



MEMORANDUM

Town of Nags Head

Planning & Development Department

To: Board of Commissioners
Planning Board

From: Michael Zehner, Director of Planning & Development

Date: May 28, 2020

Subject: Planning and Development Director's Report

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 June 3, 2020.

Monthly Activity Report

Attached for the Board's review is the *Planning and Development Monthly Report for April 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, April 1 - Planning Board Meeting
- Monday, April 6 - Munis - CSS Training
- Tuesday, April 7 - Technical Review Committee Meeting
- Wednesday, April 8 - Arts & Culture Committee Meeting
- Wednesday, April 15 - Board of Commissioners Meeting
- Tuesday, April 21 - Planning Board Meeting
- Wednesday, April 29 to Friday, May 1 - American Planning Association Virtual National Conference

Impact of Coronavirus on Permitting

As previously reported, a total of 67 building permits (non-trade) were applied for in both March 2020 and March 2019. For April, 48 building permits were applied for in both 2020 and 2019. Finally, between May 1 and May 28, a total of 53 building permits were applied for in 2020, compared to 39 in 2019. With regard to permits applied for since March 16 through May 28, 114 permits were applied for in 2019 and 136 were applied for in 2020.

With regard to trade permits, a total of 363 were issued in March, April, and May of 2019; from March 1 through May 28 of 2020, a total of 182 trade permits have been applied for.

We will continue to monitor and report any impacts to permitting.

Online Permitting

As of May 8, 2020, online permitting has been activated for all residential and commercial building and trade permit types, with the exception of permits for moving of residential or commercial structures; moving permits are expected to be added when updated fees are approved. Staff will continue to work to make improvements to the platform, publicize the availability of the resource, and refine documents providing guidance to the Town's customers.

Planning & Development Department and Septic Health FY2020-2021 Strategic Work Plan

As discussed at the Board of Commissioners retreat in January, Staff has prepared a Work Plan for the next fiscal year, the *Planning & Development Department and Septic Health FY2020-2021 Strategic Work Plan* ("Plan"; attached). The Plan was discussed with the Planning Board, and while there were delays due to the Pandemic, the Board indicated their support for the Plan at their meeting on May 19, 2020, with a request that an Electric Vehicle Action Plan be added; the attached Plan has been updated to include this project.

Based upon this Plan, Staff prepared consistent budget narratives for the Department and Septic Health Division (with the Electric Vehicle Action Plan needing to be added), which are helpful to review in conjunction with the Plan, as well as the most recent memo to the Planning Board (attached) which provides an overview of the considerations in developing the Plan. As noted in the memo, Staff is cognizant that this Plan will be affected by the Coronavirus Pandemic and impacts to the Town's budget. However, for those projects most dependent on funding, Staff is actively exploring and applying for grants and assistance to offset budget shortfalls, and looking for opportunities to phase certain projects with initial tasks being performed internally.

Hazard Mitigation Plan Update

As noted in my last Report, we were notified on April 28, 2020, that the final Hazard Mitigation Plan received approval from the State and would soon be reviewed by FEMA. Based upon the State's review, minor changes were necessary (an updated draft is available here: <http://www.obx-hmp.com/draftDocuments.html>), and the Plan will be sent to FEMA for review soon. Due to a backlog of reviews, the project consultant expects FEMA's approval to be delayed beyond June/July. Therefore, given the June 11, 2020 expiration of the Plan currently covering the Town, it would be prudent to consider adoption of the Plan by resolution at the Board's July 1 meeting.

Planning Board - Pending Applications and Discussions

The May 19, 2020 meeting of the Planning Board was held virtually on the Zoom platform (as were the April 1 and April 21 meetings of the Board). The agenda included reconsideration of a text amendment regarding the allowed principal sale items from outdoor stands, consideration of a text amendment regarding temporary uses related to declared emergencies, continued consideration of options and recommendations pertaining to legacy establishments/structures and residential stormwater regulations,

and review of the *Planning & Development Department and Septic Health FY2020-2021 Strategic Work Plan*.

