values:

Walls below grade (each assembly)
Description of assembly:
U-Value of total assembly:
R-Value of insulation:

Floors over unconditioned space (each assembly)
Description of assembly:
U-Value of total assembly:
R-Value of insulation:

Floors slab on grade
Description of assembly:
U-Value of total assembly:
R-Value of insulation:
Horizontal/vertical requirement:
Slab heated:

MECHANICAL SUMMARY EXISTING NO CHANGE

MECHANICAL SYSTEMS, SERVICE SYSTEMS AND EQUIPMENT

Thermal Zone
winter dry bulb: _____
summer dry bulb: _____

Interior design conditions
winter dry bulb: _____
summer dry bulb: _____
relative humidity: _____

Building heating load: _____
Building cooling load: _____

Mechanical Spacing Conditioning System
Unitary
description of unit: _____
heating efficiency: _____
cooling efficiency: _____
size category of unit: _____
Boiler
Size category. If oversized, state reason.: _____
Chiller
Size category. If oversized, state reason.: _____
List equipment efficiencies: _____

ELECTRICAL SUMMARY EXISTING MINOR MODIFICATIONS

ELECTRICAL SYSTEM AND EQUIPMENT

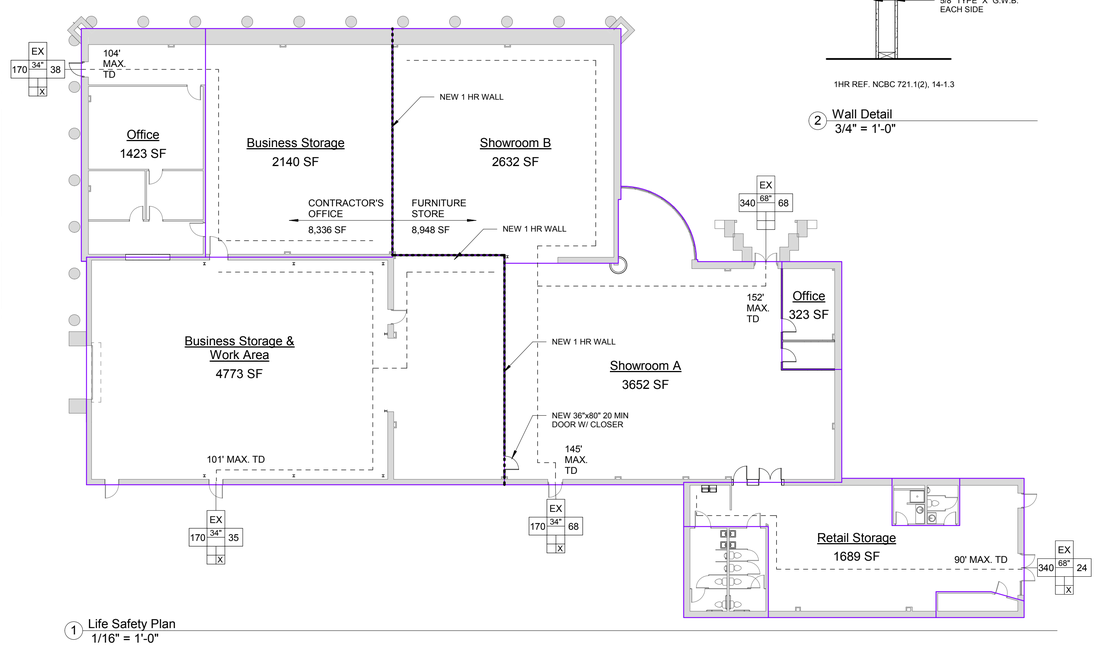
Method of Compliance:
Energy Code: ☐ Prescriptive ☐ Performance
ASHRAE 90.1: ☐ Prescriptive ☐ Performance

Lighting Schedule (each fixture type)
lamp type required in fixture
number of lamps in fixture
ballast type used in the fixture
number of ballasts in fixture
total wattage per fixture
total interior wattage specified vs. allowed (whole building or space by space)
total exterior wattage specified vs. allowed

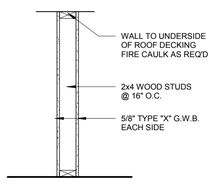
Additional Efficiency Package Options
(When using the 2018 NCECC; not required for ASHRAE 90.1)
☐ C406.2 More Efficient HVAC Equipment Performance
☐ C406.3 Reduced Lighting Power Density
☐ C406.4 Enhanced Digital Lighting Controls
☐ C406.5 On-Site Renewable Energy
☐ C406.6 Dedicated Outdoor Air System
☐ C406.7 Reduced Energy Use in Service Water Heating

Occupant Schedule

Tenant	Name	Area	Occupancy	Occupancy S.F. Type	Area Per Occ.	Occupants
Contractor	Business Storage & Work Area	4773 SF	Business Areas	Gross	100 SF	48
Contractor	Business Storage	2140 SF	Warehouses	Gross	500 SF	5
Contractor	Office	1423 SF	Business Areas	Gross	100 SF	15
		8336 SF				68
Mercantile	Showroom B	2632 SF	Mercantile - Basement and Grade Floor Areas	Gross	30 SF	88
Mercantile	Retail Storage	1689 SF	Mercantile - Storage, Stock, Shipping Areas	Gross	200 SF	9
Mercantile	Office	323 SF	Business Areas	Gross	100 SF	4
Mercantile	Showroom A	3652 SF	Mercantile - Basement and Grade Floor Areas	Gross	30 SF	122
		8296 SF				223



Wall Detail
3/4" = 1'-0"



Life Safety Plan
1/16" = 1'-0"

cahoon+kasten
ARCHITECTS
118 West Woodhill Drive
Nags Head, North Carolina 27959
P. 252.441.0271 F. 252.441.8724
E. office@obxarchitects.com

Project:	Saga Construction & Coastal Accents and Design
Project No:	20038
Location:	205 E Baltic St Nags Head, NC 27959
Title:	Appendix B
Date:	September 25, 2020
Scale:	As indicated

Drawing Index

Sheet Number	Sheet Name
A001	Appendix B
SW101	Site Plan

The designer shall not be responsible for any error, omission, defect or deficiency in the contract documents ("error") prepared by the designer or its consultants which in any way impacts the schedule of the project, results in a lack of coordination among the contract documents, delays the completion of the project or which in any other way causes any damage or loss to the owner, contractor, subcontractors, or other entity involved in the project, unless: (i) designer is promptly notified of such error, in any event within 14 days of the date such error was discovered or could reasonably have been discovered; and (ii) designer is given opportunity at the time of discovery to address such error, and, if appropriate, take such steps as are necessary to correct and resolve it. Failure to comply with the provisions of this paragraph shall constitute a waiver of any claim for damages, or a right to offset against designer by owner, contractor or others and shall in no event cause or allow a reduction in the fees otherwise due designer for services provided on the project.

