



**DRAFT AGENDA**

**Town of Nags Head Planning Board  
Nags Head Municipal Complex Board Room  
Tuesday, November 19th, 2024; 9:00 a.m.**

- A. Call To Order
- B. Approval Of Agenda
- C. Public Comment/Audience Response
- D. Approval Of Minutes  
October 15th, 2024 Planning Board Meeting

Documents:

[OCTOBER 15 2024 DRAFT MINUTES.PDF](#)

E. Action Items

- 1. Consideration Of A Site Plan Review  
for construction of a 8,305 square foot Dare County EMS Station and associated improvements. The property is zoned SPD-C Village Commercial-1 and is located at 105 W. Seachase Drive.

Documents:

[DC EMS STATION SITE PLAN REVIEW FOR PB.PDF](#)

- F. Report On Board Of Commissioners Actions  
November 6th, 2024

Documents:

[NOV 6 2024 BOC ACTIONS KW HIGHLIGHT.PDF](#)

G. Town Updates - As Requested

H. Discussion Items

- 1. Continued Discussion  
of Hotel Overlay District.
- 2. Continued Discussion

related to Accessory Dwelling Units (ADU's).

3. Planning & Development Directors Report  
November 6th, 2024

Documents:

[PND NOVEMBER DIRECTORS REPORT.PDF](#)

- I. Planning Board Members' Agenda
- J. Planning Board Chairman's Agenda
- K. Adjournment

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**Town of Nags Head  
Planning Board  
October 15th, 2024  
- DRAFT -**

The Planning Board of the Town of Nags Head met on Tuesday, October 15th, 2024, in the Board Room at the Nags Head Municipal Complex.

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

***Members Present***

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

***Members Absent***

None

***Others Present***

Kelly Wyatt, Joe Costello, Lily Nieberding

***Approval of Agenda***

David Elder moved to approve the agenda as presented. Meade Gwinn seconded, and the motion passed by unanimous vote.

***Public Comment/Audience Response***

None

***Approval of Minutes***

Chair Vaughan asked for a motion to approve the minutes of the September 17<sup>th</sup> meeting and September 18<sup>th</sup> Public Input Session. Meade Gwinn moved to approve the minutes as presented; David Elder seconded, and the motion passed unanimously.

***Action Items***

*Consideration of a Sketch Plan Review for construction of a 6,760 square foot Dare County EMS Station located at 105 W. Seachase Drive.*

Planning Director Kelly Wyatt presented a Sketch Plan Review application submitted by Oakley Collier Architects on behalf of Dare County for the construction of a 6,760 square foot Emergency Management Services (EMS) Station. This property is zoned SPD-C, Village at Nags Head C-1.

Ms. Wyatt reminded the Board that the Nags Head Board of Commissioners will hold a Public Hearing at their November 6, 2024 meeting to review a text amendment which, if adopted, would allow the use of "County EMS Station" as a permitted use within the SPD-C, Village Commercial-1 zoning designation.

As noted in Section 10.84.1 of the Unified Development Ordinance, "The purpose of the sketch plan is to review projects at a conceptual level for consistency with the requirements of the commercial design standards and the UDO in general. This review should be done at the early stages of project development in order to allow for meaningful input and substantive changes to the design, if necessary. The applicant is encouraged to incorporate the recommendations of the UDO Administrator and/or the Planning Board) into the development plan before submittal of the formal site plan.

Ms. Wyatt noted that at this time the Planning Department, Town Engineer, Public Services, Fire Department and Police Department have provided comments on the sketch plan package. She then proceeded to review a list of the relevant comments received thus far:

### **Zoning**

- Staff has proposed several text amendments to facilitate the construction of the EMS Station within the SPD-C, Village Commercial-1 Zoning Designation. These include:
  - Amend Section 9.36, Table of Uses and Activities to list "County EMS Station" as a permitted use within the Village Commercial-1 District.
  - Amend Section 9.21.8.2, Table of Development Standards, to reduce the front yard setback requirement from 75 feet to 45 feet.
  - Amend Section 10.16, Required Parking by Use, to establish a parking standard for the new use category of "County EMS Station".

The Public Hearing for these amendments will be held at the Board of Commissioners November 6, 2024 meeting.

- The SPD-C, Village Commercial-1 District allows wall signage only, there is no allowance for a freestanding sign.
- Section 9.21.7.14 requires a 5-foot wide planted landscape buffer along the west and south sides of the property, this vegetation shall reach a minimum height of 10 feet within 5 years.

### **Site Design Standards**

- Development must comply with all provisions of the Flood Damage Prevention Ordinance including elevation in compliance with the Town of Nags Head's local ordinance with Regulatory Flood Protection Elevation (RFPE) of 9 ft. msl. It is likely that the existing grade exceeds 9 ft. msl.
- Overall lot coverage and built-upon area have not been provided at this time but will need to be shown on a complete survey prior to Technical Review.
- The proposed parking standard for EMS Facilities is one parking space per employee on duty and one parking space per 200 square feet of training facility and customer service areas. A floor plan depicting the area dedicated to training facility and customer service area, along with information on the number of employees on duty will need to be provided to determine that the proposed 21 parking spaces are adequate.
- Compliance with Section 10.92.14.4 of the Unified Development Ordinance, requiring 20% of the surface area of parking area and drive aisles be constructed of permeable materials.
- Following items shall be addressed on Landscape Plan prior to TRC:
  - o Compliance with Section 10.93.3.1, Parking Lot Buffers.
  - o Compliance with Section 10.93.3.5. Buildings Adjacent to Street Frontage. Building walls adjacent to a street frontage shall include foundation landscaping directly adjacent to the building to screen any crawl space, stem wall, lattice work, or open parking areas.
  - o Compliance with Section 10.93.3.7 as it relates to Interior Parking Lot Landscaping.
  - o Compliance with Section 10.93.3.8, Vegetation Preservation/Planting Requirements.
- Account for the location of mechanical equipment in the site plan.
- Provide authorization from Carolina Water with regard to the existing wastewater treatment facility capacity.

- A lighting plan consistent with Section 10.37.1 of the UDO will be required prior to issuance of building permits for the proposed use. Architectural lighting will need to be reviewed as well.

### Building Design Standards

Section 10.83 of the UDO, Design Standards, states that buildings and structures are subject to the Commercial Design Standard contained within Article 10, Part VI of the Unified Development Ordinance. Projects shall be reviewed according to the building design standards outlined in Division II of the Commercial Design Standards. Alternatively, projects adding a total habitable building area of less than 10,000 square feet may elect to comply with the building design requirements by achieving 150 points based on the criteria outlined in the Town of Nags Head Residential Design Guidelines.

The conceptual elevations provided in the packet are preliminary and represent the initial design. Prior to the Technical Review Committee Meeting and formal Planning Board Site Plan Review submittal, compliance with Article 10, Part VI, Commercial Design Standards must be demonstrated. This project must also be reviewed and approved by the Village at Nags Head Architectural Review Committee (Village ACC).

### **Town Engineer**

- The applicant may want to consider contacting NCDOT to get preliminary feedback on the deceleration lane configuration.
- The site lends itself to maintaining the existing drainage patterns via swales along the property frontage and the north and south property lines.
- The applicant should contact the Village Homeowners Association regarding the modification of the Seachase Drive landscape island which is currently maintained by the HOA. There may be consideration for removing the western end of the landscape island, if permitted by maintaining the minimum required open space.
- The use of permeable pavers for the parking stalls is recommended to meet the requirements of Section 10.92.14.3 of the Unified Development Ordinance.

### **Public Works/Water**

- A location for front load sanitation truck will need to be proposed, ensure that the front load sanitation truck can easily turn into and back out of the entry for dumpster pick up. Pathing exhibit required to ensure turn radius can be met.
- Additional information is needed on water service.

### **Building Inspections**

- Review is limited until receipt of site plan and full of set of plans, including 2018 Appendix B with Plumbing, Mechanical and Electrical.

### **Fire**

- Review is limited until receipt of site plan and full set of plans. Questions regarding water mains for the fire protection system and a discussion of where the fire department connection would be located.
- Will the RPZ be located interior or exterior in a hot box?

### **Police**

- General concern with the proposed cut on W. Seachase Drive; could cause traffic issues and the existing vegetation is large and may create sight distance issues.

Ms. Wyatt noted that she as well as the applicants, Bobby Outten from Dare County, representatives from Oakley Collier and Engineer Mike Robinson, were available to answer any questions for the Board.

Engineer Mike Robinson addressed the Board. David Elder asked about the possibility of having interconnectivity between the parking areas. Mr. Elder expressed concern about the possibility of drivers getting confused trying to get to the EMS station and come in through the south side instead of the north side where the parking lot is. If someone goes into the wrong place, they will have to go back out onto the bypass to get to the other place. Mr. Elder also noted that currently if an EMS unit was returning to the station, they would have to get into the turning lane to either make a right or a left from that lane depending which direction they are coming from. Instead, Mr. Elder suggested adding connectivity on the west side as well as maybe the east side.

Mr. Robinson agreed with Mr. Elder's assessment noting that he had some concerns about the lack of interconnectivity between the two areas. The applicant was unsure about connectivity on the east side but liked the idea of connecting the two on the west side.

The Board also discussed the timing of the traffic lights with Ms. Harrison noting that the Seachase intersection is already a big mess.

Mr. Gwinn and Chair Vaughan were in favor of eliminating the rest of the island on Seachase Drive but acknowledged that this will need to be agreed to by the Village at Nags Head.

The applicants thanked the Board and Staff for their consideration.

Consideration Of Text Amendment related to the minimum parking standard for hotel use.

Ms. Wyatt explained that at their last meeting, the Planning Board continued deliberations on amending the town's minimum required parking standards for hotels. Noting that some hotel rooms/units include multiple beds, which may result in guests arriving in more than one vehicle, the Planning Board suggested that any revised parking standard should consider both the number of units and additional bedrooms.

The Planning Board members reached a consensus that the parking standard used by the Town in the late 1980s and through the 1990s was likely the most appropriate: 1.2 parking spaces per rentable unit, or one (1) parking space per bedroom—whichever is greater—plus one (1) parking space for every two (2) employees on the largest shift. This standard would accommodate the extra-parking needs for hotels offering multi-bedroom options, such as family suites, executive suites, and extended-stay rooms.

As an example, Ms. Wyatt stated that had this standard been applied to the recently approved 87-unit hotel, Inn at Whalebone, the required parking would have been 108 spaces.

Ms. Wyatt noted that based on the Planning Board's comments and consensus Staff had drafted up an ordinance amendment for their review and consideration.

Ms. Wyatt reviewed the policy considerations noting that LU-23, Requires sufficient parking for commercial businesses with parking area design regulations that limit impacts on neighbors and surrounding land uses.

Ms. Wyatt briefly reviewed the proposed ordinance for the Board and noted that based on their review, Planning staff finds the proposed text amendment to be consistent with the 2022 Comprehensive Land Use Plan and would recommend adoption of the amendment as presented.

After some discussion on staffing numbers, David Elder moved to recommend approval of the proposed amendment. Meade Gwinn seconded, and the motion passed unanimously.

### ***Report on Board of Commissioners Actions***

Ms. Wyatt gave an update on the Board of Commissioner Actions, of note: The Board approved the Consent Agenda which had two requests for Public Hearings: one for Special Use/Site Plan Review for construction of a 2-story, 8-BR dormitory and one for various amendments to the UDO within SPD-C, Village for new use EMS station. A Public Hearing was held to consider a zoning map amendment request submitted by Chris Greening of Coastal Bluewater Capital to rezone the property located at 0 W. Satterfield Landing Rd. Mayor Pro Tem Siers was recused from this item as he had a conflict of interest, and the Board adopted the ordinance as presented. Town Manager Garman explained that the Board conducted a public hearing on the draft multi-family ordinance at its Sep 4th meeting. Based on extensive public comments received at the public hearing, the Board of Commissioners scheduled a workshop which was held on Sep 18<sup>th</sup> after which the Board unanimously adopted the multi-family ordinance as presented. The Board passed motions to adopt the resolution authorizing Town Manager Garman to execute the contract with NC-DEQ for the Estuarine Shoreline Management Project grant as presented, authorize the Town Manager to enter into a contract with McAdams for ESMP areas 1 and 2 at the Nags Head Woods Preserve & Villa Dunes Drive and W. Soundside Road, as presented and approve the associated budget amendment for the \$40,000 local portion of the grant as presented. The Board passed motions to adopt the resolution authorizing application to NC-DEQ for the Septic Health Project grant as presented and approve the extension of the loan payment time to up to five (5) years as provided for in the updated Septic Health Loan Policy.

### ***Town Updates***

None

### ***Discussion Items***

#### ***Discussion Of Hotel Overlay District***

Deputy Planning Director Joe Costello explained that in November 2023, during their retreat, the Board of Commissioners directed planning staff to identify and correct areas of land use incompatibility within the town and correct inconsistencies between the Comprehensive Plan and the Unified Development Ordinance. One item noted for consideration at that time was revisiting the appropriateness of the Hotel Overlay District. This is Action Item 2.2 under the Development Goals of the adopted 2024 Town of Nags Head Strategic Plan.

At this time, staff would like to initiate a discussion with the Planning Board on whether the Hotel Overlay District remains in line with the Town's vision and development goals.

Mr. Costello did some research and found a staff memo to the Planning Board dated October 10, 2001 where staff stated that the Board of Commissioners had been discussing the issues surrounding the demolition of hotels and the replacement of these hotels with large single-family houses. The Board was concerned with the loss of diversity of seasonal housing accommodations of visitors. Staff were asked to present ideas concerning incentives for the development of new hotels/motels. Over the next few years staff considered a variety of factors that would help incentive new hotels,

including reductions in lot coverage and setback requirements and an increase in height allowance as well as potentially creating a hotel overlay district. The Hotel Overlay District was later established at the Board of Commissioners' Meeting on March 3, 2004, to encourage new and larger hotel developments.