In addition, the Planning Board did express their willingness to assist the Board of Commissioners in developing a plan to address recycling within Town, if the Board of Commissioners determined that further consideration was necessary.

The Planning Board's next meeting is scheduled for June 16, 2020. At this time, the agenda is expected to include continued consideration of legacy establishments/structures, residential stormwater regulations, the regulation of events within residential dwelling units, and the regulation of large occupancy homes, as well as reconsideration of the preliminary plat for the Coastal Villas subdivision.

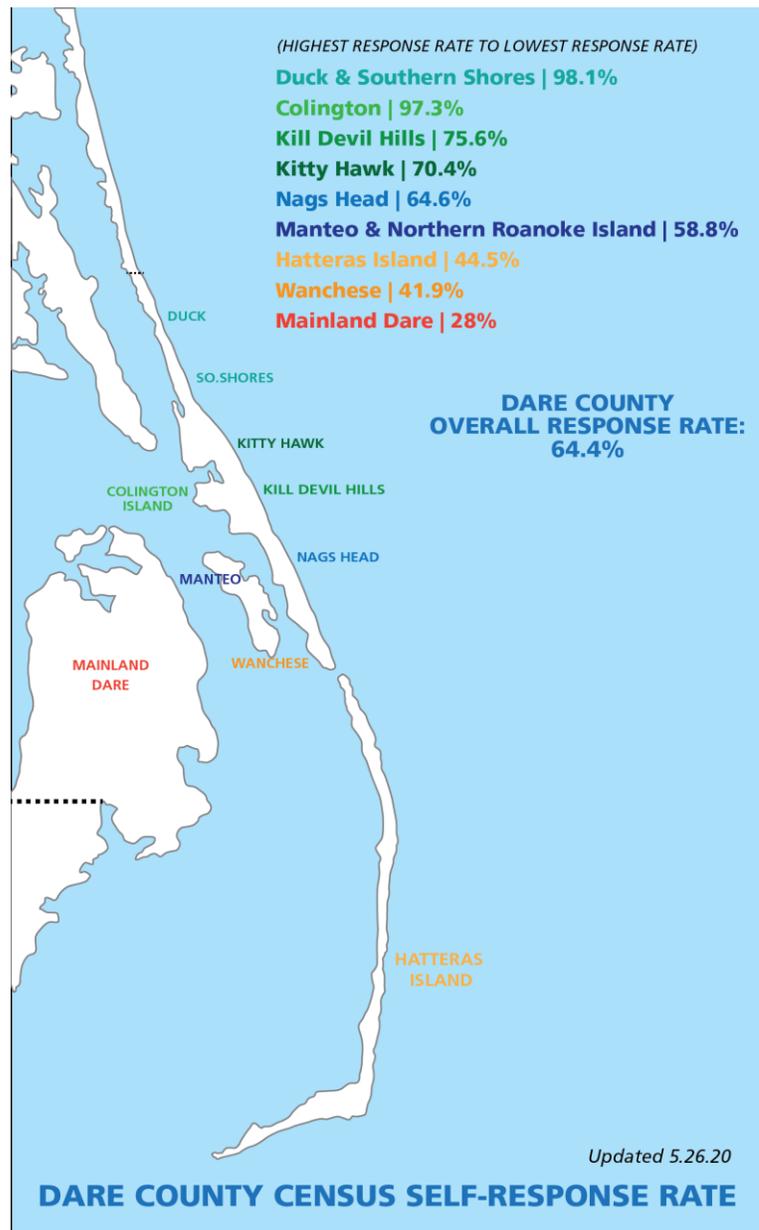
Additional Updates

- **2020 Census** - The 2020 Census is open and collecting responses. As of April 13, 2020, the self-response rate for the Town of Nags Head was 13%; as of April 28, the self-response rate for the Town was 14.5%; as of May 27, the self-response rate for the Town was 16.7%.

As previously indicated, the number/percentage of vacant vacation/rental homes in Town would skew the response rate, 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.

