



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: July 30, 2024

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

This memo provides an overview of selected Planning and Development Department activities, projects, and initiatives. If requested, Staff will be prepared to discuss any of this information in detail at the Board of Commissioners meeting on August 7th, 2024.

Monthly Activity Report

Attached for the Board's review is the *Planning and Development Monthly Report for June 2024*. 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 of July:

- Tuesday, July 2nd – Technical Review Committee Meeting
- Wednesday, July 3rd - Board of Commissioners Meeting
- Wednesday, July 10th – Committee for Art and Culture Meeting
- Thursday, July 11th – Board of Adjustment Meeting (no hearings)
- Tuesday, July 16th – Planning Board Meeting
- Wednesday, July 17th – Board of Commissioners mid-month meeting
- Thursday, July 25th – Septic Health Advisory Committee Meeting
- Dowdy Park Farmers Market – Thursday, July 4th, 11th, 18th & 25th
- Dowdy Park Summer Concert Series – Wednesday, July 3rd, 10th, 17th, 24th, and 31st

Planning Board - Pending Applications and Discussions

The Planning Board's most recent meeting was held on Tuesday, July 16, 2024. The following items were heard:

- Consideration of a text amendment to the Unified Development Ordinance submitted by Anlauf Engineering, PLLC on behalf of Ark Church, to modify the definition of "Religious Complex" to include an additional single-family residence for church staff, in addition to existing allowance for an onsite parsonage. The Planning voted unanimously to recommend adoption of this text amendment as proposed. This item is on the Board of Commissioners Consent Agenda on August 7th with request for the Public Hearing to be held on September 4th, 2024.
- Consideration of various amendments to the Unified Development Ordinance as it pertains to the use of multi-family dwelling developments. The Planning Board discussed this item at length and requested that staff return with additional information at their August 20th meeting. This item is on the Board of Commissioners Consent Agenda on August 7th with

request for the Public Hearing to be held on September 4th, 2024.

- Consideration of amendments to the Unified Development Ordinance as it pertains to the dormitory use in the SED-80, Special Environmental District. The Planning Board voted unanimously to recommend adoption of the amendment as presented. This item is on the Board of Commissioners Consent Agenda on August 7th with request for the Public Hearing to be held on September 4th, 2024.
- Staff provided the Planning Board with the same presentation given to the Board of Commissioners at their July 3rd meeting on Accessory Dwelling Units (ADU's) and existing within the Town.

The Planning Board's next meeting is scheduled for Tuesday, August 20th, 2024. Currently, the agenda is expected to include consideration various amendments to the UDO related to the use of multi-family dwelling developments and a map amendment request submitted by Chris Greening to rezone the property located 0 Satterfield Landing (Parcel # 005618002) from C-3, Commercial Services to C-2, General Commercial.

Board of Adjustment – Recent and Pending Applications

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

Additional Updates

- **DWMP/Septic Health Advisory Committee** – The Septic Health Advisory Committee met on Thursday, July 25th and received an update on the number of inspections, pump out credits and loans processed during FY 23-24. The committee also discussed upcoming data collection and mapping initiatives to further the recommendations of the Decentralized Wastewater Management Plan. Additionally, recent water quality advisories for E. Abalone Street and E. Curlew Street were discussed. Environmental Planner Conner Twiddy will present a year-to-date review of the Todd D. Krafft Septic Health Initiative and committee's work at the Board of Commissioners meeting on August 7th, 2024.
- **Estuarine Shoreline Management Plan** – The Town was awarded a grant of \$500,000 under the N.C. Resilient Coastal Communities Program to assist in completing the engineering and design work for the Villa Dunes and Soundside Road estuarine marsh restoration and marsh stabilization projects. It will be November before we know about the NC Land and Water Fund Grant that was applied for to assist with the Harvey Site/OBVB site. Additionally, staff are researching using a combination of Community Conservation Assistance Program (CCAP) funds and Coastal Federation cost share funds for a shoreline stabilization along the causeway.
- **Electric Vehicle Action Plan** – LoWire Technologies has completed the installation of two Level II EV chargers at Town Hall. Shoshin is scheduled to install an outside access point for the charging stations. Once we finalize payment and the station management interface, these units will be available for public use. A DEQ representative will conduct an onsite inspection to ensure all grant requirements for reimbursement have been met
- **Sand Relocation and Dune Management Cost Share Program** – Staff are requesting an allocation of \$400,000 for the Sand Relocation and Dune Management Cost Share Program for FY 24-25. This request is listed as Item E-7 on the Board of Commissioners agenda for the August 7th Meeting.
- **Public Beach and Coastal Waterfront Access Grant Program** – Staff will be completing and filing the final application for the improvements to the June Street Beach Access prior to the submission deadline of Friday, August 2nd.