The stated intent of the hotel overlay district found within the final adopted ordinance was to allow for the location of larger-scale hotels in commercial areas where the increase in height does not significantly affect the viewshed from Jockey's Ridge and does not diminish the low-density character of the historic district and the neighborhoods within the R-2 Medium Density Residential zoning district.

Twenty years have passed since the Hotel Overlay District was established and the ordinance was adopted. Recently, the Inn at Whalebone received Site Plan Approval and development permits have been issued. This would be the only hotel to (potentially) be developed within the Hotel Overlay district since the creation of the Hotel Overlay District.

Mr. Costello then presented a table depicting a comparison of hotel requirements in the current ordinance with the development differences between C2, General Commercial and the Hotel Overlay highlighted in yellow (this table was included in the Meeting packet).

Mr. Costello explained that the largest differences in hotel development within the C2 General Commercial District, and the Hotel Overlay District are the requirement of proximity to ocean and sound access, the overall allowable height, maximum lot coverage and reduced side yard setbacks.

Mr. Costello noted that almost all the area within the Hotel Overlay District is zoned C2, General Commercial except at the very northern portion of the overlay district where there is some R3, High Density Residential and one parcel that is zoned SPD-C, Village Hotel District, which is the site of the proposed Inn at Whalebone.

Mr. Costello then reviewed the policy considerations:

LU-2, Develop separate zoning districts and regulations that recognize the appropriate scale and pattern of development for the US 158 and NC 12 corridors.

LU-5, Promote contiguous and cohesive nodes of commercial development of appropriate size and massing for the surrounding area

LU-9, 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.

NR-4, Preserve important estuarine waterfront viewsheds along the Causeway and in the Whalebone area that contribute to the overall quality of life and sense of place.

Mr. Costello asked the Board if they believe the justifications for creating that hotel overlay district still remain? Why or Why Not? And do they think the C2 allowance for hotels would be appropriate and the hotel overlay district is unnecessary at this time?

Mr. Costello confirmed for Ms. Harrison that direct water access is a requirement of the C2 District but not the Hotel Overlay.

Chair Vaughan pointed out that in 20 years they only had one application so clearly the intent/goal did not work. Chair Vaughan also noted that the availability of accommodations had changed with the introduction of Airbnb's. People have figured out a way to come down for shorter stays without building more hotels in town.

Mr. Gwinn asked what the harm would be in leaving it, so that if at some point in the future someone wanted to build a hotel, they would know where it's allowed to be built.

Mr. Thompson stated that from his point of view there is no harm in keeping the Overlay District but the fact that there is no water access could be the reason they've only had one application in 20 years.

Mr. Elder noted that it's hard to predict the future and short-term rentals might decrease over time leaving a need for hotels.

Chair Vaughan questioned how many hotel rooms are available in the Town. Mr. Costello did not know but said he could research and bring back at the next meeting. At the time the Overlay District was created there were seven or eight hotels that had been eliminated.

Mr. Costello reminded the Board that all the areas depicted in green in the aerial map are C-2 and hotels would still be able to be developed, it would just be under a different standard.

Ms. Harrison believes that the Overlay District should be eliminated as the C-2 has stricter requirements.

Ms. Wyatt reminded the Board that a hotel in the C-2 District is a Special Use permit whereas in the Hotel Overlay it is permitted by right.

The Board was in agreement that the possible removal of the Overlay District needed more discussion and requested that Staff come back with some numbers and some more information on how many hotel units have actually been lost, before they vote to initiate an amendment.

*Continued Discussion related to Accessory Dwelling Units (ADUs).*

Ms. Wyatt led the Board through a continued discussion on ADUs reminded them that Staff presented the Board of Commissioners with an overview on July 3, 2024, highlighting the similarities and interconnections between ADUs, partial-home short-term rentals, and duplexes. This same presentation was also shared with the Planning Board on July 16, 2024.

Ms. Wyatt emphasized that there is quite a bit of overlap as many of the existing partial-home short-term rentals within the town share similar characteristics and functions with accessory dwelling units. Both provide additional living spaces that can be rented as separate, independent units, with comparable operational features. Additionally, many of these existing partial-home short-term rentals, along with attached ADUs if permitted, would resemble duplexes in terms of structure and use.

At their August 20, 2024 meeting, the Planning Board emphasized the importance of community awareness and engagement on this issue. As a result, two public input sessions were scheduled: Tuesday, September 17th, during their regularly scheduled morning meeting and a second session on Wednesday, September 18th, from 6:00 PM to 7:30 PM, to accommodate those unable to attend the morning meeting.

Staff began each session with a brief informational presentation, followed by a demonstration of a survey with live results, and lastly an open forum was held to hear feedback from attendees.

Ms. Wyatt and Mr. Costello then went over the results from the surveys and reviewed the discussion points that were garnered from that feedback.

Mr. Elder pointed out that it seemed people's opinions about ADUs shifted as the meeting progressed. Mr. Elder also noted that it seemed inequitable that ADUs are allowed for short-term rentals but not for long-term rentals especially as it relates to workforce housing.

Mr. Costello noted that the term ADU means different things to different people, so it seems like a language semantics is an issue.

The Board agreed that based on the feedback received more people were in favor of attached ADUs rather than detached ones. The Board noted that it was important to note that based on lot size there wouldn't be too many lots that would accommodate another "house" on the same property. Ms. Wyatt agreed noting that it's dependent on many factors such as lot coverage, septic capacity, stormwater management, etc.

The Board also discussed deed restrictions, the importance of tightening up the definitions and maybe getting some different options to review. Mr. Elder suggested maybe seeing what other areas are allowing and also getting some feedback from the Board of Commissioners. The Board agreed that it might be beneficial to separate the issue between attached and detached ADUs. The Board also agreed that it was important to keep the community engaged as they move forward through the discussion.

#### September 26th, 2024, Director's Report

Ms. Wyatt briefly discussed her Director's Report with the Board which included an update on the Septic Health Advisory Committee which is scheduled to meet on October 21<sup>st</sup>. The Planning Department is hosting an intern through the Outer Banks Field Site at CSI, over the next few weeks who will be working alongside Environmental Planner, Conner Twiddy and Deputy Planning Director, Joe Costello to geolocate existing conventional septic systems and drain fields and uploading data to create an interactive map of the towns septic infrastructure. Staff are preparing for the upcoming Sand Relocation season which will begin on November 15th, 2024. An educational presentation and Q&A session will be provided on Tuesday, October 15th for all equipment operators, property owners, and other interested parties. Staff is working diligently on the upcoming Holiday Markets at Dowdy Park.

#### **Planning Board Members' Agenda**

Mr. Elder discussed a possible issue at the Dare County Soccer fields on Satterfield Landing.

#### **Planning Board Chairman's Agenda**

None

#### **Adjournment**

A motion to adjourn was made by David Elder. The time was 10:45 AM.

Respectfully submitted,  
Lily Campos Nieberding



**MEMORANDUM**  
**Town of Nags Head**  
**Planning & Development Department**

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To: Planning Board  
From: Kelly Wyatt, Planning Director  
Joe Costello, Deputy Planning Director  
Date: November 14, 2024  
Subject: Site Plan Review, 105 W. Seachase Drive

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**GENERAL INFORMATION**

Applicant: Timothy Oakley, of Oakley Collier Architects on behalf of Dare County

Application Type: Site Plan Review

Purpose/Request: Construction of an approximately 8,305 square foot Dare County Emergency Management Services (EMS) station and all associated site improvements. Note that "Future Additions" are not included as part of the Site Plan Review.

Property Location: 105 W. Seachase Drive, Nags Head

Existing Land Use: Office/Municipal Use

Zoning Classification of Property: SPD-C Village at Nags Head, Commercial 1 District

Zoning Classification of Surrounding Properties: Properties to the north, directly across W. Seachase Drive, and to the west are zoned SPD-C, Village Commercial-1 (OBX Mall and Rusty Crow Quilt Shop). Property to the east, directly across US Hwy 158 is zoned SPD-C, Village at Nags Head Commercial-2 (Village Realty). Property to the south is the zoned SPD-C, Village at Nags Head Institutional (Fire Station 16).

Flood Hazard Zone of Property: Property is located in an X Flood Zone, per the Town of Nags Head local ordinance, the property is subject to an RFPE/LES of 9 ft. The proposed first floor of habitable space will be elevated to or above 13 ft. msl and is therefore compliant.

Land Use Plan Map/Policies: The 2022 Comprehensive Plan, Future Land Use Map classifies this property as General Commercial. While the use is more institutional in nature, it remains consistent with this land use classification and stated Land Use Policies.

**SPECIFIC INFORMATION**

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Applicable Zoning Regulations:

- Use Regulations: Pursuant to the text amendment adopted by the Board of Commissioners at their November 6, 2024, meeting, “County EMS Station” is a permitted use within the Village at Nags Head Commercial 1 District.
  
- Lot Coverage: Pursuant to Section 9.21.8.5 of the UDO, Table of Development Standards within the Village at Nags Head the maximum allowable lot coverage is 80% of the district area. The Village Commercial 1 District is comprised of The Outer Banks Mall, including the outparcels for Urgent Care and Outback Restaurant, the subject property, 111 W. Seachase Drive (Rusty Crow Quilt Shop) and the 7-lot subdivision, Sandcastle Village. While we do not have an updated survey for all improvements within this district, the lot coverage proposed for the redevelopment of this property for the EMS Station is reduced from 69.7% of the total lot area, to approximately 51% of the total lot area. Lot coverage is therefore compliant.
  
- Height: The maximum allowable building height within the Town is 35 feet; however, pursuant to Section 8.2.1, Dimensional requirements, total height may be increased to 42 feet with the use of an 8:12 roof pitch or greater. The applicant has proposed a structure with an overall height of approximately 34 feet measured from grade, therefore height is compliant. A height certificate will be required to verify overall height compliance during construction.
  
- Architecture Design Standards: Section 10.82 of the UDO, Applicability, states that Commercial Design Standards shall apply to all building construction or remodeling projects requiring a special use permit or site plan review. This project must adhere to the Commercial Design Standards set forth within Part VI of the UDO. As proposed this project will comply with standards set forth in Division II – Building Design including a human scale design, various roof articulations including a watch tower, residential style window, exterior masonry with board and batten and shingle siding, workable shutters, and gable brackets.

This structure is located within the Village at Nags Head and as such should be reviewed and approved by their Architectural Control Committee (ACC). The applicant has provided the Village ACC with the architectural renderings and is awaiting their review comments.

- Parking: At their November 6, 2024, meeting the Board of Commissioners adopted a parking standard for EMS Stations of one (1) parking space per employee on duty and one (1) parking space per 200 square feet of training facility and customer service areas. The applicant has noted a maximum of 12 employees at shift change, requiring 12 parking spaces, no training areas and approximately 100 square feet of customer service area, requiring one parking space. This use is required to have a minimum of 13 parking spaces, 22 spaces have been provided, therefore parking is compliant.

Section 10.92.14.4 of the UDO, Surface Materials Appropriate for use, requires that a minimum of twenty (20) percent of the surface area of the parking area and drive aisles be constructed using permeable surface materials. The applicant

has proposed 22.6% of the parking area be provided in an approved permeable surface therefore this requirement is compliant.

- Buffering/Landscaping: Buffering/Landscaping: Several sections of the Unified Development Ordinance speak to Buffering and Landscaping as it applies throughout this proposed site:

Section 9.21.7.14, General Provisions with the Village Commercial-1 District states that a buffer shall be maintained along property lines abutting any neighboring lots not a part of the shopping center (implying C-1 designation). The buffer shall be a 50-foot-wide grassed open space or a vegetated buffer of a minimum width of 5 feet that will reach a minimum height of 10 feet within five years. Sheet 2 of 5 of the Site Plan review packet demonstrates compliance with this provision, including preserving and maintaining a significant stand of mature vegetation along the southern property boundary.

Section 10.92.6.2 of the UDO, Parking and Drive Aisle Setbacks, requires that where off-street parking is provided between the building and the street right-of-way line, a parking lot buffer of at least ten (10) feet in width shall be provided between the parking lot and the street right-of-way. A compliant buffer has been proposed along the northern property boundary, adjacent to W. Seachase Drive, and along the eastern property boundary adjacent to US Hwy 158. Note that this includes preserving and maintaining existing mature vegetation in these areas.

Section 10.93.3.5 of the UDO, Buildings Adjacent to Street Frontage, states that building walls adjacent to a street frontage shall include foundation landscaping directly adjacent to the building to screen any crawl space, stem wall, lattice work, or open parking areas. The applicant proposed landscaping along the building foundation adjacent to US Hwy 158 and W. Seachase Drive and is therefore compliant.

Section 10.93.3.7 of the UDO, Interior Parking Lot Landscaping, requires parking lot landscaping be provided at a minimum rate equal to ten percent of the total area of the parking spaces. The applicant has proposed 25.4% of the total area of parking spaces in compliant landscaping, therefore interior parking lot landscaping is compliant.

Section 10.93.3.8 of the UDO, Vegetation Preservation/Planting Requirements, requires that new development projects either preserve a minimum of ten (10) percent of the lot's total area with existing natural vegetation and/or dune elevations or plant new vegetation in lieu of preservation. When existing vegetation cannot be preserved, the planting of a minimum of fifteen (15) percent of the lot's total area shall be required. The applicant has proposed to preserve all the existing mature vegetation onsite, resulting in 11% of the total lot area, in addition to the proposed new plantings, therefore vegetation preservation requirements are compliant.

