

Planning and Development – Overview, Goals, and Objectives

Overview

The Planning and Development Department works to implement Town goals for growth, development, the environment, and quality of life in Nags Head. The Department is responsible for zoning and subdivision administration, code compliance, floodplain management, erosion and sedimentation control, Geographic Information Systems, Planning Board and Board of Adjustment staffing, and long range planning activities. Additionally, the Department provides building inspection services to enforce state and local regulations relating to the construction, renovation, or alteration of structures to ensure a safe, sanitary, and healthy community. As part of the building inspections function, the Department is responsible for storm damage assessment and repair permits.

The Planning and Development Department is authorized by the State to provide local permitting services on behalf of the Coastal Area Management Agency (CAMA) in areas of environmental concern (AEC). The Department, therefore, has trained personnel that serve as local permitting officers for CAMA. As a CAMA community, the Town must adopt a local land use plan that complies with CAMA requirements. The 2010 Land Use Plan is our community's guidance document for long range planning and decision-making.

The Department strives to provide high quality service for the citizens and visitors of Nags Head, as well as for the other Town departments in support of Board goals, including fair application of ordinances, thorough research and preparation in planning tasks, involving the public in local decision-making, and grant preparation and administration.

In Fiscal Year 2016-2017, the Planning and Development Department will focus on several goals and focus areas, including:

- Implementation of the Dowdy Park Conceptual Master Plan - The Board of Commissioners approved a conceptual master plan for Dowdy Park in the spring of 2015. Phase I construction of the Dowdy Park Master Plan was completed in the spring of 2017. In Fiscal Year 2016-2017, staff received grants to complete phase II of the project. In Fiscal Year 2017-2018, staff will complete final design, permitting, and construction of phase II. If the budget allows, staff will incorporate phase III elements as well. The phase II final design will include all phase III elements. Planning staff will work with the town engineer to complete this task.
- FOCUS Nags Head – This multi-year project updates the Town's Land Use Plan and includes a Town Code revision. The project consists of two phases: 1) Comprehensive Plan – the Comprehensive Plan will replace the currently adopted Land Use Plan and work to consolidate numerous plans into a concise, implementable document; 2) Unified Development Ordinance (UDO) – Currently, the Town has a Code of Ordinances governing Town administration, public safety, nuisance regulations, the environment, and land use and development. Through this project, all development regulations will be consolidated into a standalone document, the UDO, which will implement the Comprehensive Plan. The Comprehensive Plan was substantially completed in Fiscal Year 2016-2017. Work on the UDO has begun and will continue through Fiscal Year 2017-2018, with the draft code to be substantially completed by the end of Fiscal Year 2017-2018. Staff is working with an advisory committee for the Comprehensive Plan and a technical committee for the UDO. All phases of the plan will require close coordination with the Planning Board and Board of Commissioners.

Planning and Development – Overview, Goals, and Objectives

- Local Business Committee – Planning staff will provide continued assistance to the Committee. Staff will serve as a liaison to the town manager and the Board of Commissioners to bring forth Committee recommendations for consideration and further development. This may involve efforts and activities to improve the Town’s brand, to analyze regulatory obstacles that have been identified to inhibit economic development and to develop policies and programs that strengthen the Town’s support of the business climate.
- Pedestrian Plan – Projects in the 2014 Pedestrian Plan were re-prioritized and incorporated into the Town’s comprehensive plan. Staff is not proposing any new facilities in Fiscal Year 2017-2018, but has included a project in the Fiscal Year 2018-2019 budget to implement several projects along US 158 south of Jockey’s Ridge. Staff will begin project scoping this project and potentially applying for grants in Fiscal Year 2017-2018.
- Flood Maps – Staff anticipates the appeal period for the proposed flood maps will occur in Fiscal Year 2017-2018. Staff will be prepared to facilitate the process of providing comments on the proposed maps to the State. Staff will also engage in developing a new floodplain development ordinance as part of the flood map implementation process. Staff will incorporate this into the new UDO that is being completed under the FOCUS project. There will be a significant public notification process taking place prior to the adoption of the maps.
- Community Rating System (CRS) – In Fiscal Year 2017-2018, staff completed its five-year cycle review of the CRS program. The Town retained its rating of six, which provides a 20 percent reduction in flood insurance premiums to property owners. Staff will continue to administer the program’s requirements according to its new work plan. The CRS program provides flood insurance premium reductions in exchange for community activities that reduce flood risk and exceed the National Flood Insurance Program’s minimum requirements.
- Decentralized Wastewater Management Plan – The Fiscal Year 2017-2018 budget includes an update to the Town’s Decentralized Wastewater Management Plan, which was completed in 2005. This project will: analyze surface and groundwater monitoring data the Town has collected since the program began, assess changing conditions related to groundwater and surface water quality, attempt to define the relationship between water quality and on-site wastewater systems, and examine other variables that have the potential to impact water quality. The study should focus on recommendations necessary to continue the success of the Town’s Septic Health Program. This project will be completed by Planning staff and a consultant using funding from the Water Fund.
- Committee for Arts and Culture – The Planning Department will staff this newly appointed committee. Staff will seek to carry out the actions of this committee and provide support in utilizing funding, applying for grants, and organizing activities or projects that promote the arts and cultural activities.
- Sea Level Rise/Climate Adaptation – Staff will continue to work with North Carolina Sea Grant and other partners to assess the strategies and responses to appropriate sea level rise scenarios. Staff anticipates beginning a vulnerability analysis in the coming fiscal year.