- **Town Workforce Housing Study & Plan - Phase 1 Report**

presented to the Board of Commissioners for 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 have been liquidated due to budgetary constraints associated with the Covid-19 Pandemic.

- **Skate Park Renovation - Phase 1** - Staff is working to prepare a survey and other outreach methods to determine community preferences for any future renovation of the Skate Park. Staff has also discussed the project with the Arts & Culture Committee, who are supportive of incorporating public art within the Park. Finally, Staff is working to identify funding opportunities to support the project.
- **CAMA Land Use Plan Update** - Staff has prepared and submitted responses and proposed draft revisions responding to comments issued by DCM staff. A determination of Plan completeness is pending, which is required before further review is initiated.
- **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** - The Art Mast project, coordinated with the Arts & Culture Committee, has resulted in three completed art panels. Kerry Sanders completed her mast last summer, depicting lifeguards and thus it was displayed at Bonnet Street Beach House; it is hoped to be reinstalled soon. Rob Snyder completed an Art Mast this month depicting a Bodie Island Lighthouse Rescue scene that we also hope to have displayed soon. James Melvin also completed his Art Mast this month, it is in honor of the work of Glenn Eure including references to his "Stations of the Cross", "Clowning Around", "Monument to a Century of Flight," and his boat paintings. Artist Taylor Williams is currently working on completing a fifth Art Mast. The Arts & Culture Committee will soon be discussing where best to locate the new Art Masts, and is excited for the community to get to see and enjoy the beautiful pieces that have been created.
- **Decentralized Wastewater Master Plan** - Staff intends to prepare and present a draft project scope for the update of the Decentralized Wastewater Plan to the Commissioners at an appropriate meeting in June.
- **Islington Street Beach Access** - Subject to DCM/CAMA and CIP funds to improve the access, Staff will be working to prepare plans for permitting, with the review process expected to be initiated in July 2020.
- **Legacy Establishments/Structures** - Staff continues to discuss options with the Planning Board. Draft options are expected to be presented to the Planning Board in June 2020.
- **Review of Residential Stormwater Regulations** - Staff continues to work with the Planning Board. At the Planning Board's May 2020 meeting, the Board requested that Staff return with some explicit actions for improved education surrounding the regulations, as well as additional or altered incentives.

- **NC Marine Debris Action Plan** - Kate Jones, Engineer Technician, will be participating on a Public and Local Government Subcommittee to advance strategies and actions laid out within Goal 2 of the NC Marine Debris Action Plan (<https://www.nccoast.org/wp-content/uploads/2020/03/N.C.-Marine-Debris-Action-Plan-FINAL.pdf>)
- **Dowdy Park Farmer's Market** - The Arts & Culture Committee has completed their selection of vendors for the 2020 Dowdy Park Farmers Market. The Market is scheduled to run every Thursday in the months of July and August with a wide range of vendors including fresh produce, local honey, seafood, wood carving, ceramics, pottery and other handmade crafts. Staff is working to determine and establish appropriate protocols related to social distancing and general measures to ensure the public's health and safety.
- **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 will be placed on hold.

Staff has begun an email distribution to contractors registered with the Town to provide updates on changes to permitting and inspection procedures associated with the Coronavirus Pandemic and response. Staff sent a further update in early May to publicize the new online permitting options.

- **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 recently 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.
 - An LOI has been submitted for a National Fish and Wildlife Foundation – National Coastal Resilience Fund grant to develop an Estuarine Shoreline Management Plan. Additionally, a preapplication was submitted for the 2020 North Carolina Attorney General Environmental Enhancement Grant for the same project, for which the Town was approved to submit a full application, which was submitted on May 28, 2020.
 - Staff submitted a CAMA Access Grant preapplication for improvements to the Huron Street Beach Access on May 15, 2020.

- Staff is reviewing additional grant and assistance opportunities for prioritized projects, including NCDOT's CASSI Autonomous Shuttle Pilot and the National Endowment for the Arts Our Town Grant.