BENJAMIN B. CAHOON REGISTERED ARCHITECT NORTH CAROLINA NAGS HEAD, NC 09/25/20

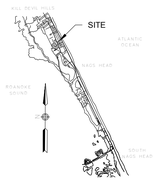
CAHOON & KASTEN ARCHITECTS, P.C. REGISTERED ARCHITECTURAL CORPORATION 51211 NORTH CAROLINA NAGS HEAD, NC

Revisions:

No.	Description	Date

Designed: BBC
Drawn: JPB
Reviewed:
Cad File:

A001



LEGEND

- EX. PIPE
- EX. REBAR
- REBAR SET
- EX. CONC. MON.
- CONC. MON. SET
- EX. P/K NAIL
- P/K NAIL SET
- SEWER SERVICE
- WATER METER
- PHONE PEDESTAL
- C.A.T.V.
- UTILITY POLE
- GUY WIRE
- FIRE HYDRANT
- ELECT. TRANS.
- AG – ABOVE GRADE
- BG – BELOW GRADE
- PL – PROPERTY LINE

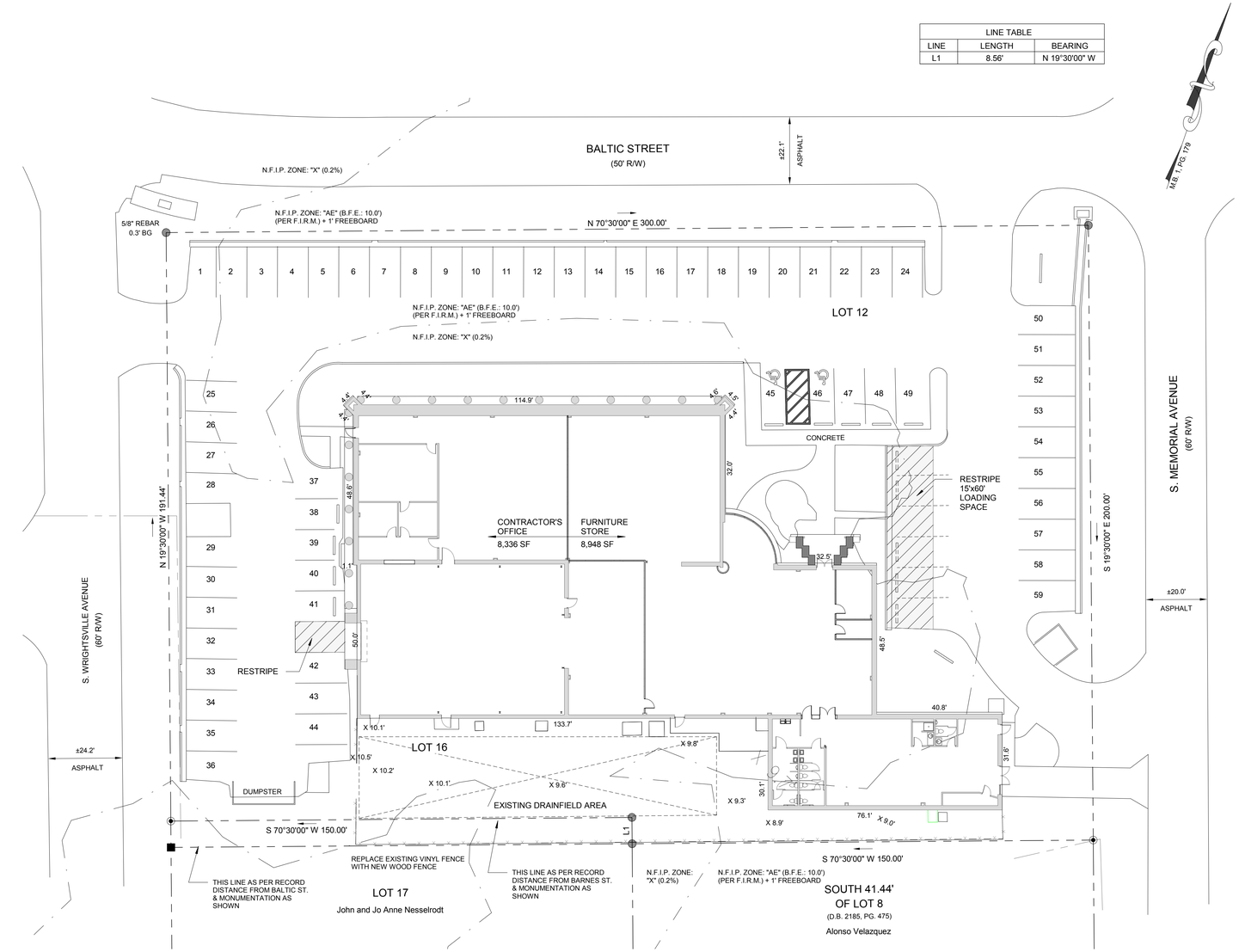
NOTES:

1. THIS SITEPLAN IS BASED ON A SURVEY BY SEABOARD SURVEYING & PLANNING, INC. DATED APRIL 9, 2018.
2. AREA BY COORDINATE COMPUTATION = 58,716 SF
3. F.I.R.M. ZONE: AS SHOWN
4. PIN NO: 14 989206 39 7363
5. RECORDED REFERENCE: M.B. 1. PG. 179; D.B. 2206, PG. 78
6. MINIMUM BUILDING LINES (MBL), IF SHOWN HEREON, ARE PER THE CURRENT LOCAL ZONING REGULATIONS. OTHER SETBACKS AND/OR RESTRICTIONS MAY APPLY AND MUST BE VERIFIED PRIOR TO CONSTRUCTION.
7. ELEVATIONS (NQAVD 1988):
   HIGH GROUND @ BUILDING = 10.3'
   LOW GROUND @ BUILDING = 9.2'
   FIRST FLOOR = 9.29'
   UTILITY/ STORAGE ROOM = N/A
8. PARKING CALCULATION

   FURNITURE STORE
   8,948 SF @ (1) SP/500 SF = 17.9 SPACES

   BUILDING CONTRACTORS OFFICE
   (4) EMP. @ (1) SP/EMP. = 4 SPACES
   8,336 SF @ (1) SP/300 SF = 27.8 SPACES
   (50) SPACES REQ'D
   (59) SPACES PROVIDED

LINE TABLE		
LINE	LENGTH	BEARING
L1	8.56'	N 19°30'00" W



2 First Floor Plan
1" = 20'-0"

cahoon+kasten
ARCHITECTS
118 West Woodhill Drive
Nags Head, North Carolina 27959
P. 252.441.0271 F. 252.441.8724
E. office@obxarchitects.com

Project:	Saga Construction & Coastal Accents and Design
Project No:	20038
Location:	205 E Baltic St Nags Head, NC 27959
Title:	Site Plan
Date:	September 25, 2020
Scale:	As indicated

0' 30' 60' 90'
1" = 30'

The designer shall not be responsible for any error, omission, defect or deficiency in the contract documents ("error") prepared by the designer or its consultants which in any way impacts the schedule of the project, results in a lack of coordination among the contract documents, delays the completion of the project or which in any other way causes any damage or loss to the owner, contractor, subcontractors, or other entity involved in the project, unless: (i) designer is promptly notified of such error, in any event within 14 days of the date such error was discovered or could reasonably have been discovered; and (ii) designer is given opportunity at the time of discovery to address such error, and, if appropriate, take such steps as are necessary to correct and resolve it. Failure to comply with the provisions of this paragraph shall constitute a waiver of any claim for damages, or a right to offset against designer by owner, contractor or others and shall in no event cause or allow a reduction in the fees otherwise due designer for services provided on the project.