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Goals

- Provide timely, friendly customer service and communications with the public and with other Town departments. (BOC Values 2 and 6)
- Promote environmental stewardship through implementation of zoning, building, and CAMA regulations and the Septic Health Program, and seek opportunities to integrate green building and technologies (see also Septic Health). (BOC Values 1, 3, and 5)
- Promote development and maintenance of livable, well-maintained neighborhoods through planning activities that increase traffic safety; improve bicycle, pedestrian, and wheelchair access; improve recreational opportunities; and meet infrastructure needs. (BOC Values 1, 3, 4, 5 and 6)
- Involve the public in a way that balances Nags Head's various interests, is fiscally responsible, and results in fair regulations and plans that support community needs and the Town's Land Use Plan. (BOC Values 1, 2, 4, 5 and 6)

Objectives and Related Performance Indicators

- **Objective** – Provide professional, fair and timely administration of planning, zoning and building applications while keeping overhead costs down.
Performance Indicators –
 1. Cross train staff to provide consistent customer service.
 2. Revise permit application forms, workflows, and permit review procedures to improve permit turnaround times.
 3. Develop clear informational materials and procedures to improve overall customer understanding of permit application requirements and regulatory compliance.
 4. Cross train staff on code compliance procedures to improve consistency of code enforcement activities.
 5. Provide additional information and training on submission of complete stormwater permit applications that are implemented to achieve the recommendations of the town's Low Impact Development manual.
 6. Assess procedures to process and issue sand relocation permits to provide internal efficiency and responsiveness to customers.
- **Objective** - Update and improve the Town's Land Use Plan and Town Code of Ordinances to improve long-range planning functions and outcomes for the Nags Head Community. Create user friendly and implementable documents that serve as the foundation for policy guidance, project programming, CIP planning, and other related planning activities.
Performance Indicators –
 1. Develop a community-based comprehensive planning document that clearly articulates the Town's community vision, development goals, and objectives in a succinct, implementable and easily understandable format.
 2. Redesign the Town's land development ordinances in a user friendly format that implements the goals, objectives, and policies of the Town's Comprehensive Plan.

