



MEMORANDUM

Town of Nags Head

Planning & Development Department

To: Board of Commissioners
Planning Board

From: Kelly Wyatt, Planning Director
Joe Costello, Deputy Planning Director

Date: December 29, 2023

Subject: Planning and Development Director's Report (G-1)

This memo provides an overview of selected Planning and Development Department activities, projects, and initiatives. If requested, Staff will be prepared to discuss any of this information in detail at the Board of Commissioners meeting on January 3rd, 2024.

Monthly Activity Report

Attached for the Board's review is the *Planning and Development Monthly Report for November 2023*. 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:

- Tuesday, December 5th – Technical Review Committee Meeting
- Wednesday, December 6th - Board of Commissioners Meeting
- Thursday, December 7th - CRS Users Group Meeting
- Wednesday, December 13th – Committee for Arts and Culture Meeting
- Wednesday, December 13th – Strategic Plan Implementation Session
- Thursday, December 14th – Board of Adjustment Meeting (no hearings scheduled)
- Thursday, December 14th – Flashlight Candy Cane Hunt
- Wednesday, December 19th – Planning Board Meeting
- Wednesday, December 20th – Board of Commissioners mid-month meeting (if needed)
- Saturday, December 2nd & 9th from 9am – noon – Dowdy Park Holiday Markets

Planning Board - Pending Applications and Discussions

The Planning Board's most recent meeting was held on Tuesday, December 19th, 2023, and included the following:

- Consideration of Special Use/Site Plan Review for construction of a Trade Center on Lot 2a of Charles Sineath Subdivision, vacant lot behind TW's Bait and Tackle. The November 2, 2022 approval had expired. The Planning Board voted unanimously to recommend approval of the SUP/Site Plan as presented.
- Consideration of text amendments that if adopted would allow the long-term rental of units within existing hotels and motels. The Planning Board and applicant had productive discussion and staff will be returning to the January 2024 Planning Board meeting with an updated draft amendment based upon discussion.
- Consideration of various text amendments to the UDO as it pertains to multi-family development. The Planning Board completed a thorough review of the draft amendments,

and requested some minor revisions that will now be provided to the Town Attorney for review. The Planning Board voted unanimously to go ahead and move the amendments forward in order to schedule the Public Hearing before the Board of Commissioners at their February 7th, 2024 meeting.

- Consideration of text amendments related to the use of Drive-Through Restaurants within Commercial Mixed-Use Developments and to discuss a conflict in the Unified Development Ordinance and Comprehensive Land Use Plan. The Planning Board discussed this item again and upheld their original recommendation for denial of the text amendment as it related to the allowance of drive-through restaurants within commercial mixed use developments including shopping centers. Additionally, the Planning Board recommended that the conflict noted between the UDO and Comprehensive Land Use Plan be rectified by eliminating the use of drive-through restaurants within the C-2, General Commercial zoning district.

The Planning Board's next meeting is scheduled for January 16th, 2024. At this time, the agenda is expected to include consideration of a text amendment to allow the long-term rental of units within existing hotels and motels, and consideration of a proposed text amendment requiring that septic systems and all other components have a barrier around it to prevent vehicles from parking on top of it. Staff will also update the Planning Board on any revisions requested by the Town Attorney on the proposed multi-family development amendments.

Board of Adjustment – Pending Applications

There were no items for Board of Adjustment consideration in December 2023. At their January 11, 2024 meeting the Board of Adjustment is expected to hear an Appeal of an Administrative Decision submitted by Joseph Surles with regard to the issuance of a building permit for the property located at 4313 W. Soundside Road, Nags Head (Martin Residence).

Additional Updates

- **DWMP/Septic Health Advisory Committee** – Over the course of two days in early December, Environmental Planner Conner Twiddy and a representative from OTT HydroMet installed 14 groundwater level loggers and 2 water quality loggers throughout the Town as recommended in the recent Decentralized Wastewater Master Plan. The loggers will soon be calibrated and sending real-time ground water and water quality data to the town.



- **Electric Vehicle Action Plan** – Staff are currently working with Daniel Parsons of LoWire Technologies to finalize a quote for the acquisition, installation, and future maintenance of the EvoCharge equipment. Staff is also working to identify contractors to construct ADA accessible parking spaces and to fabricate and install signage in accordance with the DEQ grant requirements. Staff will continue to update on this item.
- **Sand Relocation and Dune Management Cost Share Program** – Staff will provide updated information on this item at the January 3rd, 2024, meeting.
- **Dowdy Park Events/Farmers Market/Holiday Markets/Art & Culture** – The 2nd Annual Flashlight Candy Cane Hunt was well attended this year and many parents expressed their appreciation for the festive holiday cheer it and the Dowdy Park lighting brought. Kenneth and Kathleen Morgan were the winners of the Holiday Decorating Contest. Event Coordinator Paige Griffin has begun preparing for the upcoming Winter Markets. These markets will be held on the 2nd Saturday of January - April, from 9am – noon at Dowdy Park. These markets are open to producer/consumable vendors only.