BENJAMIN B. CAHOON
REGISTERED ARCHITECT
NORTH CAROLINA
NAGS HEAD, NC
09/23/20

CAHOON & KASTEN ARCHITECTS, P.C.
REGISTERED ARCHITECTURAL CORPORATION
51211
NORTH CAROLINA
NAGS HEAD, NC

Revisions:

No.	Description	Date

Designed:	BBC
Drawn:	JPB
Reviewed:	
Cad File:	

SW101

MEMORANDUM
Town of Nags Head
Planning & Development Department

To: Planning Board

From: Michael Zehner, Director of Planning & Development

Kelly Wyatt, Deputy Director of Planning & Development

Date: October 15, 2020

Subject: Consideration of a Text Amendment Concerning the "Furniture Store" Use

OVERVIEW AND BACKGROUND

At the October 7, 2020 Board of Commissioners meeting, Commissioner Fuller raised an interest in having a clearer definition for the Furniture Store use as contained in the Unified Development Ordinance (UDO). Currently, the definition of Furniture is as follows:

> *Furniture store means an establishment that sells goods and/or movable objects, intended to support various human activities such as seating, eating, and sleeping, for furnishing or improving housing units that make a room or other area ready for occupancy.*

Commissioner Fuller suggested that the definition be something to the effect of, "a furniture store is a retail store that sells furniture to the general public; the structure may have incidental storage to the principal business." Commissioner Fuller indicated that he believed the current definition to be too liberal, and that he would like it better defined; he requested that the Board agree to allow Staff to develop such an amendment and bring it to the Board as quickly as possible. There were no objections to this request, and the Mayor indicated that Staff was "so directed."

In addition to the definition of Furniture Store, there is also a definition for Furniture Showroom, as follows, which may be relevant for the Planning Board to consider:

> *Furniture showroom means a retail establishment that utilizes large, open floor areas to display furniture or mattresses.*

While Furniture Store is listed as a permitted use (only within the C-2 zoning district), Furniture Showroom is not specifically listed or otherwise referenced as being prohibited. From a parking standpoint, these uses or areas of a use are treated differently, with Furniture Stores being included along with all other General Retail uses (requiring one parking space for each 250 square feet of gross floor area, plus 1 parking space for each employee, but no less than 2 employee parking spaces for each retail unit or establishment), and Furniture Showrooms having a specific parking requirement of 1 (one) parking space for each 500 square feet of gross floor area.

A distinction between a Furniture Store and Furniture Showroom was discussed during the development of the UDO. It is understood that there was a consideration to establishing a distinction between a retail store that may sell furniture, and a Furniture Store that commonly includes a Furniture Showroom. Staff is of the opinion that this distinction, or lack thereof, may be important to clarify at this time.

POLICY CONSIDERATIONS

The Town's Comprehensive Plan contains no specific policies pertaining to Furniture Stores.

STAFF RECOMMENDATION

Should the Board wish to consider a text amendment specifically responding to the direction of the Board of Commissioners, Staff would recommend the following changes to the definition of Furniture Store:

> *Furniture store means ~~an~~ a retail establishment that primarily sells, to the general public, furniture ~~goods and/or movable objects,~~ intended to support various human activities such as ~~seating~~ sitting, eating, and sleeping~~,~~; the establishment may also sell home furnishings or related goods incidental to the sale of furniture ~~for furnishing or improving housing units that make a room or other area ready for occupancy~~. Storage area and the storage of furniture "on-hand" or "in-stock" for same-day transactions is commonly limited.*

As noted under Overview and Background, should the Board wish to consider addressing the separate terms and definitions for Furniture Store and Furniture Showroom, Staff would recommend deleting both terms and definitions, and adopting a new term and definition, as follows:

> *Furniture store/showroom means a retail establishment that primarily sells, to the general public, furniture intended to support various human activities such as sitting, eating, and sleeping; the establishment may also sell home furnishings or related goods incidental to the sale of furniture. Furniture available for purchase is commonly displayed in large, open areas, and is not available "on-hand" or "in-stock" for same-day transactions, with limited storage of inventory.*

In addition, under this alternative approach, Staff would recommend that:

- the Furniture Store use as included in Sections 6.6 (Table of Uses), 7.32.2., and 10.37.1.3. be changed to Furniture Store/Showroom; and

- that Table 10-2, Required Parking by Use, be amended by deleting Furniture Showroom as a separate use and Furniture Store from the list of General Retail uses, and that Furniture Store/Showroom be added as a use with the following required parking:

- One (1) parking space for each 500 square feet of gross floor dedicated to open display area of furniture, and one (1) parking space for each 250 square feet of gross floor for all other areas of the establishment; additionally, one (1) parking space shall be provided for each employee, with no less than two (2) employee parking spaces for each establishment.

With regard to the Planning Board's review and action, Staff recommends consideration of the following UDO provisions:

3.5.3. Action by the Planning Board.

3.5.3.1. Every proposed amendment, UDO text amendment or zoning map amendment, shall be referred to the Planning Board for its recommendation and report. The Board of Commissioners is not bound by the recommendations, if any, of the Planning Board.

3.5.3.2. Prior to the consideration by the Board of Commissioners of a proposed UDO text amendment or zoning map amendment, the Planning Board shall advise and comment on whether the proposed amendment is consistent with the Comprehensive Plan. The Planning Board shall provide a written recommendation, certified by the UDO Administrator, to the Board of Commissioners that addresses plan consistency and other matters as deemed appropriate by the Planning Board, but a comment by the Planning Board that a proposed amendment is inconsistent with the Comprehensive Plan shall not preclude consideration or approval of the proposed amendment by the Board of Commissioners.

3.5.3.3. Members of the Planning Board shall not vote on recommendations regarding any UDO text amendment or zoning map amendment where the outcome of the mater being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member.

It may also be helpful to the Planning Board to review the following provisions regarding action by the Board of Commissioners:

3.5.4. Action by the Board of Commissioners.
Action upon an UDO text amendment or zoning map amendment, including the scheduling of a public hearing, will be at the discretion of the Board of Commissioners.

3.5.4.1. Before an item is placed on the consent agenda to schedule a public hearing, the Planning Board's recommendation on each proposed amendment must be received by the Board of Commissioners. If no recommendation is received from the Planning Board within 30 days from the date when submitted to the Planning Board, the petitioner may take the proposal to the Board of Commissioners without a recommendation from the Planning Board. However, the Planning Board may request the Board of

Commissioners to delay final action on the amendment until such time as the Planning Board can present its recommendations. No such limitations shall apply to applications or requests submitted by Town staff or any Town Board.

3.5.4.2. After receiving a recommendation from the Planning Board on a proposed amendment, the Board of Commissioners may proceed to vote on the proposed ordinance, refer it to a committee for further study, or take any other action consistent with its usual rules of procedure.

3.5.4.3. The Board of Commissioners is not required to take final action on a proposed amendment within any specific period of time. Final action on an UDO text amendment or zoning map amendment submitted by third parties will be taken within a reasonable time. Final action taken within 90 days of the public hearing before the Board of Commissioners shall be presumptively reasonable.

3.5.4.4. No member of the Board of Commissioners shall vote on any zoning map amendment or UDO text amendment where the outcome of the matter being considered is reasonably likely to have a direct, substantial and readily identifiable financial impact.

3.5.4.5. Prior to adopting or rejecting any UDO text and/or map amendment, the Board of Commissioners shall adopt one of the following statements which shall not be subject to judicial review.

> *3.5.4.5.1. A statement approving the amendment and describing its consistency with the adopted Comprehensive Plan and explaining why the action taken is reasonable and in the public interest.*
>
> *3.5.4.5.2. A statement rejecting the amendment and describing its inconsistency with the adopted Comprehensive Plan and explaining why the action taken is reasonable and in the public interest.*
>
> *3.5.4.5.3. A statement approving the amendment and containing at least all of the following:*
>
> > *3.5.4.5.3.1. A declaration that the approval is also deemed an amendment to the Comprehensive Plan. The Board of Commissioners shall not require any additional request or application for amendment to the Comprehensive Plan.*
> >
> > *3.5.4.5.3.2. An explanation of the change in conditions the Board of Commissioners took into account in amending the UDO to meet the development needs of the community.*

3.5.4.5.3.3. Why the action was reasonable and in the public interest.

3.5.4.6. In deciding whether to adopt a proposed amendment to this UDO, the central issue before the Board of Commissioners is whether the proposed amendment advances the public health, safety, or welfare. When considering proposed map amendments:

3.5.4.6.1. The Board of Commissioners shall consider the entire range of permitted uses in the requested classification.

MEMORANDUM
Town of Nags Head
Planning & Development Department

To: Planning Board

From: Kelly Wyatt, Deputy Planning Director
Michael Zehner, Director of Planning and Development

Date: ~~March 13, 2020~~ ~~June 11, 2020~~ October 15, 2020

Subject: Discussion of Event Home Registration

Pursuant to the discussion at the Planning Board's February 2020 meeting (original staff report attached), planning staff has drafted an Event Registration Application for the board's consideration and feedback.