- Lighting: A lighting plan compliant with the requirements of Article 10, Part IV of the Unified Development Ordinance will be required prior to the issuance of any development permits. In addition, a light audit will be required prior to issuance to occupancy permits.
- Signage: No additional signage is being proposed at this time.

Water and Sewage Disposal: The Village at Nags Head is served by a wastewater treatment facility. The applicant has indicated that Carolina Water Supply has been contacted and has indicated that they would allow the continued use of the existing connection. Authorization of connection in writing will be required prior to the Board of Commissioners meeting.

Traffic Circulation: Traffic circulation has been reviewed and approved by the Town Engineer as presented, noting that an NCDOT right-of-way encroachment agreement will be required prior to issuance of the building permit.

Stormwater Management: Section 11.4.1 of the Unified Development Ordinance states, Redevelopment of property within existing commercial uses does not require submission of a stormwater plan under the following circumstances:

- 11.4.1.1. The development is consistent with the zoning regulations of this UDO relating to redevelopment and nonconformities;
- 11.4.1.2. The redevelopment does not result in a net gain of built upon area;
- 11.4.1.3. The redevelopment does not include the importation of any fill material.

Stormwater management is not required for this project, given there is no net increase in built-upon area and no importation of fill material.

Fire: The Deputy Fire Chief has reviewed and approved the proposed site plan as presented. 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: The Public Works Director has reviewed and approved the proposed site plan as presented.

## **ANALYSIS**

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Planning staff finds that the proposal is consistent with the applicable use and development standards, as well as relevant land use policies.

## **STAFF RECOMMENDATION**

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Based upon staff's review of the proposal, we recommend approval of the Site Plan Review as submitted. Note this recommendation does not include approval of any future additions as shown. Any future additions will require a Site Plan Amendment consistent with the regulations in place at that time.

*Attachments: Site Plan Application and Checklist, Plan Set, and Architectural Elevations.*



TOTAL PROPOSED SQUARE FOOTAGE \_\_\_\_\_ x .50 = \$ \_\_\_\_\_ +

(Optional) VESTED RIGHT  (no fee)

= TOTAL FEE DUE \_\_\_\_\_

**TOWN OF NAGS HEAD  
SITE PLAN REVIEW APPLICATION & CHECKLIST**

DATE RECEIVED \_\_\_\_\_

**1. LOCATION AND ZONING INFORMATION**

- A. PROJECT TITLE DARE COUNTY EMS STATION NO. 5
- B. STREET ADDRESS 105 WEST SEACHASE DRWG
- C. SUBDIVISION LOT 2A, WEST SIDE COMMERCIAL  
LOT(S) 2A BLOCK \_\_\_\_\_ SECTION \_\_\_\_\_
- D. PRESENT ZONING SPDC-VI
- E. PRESENT USE COMMERCIAL (BAHIS)
- F. EXISTING NONCONFORMITIES NOT KNOWN
- G. ABUTTING PROPERTY ZONING WEST - SPDC-VI (RETAIL) SOUTH - SPDC-INST
- H. ABUTTING PROPERTY USE RETAIL ON WEST, MUNICIPAL COMPLEX SOUTH

**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.

*Timothy Oakley*

OWNER  AGENT  CONTRACT   
PURCHASER

- B. APPLICANT/DEVELOPER: NAME Timothy Oakley, Oakley Collier Architects  
ADDRESS 109 Candlewood Rd  
Rocky Mount, NC 27804  
TELEPHONE 252-937-2500
- C. CONTACT PERSON: NAME Timothy Oakley, Oakley Collier Architects  
ADDRESS 109 Candlewood Rd  
Rocky Mount, NC 27804  
TELEPHONE 252-937-2500

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

- NAME/ADDRESS (N) \_\_\_\_\_
- NAME/ADDRESS (S) TOWN OF NAGS HEAD
- NAME/ADDRESS (E) \_\_\_\_\_
- NAME/ADDRESS (W) MICHAEL H. YORK and SHAWN A. YORK

(If additional space is needed, please attach separate sheets.)

4. SITE PLAN AND SITE PLAN ATTACHMENT DATA

A. Site plan preparer MICHAEL W. ROBINSON P.E., P.L.S. Phone# 252-255-8026  
 NC Registered  Engineer  Architect  Surveyor. License# NC 18994

B. The design for the attached Stormwater Management Plan includes: 14 1/2"

- 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 Management 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:

- Attached tentative approval letter dated PERMITS FROM CAROLINA WATER
- Attached final permit dated \_\_\_\_\_
- State  County

D. Project involves condominium ownership.

- NO  YES, Three copies of condominium documents attached.

E. Amount of land-disturbing activity proposed 35,000 +/- 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.

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.	X	
2. Current PIN Number.	X	
3. Site Address.	X	
4. Owners' names, lot numbers or map book and page reference of all adjacent property owners.	X	
5. Boundary of the entire parcel by course and distance.	X	
6. Widths of the existing rights-of-way that abut the site.	X	
7. Nature or purpose, location and size of existing easements.	X	
8. At all lot comers, 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.	X	
9. Plan to at least 1"=50' scale, showing north arrow and whether true or magnetic.	X	
10. Signature and seal of preparer.	X	
<b>B. Existing features</b>		
1. Streets, curbs, and sidewalks with type and width of pavement.	X	
2. Topographic features of site and existing grades for any streets, storm drainage system including existing grades at four comers of all structures.	X	

	YES	COMMENT
3. Flood zone(s) as determined by latest FEMA Flood Insurance Rate Map, with notation, "flood zone subject to change by FEMA."	X	
4. All underground utilities and facilities including gasoline tanks and existing septic facilities (including tanks and fields).	X	SOME VERIFICATION REQUIRED
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 Article 10, Part I of the Unified Development Ordinance.	X	15% REQ. 7,397 sq ft
<b>C. Site improvements</b> 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.	X	
2. Proposed building elevations of all sides of building labeled in accordance with proposed architectural design criteria of Article 10, Part VI of the UDO.	X	
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 Appendix A of the Unified Development Ordinance.	X	
4. Existing and proposed ground elevations at the corners of proposed structure(s).	X	
5. Sanitary sewer facilities with connection to sewer system or septic tank.	X	
6. Approximate locations of proposed underground utilities and any necessary easements.	X	
7. Screened dumpster pad(s) accessible to left-side loaders and sized in accordance with the Town Code of Ordinances.	X	
8. Proposed fire hydrants and extensions of water distribution lines.	X	
9. Location and height of proposed free-standing signs. See requirements of Article 10, Part III of the Unified Development Ordinance.	N/A	
10. Location of all sidewalks, curbs, drives, and parking within the site and proposed finished elevations.	X	
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.	X	
12. The Vegetative Buffer Yard areas have been identified and the proper buffer yard provision(s) have been identified as outlined in the Unified Development Ordinance.	X	
13. Layout of numbered stalls/loading zones in accordance with Article 10, Part II of the Unified Development Ordinance.	X	

Commercial <input type="checkbox"/> Residential <input type="checkbox"/>	Parking Spaces Required	Parking Spaces Shown	Loading Spaces
<u>1</u> STORIES BUILDING SQUARE FOOTAGE: PRINCIPAL <u>8,405</u> ACCESSORY _____ TOTAL <u>8,405</u>	REFER TO PLAN FOR PARKING REQUIREMENTS	<u>24</u>	
# EMPLOYEES <u>5</u>			
#DWELLING/LODGING UNITS <u>6 CREW QUARTERS</u>			

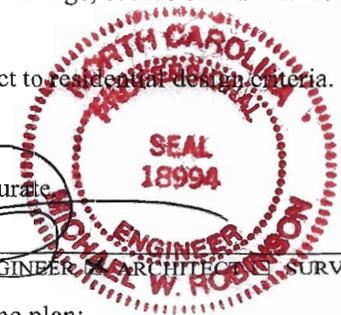
**D. EXPLANATORY NOTES**

- Vicinity map.
- Total square feet of land area to undergo land-disturbing activity.
- The total required parking spaces versus the total parking spaces provided. Parking spaces to be numbered.
- Cross-section details of all streets, roads, ditches, and parking lot improvements.
- 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.
- If additional height above 35 feet is being proposed, the additional height and increased setbacks shall be laid out in tabular form.
- Total site coverage calculations. (Refer to UDO to calculate lot coverage for lots abutting ocean or sound).
- Components of the lighting plan (pole location, pole height, type of fixture, wattage, source of illumination, etc.). See Article 10, Part IV of the Unified Development Ordinance.
- A completed architectural points worksheet for commercial structures subject to residential design criteria.

**6. PLAN AND ATTACHMENT PREPARER CERTIFICATION**

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

DATE 11-04-24


  
 SIGNATURE OF ENGINEER [Signature] ARCHITECT SURVEYOR

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

Name	Phone#	Information Provided
<u>DAVEY COLLIER ARCHITECTS</u>	<u>252-937-2500</u>	<u>SKETCH PLAN, BUILDING</u>

## Site Specific Development Plan Option - Vested Right for Site Plans

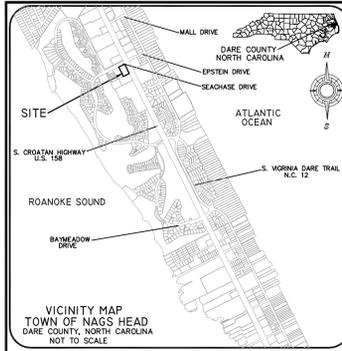
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Please be advised that as the owner, or agent for the owner, you have the opportunity to apply for and receive a Site-Specific Development Plan that will establish a Vested Right for this project for a period of time not to exceed two (2) years from the date the Board of Commissioners approves the plan. You must secure a building permit for this project within two (2) years of the approval date, or your Site-Specific Development Plan will expire. If you elect not to apply for a Site-Specific Development Plan, you must secure a building permit within six (6) months or else your site plan will expire.

If you choose the Site-Specific Development Plan option, please keep in mind the following concerns:

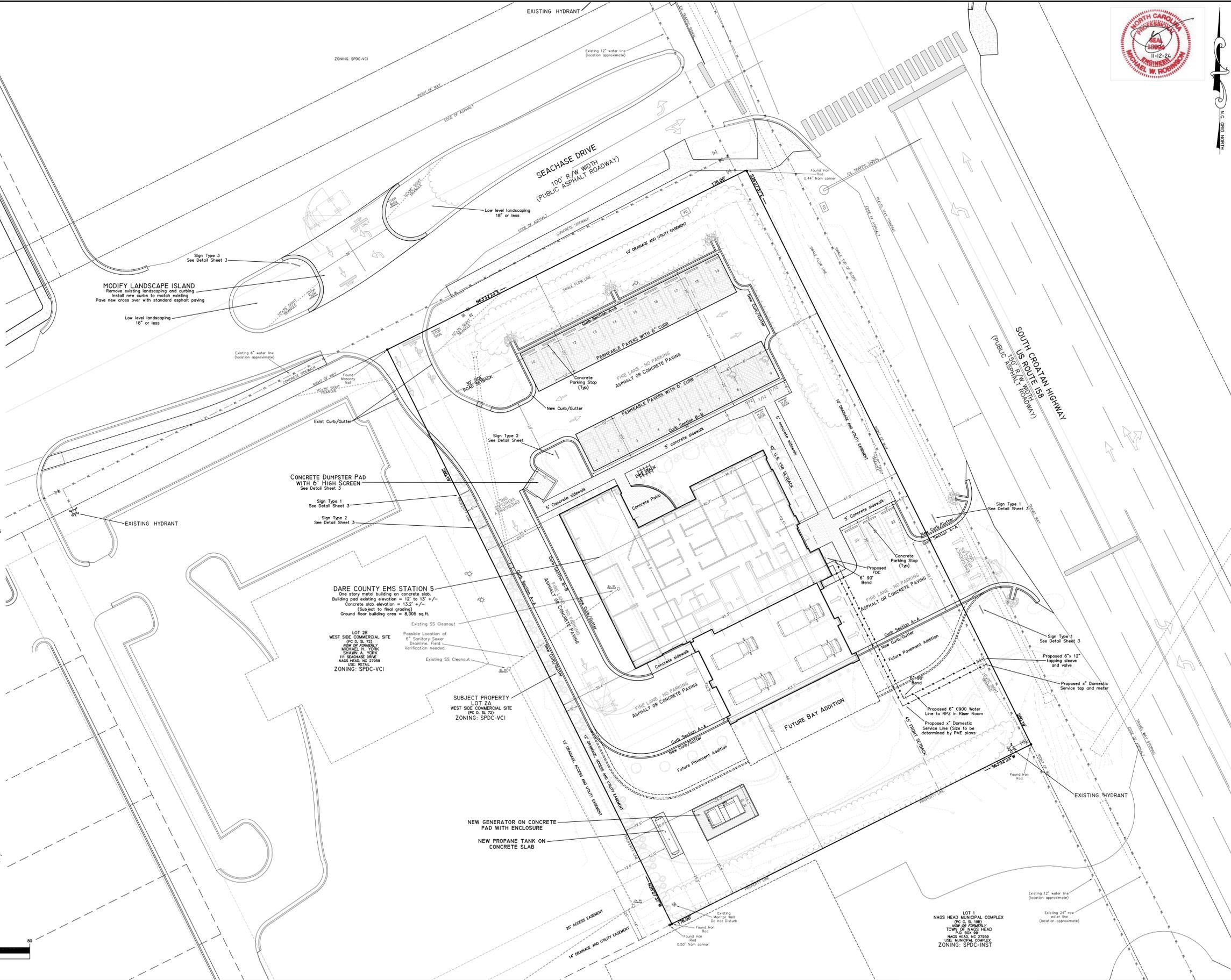
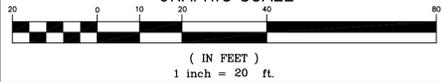
1. Although your project may be classified as a permitted use, by requesting a Site-Specific Development Plan your project will be processed as a Special Use for which a public hearing will be held, and an additional fee of \$200.00 will be charged to process your application.
2. Once your Site-Specific Development Plan has been approved with vested rights status no modifications can be made to the plan.