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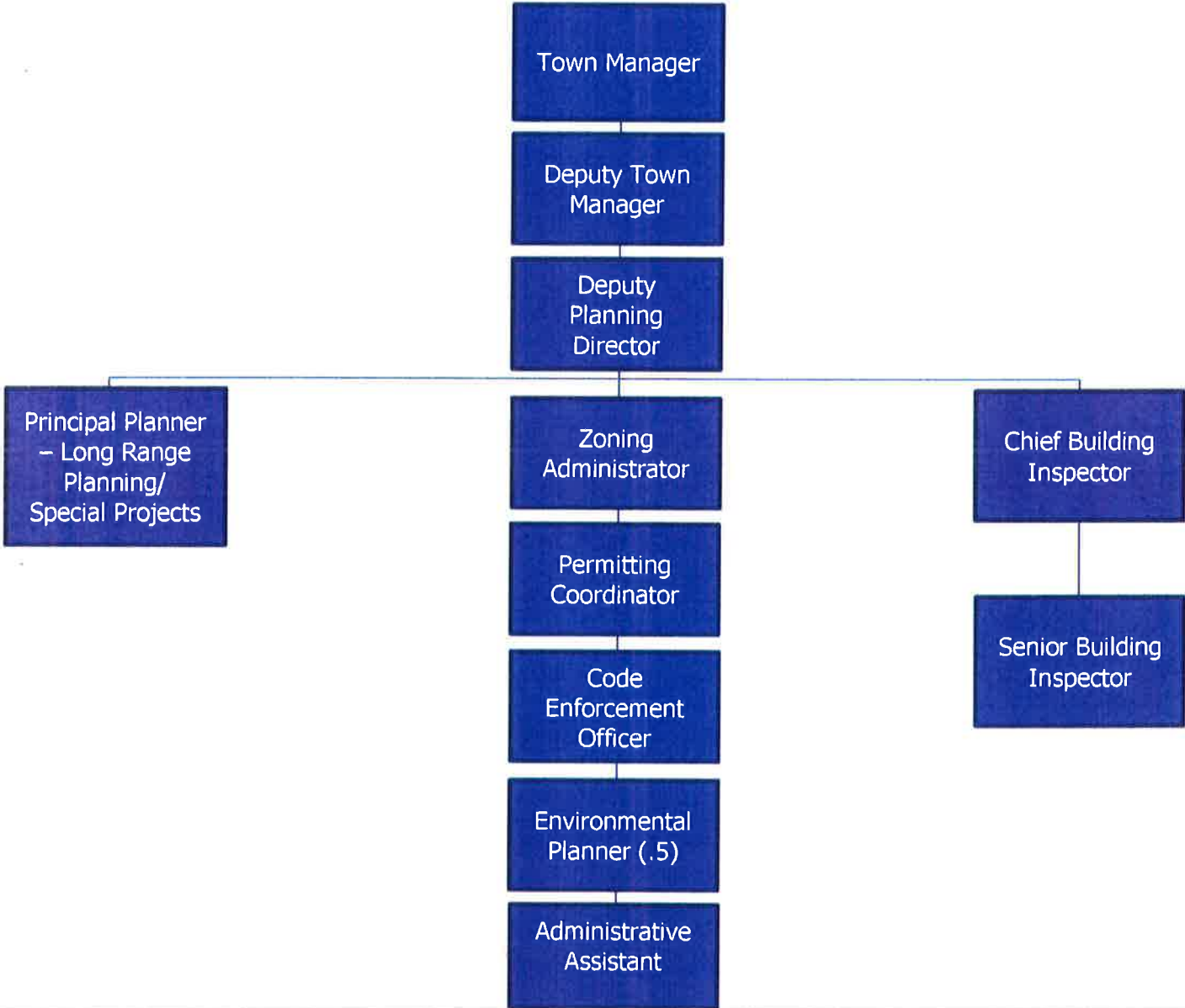
- **Objective** - Pursue grant and planning opportunities to leverage federal, state, and other resources in support of Town goals and infrastructure needs.

Performance Indicators –

1. Development of a phasing plan for implementation of recommendations from the Town's Comprehensive Pedestrian Plan.
2. Completion of phase I and II of the Dowdy Park Conceptual Master Plan recommended improvements.
3. Initiation and substantial work on an update to the Town's Decentralized Wastewater Management Plan.
4. Acquisition of grants to provide beach access enhancements.
5. Facilitate neighborhood-based planning and activities in support of the Gallery Row Arts District and other town districts.
6. Acquisition of grants for special events in shoulder seasons to promote arts and cultural activities within the town.
7. Continued implementation and refinement of the Town's Parks and Recreation Plan.
8. Continued study of sea level rise and climate adaptation planning with North Carolina Sea Grant and other partners.