Planning staff will be available at the October 20, 2020 meeting to discuss the event registration application and process as well as whether this should first be applied as a Policy or enforced by Ordinance.

Attachments: Planning Board February 2020 Staff Report and draft registration application.

Town of Nags Head Event Registration Application

If you are planning an event within the Town of Nags Head which involves more than 50 participants at or on any residential property, please complete the attached form and return it to the Town of Nags Head Planning and Development Department at least 30 days in advance of the event. This form will be circulated to any necessary neighborhood associations, the property manager or owner of the proposed venue and the Town of Nags Head Planning Department, Police Department and Fire Department in order to ensure that they are aware of your event plans and also so that they may contact you prior to or during the event should this be necessary.

The Town of Nags Head's regulations for signage, noise, and trash removal can be found on the Town's website at: http://www.nagsheadnc.gov/ and are referenced on the registration form. Please note that these regulations remain in effect at all times, and failure to comply with Town regulations could result in penalties or fines as well as possibility of event disruption or termination. Also, please note that the Nags Head Police Department will be routinely monitoring conditions during the course of the event, specifically to preempt issues related to noise and parking.

For more information or questions regarding the Event Registration Policy/Ordinance, please call the Nags Head Planning and Development Department at 252-441-7016 or visit the Town's website at: http://www.nagsheadnc.gov/210/Planning-Development

EVENT REGISTRATION

Registration submission is required 30 days in advance of an event.

Submission Date: _____

A. Contact and Event Information:

Dates(s) of Event #1:_____ Time(s) of Event:_____

Event #2:_____ _____

Event #3:_____ _____

(Events may include wedding ceremony, receptions, birthdays, graduations, etc.)

Event(s) will be held on private property at the following location/address:

_____

Registrant Name(s): _____

Email (please print clearly): _____

Home Phone: _____ Cell Phone: _____

Address: _____

Name, cell phone & email of responsible party or event planner on-site & available on the day of the event: _____

_____

(Note that the responsible party should be someone who is readily accessible with this cell phone on his or her person during the event in case the Town should need to make contact regarding noise, trash, parking or similar issues)

Number of participants expected: _____

Homeowners Association Name/Contact/Phone: _____

_____

Property Management/Realty Firm Name/Contact/Phone: _____

_____

Rental Property Name and Rental House Number: _____; OR

Property Owner Name/Address/Phone if property is not in a rental program:

_____

B. Parking/Traffic Flow:

Cars shall not park on the side of the road in Nags Head in locations delineated with "No Parking" signage. If you plan to use an off-site location for private parking, please demonstrate that you have sufficient permission to use this facility. Please describe your parking plan (ie: use of shuttle buses, person to direct traffic, use of other parking facilities, etc.):_____

_____

_____
_____

C. Sound/Noise:

Please note that Nags Head has a noise ordinance that is in effect at all times.
What kind of sound system/amplification/music will be used?
DJ____ Band____ House Sound System ____ Other (please describe): _____
What will be the hours of operation for the sound system? _____
Will the sound system be located outside of the building? Yes ____ No ____

D. Trash Collection/Removal:

Trash Collection is curbside, information on the Trash and Recycling Schedule can be found here: http://www.nagsheadnc.gov/415/Residential-Trash-and-Recycling-Collecti Please describe your plan to remove overflow trash from your event (ie: obtain extra trash receptacles, to be handled by rental company, etc.): _____
_____
_____

E. Signage and Decorations:

Signs, balloons, streamers and similar items are not permitted within the rights of way and side streets. Please limit decorations to the property where the event is being held and only during the event. Please describe what signage/decorations you are proposing to use for your event:
_____

With the signature below, the registrant indicates that (s)he has read and understands the Town of Nags Heads Registration Policy/Ordinance for Events and will comply with this Policy/Ordinance.

You are strongly urged to obtain approval from the appropriate homeowner's association before your event(s). Failure to do so could result in legal action by the applicable homeowner association to enforce their covenants. Your signature on this application indicates that you understand that the Town of Nags Head does not enforce or consider the effect of neighborhood covenants when revising event registration applications.

_____ _____
Registrant Signature Date

The Town of Nags Head will distribute this information to:

Town Manager
Chief of Police
Fire Chief
Planning & Development Department
Property Owner or Manager
Homeowner's Association (if applicable)
Property Owner or Manager of Off-Site Parking Facility (if applicable)

If you have any questions regarding event registration or this form, please contact the Planning Department via email at Kelly.wyatt@nagsheadnc.gov or by phone at 252-449-6042.

Please submit this form at least thirty days in advance of the event via email to the address above or via mail to:

Town of Nags Head Planning Department
Attn: Kelly Wyatt
P.O. Box 99
Nags Head, NC 27959

MEMORANDUM
Town of Nags Head
Planning & Development Department

To: Planning Board

From: Kelly Wyatt, Deputy Director of Planning & Development

Michael Zehner, Director of Planning & Development

Date: February 14, 2020

Subject: Discussion of Event Home Regulations

Following the Planning Board's January 21, 2020 discussion on large occupancy/event homes, Planning Staff provided the Board of Commissioners with a brief memo and update at their February 5, 2020 meeting requesting guidance on how to proceed. The Board of Commissioners noted that event homes had been a discussion at their most recent retreat and that public safety, noise, and off-site impacts, such as parking, were the primary concerns noted with regard to large events being held within single-family residential dwellings.

It was the consensus of the Board of Commissioners that the Planning Board and Staff continue to move forward with discussion on the regulation of such events. Additionally, the Board of Commissioners noted that large occupancy homes are a concern of many municipalities within Dare County and recommended that Staff work jointly with the other towns to consider how best to regulate occupancy. Specifically, regulations that the Town of Kill Devil Hills has discussed related to sprinkler protection, increased buffering, and vehicle stacking within the drive aisle were of interest. Staff would submit that these two items might best be handled separately, as the Board can currently proceed with developing regulations related to events; however, the consideration of additional restrictions on large occupancy homes requires additional time and coordination.

With regard to the regulation of events being held within single-family dwellings within the Town, staff would recommend consideration be given to developing criteria similar to that of the Town of Duck's "Wedding Event Registration Policy". You can review this information here: https://www.townofduck.com/getting-married-in-duck/ and a copy of the *Wedding Related Event Registration* is attached. In short, if a wedding-related event in the Town of Duck involves more than 50 people you are required to complete a registration form and return it to the Town within 30 days in advance of the event. The form is circulated to neighborhood associations, the property manager or owner of the proposed venue, and the Town of Duck Police and Fire Departments in order to ensure that they are aware of the event plans and also so that they contact can be made prior to or during the event should it be necessary. As part of the registration process, applicants are provided the Towns regulations for signage, noise and trash removal. Additionally, applicants must demonstrate that sufficient onsite parking is provided for the event. If unable to do so any need for the use of off-site parking must be accompanied by the proper permissions to utilize that parking facility.