- **Permitting Update 3rd & 4th Quarter** – See below the total number of permits accepted and the average turnaround time. These numbers do not include trade permits.

2024	Total Permits	Avg Turnaround/days
January	77	2.4
February	73	2.5
March	74	2.5
April	73	3.0
May	48	2.2
June	40	2.3

- **Dowdy Park Events/Farmers Market/Holiday Markets/Art & Culture** – For the month of August, the Town will be hosting the following events and activities:
 - Yoga on the Lawn, Tuesday mornings 7:30 – 8:30am all month long.
 - Fitness Fridays, Friday mornings 7:30 – 8:15am through August 16th.
 - Summer Concert Series, Wednesday evenings 6:30 – 8:00pm.
 - The BarCats Duo on August 7th
 - Haze & Dacey on August 14th
 - Intangible Catz on August 21st
 - Dowdy Park Farmers Markets, Thursdays 9am – 1pm: August 1st, 8th, & 15th. August 15th will be the last market of the summer season. Outer Banks Hospitals “Eat the Rainbow” campaign has been very successful this season.
 - Family Fun Night, Tuesday, August 6th at 4pm – 7pm. Storytelling with Liza Yowel begins at 5:30pm. Tuesday, August 20th is Back to School Night with music by Nature Out Loud. Corolla Wild Horse Fund with Riptide to be rescheduled, previously cancelled due to heat.
 - Movie at Dowdy Park, Friday, August 2nd

Upcoming Meetings and Other Dates

- Tuesday, August 6th – Technical Review Committee Meeting
- Wednesday, August 7th - Board of Commissioners Meeting
- Wednesday, August 7th – Outer Banks Hazard Mitigation Joint Committee Meeting (1pm)
- Thursday, August 8th – Board of Adjustment (no hearings scheduled)
- August 10th – August 14th – Planner Chris Trembly attend Certified Zoning Official Conference
- Wednesday, August 14th – Committee for Art and Culture Meeting
- Tuesday, August 20th – Planning Board Meeting
- Wednesday, August 21st – Board of Commissioners mid-month meeting
- Wednesday, August 28th – CRS Cycle Verification Visit
- Dowdy Park Farmers Market – Thursday, August 1st, 8th, and final market on 15th
- Dowdy Park Summer Concert Series – Wednesday, August 7th, 14th, and 21st