Upcoming Meetings and Other Dates

- Wednesday, June 3 - Board of Commissioners Meeting
- Monday, June 8 - P&D Staff Meeting
- Wednesday, June 10 - Board of Commissioners Budget Workshop
- Wednesday, June 10 - Arts & Culture Committee Meeting
- Tuesday, June 16 - Planning Board Meeting
- Wednesday, June 17 - Board of Commissioners Budget Meeting

**TOWN OF NAGS HEAD PLANNING AND DEVELOPMENT
MONTHLY REPORT
APRIL 2020**

DATE SUBMITTED: May 7, 2020

	Apr-20	Apr-19	Mar-20	2019-2020 FISCAL YTD	2018-2019 FISCAL YTD	FISCAL YEAR INCREASE/ DECREASE
BUILDING PERMITS ISSUED - RESIDENTIAL						
New Single Family	0	2	2	7	16	(9)
New Single Family, 3000 sf or >	1	1	0	6	8	(2)
Duplex - New	0	0	0	0	0	0
Sub Total - New Residential	1	3	2	13	24	(11)
Miscellaneous (Total)	26	32	64	359	370	(11)
<i>Accessory Structure</i>	1	3	9	37	44	(7)
<i>Addition</i>	1	1	3	16	17	(1)
<i>Demolition</i>	0	1	0	2	6	(4)
<i>Move</i>	0	0	0	0	0	0
<i>Remodel</i>	11	7	7	81	79	2
<i>Repair</i>	13	20	45	223	224	(1)
Total Residential	27	35	66	372	394	(22)
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	1	2	4	(2)
Subtotal - New Commercial	0	0	1	2	4	(2)
Miscellaneous (Total)	7	9	9	75	94	(19)
<i>Accessory Structure</i>	0	1	3	17	20	(3)
<i>Addition</i>	0	0	0	0	1	(1)
<i>Demolition</i>	0	0	1	4	4	0
<i>Move</i>	0	0	0	0	0	0
<i>Remodel</i>	4	2	3	25	27	(2)
<i>Repair</i>	3	6	2	29	42	(13)
Total Commercial	7	9	10	77	98	(21)
Grand Total	34	44	76	449	492	(43)
SUB-CONTRACTOR PERMITS						
Electrical	20	65	40	360	364	(4)
Gas	1	6	3	18	22	(4)
Mechanical	23	65	30	274	315	(41)
Plumbing	15	17	9	81	81	0
Sprinkler	0	1	0	1	4	(3)
VALUE						
New Single Family	\$0	\$338,000	\$572,000	\$1,864,797	\$3,346,000	(\$1,481,203)
New Single Family, 3000 sf or >	\$150,000	\$930,000	\$0	\$3,982,561	\$5,380,460	(\$1,397,899)
Duplex - New	\$0	\$0	\$0	\$0	\$0	\$0
Misc (Total Residential)	\$482,560	\$456,559	\$1,242,053	\$8,225,149	\$8,126,767	\$98,382
Sub Total Residential	\$632,560	\$1,724,559	\$1,814,053	\$14,072,507	\$16,853,227	(\$2,780,720)
Multi-Family - New	\$0	\$0	\$0	\$0	\$0	\$0
Motel/Hotel - New	\$0	\$0	\$0	\$0	\$0	\$0
Business/Govt/Other - New	\$0	\$0	\$650,000	\$1,030,000	\$3,646,975	(\$2,616,975)
Misc (Total Commercial)	\$678,489	\$205,500	\$497,155	\$3,690,386	\$3,798,690	(\$108,304)
Sub Total Commercial	\$678,489	\$205,500	\$1,147,155	\$4,720,386	\$7,445,665	(\$2,725,279)
Grand Total	\$1,311,049	\$1,930,059	\$2,961,208	\$18,792,893	\$24,298,892	(\$5,505,999)