Staff would recommend that consideration be given to requiring this registration when any proposed event is intended to attract 50 or more attendees at any single-family residential dwelling within the Town, not simply wedding-related events. Additionally, instead of adopting a policy, Staff would recommend that this be considered as amendment to the Town Code, likely within Chapter 4, *Amusements, Entertainments, Mass Gatherings and Commercial-Outdoor Recreational Uses*.

Planning staff will be available for additional discussion with the intention to bring forward a draft amendment to the Town Code for consideration at the Planning Board's March 17, 2020 meeting.

Town of Duck
Wedding-Related Event Registration Policy

The qualities that make Duck a great place to live and vacation also make it an attractive location for weddings and special events. Large, well-appointed rental homes can be an ideal venue for large parties. It is important to remember that these homes are located in residential neighborhoods and these events, if not properly managed, can disrupt the quality of life for neighbors and other members of the community. The Town of Duck's economy is tourism based, and it is the position of the Town to encourage and facilitate properly planned events that are cognizant of residents, businesses, and other visitors. For this reason, Duck is asking event planners to fill out the attached form which documents the measures that will be taken to reduce event related impacts such as noise, parking, signage, and trash removal.

If you are planning a wedding-related event in the Town which involves more than 50 people, please fill out the attached form and return it to the Town of Duck Town Hall 30 days in advance of the event. This form will be circulated to neighborhood associations, the property manager or owner of the proposed venue, and the Town of Duck Police and Fire Departments in order to ensure that they are aware of your event plans and also so that they can contact you prior to or during the event, should this be necessary.

The Town of Duck's regulations for signage, noise, and trash removal can be found on the Town's website at www.townofduck.com and are referenced on the registration form. Please note that these regulations remain in effect at all times and failure to comply with Town regulations could result in penalties or fines as well as the possibility of event disruption or termination. Also, please note that the Duck Police Department will be routinely monitoring conditions during the course of the event, specifically to preempt issues related to noise and parking.

For more information or questions regarding the Wedding-Related Event policy, please call the Department of Community Development at (252) 255-1234 or visit the Town's website at: www.townofduck.com/planningzoning.htm.

WEDDING-RELATED EVENT REGISTRATION

Registration submission required 30 days in advance of an event.
Submission Date:_____

PLEASE DO NOT LEAVE ANY BLANKS (Mark N/A as appropriate & use additional sheets if necessary).

A. Contact and Event Information:

Date(s) of Event #1:_____ Time(s) of Event:_____
Event #2:_____ _____
Event #3:_____ _____

(Events may include wedding ceremony, reception, rehearsal dinners, brunch, etc.)
Event(s) will be held on private property at the following location/address:

_____

Registrant Name (s):_____
Email (please print clearly):_____
Home Phone:_____ Cell Phone:_____
Address:_____
Name, cell phone & email of responsible party or wedding planner on-site & available on the day of the event: _____

_____

(Note that the responsible party should be someone who is readily accessible with this cell phone on his or her person during the event in case the Town should need to make contact regarding noise, trash, parking, or similar issues)

Number of participants expected:_____
Neighborhood Association Name/Contact/Phone:_____

_____

Property Management/Realty Firm Name/Contact/Phone:_____

_____

Rental Property Name and Rental House Number:_____; Or,
Property Owner Name/Address/Phone if property is not in a rental program:

_____

B. Parking/Traffic Flow:

Cars may not be parked on the side of the road in Duck. If you plan to use an off-site location for private parking, please demonstrate that you have sufficient permission to use this facility. Please describe your parking plan (i.e. use of shuttle buses, person to direct traffic, use of other parking facilities, etc.):_____

_____

_____

C. Sound/Noise:

Please note that Duck has a noise ordinance that is in effect at all times.
What kind of sound system/amplification/music will be used?
☐ DJ ☐ Band ☐ House Sound System ☐ Other (please describe):_____
What will be the hours of operation for the sound system?_____
Will the sound system be located outside of the building? ☐ Yes ☐ No

D. Trash Collection/Removal:

Trash Collection is curbside on Monday and Friday from May 1st to September 30th. The remainder of the year trash collection is on Mondays. Recycling is curbside on Mondays.

Please describe your plan to remove overflow trash from your event (i.e. obtain extra trash receptacles, to be handled by rental company etc.):_____

_____

E. Signage and Decorations

Signs, balloons, streamers and similar items are not permitted within the rights of way along NC12 and side streets. Please limit decorations (no more than three days duration) to the property where the event is being held and note that the property line is generally 15 feet or more back from the paved portion of the right of way.

Please describe what signage/decorations you are proposing to use for your event:

_____

With the signature below, the registrant indicates that (s)he has read and understands the Town of Duck Registration Policy for Wedding-Related Events and will comply with this Policy.

You are strongly urged to obtain approval from the appropriate homeowner association before your event(s). Failure to do so could result in legal action by the applicable homeowner association to enforce their covenants. Your signature on this application indicates that you understand that the Town of Duck does not enforce or consider the effect of neighborhood covenants when reviewing wedding related event registration applications.

_____ _____

Registrant Signature Date

The Town of Duck will distribute this information to:

Town Manager
Chief of Police
Fire Chief

Property Owner or Manager
Neighborhood Association
Property Owner or Manager of Off-Site Parking Facility (if applicable)

If you have any questions regarding event registration or this form, please contact the Director of Community Development via email at info@townofduck.com or by phone at 252-255-1234.

Please submit this form <u>at least thirty days</u> in advance of the event via email to the address above, via fax at 252-255-1236, or via mail to:

ATTN: Wedding Event Registration
Town of Duck
P.O. Box 8369
Duck, NC 27949

The Town will send an acknowledgement email or letter so that you know the registration form has been received.

Please Accept Our Best Wishes for a Beautiful and Safe Wedding Event!

MEMORANDUM
Town of Nags Head
Planning & Development Department

To: Planning Board
From: Holly White, Principal Planner
Date: October 9, 2020
Subject: Presentation and discussion of 2017 Comprehensive Plan

OVERVIEW

FOCUS Nags Head was a two-part project that was initiated in the Summer of 2015. The first portion of the project, the Comprehensive Plan, was focused on update of the Land Use Plan and incorporation of other long-range planning documents into a single comprehensive document. The second portion of the FOCUS Nags Head project was an update to Town land development codes that began in 2017.

There were two citizen committees appointed to guide these processes: the Advisory Committee and the Technical Committee. The Advisory Committee was appointed to provide guidance to staff on policy issues related to the vision and strategic direction of the plan. This committee was instrumental in providing feedback on the vision, future desires, and direction for specific character areas of the Town. During the two-year period, there were approximately twenty (20) Advisory Committee meetings, five (5) Community Meetings, and over 75 stakeholder interviews to gather public input. The Technical Committee was appointed to provide guidance and feedback to staff and the consultant on technical issues related to development of code language and further implementation of the Comprehensive Plan.

PLAN PURPOSE

The Nags Head Comprehensive Plan is the official policy document adopted by the Board of Commissioners to strategically plan for and enhance the quality of life and physical character of the community. The plan, while not regulatory in nature, builds upon other adopted plans and policies to provide a foundation for decision making, future regulations, and project development. The vision, goals, policies, and actions of the Comprehensive Plan form the policy basis of the Town's recently adopted Unified Development Ordinance (UDO).