**If you wish to take advantage of the Vested Right process, please check off the Vested Right box on page one. If you do not, then leave the box blank.**



- NOTES AND DEVELOPMENT DATA:**
- Current Owner: The Town of Nags Head  
P.O. Box 99, Nags Head, NC 27959
  - Site Engineer: Michael W. Robinson P.E., P.L.S.  
P.O. Box 2852, Kill Devil Hills, NC 27948  
252-255-8026  
mrobinson@obengineering.com
  - Subject Parcel:  
Lot 2A, West Side Commercial Site  
Street Address: 105 West Seachase Drive, Nags Head 27959  
Reference: P.C. D. SI. 72, D. B. 2575 Pg. 0006  
PIN 0801 17 22 1177 Parcel 031038001
  - Parcel Area = 49,314 sq.ft.
  - FEMA Data:  
Map Number: 3730080100K, Effective Date: 6/19/2020  
Flood Zone X - Base Flood Elevation - n/a  
Flood Zones subject to change by FEMA.  
Regulatory flood protection elevation: Properties west of NC 12 and SR 1243 - The RFPE for properties located west of NC 12 and SR 1243 and in flood zones Shaded X, X, or AE, is 9 feet NAVD 1988.  
Reference Level - The reference level is the bottom of the lowest floor or the bottom of the lowest attendant utility including ductwork, whichever is lower, with only flood resistant materials located below the reference level west of NC 12 and SR 1243.
  - Zoning: SPDC-VI (Special Planned Develop.-Village Commercial 1)
  - Special Notice: Town Staff has proposed several text amendments to facilitate the construction of the EMS Station within the SPD-C, Village Commercial-1 Zoning Designation.  
These include:
    - Amend Section 9.36, Table of Uses and Activities to list "County EMS Station" as a permitted use within the Village Commercial-1 District.
    - Amend Section 9.21.8.2, Table of Development Standards, to reduce the front yard setback requirement from 75 feet to 45 feet.
    - Amend Section 10.16, Required Parking by Use, to establish a parking standard for the new use category of "County EMS Station".
  - District Development Standards:  
Minimum Front Yard (U.S. 158) - 45' (Pending approval)  
Minimum Street Side Yard (Seachase Drive) - 15'  
Minimum Side Yard - None  
Minimum Rear Yard (West Property Line) - 5' from the rear side of a building and the adjacent parking area.  
Maximum Building Height: 35 feet  
Maximum Lot Coverage: 80%
  - Proposed Use: New 8,305 sq.ft. Dare County Emergency Management Services Building on a 1.13 ac. parcel located at the South West Corner of Seachase Drive and U.S. 158 (Croatian Highway).
  - Minimum Parking Requirements:  
Use Category/Class- EMS facilities  
Required Parking (Proposed)  
    - One parking space per employee on duty (12 employees at 1 space per employee = 12 spaces) (12 employees is the maximum during a shift change)
    - One Parking Space per 200 sq.ft. of training area (Training area = n/a)
    - One Parking Space per 200 sq.ft. of customer service area (Customer service area = 104 sq.ft. = 1 space)
 Required Parking Spaces = 13  
Parking Spaces Provided = 22
  - Lot Coverage calculations:  
Parcel Area = 49,314 sq.ft.  
Current Lot Coverage = 34,388 sq.ft. (from referenced survey)  
Proposed Coverage:  
 Building Footprint = 8,305 sq.ft.  
 Concrete Curbing = 1,514 sq.ft.  
 Concrete or Asphalt Pavement = 10,255 sq.ft.  
 Permeable Pavers (adjusted area) = 2,299 sq.ft.  
 (Actual area = 3,432 sq. ft. x 0.67 = 2,299 sq.ft.)  
 Concrete Sidewalks = 1,700 sq.ft.  
 Concrete Dumpster Pad = 100 sq.ft.  
 Concrete Generator Pad = 387 sq.ft.  
 Concrete LP Pad = 120 sq.ft.  
 Future Development = 3,257 sq.ft.  
 Total Lot Coverage = 27,937 sq.ft.  
 % Lot Coverage = 56.7
  - Survey Data from a survey by Sea Level Consulting, Inc., William G. Yetter P.L.S., 5215 Spycamore Lane, Kitty Hawk, NC 27949. The plot is titled "Dare County, Lot 2A, West Side Commercial Site", dated September 24, 2024 with Project number 074-2024.
  - A lighting plan consistent with Section 10.37.1 of the UDO will be required prior to issuance of building permits for the proposed use.

**PRELIMINARY PLAN**  
GRAPHIC SCALE



**MICHAEL W. ROBINSON, P.E., P.L.S.**  
ENGINEERING AND SURVEYING  
P.O. BOX 2852  
KILL DEVIL HILLS, NC 27948  
PHONE: 252-255-8026  
EMAIL: mrobinson@obengineering.com

**SITE PLAN**  
**PRELIMINARY**



NO.	DATE	DESCRIPTION	BY

PROJECT: **DARE COUNTY EMS STATION 5**  
NAGS HEAD  
DARE COUNTY  
NORTH CAROLINA  
**105 WEST SEACHASE DRIVE, NAGS HEAD**

DATE: 11-12-24	SCALE: 1"=20'
DESIGNED: MWR	DRAWN: MWR
SHEET: 1 OF 5	CAD FILE:
PROJECT NO: 110424	



**MICHAEL W. ROBINSON, P.E., P.L.S.**  
 ENGINEERING AND SURVEYING  
 P.O. BOX 2852  
 KILL DEVIL HILLS, NC 27948  
 PHONE: 252-255-8026  
 EMAIL: mrobinson@wbengineering.com

SEDIMENTATION/EC PLAN  
 LANDSCAPE/BUFFER PLAN  
 GRADING / DRAINAGE PLAN



NO.	DATE	DESCRIPTION

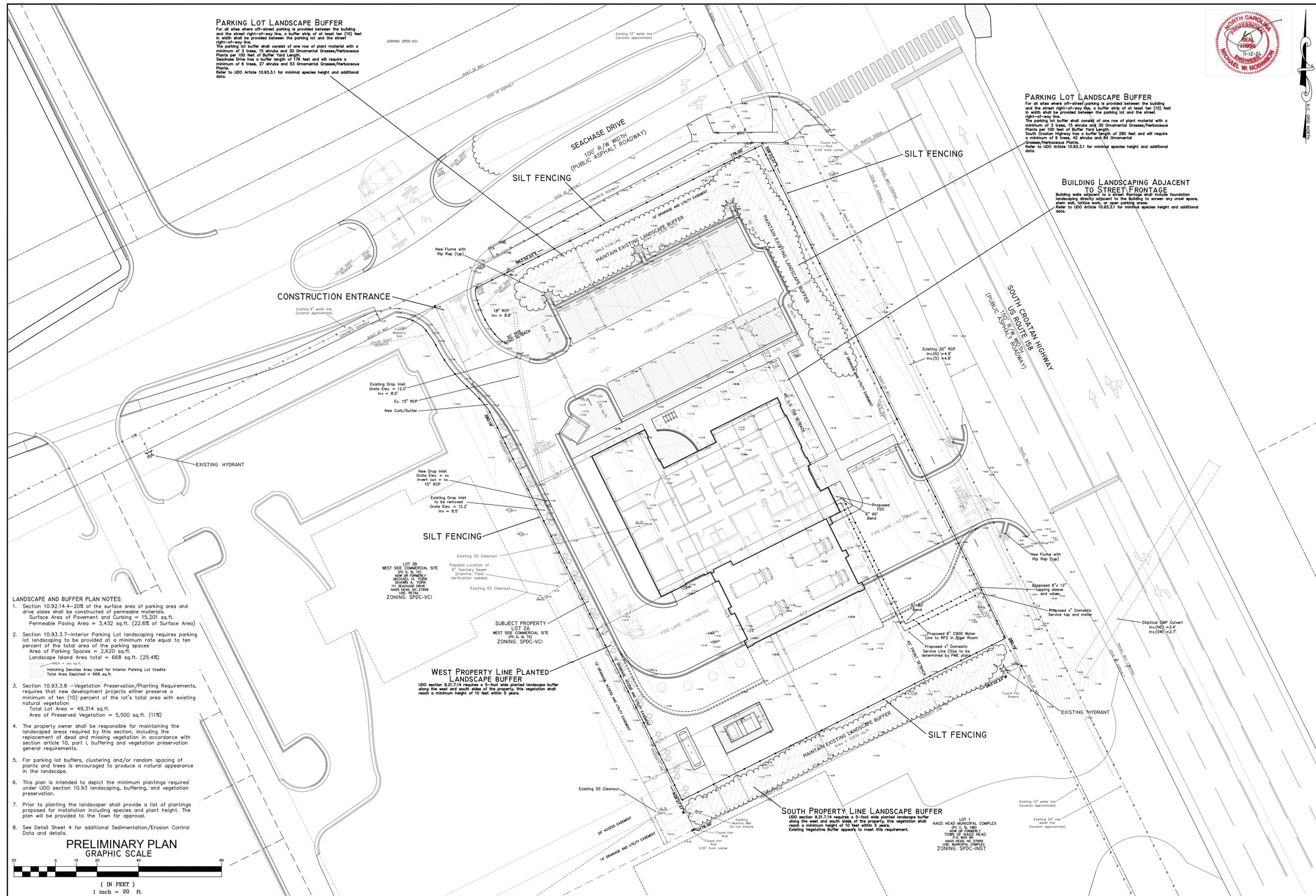
PROJECT: **DARE COUNTY EMS STATION 5**  
 NORTH CAROLINA  
 DARE COUNTY  
**NAGS HEAD**  
**105 WEST SEACHASE DRIVE, NAGS HEAD**

DATE: 11-12-24	SCALE: 1"=20'
DESIGNED: MWR	DRAWN: MWR
SHEET: 2	OF 5
CAD FILE:	
PROJECT NO: 110424	

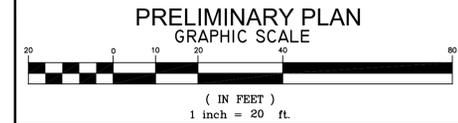
**PARKING LOT LANDSCAPE BUFFER**  
 For all sites where off-street parking is provided between the building and the street right-of-way line, a buffer strip of at least ten (10) feet in width shall be provided between the parking lot and the street right-of-way line.  
 The parking lot buffer shall consist of one row of plant material with a minimum of 3 trees, 15 shrubs and 30 Ornamental Grasses/Herbaceous Plants per 100 feet of Buffer Yard Length.  
 Seachase Drive has a buffer length of 176 feet and will require a minimum of 6 trees, 27 shrubs and 53 Ornamental Grasses/Herbaceous Plants.  
 Refer to UDO Article 10.93.3.1 for minimal species height and additional data.

**PARKING LOT LANDSCAPE BUFFER**  
 For all sites where off-street parking is provided between the building and the street right-of-way line, a buffer strip of at least ten (10) feet in width shall be provided between the parking lot and the street right-of-way line.  
 The parking lot buffer shall consist of one row of plant material with a minimum of 3 trees, 15 shrubs and 30 Ornamental Grasses/Herbaceous Plants per 100 feet of Buffer Yard Length.  
 South Croatan Highway has a buffer length of 280 feet and will require a minimum of 8 trees, 42 shrubs and 84 Ornamental Grasses/Herbaceous Plants.  
 Refer to UDO Article 10.93.3.1 for minimal species height and additional data.

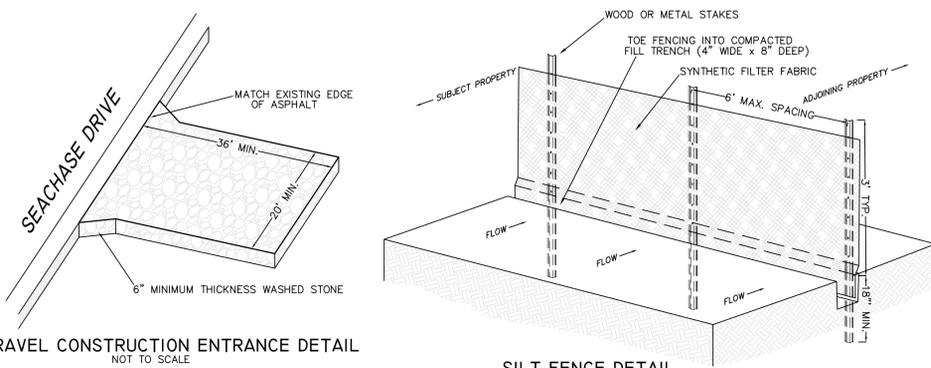
**BUILDING LANDSCAPING ADJACENT TO STREET FRONTAGE**  
 Building walls adjacent to a street frontage shall include foundation landscaping directly adjacent to the building to screen any crawl space, stem wall, lattice work, or open parking areas.  
 Refer to UDO Article 10.93.3.1 for minimal species height and additional data.