**TOWN OF NAGS HEAD PLANNING AND DEVELOPMENT
MONTHLY REPORT
APRIL 2020**

DATE SUBMITTED: May 7, 2020

	Apr-20	Apr-19	Mar-20	2019-2020 FISCAL YTD	2018-2019 FISCAL YTD	FISCAL YEAR INCREASE/ DECREASE
ZONING						
Zoning Permits	31	26	45	269	265	4
CAMA						
CAMA LPO Permits	2	13	0	29	56	(27)
CAMA LPO Exemptions	5	5	22	95	78	0
Sand Relocations	46	N/A	89	143	N/A	N/A
CODE COMPLIANCE						
CCO Inspections	193	100	124	631	825	(194)
Cases Investigated	19	74	9	95	506	(411)
Warnings	5	13	3	219	77	142
NOVs Issued	14	60	5	39	407	(368)
Civil Citations (#)	0	0	0	0	0	0
Civil Citations (\$)	\$0	\$0	\$0	\$0	\$0	\$0
SEPTIC HEALTH						
Tanks inspected	0	20	18	32	197	(165)
Tanks pumped	5	5	5	125	65	60
Water quality sites tested	23	23	0	121	161	(40)
Personnel Hours in Training/School	21	0	29	71	213	(142)



Michael D. Zehner, Director of Planning & Development

COMMENTS:

Planning & Development Department and Septic Health FY2020-2021 Strategic Work Plan

Activity Categories

- Community Character
- Sustainability & Resiliency
- Economic & Cultural Development
- Hazard & Emergency Planning
- Responsive & Transparent Government

Current FY Projects

- Skate Park Renovation; Phase 1, Assessment of Preferences (Pre-Planning)
- Updated Flood Maps & Ordinance
- UDO Cleanup
- Online Permitting
- Hazard Mitigation Plan Update
- Workforce Housing
- CAMA Land Use Plan Update
- UDO Reference Manual & Permitting Workflow Development
- Art Mast Project
- Decentralized Wastewater Master Plan Update
- Islington Street Beach Access
- Legacy Establishments/Structures
- Review of Residential Stormwater Regulations

FY20-21 Projects

- Estuarine Shoreline Master Plan
- Emergency Operations Plan Update
- Skate Park Renovation; Phase 2, Design & Construction
- Records Management/Digitization, Phase 1
- Whalebone Park; Phase 1
- UDO Update for N.C.G.S. 160D
- Fitness-Focused Enhancements at Dowdy Park (Biba Interactive Playground and multi-generational opportunities)
- Development of Complete Streets Policy
- GIS Platform Update, Phase 1
- CAMA Access Grant - Huron Street
- Workforce Shuttle Coordination; Project CASSI Pilot
- Water Quality Testing
- Develop Business Retention & Succession Resources
- LID Stormwater Demonstration Project
- Update Sign Ordinance
- Electric Vehicles Action Plan

Future Projects

- Implementation of Estuarine Shoreline Master Plan
- Records Management/Digitization, Phase 2
- GIS Platform Update, Phase 2
- CAMA Access Grant
- Skate Park Renovation; Phase 3, Design & Construction
- Whalebone Park; Phase 1
- Weather Station Installation
- Soundside Tidal/Flood Gauges
- Wayfinding Signage Plan



MEMORANDUM
Town of Nags Head
Planning & Development Department

To: Planning Board
From: Michael Zehner, Director of Planning & Development
Date: April 17, 2020; **updated May 15, 2020**
Subject: Discussion of FY20-21 Planning & Land Use Work Plan

****Updated content in bold underline, deleted material in ~~strikethrough~~****

In discussions with members of the Planning Board at their retreat in January 2020, the Board of Commissioners encouraged the Planning Board and Staff to work jointly on the development of a Work Plan for the next fiscal year in conjunction with the development of the budget, to establish priorities relating to planning and land use; in short, this Work Plan would be a collection of prioritized actions and activities serving as a strategic plan to implement various initiatives and plans.