PLAN ORGANIZATION

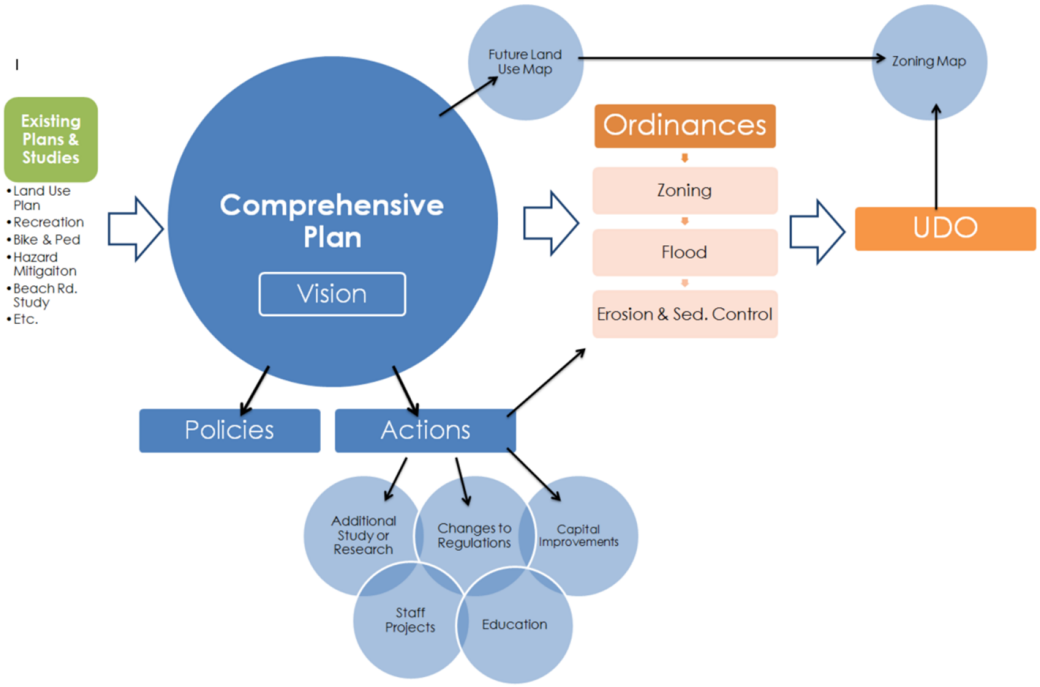
The Comprehensive Plan is broken down into 4 basic sections.

- **Section 1: Context and Setting**
  Context and Setting describes current conditions in the Town, including demographics and population, and outlines the vision.

- **Section 2: Character Areas**
  Character Areas describes the eight distinct areas of Nags Head that require special planning to maintain or enhance their unique characteristics. Each character area contains a brief description of the existing conditions, develop plan outlining appropriate land uses, density, and design characteristics, and essentials actions and considerations to achieve the vision of this area. The policies that support the vision and development plan of each character area are discussed in detail in Section 3, Elements.

- **Section 3: Elements and Policies**
  Elements and Policies is broken into seven elements: Land Use, Natural Resources and Resiliency, Economic Development and Tourism, Cultural Resources, Parks and Recreation, Transportation, and Municipal Services. The policies in this portion of the plan are broad in nature and apply generally town wide. Under each main element are sub-elements that explain the primary concerns of the community. In addition to a discussion of key issues, each element includes a table of policies and actions to guide future decision making. The seven elements are identified by a primary two letter code. Policies under each element are numbered and actions are lettered, creating a simple four-letter code that makes each policy and its actions uniquely identifiable. The actions for each policy can best be described as the steps the Town will take to achieve the policy.

- **Section 4: Implementation**
  Implementation moves the policy discussion one step further by providing a detailed policy and action matrix that outlines how each action will work to be accomplished, the potential costs, and who is responsible. The matrix is an extension of the policy and action tables from Section 3, but with greater detail including financial resources, time frame, and priority levels of each policy action. This section also relates each policy to the five goals and vision described at the beginning of the plan.



USING THE COMPREHNSIVE PLAN

Staff uses the Comprehensive Plan to determine if development applications are consistent with the vision and policies of the plan. This, along with other relevant information, is generally the basis for staff's recommendation to the Planning Board and Board of Commissioners for development applications.

UDO Sections 3.5.3. Action by the Planning Board and 3.5.4. Action by the Board of Commissioners describes how the Planning Board and Board of Commissioners must find consistency with the Comprehensive Plan for text and zoning map amendments. This UDO requirement is based in North Carolina General Statue 160A-383 Purposes in view. This portion of the statue requires that zoning regulations shall be made in accordance with a comprehensive plan.

Staff intends to make a detailed presentation at the Planning Board meeting and will be available for further discussion. An electronic version of the plan is available online- The Town of Nags Head Comprehensive Plan. Please let staff know if you would like a paper copy of the plan.

MEMORANDUM
Town of Nags Head
Planning & Development Department

To: Board of Commissioners
Planning Board
From: Michael Zehner, Director of Planning & Development
Date: September 29, 2020
Subject: Planning and Development Director's Report (F-1)

This memo provides an overview of selected Planning and Development Department activities, projects, and initiatives. If requested, Staff will be prepared to discuss any of this information in detail at the Board of Commissioners meeting on October 7, 2020.

Monthly Activity Report

Attached for the Board's review is the *Planning and Development Monthly Report for August 2020*. In addition to permitting, inspections, code enforcement, and Todd D. Krafft Septic Health Initiative activities, Staff was involved in the following meetings or activities of note during the month:

- Wednesday, August 5 - Board of Commissioners Meeting
- Thursday, August 6 - Farmers' Market
- Thursday, August 13 - Farmers' Market
- Tuesday, August 18 - Planning Board Meeting
- Wednesday, August 19 - Arts & Culture Committee Meeting
- Thursday, August 20 - Farmers' Market
- Wednesday, August 26 - Conference Call with Rep. Murphy re: J-1 Visa Program
- Thursday, August 27 - Farmers' Market

Short-Term Rental Registration Update

As provided in last month's Director's Report, a total of 69 properties were registered as short-term rentals in 2019, and as of August 25, 2020, 32 of these properties were registered in 2020. As of September 29, 2020, 61 of these properties had been registered in 2020. Staff intends to reach out to the owners of the remaining 8 properties to confirm their status and seek registration, if necessary. Last month's Director's Report also indicated that as of August 25, 2020, 98 additional properties had been newly registered in 2020, for a total of 167 properties then currently registered as short-term rentals. As of September 29, 2020, 151 additional properties had been newly registered in 2020, for a total of 216 properties currently registered as short-term rentals.

As reported at the Board's January 2020 meeting, based upon information provided by the Dare County Tax Collector, Staff anticipated that approximately 600 units could be eligible for registration as short-term rentals under the Town's regulations. Through

administration of the regulations and communication with property owners, Staff has been able to determine that at least 16 properties presumed to require registration, are exempt or are otherwise not required to be registered. Therefore, it is estimated that 37% of eligible units have been registered; however, it should be expected that some portion of the remaining properties do not require registration. To this date, 46 properties have been registered as short-term rentals that were not previously identified as rentals on Dare County's records.

Staff had previously noted the intent to bring forward an amendment to the registration regulations to specifically exempt cottage court units managed by a single entity from being required to register as short-term rentals; Staff understands that it was not the intent to require these units to be registered, and has therefore not been requiring these units to be registered. However, based upon a recent court decision concerning the City of Wilmington's registration program, Staff has delayed this change at this time upon the recommendation of the Town Attorney.

Nonconforming Hotels and Fishing Piers - Legacy Establishments/Structures

As the Board is aware, recommendations from the Planning Board and Staff on a text amendment to address nonconforming hotels and fishing piers had been forwarded to the Board prior to the September 2, 2020 meeting to allow the Board to consider the scheduling of a public hearing. At the September 2 meeting, the Board voted to remove the item to schedule the public hearing from the agenda, to discuss the matter at a future meeting. Staff will await further direction from the Board as to a timeline for future consideration of this matter.