- LANDSCAPE AND BUFFER PLAN NOTES:**
- Section 10.92.14.4-20% of the surface area of parking area and drive aisles shall be constructed of permeable materials.  
 Surface Area of Pavement and Curbing = 15,201 sq.ft.  
 Permeable Paving Area = 3,432 sq.ft. (22.6% of Surface Area)
  - Section 10.93.3.7-Interior Parking Lot landscaping requires parking lot landscaping to be provided at a minimum rate equal to ten percent of the total area of the parking spaces.  
 Area of Parking Spaces = 2,620 sq.ft.  
 Landscape Island Area total = 668 sq.ft. (25.4%)  
 AREA = xx sq.ft.  
 Hatching Denotes Area Used for Interior Parking Lot Credits  
 Total Area Depleted = 668 sq.ft.
  - Section 10.93.3.8 -Vegetation Preservation/Planting Requirements, requires that new development projects either preserve a minimum of ten (10) percent of the lot's total area with existing natural vegetation  
 Total Lot Area = 49,314 sq.ft.  
 Area of Preserved Vegetation = 5,500 sq.ft. (11%)
  - The property owner shall be responsible for maintaining the landscaped areas required by this section, including the replacement of dead and missing vegetation in accordance with section article 10, part i, buffering and vegetation preservation general requirements.
  - For parking lot buffers, clustering and/or random spacing of plants and trees is encouraged to produce a natural appearance in the landscape.
  - This plan is intended to depict the minimum plantings required under UDO section 10.93 landscaping, buffering, and vegetation preservation.
  - Prior to planting the landscaper shall provide a list of plantings proposed for installation including species and plant height. The plan will be provided to the Town for approval.
  - See Detail Sheet 4 for additional Sedimentation/Erosion Control Data and details.

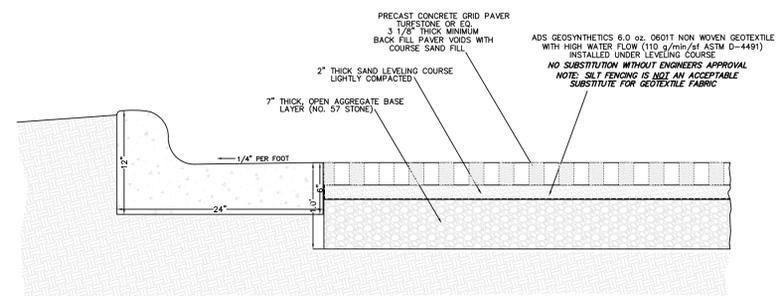




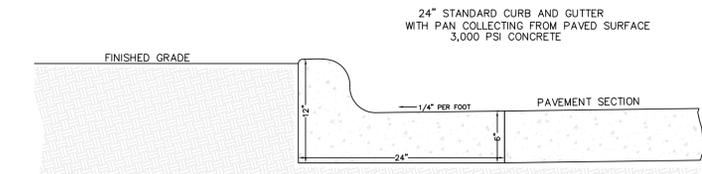


GRAVEL CONSTRUCTION ENTRANCE DETAIL  
NOT TO SCALE

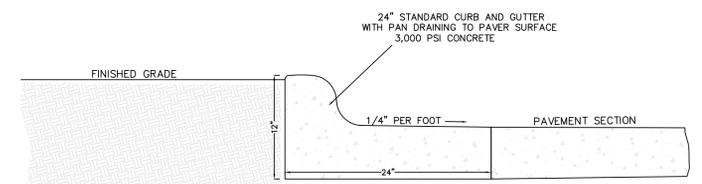
SILT FENCE DETAIL  
NOT TO SCALE



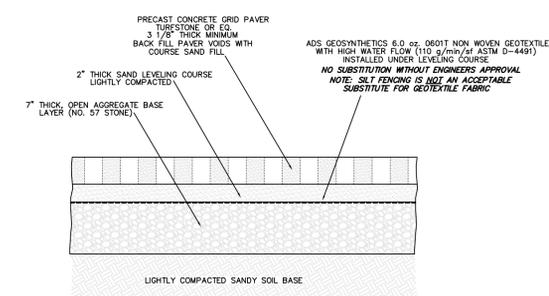
CURB AND GUTTER/PICP PAVING DETAIL  
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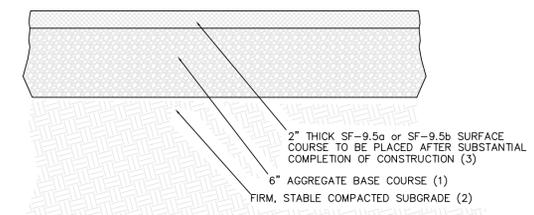
CONTRACTION JOINTS SHALL BE PLACED AT 10' INTERVALS.  
ALL CONTRACTION JOINTS SHALL BE FILLED WITH JOINT FILLER AND SEALER.  
CURB AND GUTTER PAVING SECTION AA  
NOT TO SCALE



CONTRACTION JOINTS SHALL BE PLACED AT 10' INTERVALS.  
ALL CONTRACTION JOINTS SHALL BE FILLED WITH JOINT FILLER AND SEALER.  
CURB AND GUTTER PAVING SECTION BB  
NOT TO SCALE



TURFSTONE/PICP PAVING DETAIL  
NOT TO SCALE



OPTION-TYPICAL LIGHT DUTY ASPHALT PAVING SECTION

- (1) NCDOT ABC materials compacted to a dry density of at least 100% of the Standard Proctor maximum dry density (ASTM D698)
- (2) Subgrade soils compacted to a dry density of at least 100% of the Standard Proctor maximum dry density (ASTM D698)
- (3) Optional, surface course may be placed with original intermediate paving

PERMANENT VEGETATION

SEED MIXTURE	APPLICATION RATES/ACRE
BAHIA	50 LBS.
COMMON BERMUDA (UNHULLED)	50 LBS.
GERMAN MILLETT	15 LBS.
FESCUE	20 LBS.

FERTILIZER  
26-13-13 @ 500 LB/ACRE

MULCH  
APPLY 4,000 LB/ACRE STRAW. ANCHOR STRAW BY TACKING WITH ASPHALT, NETTING, OR A MULCH ANCHORING TOOL. A DISK WITH BLADES SET NEARLY STRAIGHT CAN BE USED AS A MULCH ANCHORING TOOL.

TEMPORARY VEGETATION

SEED MIXTURE	APPLICATION RATES/ACRE
RYE GRAIN	175 LBS.

FERTILIZER  
10-10-10 @ 1000 LB/ACRE

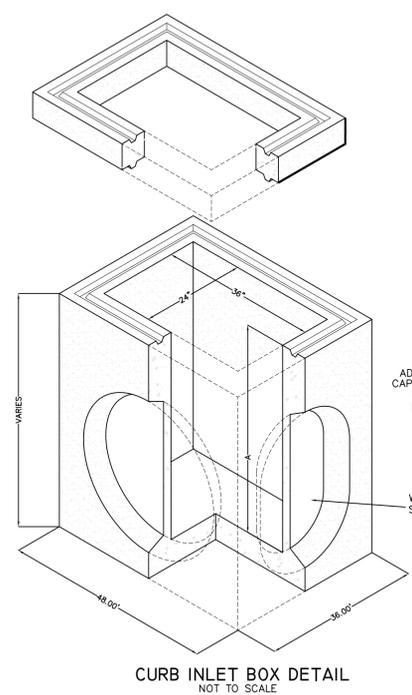
MULCH  
APPLY 4,000 LB/ACRE STRAW. ANCHOR STRAW BY TACKING WITH ASPHALT, NETTING, OR A MULCH ANCHORING TOOL. A DISK WITH BLADES SET NEARLY STRAIGHT CAN BE USED AS A MULCH ANCHORING TOOL.

GENERAL: FERTILIZER RATES SHOWN ARE GENERAL RECOMMENDATIONS; FREQUENCY AND AMOUNT OF FERTILIZATION CAN BEST BE DETERMINED THROUGH SITE SPECIFIC SOIL TESTING. MAINTENANCE: SATISFACTORY STABILIZATION AND EROSION CONTROL REQUIRES A COMPLETE VEGETATIVE COVER. EVEN SMALL BREACHES IN VEGETATIVE COVER CAN EXPAND RAPIDLY AND, IF LEFT UNATTENDED, CAN ALLOW SERIOUS SOIL LOSS FROM AN OTHERWISE STABLE SURFACE. A SINGLE HEAVY RAIN IS OFTEN SUFFICIENT TO GREATLY ENLARGE BARE SPOTS, AND THE LONGER REPAIRS ARE DELAYED, THE MORE COSTLY THEY BECOME. PROMPT ACTION WILL KEEP SEDIMENT LOSS AND REPAIR COST DOWN. NEW SEEDINGS SHOULD BE INSPECTED FREQUENTLY AND MAINTENANCE PERFORMED AS NEEDED. IF RILLS AND GULLIES DEVELOP, THEY MUST BE FILLED IN, RE-SEED, AND MULCHED AS SOON AS POSSIBLE. DIVERSIONS MAY BE NEEDED UNTIL NEW PLANTS TAKE HOLD. MAINTENANCE REQUIREMENTS EXTEND BEYOND THE SEEDING PHASE. WEAK OR DAMAGED SPOTS MUST BE RELIED, FERTILIZED, MULCHED, AND RESEED AS PROMPTLY AS POSSIBLE. REFERTILIZATION MAY BE NEEDED TO MAINTAIN PRODUCTIVE STANDS.

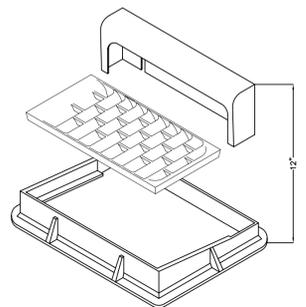
SEEDING SPECIFICATIONS

SOIL EROSION & SEDIMENTATION CONTROL PLAN NOTES:

1. SOIL EROSION & SEDIMENT CONTROL PLAN NOTES:
  - a.) AREA TO BE DISTURBED: ±35,000 sq.ft. - ± 0.83 ac.
  - b.) PROVIDE A GROUND COVER (TEMPORARY OR PERMANENT) ON ALL SLOPES 3:1 OR STEEPER WITHIN 7 CALENDAR DAYS AND ALL SLOPES FLATTER THAN 3:1 WITHIN 14 CALENDAR DAYS FOLLOWING COMPLETION OF ANY PHASE OF GRADING. PROVIDE A PERMANENT GROUND COVER FOR ALL DISTURBED AREAS WITHIN 15 WORKING DAYS OR 90 CALENDAR DAYS (WHICHEVER IS SHORTER) FOLLOWING COMPLETION OF CONSTRUCTION OR DEVELOPMENT.
  - c.) IF LAND DISTURBING ACTIVITIES OCCUR OUTSIDE THE PERMANENT VEGETATION SEEDING DATES (APR. 1 - SEP. 30) THEN TEMPORARY VEGETATION SEEDING SPECIFICATIONS SHALL BE FOLLOWED FOR PLANTING UNTIL THE NEXT APPROPRIATE PERMANENT SEEDING PERIOD, AT WHICH TIME PERMANENT VEGETATION SHALL BE ESTABLISHED ACCORDING TO PERMANENT VEGETATION SEEDING SPECIFICATIONS (SEE PERM. & TEMP. SEEDING SPECIFICATIONS ONSHEET ES2).
  - d.) IF EXCESSIVE WIND EROSION OR STORMWATER RUNOFF DEVELOPS DURING TIME OF CONSTRUCTION ANY LOCATION ON THE PROJECT SITE, ADDITIONAL SILT FENCING OR OTHER MEASURES SHALL BE INSTALLED AS DIRECTED BY ENGINEER SO AS TO PREVENT DAMAGE TO ADJACENT PROPERTY. SEE SILT FENCE DETAIL ON THIS SHEET.
  - e.) SOIL EROSION AND SEDIMENTATION CONTROLS ARE TO BE INSPECTED WEEKLY AND AFTER ANY SIGNIFICANT RAINFALL PRODUCING EVENT AND SHALL BE MAINTAINED AND REPAIRED AS NECESSARY UNTIL PERMANENT CONTROLS ARE ESTABLISHED.
  - f.) CONSTRUCTION SCHEDULE:
    - 1) OBTAIN PLAN APPROVAL AND OTHER APPLICABLE PERMITS. NO WORK SHALL BE PERFORMED IN WETLAND AREAS PRIOR TO ISSUANCE OF ALL APPLICABLE USACE PERMITS.
    - 2) FLAG AND/OR ROUGH STAKE WORK LIMITS.
    - 3) HOLD PRECONSTRUCTION CONFERENCE (OWNER, CONTRACTOR, ENGINEER, AND APPROPRIATE GOVERNMENT OFFICIALS) AT LEAST ONE WEEK PRIOR TO START OF CONSTRUCTION ACTIVITIES.
    - 4) INSTALL SILT FENCING AND ORANGE CONSTRUCTION FENCING @ LOCATIONS SHOWN ON PLAN
    - 5) COMPLETE CLEARING AND GRUBBING PROCEDURES.
    - 6) GRADE SITE ACCORDING TO PLAN
    - 7) INSTALL INFILTRATION BASINS AND STORM SEWER. DROP INLETS TO BE PROTECTED WITH INLET PROTECTION UNTIL CONTRIBUTING DRAINAGE AREAS ARE STABILIZED. PIPE ENDS AT INFILTRATION BASINS SHALL BE PROTECTED WITH OUTLET PROTECTION.
    - 8) INSTALL PERMEABLE PAVEMENT GRAVEL BASE. BASE LAYER TO BE PROTECTED FROM SEDIMENT AT ALL TIMES. CONSTRUCTION TRAFFIC TO BE RESTRICTED TO SPECIFIC AREAS WITHIN THE BASE (STAGING / WORK AREA TO BE DEFINED BY CONTRACTOR AND CLEARLY DEMARCATED UTILIZING BARRIERS/CONES/TAPE). ONCE HEAVY BUILDING CONSTRUCTION IS COMPLETE, STAGING / WORK AREA BASE MATERIAL WILL BE INSPECTED BY ENGINEER AND IF FOUND TO BE DEGRADED, IT SHALL BE REMEDIATED AT THE EXPENSE OF THE CONTRACTOR. INSTALLATION OF PERMEABLE CONCRETE PAVEMENT SHALL NOT TAKE PLACE UNTIL ALL EARTHWORK ACTIVITIES AND ALL HEAVY BUILDING CONSTRUCTION ACTIVITIES HAVE BEEN COMPLETED. INSTALLED PERMEABLE CONCRETE SHALL BE PROTECTED FROM SEDIMENT AND FROM HEAVY CONSTRUCTION EQUIPMENT AT ALL TIMES.
    - 9) ALL EROSION & SEDIMENTATION CONTROL PRACTICES WILL BE INSPECTED WEEKLY AND AFTER HEAVY RAINFALL EVENTS. NEEDED REPAIRS WILL BE MADE IMMEDIATELY.
    - 10) ONCE SITE IS FULLY STABILIZED; REMOVE INLET AND OUTLET PROTECTION, CLEAN STORM SEWER OF ANY SEDIMENT, FINE-GRADE AND SEED OR LANDSCAPE INFILTRATION BASINS.