Upcoming Meetings and Other Dates

- Tuesday, January 2nd - Technical Review Committee Meeting (no items)
- Wednesday, January 3rd - Board of Commissioners Meeting
- Thursday, January 4th - CRS Users Group Meeting
- Wednesday, January 10th – Committee for Arts and Culture Meeting
- Thursday, January 11th – Board of Adjustment Meeting (Surles Appeal)
- Saturday, January 13th – Winter Market from 9am – noon
- Tuesday, January 16th – Planning Board Meeting
- Wednesday, January 17th – Board of Commissioners mid-month meeting (if needed)



**TOWN OF NAGS HEAD PLANNING AND DEVELOPMENT
MONTHLY REPORT
NOVEMBER 2023**

DATE SUBMITTED: December 7, 2023

	Nov-23	Nov-22	Oct-23	2023-2024 FISCAL YTD	2022-2023 FISCAL YTD	FISCAL YEAR INCREASE/ DECREASE
BUILDING PERMITS ISSUED - RESIDENTIAL						
New Single Family	4	1	2	8	7	1
New Single Family, 3000 sf or >	0	0	0	3	5	(2)
Duplex - New	0	0	1	1	0	1
Sub Total - New Residential	4	1	3	12	12	0
Miscellaneous (Total)	54	46	43	186	175	11
<i>Accessory Structure</i>	3	2	5	15	15	0
<i>Addition</i>	3	1	6	17	8	9
<i>Demolition</i>	3	0	0	3	0	3
<i>Move</i>	0	0	0	0	0	0
<i>Remodel</i>	15	17	5	40	52	(12)
<i>Repair</i>	30	26	27	111	100	11
Total Residential	58	47	46	198	187	11
BUILDING PERMITS ISSUED - COMMERCIAL						
Multi-Family - New	0	0	0	0	0	0
Motel/Hotel - New	0	0	0	0	0	0
Business/Govt/Other - New	0	0	0	0	1	(1)
Subtotal - New Commercial	0	0	0	0	1	(1)
Miscellaneous (Total)	9	6	5	27	25	2
<i>Accessory Structure</i>	3	2	1	11	11	0
<i>Addition</i>	0	0	0	0	0	0
<i>Demolition</i>	0	0	0	0	0	0
<i>Move</i>	0	0	0	0	0	0
<i>Remodel</i>	2	2	2	9	7	2
<i>Repair</i>	4	2	2	7	7	0
Total Commercial	9	6	5	27	26	1
Grand Total	67	53	51	225	213	12
SUB-CONTRACTOR PERMITS						
Electrical	39	40	33	209	211	(2)
Gas	6	5	2	21	13	8
Mechanical	20	27	20	134	165	(31)
Plumbing	14	10	14	54	33	21
Fire Sprinkler	0	0	1	2	2	0
VALUE						
New Single Family	\$1,775,000	\$582,000	\$710,000	\$3,859,282	\$3,284,000	\$575,282
New Single Family, 3000 sf or >	\$0	\$0	\$0	\$1,135,000	\$4,960,000	(\$3,825,000)
Duplex - New	\$0	\$0	\$711,000	\$711,000	\$0	\$711,000
Misc (Total Residential)	\$2,561,700	\$2,068,942	\$2,089,946	\$7,750,223	\$6,662,384	\$1,087,839
Sub Total Residential	\$4,336,700	\$2,650,942	\$3,510,946	\$13,455,505	\$14,906,384	(\$1,450,879)
Multi-Family - New	\$0	\$0	\$0	\$0	\$0	\$0
Motel/Hotel - New	\$0	\$0	\$0	\$0	\$6,425,994	(\$6,425,994)
Business/Govt/Other - New	\$0	\$0	\$0	\$0	\$0	\$0
Misc (Total Commercial)	\$962,286	\$311,970	\$582,425	\$2,124,931	\$1,002,751	\$1,122,180
Sub Total Commercial	\$962,286	\$311,970	\$582,425	\$2,124,931	\$7,428,745	(\$5,303,814)
Grand Total	\$5,298,986	\$2,962,912	\$4,093,371	\$15,580,436	\$22,335,129	(\$6,754,693)

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MONTHLY REPORT
NOVEMBER 2023**

DATE SUBMITTED: December 7, 2023

	Nov-23	Nov-22	Oct-23	2023-2024 FISCAL YTD	2022-2023 FISCAL YTD	FISCAL YEAR INCREASE/ DECREASE
ZONING						
Zoning Permits	70	49	63	251	186	65
Soil & Erosion	2	N/A	2	7	N/A	N/A
Stormwater Plans	5	N/A	2	16	N/A	N/A
CAMA						
CAMA LPO Permits	3	2	4	17	12	5
CAMA LPO Exemptions	3	4	4	17	11	0
Sand Relocations	47	16	0	47	16	N/A
CODE COMPLIANCE						
Cases Investigated	24	20	39	146	238	(92)
Warnings	4	8	6	17	53	(36)
NOVs Issued	20	10	33	129	64	65
Civil Citations (#)	0	0	0	1	10	(9)
Civil Citations (\$)	\$0	\$0	\$0	\$0	\$23,150	(\$23,150)
SEPTIC HEALTH						
Tanks inspected	11	12	8	62	51	11
Tanks pumped	8	12	5	56	45	11
Water quality sites tested	2	2	1	64	117	(53)
Personnel Hours in Training/School	109	0	46	250	62	188



Kelly Wyatt, Planning Director