Staff presented the concept of this Work Plan at the Planning Board's February 18, 2020 meeting; the Board indicated their support for the effort. Following the meeting, Staff developed an initial *Planning & Development Department and Septic Health FY2020-2021 Strategic Work Plan*, **and then subsequent revisions, which is the most recent** attached for the Board's review and input. This ~~initial draft~~ **Strategic Work Plan** was developed based upon the considerations discussed below, and identified activity categories intended to highlight as well as focus the implementation of specific plans, the Vision, Goals, Key Concerns, and Guiding Themes. **In addition to the Strategic Work Plan, a Budget Overview was also developed for the Department as part of the development of the FY20-21 Budget; this Budget Overview is also attached, and has been prepared to align with the Strategic Work Plan.**

For the Board's consideration:

- **Plan Implementation:** Staff would suggest that activities included in the Work Plan focus on implementing the following four (4) plans; implementation matrixes from each are attached:
 - *Town of Nags Head Comprehensive Plan*, July 5, 2017 [LINK](#)
 - *Vulnerability, Consequences, Adaptation, Planning Scenarios (VCAPS) Report*, August 2017 [LINK](#)
 - *Town of Nags Head Parks and Recreation Plan*, January 25, 2012 [LINK](#)
 - *Nags Head Pedestrian Plan*, July 16, 2014 [LINK](#)

Additional consideration should be given to activities contained in the Town's *Decentralized Wastewater Management Plan* (2005) and *Hazard Mitigation Plan* (2015); however, an updated Hazard Mitigation Plan is expected to be presented for adoption in June/July 2020 and the update of the *Decentralized Wastewater*

Management Plan is an active project, expected to be initiated in the current fiscal year.

- **Vision & Goals:** As noted, the Work Plan should serve as a strategic plan to implement various initiatives and plans, but activities in the Work Plan should also work towards achieving the accepted vision and goals for the Town. The following are the vision and goals established within the Comprehensive Plan:

VISION

The Town of Nags Head is a unique coastal community built upon a legacy rooted in shared values, including our most recognized common bond – a love for the Outer Banks. We recognize that the town must be a good place to live before it can be a good place to visit. We strive to preserve and protect the Nags Head character, environment, tourism based economy, and sense of place in order to ensure a high quality of life for residents and a memorable family vacation experience for present and future generations.

We uphold our legacy by protecting and promoting our small town character that includes a sustainable local economy based on family vacation tourism, a high quality beach experience, and small, locally owned businesses. Fundamental to our legacy and quality of life are preserving the historic architecture and culture that distinguishes our town; providing residents and visitors with excellent public services and well-maintained recreational amenities; and ensuring access to a well-protected natural coastal environment.

Our legacy will be strengthened and preserved by a focused, transparent decision making process that is comprehensive and consistent with the community's vision. In order to maintain that focus, our decisions are directed by the five goals described below.

GOALS

1. *Preserve our community's distinctive heritage and unique lifestyle*
 - a. *A relaxed-paced, family beach community comprised primarily of low-density development and open spaces.*
 - b. *A healthy, well-maintained oceanfront beach that is visually and physically accessible and usable; not blocked by large structures.*
 - c. *An environment that reflects the heritage of "Old Nags Head" with unique and eclectic architectural styles, scenic views, and coastal landscapes.*
2. *Protect our critical natural resources and coastal ecosystem*
 - a. *Build and promote a sustainable economy that supports residents and visitors.*