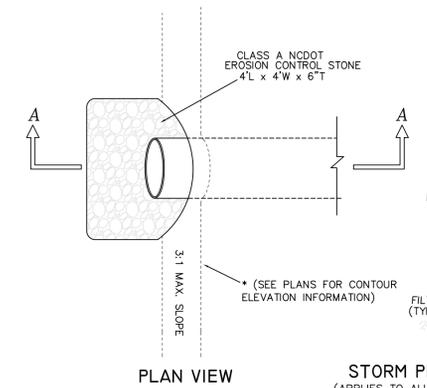


CURB INLET BOX DETAIL  
NOT TO SCALE



TYPICAL CURB INLET  
24" x 36" "VARIES" DEEP CATCH BASIN  
5000 PSI CONCRETE PRECAST  
OR BUILT IN PLACE  
ADA COMPLIANT 24"x36"x2'-1/2" TALL GRATE  
CAPITAL FOUNDRY CB-2436\*SH-PED OR EQUAL  
SUBMITTALS REQUIRED FOR TOWN AND  
ENGINEER APPROVAL PRIOR TO ORDERING

Wall knockouts.  
Sledge out as required.



PLAN VIEW

STORM PIPE OUTLET DETAIL  
(APPLIES TO ALL PROPOSED STORM PIPE OUTLETS)  
NOT TO SCALE

MICHAEL W. ROBINSON, P.E., P.L.S.  
ENGINEERING AND SURVEYING  
P.O. BOX 2852  
KILL DEVIL HILLS, NC 27948  
PHONE: 252-255-8026  
EMAIL: mrobinson@bwengineering.com

DETAIL SHEET  
PRELIMINARY



NO.	DATE	REVISIONS

PROJECT: DARE COUNTY EMS STATION 5  
NORTH CAROLINA  
DARE COUNTY  
NAGS HEAD  
105 WEST SEACHASE DRIVE, NAGS HEAD

DATE:	SCALE:
11-12-24	1"=20'
DESIGNED: MWR	DRAWN: MWR
SHEET: 4	OF 5
CAD FILE:	
PROJECT NO:	110424

**NLS LIGHTING** **NV-1**  
AREA, SITE & ROADWAY

**LED WATTAGE CHART**

	401	411	411
400 lumens	30w	30w	30w
500 lumens	35w	35w	35w
600 lumens	40w	40w	40w

**FORM AND FUNCTION**

- Sleek, low profile housing
- Spec grade performance
- Engineered for optimum thermal management
- Low depreciation rate
- Reduces energy consumption and costs up to 65%
- Exceeds E8 foot candle levels utilizing the least number of poles and fixtures per project
- Optical system designed for:
  - Parking Lots
  - Auto Dealerships
  - General Area Lighting

**CONSTRUCTION**

- Die Cast Aluminum
- External cooling fins
- Corrosion resistant external hardware
- One-piece silicone gasket ensures IP65 seal for electronics compartment
- One-piece Optics Plate™ mounting silicone Micro Optics
- Two-piece silicone Micro Optic system ensures IP67 level seal around each PCB
- Grade 2 Clear Anodized Optics Plate™ standard

**FINISH**

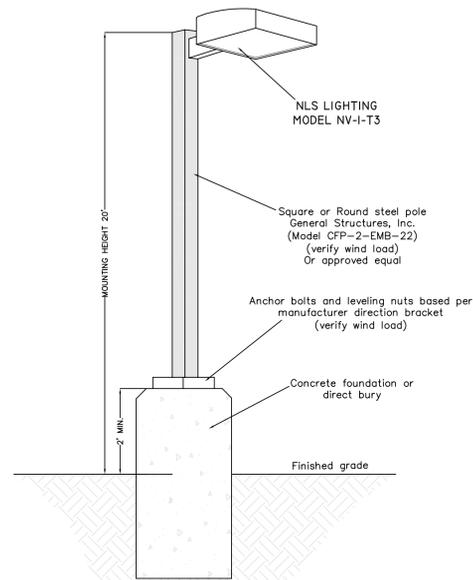
- 3.5 mils electrostatic powder coat
- NLS standard high-quality finishes prevent corrosion, protect against extreme environmental conditions

**WARRANTY**

Five-year limited warranty for drivers and LEDs.

**BUY AMERICAN**

To ensure the latest BAA/TAA/BABA Standards are being met, please select BAA, TAA, or BABA in the options section. Please contact the factory before placing an order for any NLS products requesting BAA (Buy American Act), TAA (Trade American Act), or BABA (Build America, Buy America).



**LIGHT TYPE A**  
**NLS LIGHTING MODEL NV-1-T3**  
**LED AREA LUMINAIRE**  
**ARCHITECTURAL SWEEP ARM MOUNTING**  
**LUMENS TO BE DETERMINED**  
COLOR AND FINISH BY OWNER  
M.H. = 20' ABOVE PARKING



LIGHTING PLAN HERE



**MICHAEL W. ROBINSON, P.E., P.L.S.**  
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KILL DEVIL HILLS, NC 27948  
PHONE: 252-255-8026  
EMAIL: mrobinson@bxbengineering.com

**LIGHTING PLAN**  
**PRELIMINARY**

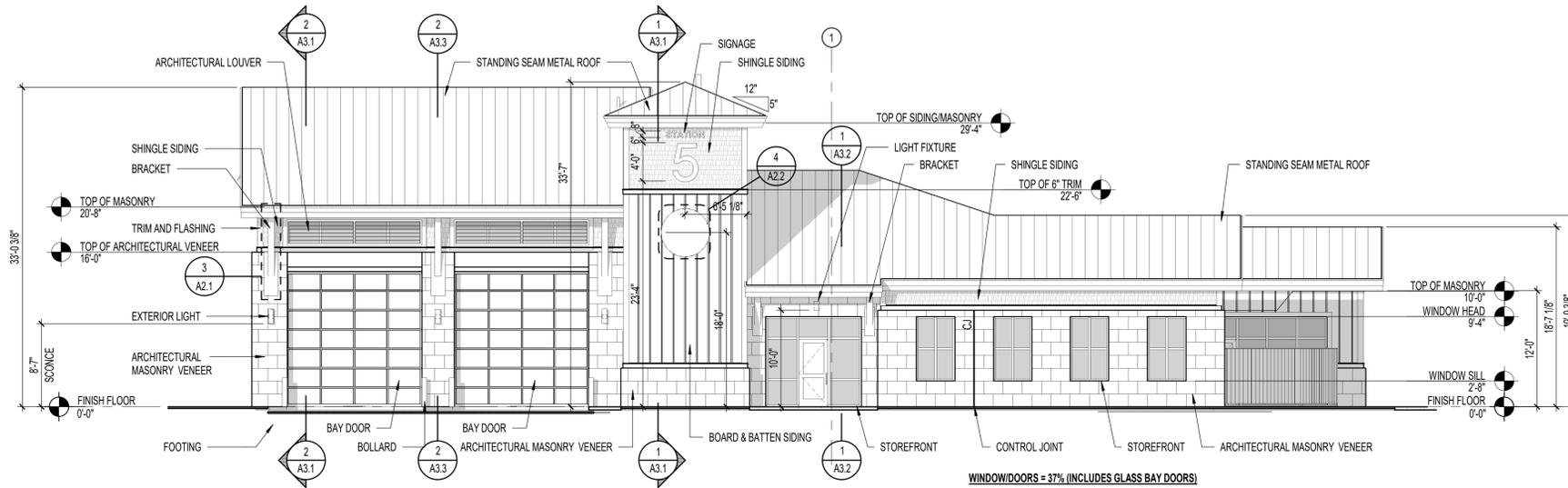


NO.	DATE	DESCRIPTION	BY

PROJECT: **DARE COUNTY EMS STATION 5**  
NORTH CAROLINA  
DARE COUNTY  
NAGS HEAD  
105 WEST SEACHASE DRIVE, NAGS HEAD

DATE: 11-12-24 SCALE: 1"=20'  
DESIGNED: MWR DRAWN: MWR  
SHEET: 5 OF 5  
CAD FILE:  
PROJECT NO: 110424

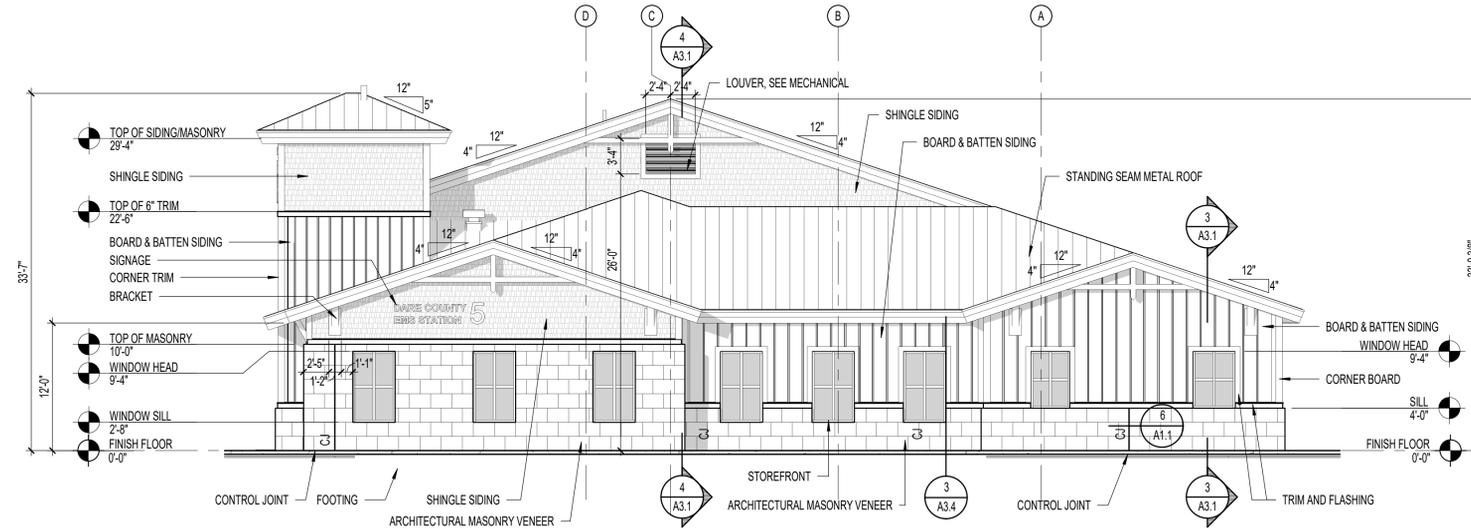
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**1 FRONT ELEVATION**  
A2.1 1/8" = 1'-0"

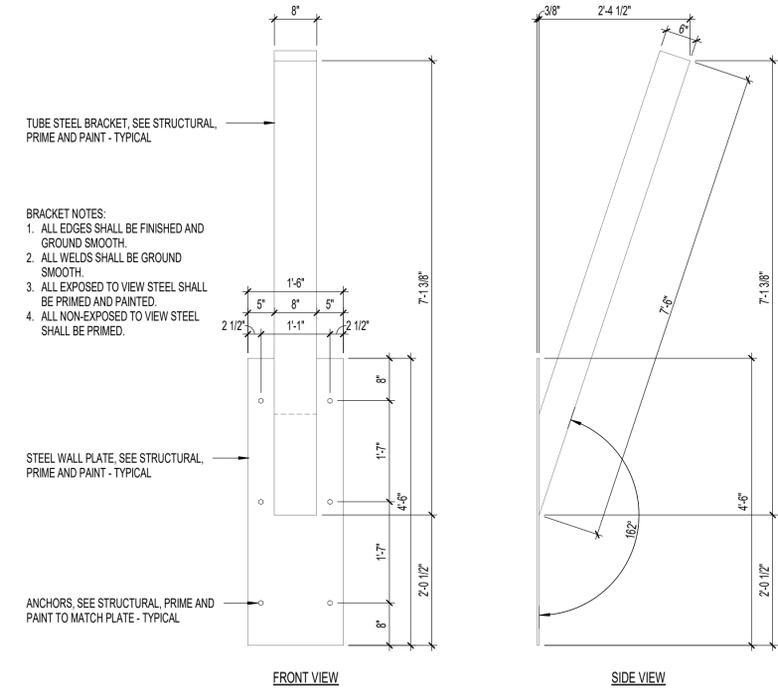
WINDOW/DOORS = 37% (INCLUDES GLASS BAY DOORS)

