



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: September 26, 2024

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 October 2nd, 2024.

Monthly Activity Report

Attached for the Board's review is the *Planning and Development Monthly Report for August 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 September:

- Tuesday, September 3rd - Technical Review Committee Meeting
- Wednesday, September 4th - Board of Commissioners Meeting
- Thursday, September 11th – Committee for Art and Culture Meeting
- Thursday, September 12th – Board of Adjustment Meeting (no hearings scheduled)
- Thursday, September 12th – CRS Users Group Meeting
- Tuesday, September 17th – Planning Board Meeting
- Wednesday, September 18th – Board of Commissioners mid-month meeting
- Dowdy Park Movie Night, Friday, September 6th at 8pm – TWISTER

Planning Board - Pending Applications and Discussions

The Planning Board's most recent meeting was held on Tuesday, September 17, 2024. The following items were heard:

- Consideration of a Special Use/Site Plan Review submitted by Quible & Associates, P.C. and Beacon Architecture, PLLC on behalf of the Town of Nags Head, for the construction of a 2-story, 8-bedroom dormitory (duplex). The property is zoned SED-80, Special Environmental District and is located at 425 W. Health Center Drive. The Planning Board voted unanimously to recommend approval of the SUP/Site Plan Review as presented. This item is on the Board of Commissioners October 2nd Consent Agenda requesting Public Hearing to be held on November 6th, 2024.
- Consideration of text amendments within the SPD-C, Village at Nags Head Commercial-1 Zoning designation to accommodate future construction of a Dare County EMS Station. The Planning Board voted unanimously to recommend adoption of the proposed amendments as

presented. This item is on the Board of Commissioners October 2nd Consent Agenda requesting Public Hearing to be held on November 6th, 2024.

- Continued discussion of minimum required parking standards for hotel uses and restaurant uses. Based upon discussion staff will present a draft ordinance to the Planning Board at their October 15th meeting outlining a hotel parking standard of 1.2 parking spaces for each unit to be rented or one (1) parking space per bed, whichever is greater, plus one (1) parking space for every two employees on the largest shift. Staff will continue to discuss minimum required parking standards for restaurant uses with the Planning Board in the coming months.
- The Planning Board held two public input sessions, one at their regularly scheduled meeting on Tuesday, September 17th at 9am, the second on Wednesday, September 18th at 6pm. Between these two community engagement sessions the Planning Board received comments from approximately 16 individuals. The majority of attendees were generally supportive of ADU's if items such as parking, noise, and sanitation were properly addressed. Many felt as though attached ADU's (within the existing footprint of the home), were more acceptable than detached ADU's, especially with concerns of increased lot coverage, stormwater runoff, and density. There was support expressed for allowing both long-term and short-term rental of ADU's should they be permitted. Some individuals expressed a concern with having any type of ADU, attached or detached, on the west side of US 158.

The Planning Board's next meeting is scheduled for Tuesday, October 15th, 2024. Currently, the agenda is expected to include consideration of a Site Plan Review submitted by SRE Mustang, LLC and Timmons Group, on behalf of Outlets Nags Head for construction of a 2,400 square foot restaurant, consideration of Sketch Plan Review for construction of a 6,760 square foot EMS Station located at 105 W. Seachase Drive, continued discussion of parking standards for hotel and restaurant uses, and continued discussion related Accessory Dwelling Units (ADU's).

Board of Adjustment – Recent and Pending Applications

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

Additional Updates

- **DWMP/Septic Health Advisory Committee** – The Septic Health Advisory Committee is scheduled to meet on Monday, October 21st, 2024. The Planning Department is hosting an intern, Ella Trainor, a rising Junior at UNC-Chapel Hill through the Outer Banks Field Site at CSI, over the next few weeks. Ella's project while here is working along side 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. We anticipate having Ella attend the upcoming SHAC meeting.
- **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. The town has received an initial scope from Biohabitats in anticipation of the receiving and executing the grant contract. 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 project along the causeway.

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- **Electric Vehicle Action Plan** – The two Level II EV Chargers have been installed and are available for use. We have submitted the reimbursement package and will be scheduling the final inspection from DEQ.
 - **Sand Relocation and Dune Management Cost Share Program** – Staff are preparing for the upcoming Sand Relocation season which will begin on November 15th, 2024. We will begin accepting applications for sand relocation on November 1st for review purposes only. An educational presentation and Q&A session will be provided on Tuesday, October 15th for all equipment operators, property owners, and other interested parties wishing to participate in the sand relocation and dune management cost share program this year.
 - **Public Beach and Coastal Waterfront Access Grant Program** – The town was awarded \$207,669 through the NC Public Beach and Waterfront Access Program for improvements to the June Street Beach Access. Once the contract has been fully executed, we will put out a Request for Qualifications (RFQ). (Attachment E-6, Consent Agenda)
 - **Dowdy Park Events/Farmers Market/Holiday Markets/Art & Culture** – The following events are coming up in October:
 - Free yoga sessions will continue through October, every Tuesday at 7:30am at Dowdy Park.
 - Friday Night Movie on October 4th, beginning around 6:45pm. This movie is being shown in partnership with Outer Banks Health – *The Goonies*.
 - Holiday Market application will be available online Wednesday, October 16th from 8am – 10am. After 10am the application will no longer be accessible. Market Rules have been updated regarding the required percentage of handmade or handcrafted items and the radius for vendors producing handcrafts, original artwork and perishables. You will also need to provide your NC sales tax number as part of the application process. For more information, please visit the Dowdy Park Events Facebook page.
 - Event Coordinator, Paige Griffin is collaborating with Nags Head Elementary School to host a Young Entrepreneur Market in conjunction with the Great Pumpkin Fair, held on Friday October 18th, 4pm – 7pm.