- b. A natural environment typified by clean water and a coastal barrier landscape with noninvasive, salt tolerant vegetation.*
 - c. Ocean and estuarine shorelines that are carefully managed to preserve the natural and beneficial functions of the environment while balancing the need to respect private property rights and public access.*
 - d. Plan for the future impacts of sea level rise; ensuring proper policies, plans, and practices for stormwater and wastewater management are in place to sustain the natural environment and maintain a viable family, tourism-based economy.*
- 3. Build and promote a sustainable economy that supports residents and Visitors*
 - a. A diverse supply of housing, including single-family homes and multi-family dwelling units, that meet the needs of residents in all phases of life and for varying income levels.*
 - b. A diverse supply of visitor accommodations, including single-family homes, hotels, cottage courts, and multi-family dwelling units for visitors who desire both short-term and long-term stays.*
 - c. A thriving local business community that offers a wide range of goods and services available to residents and visitors.*
 - d. A premier family beach destination on the Outer Banks, providing an enjoyable and memorable experience.*
- 4. Plan for orderly and sustainable growth and redevelopment*
 - a. A well-organized and compatible pattern of land development and redevelopment through proactive land use and transportation policies.*
 - b. Development that is designed to reduce private property damage and loss of life from major storm events and natural hazards.*
 - c. Safe connectivity and accessibility between neighborhoods, businesses, and recreational opportunities for a variety of travel modes, lessening traffic congestion, and enabling an active and healthy lifestyle for residents and visitors.*
 - d. A place with active and passive recreational opportunities that serve all ages and abilities, creating opportunities for community interaction and healthy living.*
 - e. Preservation and maintenance of legacy commercial businesses.*
- 5. Maintain a well-run and efficient government that provides high quality and cost effective services*
 - a. Develop, fund, and prioritize the Capital Improvement Plan annually to provide for the infrastructure, equipment, and facility needs of the community.*
 - b. Provide the highest quality public safety services possible, and routinely review the public safety needs of the community to ensure that resources are available to meet these needs.*
 - c. Provide friendly and accommodating customer service.*

- d. *Communicate town information to residents and visitors through a variety of media that demonstrates the results of measurable goals and objectives.*
- e. *Advocate for the provision of high quality, responsive services, legislation, resources, and policies from government partners and other organizations that further the vision of the Town of Nags Head.*

- **Key Concerns & Guiding Themes:** In the process to develop the Comprehensive Plan, both *Key Concerns* and *Guiding Themes* were identified. These are referenced below, and further expanded upon the Comprehensive Plan.

Key Concerns			
Embracing the Town's Vision	Sustaining the Beach Road's Commercial Character	Diversifying Housing Options	Educating Residents on Regulatory Realities
Preserving Commercial Character	Connecting Key Town Destinations	Adapting to Sea Level Rise	

Guiding Themes		
Architectural Integrity	Beach Road vs Bypass	Protecting Conversion of Commercial Property to Residential
Shopping Centers and Large Format Development	Character Areas	Oceanfront
Preservation of Existing Business	Greater Diversity in Housing and Accommodations	Connectivity
Healthy Small, Local Business Economy	Arts and Cultural Resources	Environmental Quality

- **Work Plan Categories:** For the purpose of the Work Plan, and intended to highlight as well as focus the implementation of specific plans, the Vision, Goals, Key Concerns, and Guiding Themes, Staff is suggesting that Work Plan activities be categorized in at least one of five categories, as follows:
 - Community Character
 - Sustainability & Resiliency
 - Economic & Cultural Development
 - Hazard & Emergency Planning
 - Responsive & Transparent Government

It is likely that many activities will qualify for more than one category. Staff will expand on the criteria for each category within the Work Plan. **These categories have been incorporated into the Budget Overview for the Department and serve as the basis for the Department's objectives for the next Fiscal Year.**

Despite the above and previous work to establish this Work Plan, Staff is cognizant that this Plan will be affected by the Coronavirus Pandemic and impacts to the Town's budget. Operating or CIP funds were anticipated to be used or sought for several projects, but there is obvious uncertainty with respect to the availability of these funds. Projects impacted most are the Workforce Housing, Estuarine Shoreline Master Plan, and Skate Park Renovation projects. Some aspects of these projects may be able to move forward with the use of internal resources, but there will likely be extended timelines. Staff is actively exploring and applying for grants to offset budget shortfalls.

Staff would recommend that the Planning Board review the information outlined above, and specifically the implementation matrixes from the four (4) plans, as well as the initial *Planning & Development Department and Septic Health FY2020-2021 Strategic Work Plan*, and provide feedback as to whether the Plan sufficiently implements and advances specific plans, the Vision, Goals, Key Concerns, and Guiding Themes in a strategic manner. At the Board's meeting Staff will be prepared to discuss ongoing projects, tentatively identified priorities, and timeline and resource limitations.