EXTERIOR FINISH LEGEND		NOTES: 1. MANUFACTURER'S INDICATED ARE BASIS OF DESIGN; SEE SPECIFICATION SECTION 01 60 00 - PRODUCT REQUIREMENTS FOR SUBSTITUTION REQUESTS. 2. ALL EXTERIOR SIDING AND TRIM SHALL BE FACTORY PRIMED AND FIELD PAINTED UNLESS NOTED OTHERWISE. 3. ALL FACTORY FINISHED TRIM SHALL BE TOUCHED UP IN FIELD AS NECESSARY FOR AND AFTER INSTALLATION. 4. TRIM INCLUDES ALL HORIZONTAL AND VERTICAL PIECES, INCLUDING FASCIAS, FRIEZES, AND BATTENS. 5. SEE DETAILS AND WALL SECTIONS FOR SIZES OF TRIM. 6. INSTALL AND FINISH ALL COMPONENTS PER MANUFACTURER'S RECOMMENDATIONS.
MATERIAL	DESCRIPTION	
VERTICAL SIDING	HARDIPANEL VERTICAL SIDING - SMOOTH MANUFACTURER: JAMES HARDIE COLOR: LIGHT GRAY	
SHINGLE SIDING	HARDISHINGLE SIDING - STRAIGHT EDGE - REVEAL: 6" MANUFACTURER: JAMES HARDIE COLOR: LIGHT GRAY	
TRIM	HARDIETRIM BOARDS - SMOOTH MANUFACTURER: JAMES HARDIE COLOR: WHITE	
SOFFIT	HARDIESOFFIT PANELS - NON-VENTED SMOOTH MANUFACTURER: JAMES HARDIE COLOR: WHITE	
VENEER	ARCHITECTURAL MASONRY VENEER MANUFACTURER: JOHNSON CONCRETE PRODUCTS COLOR: JCL-301 MONT BLANC	
STOREFRONT	COLOR: ANODIZED/CLEAR ALUMINUM	
STANDING SEAM	COLOR: ALUMA KLAD/COLOR KLAD SNOWDRIFT	
AWNING OH DOORS SHUTTERS LOUVERS	COLOR: SHERWIN WILLIAMS SW6811 HONORABLE BLUE	



**2 RIGHT SIDE ELEVATION**  
A2.1 1/8" = 1'-0"

WINDOWS = 17%

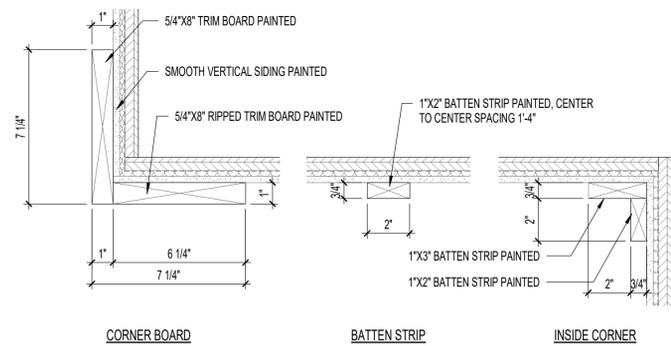


TUBE STEEL BRACKET, SEE STRUCTURAL, PRIME AND PAINT - TYPICAL

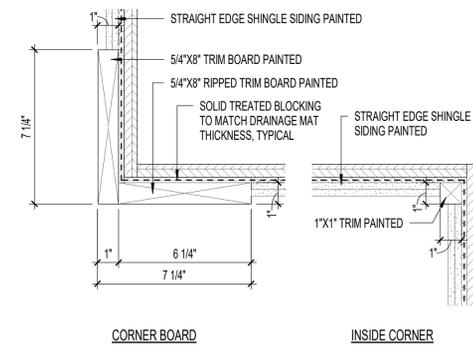
- BRACKET NOTES:
1. ALL EDGES SHALL BE FINISHED AND GROUND SMOOTH.
  2. ALL WELDS SHALL BE GROUND SMOOTH.
  3. ALL EXPOSED TO VIEW STEEL SHALL BE PRIMED AND PAINTED.
  4. ALL NON-EXPOSED TO VIEW STEEL SHALL BE PRIMED.

STEEL WALL PLATE, SEE STRUCTURAL, PRIME AND PAINT - TYPICAL

ANCHORS, SEE STRUCTURAL, PRIME AND PAINT TO MATCH PLATE - TYPICAL



TYPICAL BOARD AND BATTEN SIDING DETAILS



TYPICAL SHINGLE SIDING DETAILS

**4 DETAIL**  
A2.1 3" = 1'-0"

**5 DETAIL**  
A2.1 3" = 1'-0"



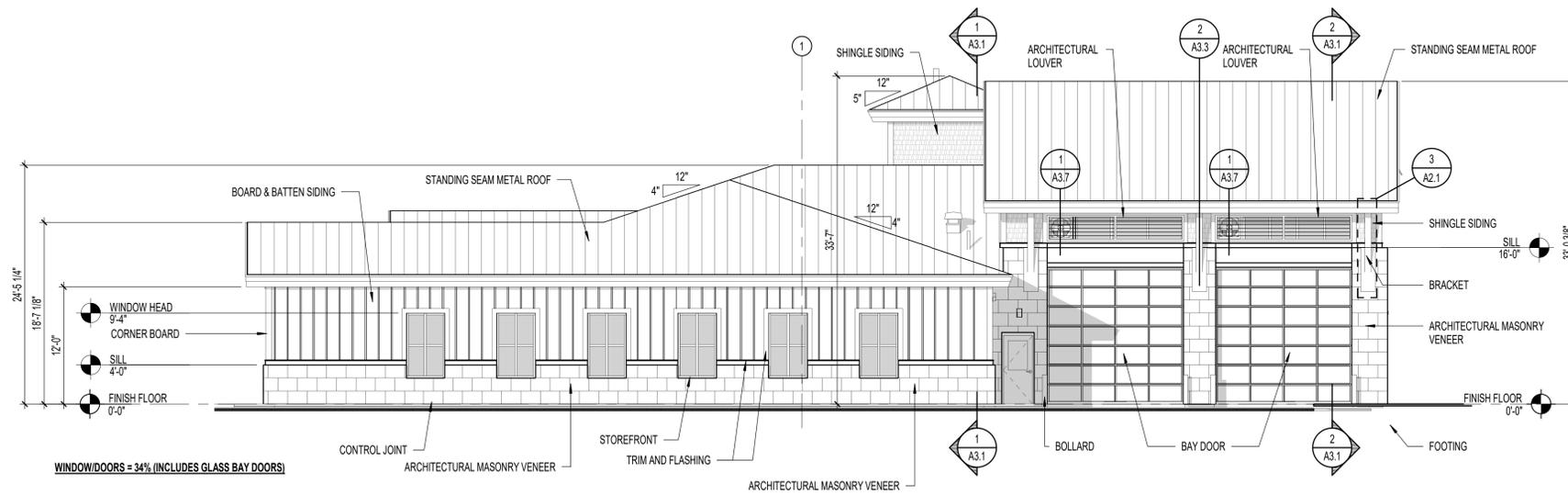
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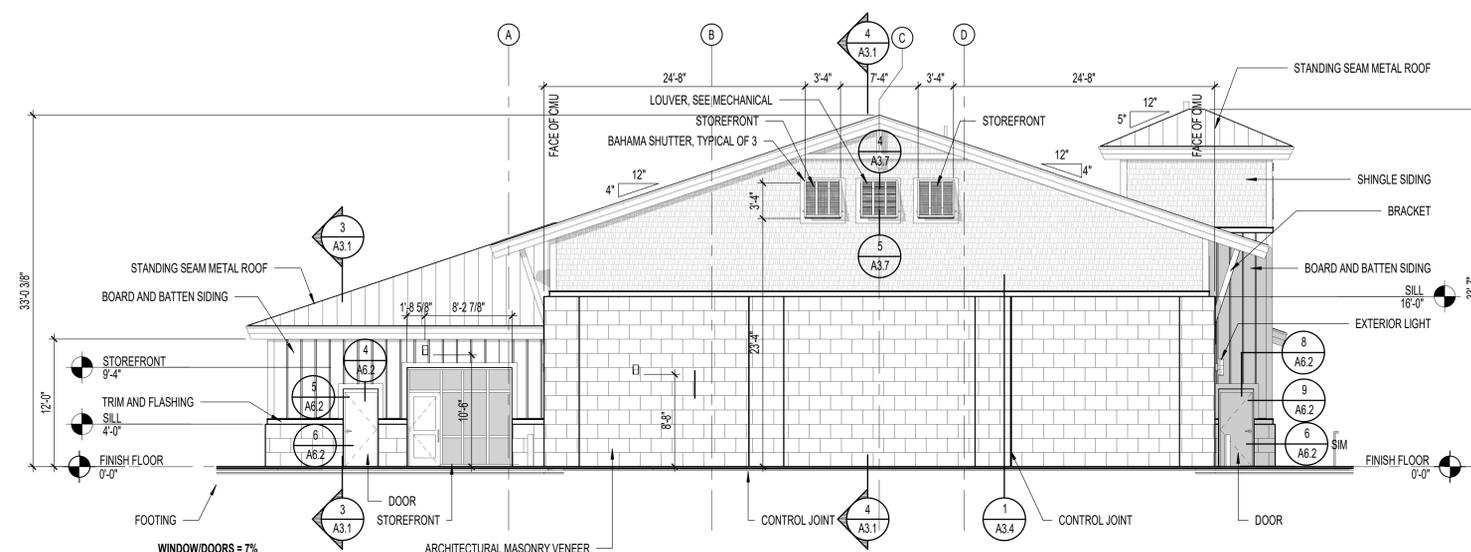
PRELIMINARY NOT FOR CONSTRUCTION

Revisors

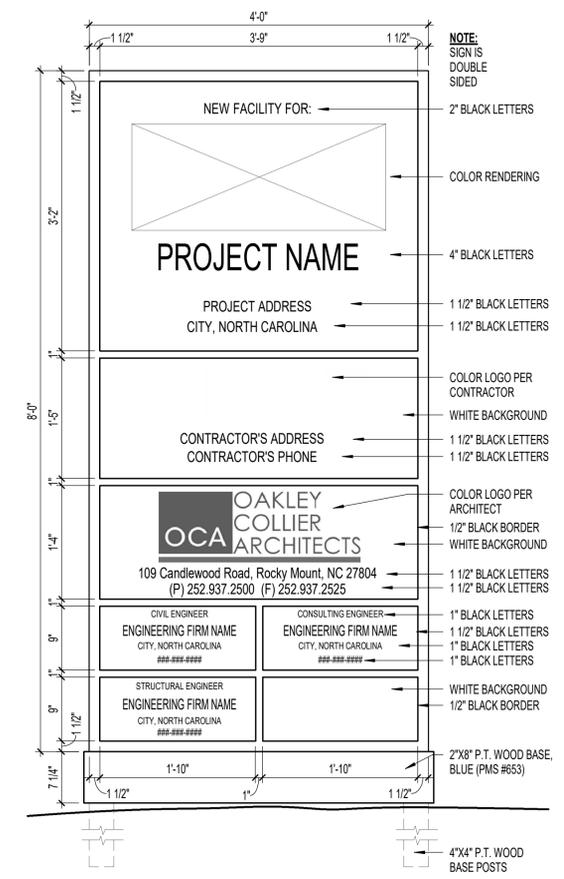
Date	Project No.
11/12/24	21032
Drawn By	Sheet No.
JH	A2.1
Checked By	
TDO	
Sheet Title	
EXTERIOR ELEVATIONS	



**1 REAR ELEVATION**  
 1/8" = 1'-0"



**2 LEFT SIDE ELEVATION**  
 1/8" = 1'-0"



**3 JOB SIGN**  
 1" = 1'-0"



**4 COUNTY SEAL**  
 1/2" = 1'-0"

- SIGN NOTES**
- NOTES:
- COORDINATE SIGN INSTALLATION AND ATTACHMENT WITH SIDING.
  - PROVIDE FLASHING ALONG TOP EDGE.
  - SIGN SHALL BE SAND BLASTED CEDAR IN THICKNESS PER SIGN MANUFACTURER.
  - SIGN SHALL BE FULL COLOR WITH ALL COMPONENTS PAINTED.
  - COLORS SHALL MATCH LOGOS AND SEAL IMAGES PROVIDED BY OWNER. ALLOW FOR EIGHT COLORS PER SIGN.
  - ALL NON EXPOSED TO VIEW SURFACES SHALL BE PRIMED.
  - ANCHORAGE AND ATTACHMENT SHALL BE DESIGNED BY THE SIGN MANUFACTURER.
  - BASE PLATE SHALL BE 1" THICK MINIMUM FOR DIRECT ATTACHMENT MOUNT.
  - BASE PLATE AND SIGN FACE CAN BE SEPARATE PIECES.

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PRELIMINARY NOT FOR CONSTRUCTION

Date	Project No.
11/12/24	21032
Drawn By	Sheet No.
JH	A2.2
Checked By	
TDO	
Sheet Title	
EXTERIOR ELEVATIONS	





STATION  
5







## **BOC ACTIONS WEDNESDAY, NOVEMBER 6, 2024**

1. Call to order - Mayor Cahoon called the meeting to order at 9 a.m.
2. Agenda – The Board adopted the Nov 6<sup>th</sup> agenda with the Nags Head Woods annual report presentation moved up on the agenda.
3. Nags Head Woods - Steward Aaron McCall presented a PowerPoint presentation of the Nags Head Woods Annual Report. His presentation and slides were well received by the Board.
4. Recognition - Dep Police Chief Chris Montgomery introduced Police Officer Kyle Kuhar who was welcomed by the Board to Town employment.

Public Services Director Nancy Carawan introduced Public Services Office Assistant Sue Cummings who was recognized for five years of service.

Dep Town Manager/Finance Officer Amy Miller introduced Accounts Payable Specialist Vicky Wright who was recognized for twenty years of service.