CAMA Land Use Plan Update

Staff received notice from DCM on September 28, 2020 that the Town's Comprehensive Plan was accepted as complete, allowing for State review to be initiated. The Plan has been routed to the various review agencies, and the submitted draft is available at the following link:

https://files.nc.gov/ncdeq/Coastal%20Management/documents/PDF/Land%20Use%20Plans/state-review-lups/NagsHeadCompPlanRecvd_092520edit.pdf

The Town will receive comments on the plan no later than Wednesday, December 9th.

Following approval of the Plan, the Board will need to consider final re-adoption of the Plan incorporating modifications required by DCM to satisfy completeness requirements

Planning Board - Pending Applications and Discussions

The September 15, 2020 Planning Board meeting included the Site Plan Review for the Islington Street Beach Access Improvements. Related to this, the Planning Board also discussed safety at the Town's various accesses, and plans to provide ADA-accessible accommodations at accesses. The Board also revisited their consideration of the text amendment to address nonconforming hotels and fishing piers, making a further suggestion that the option to seek a conditional use permit not be permitted for projects

involving the reconstruction of a nonconforming hotel following the voluntary demolition of a significant percentage of existing floor area.

It is important to note that the September 15 Planning Board meeting was broadcast live using the Zoom platform to accommodate remote viewing, as requested by the Outer Banks Association of Realtors. The Board and Staff intend to continue this practice and will look for ways to improve the broadcast of these meetings.

The Planning Board's next meeting is scheduled for Tuesday, October 20, 2020. At this time, the agenda is expected to include consideration of a conditional use permit application for the Dream Center property and the amendment of a previously issued conditional use permit for The Soundside Event Site to include properties recently acquired by the Dare County Tourism Board.

Additional Updates

- **2020 Census** - As previously indicated, the number/percentage of vacant vacation/rental homes in Town would skew the response rate recognized by the Census, as the rate is not adjusted at this time to account for those homes. Dare County has begun releasing the information on the rate depicting more accurate response rates based upon the number of occupied homes in the various communities. Based upon this methodology, the Town's response rate as of September 21, 2020 has been determined to be 90.49%, up from 87.39% on August 17, and up from 85.46% on July 20, 2020.

  As the Board may be aware, the collection of Census responses was scheduled to cease on September 30, 2020; however, a recent court order directed an extension until October 31.

- **Town Workforce Housing Study & Plan** - Phase 1 Report presented to the Board of Commissioners at the February 5, 2020 meeting. Further action on this project is on hold pending direction from the Board of Commissioners; however, it is important to note that funds associated with this project were liquidated due to budgetary constraints associated with the Covid-19 Pandemic.

  Given discussion at the Board's recent retreat, Staff anticipates reinitiating this project with the Board in the coming months.

- **Skate Park Renovation - Phase 1** - As previously reported, Staff finalized submission of an application for the National Endowment for the Arts Our Town Grant on August 18, 2020, seeking funds to design and develop plans for a future renovation of the Skate Park. With support from the Board, Staff is also preparing to submit for a grant from the Tourism Board.

- **UDO Reference Manual & Permitting Workflow** - Staff continues to develop Reference Manual materials, including identifying and refining workflows, to be brought to the Board of Commissioners for approval at a later date.

- **Art Masts** - As previously noted, the Art Mast project, coordinated with the Arts & Culture Committee, has resulted in four completed art panels. The Arts & Culture Committee continues to discuss the locations for the new Art Masts, and is considering installations beginning at Bonnet Street and ending in the Gallery Row District. Staff is awaiting a proposal from a sign company to identify the best way to install the masts.

- **Decentralized Wastewater Master Plan** - As noted above, an RFQ seeking proposals from consultants was released on August 14, 2020, with responses due September 30, 2020. As of September 29, a total of 3 responses were expected.

  A Staff team will be reviewing the responses over the coming weeks to select a consultant for the project. Additionally, Staff will be soliciting volunteers for a project steering committee, and will bring those that express an interest to the Board for consideration at the November 2020 meeting.

- **Dowdy Park Farmer's Market** - As the Board is aware, the Farmers' Market was extended through September, with the final market being held on September 24, 2020.

- **Permitting/Online Permitting** - Staff had previously contacted representatives of the Outer Banks Home Builders Association to coordinate a schedule for a workshop/forum for the building community. However, given current circumstances, this effort has been placed on hold. Staff is considering developing a series of videos in the interim.

  As previously noted, in the spring Staff had begun fairly regular email updates to contractors and related design professionals on matters related to permitting and zoning. Similar updates in the future are expected to be made on a more regular schedule using the News Flash feature on the Town's website; this was announced in an email on September 11, 2020, encouraging recipients to subscribe to the Department's News Flash.

  As previously reported, as of May 8, 2020, online permitting has been activated for all residential and commercial building and trade permit types. As noted in the FY19-20 3rd and 4th Quarter Permitting Report, Staff will continue to work to make improvements to the platform, publicize the availability of the resource, refine documents providing guidance to the Town's customers, and develop protocols for records management in support of the platform.

- **Grants and Assistance**

  - Staff had submitted a request under the Hazard Mitigation Grant Program (Tropical Storm Michael) to update the Town's Emergency Operations Plan. Staff learned that funding under that event was no longer being considered, but that the request was being considered under funding decisions related to Hurricane Dorian.

- Staff submitted a Letter of Interest ("LOI") under the Hazard Mitigation Grant Program related to Hurricane Dorian for the acquisition of property, and assisted Fire Chief Wells in the submission of an LOI for replacement of a generator; we have been notified that the generator request has been selected for further consideration, and have also learned that the request for funds for property acquisition also continues to be considered.

- A final application for a National Fish and Wildlife Foundation - National Coastal Resilience Fund grant to develop an Estuarine Shoreline Management Plan was submitted in July 2020. Additionally, an application was submitted for the 2020 North Carolina Attorney General Environmental Enhancement Grant for the same project. Staff had hoped to learn the status of these applications by the end of September, and is now looking for an update in the next few weeks.

- As noted, Staff submitted a final application for the National Endowment for the Arts Our Town Grant on August 18, 2020 seeking funds to prepare designs for the renovation of the Town's Skate Park.

- **Academic/NGO Projects**

  As the boards are likely aware, the Outer Banks and Town are the subject of numerous academic and general research projects. We felt it important to provide an overview of the active projects involving the Town in some degree, as follows:

  - 2020 OBX Field School and UNC-CSI Capstone Project

    The OBX Field School, along with the UNC-CSI Capstone Project, are coordinated through the Coastal Studies Institute. Kicking off the Fall 2020 Semester, Department Staff along with Town Engineer David Ryan were invited to join the UNC Field School on their Water Tour on August 12, 2020. Mr. Ryan and Holly White provided students with an overview of the Town's Comprehensive Plan and challenges related to groundwater, septic health management, stormwater, and water quality. The students concluded their time with Town Staff with a trip to the groundwater lowering wells near the Barnes Street Park.

    In conjunction with the Field School, the Planning Department will virtually host an intern this semester. Brianna "Bri" Thompson is a junior at UNC double majoring in Environmental Studies and Public Policy. She also has an interest in art and design that will assist her in her project with the Town. Bri will work on developing social media messaging and general outreach materials for the stormwater, septic health, and floodplain management programs.