Upcoming Meetings and Other Dates

- 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
- Dowdy Park Movie Night, Friday, October 4th at 6:45pm – The Goonies



Brought to you by - NHES pumpkin fair & the Town of Nags Head

PLEASE JOIN US FOR THE

YOUNG ENTREPRENEUR FALL MARKET



AT DOWDY PARK
3005 S. CROATAN HWY AT BONNETT ST.

**FRIDAY
18TH OF OCTOBER
4 TO 7PM**

**HANDMADE ITEMS
ART • JEWELLERY • POTTERY**

YOUNG VENDORS REGISTER NOW:



JOIN THIS ANNUAL EVENT AS WE CELEBRATE OVER FOOD, GAMES, AND FALL FESTIVITIES.

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

DATE SUBMITTED: September 7, 2024

	Aug-24	Aug-23	Jul-24	2024-2025 FISCAL YTD	2023-2024 FISCAL YTD	FISCAL YEAR INCREASE/ DECREASE
BUILDING PERMITS ISSUED - RESIDENTIAL						
New Single Family	1	1	3	4	1	3
New Single Family, 3000 sf or >	2	0	1	3	0	3
Duplex - New	0	0	0	0	0	0
Sub Total - New Residential	3	1	4	7	1	6
Miscellaneous (Total)	32	24	21	53	55	(2)
<i>Accessory Structure</i>	4	3	3	7	5	2
<i>Addition</i>	2	3	0	2	4	(2)
<i>Demolition</i>	0	0	0	0	0	0
<i>Move</i>	0	0	0	0	0	0
<i>Remodel</i>	7	4	5	12	11	1
<i>Repair</i>	19	14	13	32	35	(3)
Total Residential	35	25	25	60	56	4
BUILDING PERMITS ISSUED - COMMERCIAL						
Multi-Family - New	0	0	0	0	0	0
Motel/Hotel - New	0	0	0	0	0	0
Business/Govt/Other - New	0	0	0	0	0	0
Subtotal - New Commercial	0	0	0	0	0	0
Miscellaneous (Total)	3	6	7	10	10	0
<i>Accessory Structure</i>	1	3	1	2	5	(3)
<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	3	1	3	5	(2)
<i>Repair</i>	0	0	5	5	0	5
Total Commercial	3	6	7	10	10	0
Grand Total	38	31	32	70	66	4
SUB-CONTRACTOR PERMITS						
Electrical	54	52	61	115	113	2
Gas	2	5	2	4	9	(5)
Mechanical	36	37	45	81	81	0
Plumbing	12	10	2	14	20	(6)
Fire Sprinkler	0	1	0	0	1	(1)
VALUE						
New Single Family	\$400,000	\$535,000	\$1,634,157	\$2,034,157	\$535,000	\$1,499,157
New Single Family, 3000 sf or >	\$1,998,000	\$0	\$1,000,000	\$2,998,000	\$0	\$2,998,000
Duplex - New	\$0	\$0	\$0	\$0	\$0	\$0
Misc (Total Residential)	\$1,013,209	\$841,275	\$791,232	\$1,804,441	\$1,852,141	(\$47,700)
Sub Total Residential	\$3,411,209	\$1,376,275	\$3,425,389	\$6,836,598	\$2,387,141	\$4,449,457
Multi-Family - New	\$0	\$0	\$0	\$0	\$0	\$0
Motel/Hotel - New	\$0	\$0	\$0	\$0	\$0	\$0
Business/Govt/Other - New	\$0	\$0	\$0	\$0	\$0	\$0
Misc (Total Commercial)	\$47,211	\$380,420	\$196,537	\$243,748	\$560,620	(\$316,872)
Sub Total Commercial	\$47,211	\$380,420	\$196,537	\$243,748	\$560,620	(\$316,872)
Grand Total	\$3,458,420	\$1,756,695	\$3,621,926	\$7,080,346	\$2,947,761	\$4,132,585

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	Aug-24	Aug-23	Jul-24	2024-2025 FISCAL YTD	2023-2024 FISCAL YTD	FISCAL YEAR INCREASE/ DECREASE
ZONING						
Zoning Permits	42	32	35	77	76	1
Soil & Erosion	3	0	5	8	0	N/A
Stormwater Plans	3	3	1	4	3	N/A
CAMA						
CAMA LPO Permits	0	3	1	1	4	(3)
CAMA LPO Exemptions	5	0	1	6	3	0
Sand Relocations						N/A
CODE COMPLIANCE						
Cases Investigated	31	31	42	73	59	14
Warnings	3	2	2	5	4	1
NOVs Issued	27	29	40	67	55	12
Civil Citations (#)	0	0	0	0	0	0
Civil Citations (\$)	\$0	\$0	\$0	\$0	\$0	\$0
SEPTIC HEALTH						
Tanks inspected	7	15	8	15	32	(17)
Tanks pumped	8	7	6	14	16	(2)
Water quality sites tested	21	32	46	67	52	15
Personnel Hours in Training/School	18	39	39	57	64	(7)


Kelly Wyatt, Planning Director