5. Earl Murray Jr Employee of the Year - Nominees were presented by Dept Heads:
  - Payroll Specialist Fay Sims was introduced by Amy Miller.
  - Planner Chris Trembly was introduced by Kelly Wyatt.
  - Town Engineer David Ryan was introduced by Nancy Carawan.
  - Police Officer Tyson Wild was introduced by Chris Montgomery.
  - Fire Engineer James Phillips was introduced by Chief Randy Wells.

The Board entered Closed Session to consider the honorarium. The Board re-entered Open Session and Attorney Leidy reported that the Board took action concerning the honorarium and to unseal a series of Closed Session minutes.

On behalf of the Board, Mayor Cahoon announced Town Engineer David Ryan as Earl Murray Jr Employee of the Year for 2024. He noted it was a very difficult decision to make as all nominees were deserving.

6. Public Comment – No one spoke during Public Comment.
7. The Consent Agenda was approved as presented and consisted of the following items:
  - Budget Amendment #5 to FY 24/25 Budget
  - Tax Adjustment Report
  - Approval of Minutes
  - Amendment to Town Code Sec 44-35 re: Water Cut-Offs
  - Fee waiver for Fire Department training live burn
  - Policy for Streaming/Recording Board Meetings
  - Reimbursement Resolution in support of property purchase
  - Design Scope of Services for replacement Fitness Center
  - Request for Public Hearing to consider amendments to UDO re: Hotel Parking Standards
8. Public Hearing to Consider a Special Use/Site Plan Review for the Construction of a Two Story, Eight Bedroom Dormitory – The Board approved the site plan as submitted.

- 9.** Public Hearing to consider amendments to the UDO within the SPD-C, Village at Nags Head Commercial-1 Zoning District to accommodate a new use, EMS Station - The Board adopted the amendments to the UDO, as well as the consistency statement, as presented.
- 10.** Planning Dept – Planning Director Kelly Wyatt summarized her monthly Planning Dept report.
- 11.** Committee reports:
  - Mayor Cahoon - he recently attended his first Jennette’s Pier Advisory Council meeting where a lot of interesting projects were discussed; more information will be provided later.
  - Mayor Pro Tem Siers – he and Town Manager Garman recently attended the Dare County Housing Task Force meeting where Town Manager Andy Garman was assigned to the Our State Our Homes Initiative.
  - Comr. Lambert – Septic Health Committee – She recently attended her first meeting and in addition to Director Wyatt’s report, Comr. Lambert added a congratulations to Septic Health Coordinator Conner Twiddy for achieving his Subsurface Wastewater Operator License.
  - Comr. Lambert – the Government Access Channel Committee met last week and approved the LPDI grant for Duck; in addition, the Movie Festival discussions were tabled until after the first of the year.
  - Comr. Lambert – Comr. Lambert reported that the Town’s Ash Wednesday Storm documentary was shown at the recent Dare County Environmental Film Festival where it won an award.
- 12.** Traffic Control Map – The Board adopted the amendment to the Traffic Control Map re: a No Parking Between Signs – Tow Away Zone on the center section of the S Linda Lane cul-de-sac as presented.
- 13.** Beach Nourishment Project – The Board passed motions to authorize the Town Manager to execute the Professional Services Task Order with Moffat & Nichol as presented and to approve the amendment to the Capital Project Ordinance in the amount of \$481,940 as presented.
- 14.** Town Attorney - Attorney Leidy reported that the Appeals Court recently found that a public body, a county, had violated the Open Meetings Law; A remotely-attending member cannot be included in the public body’s quorum and vote in the matters of the Board unless a State or local emergency has been declared.
- 15.** Town Manager Garman - Dr. Sciaudone from Moffat & Nichol presented updates to the Beach Monitoring and Maintenance Plan. The Board adopted the updated Plan as presented.
- 16.** Town Manager Garman - Town Engineer David Ryan provided an update to the Public Services Facility: Additional buildings have become occupied; the storage site provides much needed space; the vehicle storage building is nearing completion which is expected by the end of November.
- 17.** Town Manager Garman – The Board passed a motion to accept the NC Land & Water Fund Grant to place conservation easements on Town-Owned Properties (parcels 026404001, 006114000, and 005946000) surrounding the Fresh Pond area and in Nags Head Woods.
- 18.** Town Manager Garman - The Board passed the following motions: To adopt the ordinance amendment to Town Code Sec 44-108 modifying the waterline requirement from 500’ to 250’ as presented; To approve the waterline extension agreement with property owners Ethan White and Victoria Passmore as presented; and to approve the Budget Amendment in the amount of \$48,309, as presented.
- 19.** Mayor Cahoon - Mayor Cahoon - Appointment Process to Fill Vacant Board of Commissioners Seat – The Board approved the Board of Commissioners application as presented and authorized moving forward with the process.
- 20.** Adjournment - The Board passed a motion to adjourn – the time was 11:36 a.m.



# AGENDA ITEM SUMMARY

Town of Nags Head Board of Commissioners

REGULAR SESSION: November 6, 2024

## AGENDA ITEM G.1.

Update from Planning Director

---

### Prepared by

Kelly Wyatt, Planning Director

### Reviewed by

Kelly Wyatt  
Carolyn Morris  
Andy Garman

---

### Staff Comments/Recommendation

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### Specific Action Requested

This item is provided for Board information and update.

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### Summary

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 November 6, 2024.

### Monthly Activity Report

Attached for the Board's review is the Planning and Development Monthly Report for September 2024. In addition to permitting, inspections, code enforcement, and Todd D. Krafft Septic Health Initiative activities, staff were involved in the following meetings or activities of note during the month of October:

- Tuesday, October 1st - Technical Review Committee Meeting
- Wednesday, October 2nd - Board of Commissioners Meeting
- Wednesday, October 9th - Committee for Art and Culture Meeting
- Thursday, October 10th - Board of Adjustment Meeting (no hearings scheduled)
- Tuesday, October 15th - Planning Board Meeting
- Tuesday, October 15th - Sand Relocation and Dune Management Contractor Meeting
- Wednesday, October 16th - Board of Commissioners mid-month meeting
- Monday, October 21st - Septic Health Advisory Committee Meeting
- Friday, October 4th at 6:45 pm -Dowdy Park Movie Night, *The Goonies*

### Planning Board - Pending Applications and Discussions

The Planning Board's most recent meeting was held on Tuesday, October 15, 2024. The following items were heard:

- Consideration of Sketch Plan Review for construction of a 6,760 square foot Dare County EMS Station located at 105 W. Seachase Drive. Planning Board member David Elder highlighted the benefits of creating interconnectivity along the rear of the property to link the parking lot with the truck bays.

Engineer Mike Robinson acknowledged the suggestion and noted they would explore that adjustment. Overall, the Planning Board expressed appreciation for the design and looks forward to the formal Site Plan Review scheduled for November 19th.

- Consideration of text amendment related to the minimum parking standard for hotel use. The Planning Board voted unanimously to recommend a revised standard requiring 1.2 parking spaces per rentable unit, or one (1) parking space per bedroom—whichever is greater—plus one (1) additional space for every two (2) employees during the largest shift.
- Discussion of Hotel Overlay District. Action Item 2.2 under the Development Goals of the adopted 2024 Strategic Plan directed staff to identify the correct areas of land use incompatibility within the town and correct inconsistencies between the Comprehensive Plan and the Unified Development Ordinance. One area identified for review was the suitability of the current Hotel Overlay District. The Planning Board held a preliminary discussion on this matter and requested that staff provide further information for review at the November 19th meeting.
- Continued discussion related to Accessory Dwelling Units (ADU's). Staff presented the Planning Board with an analysis of comments and survey results from two public input sessions, highlighting several key themes: most respondents supported allowing ADUs in Nags Head, with a preference for long-term rentals; concerns were raised about potential impacts on the town's character; and attached ADUs received greater support than detached units. Staff will continue this discussion with the Planning Board at their November 19th meeting, presenting potential options for consideration.

The Planning Board's next meeting is scheduled for Tuesday, November 19th, 2024. Currently, the agenda is expected to include consideration of a Special Use Permit/Site Plan Amendment for the Soundside Event Site at 6800 S. Croatan Highway, along with continued discussions on the Hotel Overlay District and Accessory Dwelling Units.

### **Board of Adjustment – Recent and Pending Applications**

There were no items for the Board of Adjustments consideration in October 2024.

### **Additional Updates**

- DWMP/Septic Health Advisory Committee - The Septic Health Advisory Committee (SHAC) met on Monday, October 21, 2024. Ella Trainor, a junior at UNC-Chapel Hill and intern with the town through the Outer Banks Field Site at CSI, presented her recent work with Environmental Planner, Conner Twiddy and Deputy Planning Director, Joe Costello on geolocating existing conventional septic systems and drainfields. Her efforts are contributing to an interactive map of the town's septic infrastructure. SHAC members discussed layering data from the Hydromet Cloud, which includes groundwater and water quality logger information, to identify "hotspots" of elevated groundwater and nitrate levels. Additionally, the committee reviewed the status of the Division of Water Infrastructure Grant and expressed interest in increasing the pump-out credit, aiming to cover half of the typical \$500 cost.
- Estuarine Shoreline Management Plan - The town was awarded a \$500,000 grant through the N.C. Resilient Coastal Communities Program to support engineering and design work for estuarine marsh restoration and stabilization projects along Villa Dunes and Soundside Road. The updated scope of work with Moffat & Nichol and Biohabitats includes 60% design documents and necessary permits to prepare for future construction. We are coordinating with consultants to schedule a project kickoff meeting before Thanksgiving. Additionally, the town received a \$500,000 grant from the NC Land and Water Fund to design and construct a living shoreline at the Harvey Sound Access Point, designated as pilot site #3 in the Estuarine Shoreline Management Plan. Staff are also exploring the use of Community Conservation Assistance Program (CCAP) funds and Coastal Federation cost-share funds for a shoreline stabilization

project along the causeway.

- Electric Vehicle Action Plan - Installation of the Level II EV Chargers is complete, and we are awaiting our final inspection from the Department of Environmental Quality(DEQ) to receive reimbursement.
- Sand Relocation and Dune Management Cost Share Program - On Tuesday, October 15, Planning staff held a meeting/Q&A session on the sand relocation and dune management cost-share program, attended by equipment operators and property owners. The Sand Relocation season starts on November 15th, with applications opening for review purposes only on November 1st. The Dune Management Cost Share Program will also launch on November 1st.
- Dowdy Park Events/Farmers Market/Holiday Markets/Art & Culture - While Tuesday morning yoga has wrapped up for the season, Event Coordinator Paige Griffin is very busy preparing for the upcoming holiday happenings, including:
  - Dowdy Park Holiday Markets: Saturdays, November 9th & 30th, and December 14th from 9am - noon with a Holiday Night Market on Thursday, December 5th, from 4pm–7pm. Each market will feature an average of 65 vendors.
  - 4th Annual Tree Lighting Ceremony & Santa Visit - Saturday, November 30th from 5pm-7pm.
  - Candy Cane Hunt - Wednesday, December 11th beginning at 4:45pm.

Artist Chris Wheeler has completed the new murals at the skate park. We're planning a community Pizza and Paint Party to showcase the skate park and invite everyone to add their own artwork. Details will be shared as soon as the date is confirmed. Additionally, Manteo High School art students will be painting in the north-south crosswalk at the intersection of Bonnett Street and Wrightsville. They will begin the project on the morning of Saturday, November 16th.

### **Upcoming Meetings and Other Dates**

- Friday, November 1st - Acceptance of sand relocation applications & Dune Management Cost Share opens
- Tuesday, November 5th - Technical Review Committee Meeting
- Wednesday, November 6th - Board of Commissioners Meeting
- Wednesday, November 13th - Committee for Art and Culture Meeting
- Thursday, November 14th - Board of Adjustment Meeting (no hearings scheduled)
- Tuesday, November 19th - Planning Board Meeting
- Wednesday, November 20th - Board of Commissioners mid-month meeting
- Dowdy Park Holiday Markets - Saturdays, November 9th & 30th from 9am - noon.
- Saturday, November 30th - 4th Annual Tree Lighting Ceremony



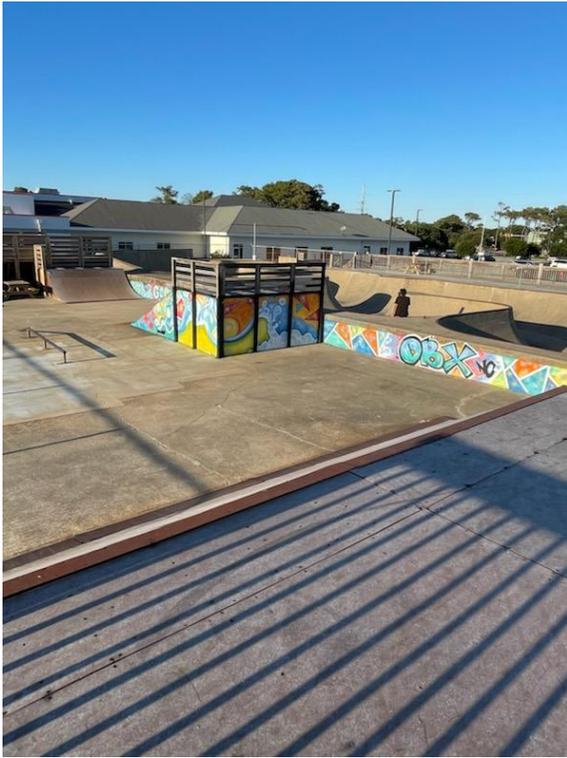
# Dowdy Park Farmer's Market

## 2024 Holiday Markets

Saturday, November 9 | 9 am - 12 pm  
Saturday, November 30 | 9 am - 12 pm  
Thursday, December 5 | 4 pm - 7 pm  
Saturday, December 14 | 9 am - 12 pm

3005 S. Croatan Hwy.





## Attachments

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1. 11 G1 Planning Monthly Report