    As part of the UNC-CSI Capstone Project, students will perform water sampling at several locations in Nags Head throughout the semester to monitor bacteria and optical brighteners. Their work last year suggested that the groundwater lowering systems, managed by the Town, are having

an added benefit to improved water quality; additional research will be conducted to investigate this further. Lastly, students will develop and conduct a survey to resident and non-residential property owners to assess their knowledge and awareness, attitudes/risk perceptions, and behaviors/practices regarding septic systems. Previous work, and this semester's work, will benefit the forthcoming update of the Town's Decentralized Wastewater Management Plan.

- C-CoAST - The Collaboratory for Coastal Adaptation over Space and Time (C-CoAST)

  A Research Coordination Network (RCN) funded by the National Science Foundation (NSF) to address grand challenges in coastal resilience. Developed coastal environments are shaped by interactions between human activities and natural processes. Mitigation and recovery strategies that promote adaptation at the time scale of storm events can be counterproductive over longer timescales. A series of collaborative activities will integrate coastal researcher, stakeholder, and practitioner expertise, building capacity for a comprehensive understanding of the human-natural coastal system. This will enable the potential for steering away from future outcomes that communities may want to avoid, and toward outcomes they deem more desirable.

  This network is working to develop a hub which will ultimately provide funding for project implementation for both researchers and practitioners. Dare County was identified as a pilot community in which virtual listening session and a community meeting will be held. Staff's role is limited to providing feedback as a sounding board for ideas and connection to local stakeholder groups.

- ECU Groundwater Study

  This project was initiated in 2019, intended to measure and identify changes in groundwater levels within the Town and the causes. There is to be a related focus on impacts to onsite wastewater. The lead researcher is currently out of the country working on a separate research assignment.

- Wastewater Infrastructure Tipping Points: Prioritizing Implementation of Climate Adaptation Plans in Decentralized Systems

  This project is being led by North Carolina Sea Grant and faculty from ECU. The project is researching the relationship between climate change/adaptation, groundwater, and onsite decentralized wastewater systems.

- Climate Change Adaptation in a Coupled Geomorphic-Economic Coastal System

This project is being led by UNC-Wilmington, UNC, Duke, and Ohio State. There have been no recent updates.

- Focused CoPe: Supporting Environmental Justice in Connected Coastal Communities through a Regional Approach to Collaborative Community Science

  Spearheaded by ECU and the Coastal Studies Institute, the Town recently submitted an "intent to collaborate" letter in support of the project. The project will focus on regional climate adaptation impacts to equity and environmental justice, and will likely result in the Town being provided with two interns during the course of the project. The project is contingent on the successful awarding of a grant.

Upcoming Meetings and Other Dates

- Tuesday, October 6 - Technical Review Committee Meeting
- Wednesday, October 7 - Board of Commissioners Meeting
- Thursday, October 8 - Board of Adjustment Meeting
- Tuesday, October 13 - Permitting/Inspections/Code Enforcement Team Staff meeting
- Tuesday, October 14 - Planning & Zoning Team Staff Meeting
- Wednesday, October 14 - Arts & Culture Committee Meeting
- Tuesday, October 20 - Planning Board Meeting

TOWN OF NAGS HEAD PLANNING AND DEVELOPMENT
MONTHLY REPORT
AUGUST 2020

DATE SUBMITTED: September 7, 2020

	Aug-20	Aug-19	Jul-20	2020-2021 FISCAL YTD	2019-2020 FISCAL YTD	FISCAL YEAR INCREASE/ DECREASE
BUILDING PERMITS ISSUED - RESIDENTIAL						
New Single Family	1	1	2	3	2	1
New Single Family, 3000 sf or >	1	1	0	1	2	(1)
Duplex - New	0	0	0	0	0	0
Sub Total - New Residential	2	2	2	4	4	0
Miscellaneous (Total)	14	22	21	35	38	(3)
Accessory Structure	*2*	*3*	*3*	5	*6*	(1)
Addition	*1*	*1*	*3*	4	*1*	3
Demolition	*0*	*0*	*0*	0	*0*	0
Move	*0*	*0*	*0*	0	*0*	0
Remodel	*4*	*8*	*5*	9	*11*	(2)
Repair	*7*	*10*	*10*	17	*20*	(3)
Total Residential	**16**	**24**	**23**	**39**	**42**	(3)
BUILDING PERMITS ISSUED - COMMERCIAL						
Multi-Family - New	0	0	0	0	0	0
Motel/Hotel - New	0	0	0	0	0	0
Business/Govt/Other - New	0	0	0	0	0	0
Subtotal - New Commercial	0	0	0	0	0	0
Miscellaneous (Total)	4	3	9	13	8	5
Accessory Structure	*0*	*1*	*6*	6	*4*	2
Addition	*0*	*0*	*0*	0	*0*	0
Demolition	*0*	*0*	*1*	1	*1*	0
Move	*0*	*0*	*0*	0	*0*	0
Remodel	*2*	*1*	*0*	2	*2*	0
Repair	*2*	*1*	*2*	4	*1*	3
Total Commercial	**4**	**3**	**9**	**13**	**8**	5
Grand Total	**20**	**27**	**32**	**52**	**50**	2
SUB-CONTRACTOR PERMITS						
Electrical	26	43	28	54	92	(38)
Gas	1	2	3	4	4	0
Mechanical	28	38	43	71	81	(10)
Plumbing	6	5	6	12	14	(2)
Sprinkler	0	0	0	0	0	0
VALUE						
New Single Family	$180,000	$150,000	$686,336	$866,336	$325,000	$541,336
New Single Family, 3000 sf or >	$430,000	$750,000	$0	$430,000	$1,450,000	($1,020,000)
Duplex - New	$0	$0	$0	$0	$0	$0
Misc (Total Residential)	$305,111	$410,386	$617,281	$922,392	$765,955	$156,437
Sub Total Residential	**$915,111**	**$1,310,386**	**$1,303,617**	**$2,218,728**	**$2,540,955**	($322,227)
Multi-Family - New	$0	$0	$0	$0	$0	$0
Motel/Hotel - New	$0	$0	$0	$0	$0	$0
Business/Govt/Other - New	$0	$0	$0	$0	$0	$0
Misc (Total Commercial)	$140,000	$77,450	$111,700	$251,700	$140,325	$111,375
Sub Total Commercial	**$140,000**	**$77,450**	**$111,700**	**$251,700**	**$140,325**	$111,375
Grand Total	**$1,055,111**	**$1,387,836**	**$1,415,317**	**$2,470,428**	**$2,681,280**	**($210,852)**

TOWN OF NAGS HEAD PLANNING AND DEVELOPMENT
MONTHLY REPORT
AUGUST 2020

DATE SUBMITTED: September 7, 2020

	Aug-20	Aug-19	Jul-20	2020-2021 FISCAL YTD	2019-2020 FISCAL YTD	FISCAL YEAR INCREASE/ DECREASE
ZONING						
Zoning Permits	16	26	26	42	47	(5)
CAMA						
CAMA LPO Permits	1	0	2	3	3	0
CAMA LPO Exemptions	0	4	5	5	9	0
Sand Relocations	0	N/A	0	0	N/A	N/A
CODE COMPLIANCE						
CCO Inspections	82	145	82	164	302	(138)
Cases Investigated	48	68	51	99	146	(47)
Warnings	10	5	11	21	15	6
NOVs Issued	39	63	40	79	131	(52)
Civil Citations (#)	0	0	0	0	0	0
Civil Citations ($)	$0	$0	$0	$0	$0	$0
SEPTIC HEALTH						
Tanks inspected	27	0	0	27	64	(37)
Tanks pumped	15	0	4	19	5	14
Water quality sites tested	69	0	0	69	46	23
Personnel Hours in Training/School	9	0	15	24	0	24

Michael D. Zehner, Director of Planning & Development