**TOWN OF NAGS HEAD PLANNING AND DEVELOPMENT
MONTHLY REPORT
JUNE 2024**

DATE SUBMITTED: July 7, 2024

	Jun-24	Jun-23	May-24	2023-2024 FISCAL YEAR	2022-2023 FISCAL YEAR	FISCAL YEAR INCREASE/ DECREASE
BUILDING PERMITS ISSUED - RESIDENTIAL						
New Single Family	0	3	2	16	17	(1)
New Single Family, 3000 sf or >	1	0	1	6	7	(1)
Duplex - New	0	0	0	1	0	1
Sub Total - New Residential	1	3	3	23	24	(1)
Miscellaneous (Total)	31	38	46	497	550	(53)
<i>Accessory Structure</i>	3	3	2	42	51	(9)
<i>Addition</i>	3	3	0	29	30	(1)
<i>Demolition</i>	1	2	0	6	3	3
<i>Move</i>	0	0	1	1	0	1
<i>Remodel</i>	7	10	11	126	134	(8)
<i>Repair</i>	17	20	32	293	332	(39)
Total Residential	32	41	49	520	574	(54)
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	2	(2)
Subtotal - New Commercial	0	0	0	0	2	(2)
Miscellaneous (Total)	2	4	2	85	83	2
<i>Accessory Structure</i>	1	2	0	32	27	5
<i>Addition</i>	0	0	0	0	0	0
<i>Demolition</i>	0	0	0	1	1	0
<i>Move</i>	0	0	0	0	0	0
<i>Remodel</i>	0	1	1	25	27	(2)
<i>Repair</i>	1	1	1	27	28	(1)
Total Commercial	2	4	2	85	85	0
Grand Total	34	45	51	605	659	(54)
SUB-CONTRACTOR PERMITS						
Electrical	67	78	90	661	633	28
Gas	2	0	3	37	34	3
Mechanical	55	70	57	430	446	(16)
Plumbing	7	2	6	129	104	25
Fire Sprinkler	1	1	0	5	4	1
VALUE						
New Single Family	\$0	\$1,687,121	\$650,000	\$8,802,995	\$9,001,147	(\$198,152)
New Single Family, 3000 sf or >	\$975,000	\$0	\$2,000,000	\$5,617,945	\$7,233,733	(\$1,615,788)
Duplex - New	\$0	\$0	\$0	\$711,000	\$0	\$711,000
Misc (Total Residential)	\$2,253,969	\$1,009,455	\$1,116,214	\$18,779,910	\$18,410,395	\$369,515
Sub Total Residential	\$3,228,969	\$2,696,576	\$3,766,214	\$33,911,850	\$34,645,275	(\$733,425)
Multi-Family - New	\$0	\$0	\$0	\$0	\$0	\$0
Motel/Hotel - New	\$0	\$0	\$0	\$0	\$11,562,356	(\$11,562,356)
Business/Govt/Other - New	\$0	\$0	\$0	\$0	\$6,425,994	(\$6,425,994)
Misc (Total Commercial)	\$139,303	\$85,899	\$65,750	\$4,895,193	\$2,824,641	\$2,070,552
Sub Total Commercial	\$139,303	\$85,899	\$65,750	\$4,895,193	\$20,812,991	(\$15,917,798)
Grand Total	\$3,368,272	\$2,782,475	\$3,831,964	\$38,807,043	\$55,458,266	(\$16,651,223)

**TOWN OF NAGS HEAD PLANNING AND DEVELOPMENT
MONTHLY REPORT
JUNE 2024**

DATE SUBMITTED: July 7, 2024

	Jun-24	Jun-23	May-24	2023-2024 FISCAL YEAR	2022-2023 FISCAL YEAR	FISCAL YEAR INCREASE/ DECREASE
ZONING						
Zoning Permits	38	62	57	658	685	(27)
Soil & Erosion	4	N/A	3	20	N/A	N/A
Stormwater Plans	4	N/A	2	33	N/A	N/A
CAMA						
CAMA LPO Permits	3	3	3	39	37	2
CAMA LPO Exemptions	4	6	15	76	78	0
Sand Relocations				281	279	N/A
CODE COMPLIANCE						
Cases Investigated	44	100	38	349	813	(464)
Warnings	3	6	6	40	107	(67)
NOVs Issued	41	94	32	304	289	15
Civil Citations (#)	0	0	0	1	10	(9)
Civil Citations (\$)	\$0	\$0	\$0	\$0	\$23,150	(\$23,150)
SEPTIC HEALTH						
Tanks inspected	10	15	6	110	142	(32)
Tanks pumped	9	5	10	119	118	1
Water quality sites tested	36	37	26	133	254	(121)
Personnel Hours in Training/School	34	6	32	437	218	219



Kelly Wyatt, Planning Director