Planning and Development

Recommended Organization and Staffing



Planning and Development – Budget Highlights

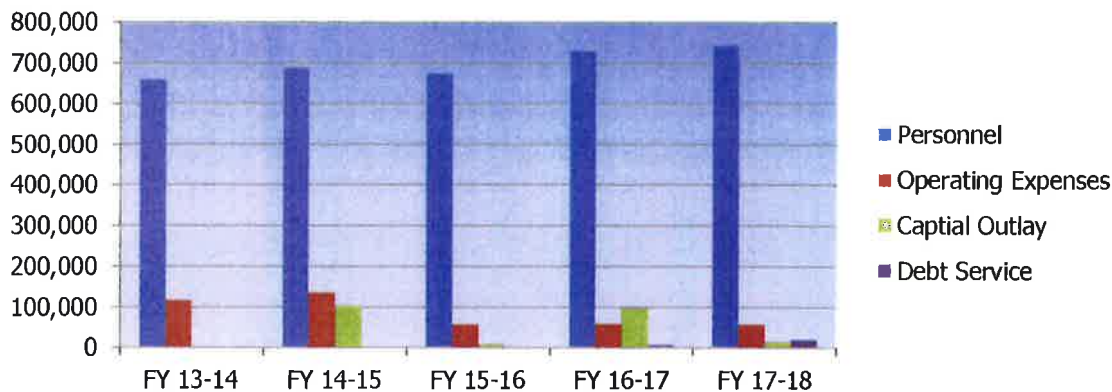
Highlights

- Capital outlay funding is included for a vehicle replacement at \$35,000, to be financed at \$12,127/year.
- Capital outlay funding of \$15,000 is included for Arts and Culture Committee initiatives.
- This budget includes funds for printing and mailing information to educate the public about special projects, including the implementation of new flood maps and the benefits of the National Flood Insurance Program’s Community Rating System (CRS), which reduces flood insurance premiums in exchange for community activities that reduce flood risk.

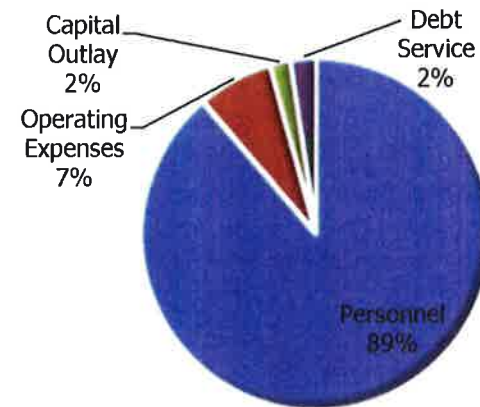
Expenditures by Function

		FY 2016-2017	FY 2017-2018	Percent
		<u>Adopted</u>	<u>Recommended</u>	<u>Change</u>
Personnel Services	\$	729,942	\$ 742,253	1.69%
Operating Expenses	\$	59,610	\$ 58,445	-1.95%
Capital Outlay	\$	97,000	\$ 16,000	-83.51%
Debt Service	\$	8,101	\$ 20,228	149.70%
Total	\$	894,653	\$ 836,926	-6.45%

Fiscal Year 2017-2018 Recommended Expenditures and Adopted Expenditure History



Fiscal Year 2017-2018 Recommended Expenditures by Function



**Town of Nags Head
Recommended Budget
For the Fiscal Year 2017-2018**

Department: *Planning and Development*

Account Description	Departmental Requested 2017-2018	Manager's Recommended 2017-2018	Financial Plan 2018-2019	Adopted Budget 2016-2017	Adjusted Budget 2016-2017	Estimated Actual Expenditures 2016-2017	Actual Expenditures 2015-2016	Actual Expenditures 2014-2015
PERSONNEL SERVICES								
SALARIES/WAGES - REGULAR	\$ 504,413	\$ 504,413	\$ 514,461	\$ 510,806	\$ 510,806	\$ 509,593	\$ 491,401	\$ 405,059
SALARIES - LONGEVITY PAY	15,408	15,408	16,967	-	-	-	-	12,389
SALARIES/WAGES - PARTTIME	7,600	7,600	7,600	5,070	5,070	4,746	4,670	3,530
OVERTIME PAY	4,100	4,100	4,100	-	-	-	-	1,485
HOLIDAY PAY	250	250	250	-	-	-	-	116
FICA TAX	40,680	40,680	41,568	37,200	37,200	35,588	36,341	31,266
GROUP HEALTH INSURANCE	106,397	106,397	111,325	116,881	116,881	90,788	90,069	68,410
RETIREEES GROUP HEALTH INSUR	13,488	13,488	1,762	15,255	15,255	8,457	942	-
RETIREMENT	39,474	39,474	40,672	35,059	35,059	34,824	33,035	29,625
401 K	10,443	10,443	10,675	9,671	9,671	8,980	9,000	6,762
Subtotal Personnel Services	\$ 742,253	\$ 742,253	\$ 749,380	\$ 729,942	\$ 729,942	\$ 692,975	\$ 665,459	\$ 558,642
OPERATIONS								
PLANNING BOARD FEES	\$ 7,240	\$ 7,240	\$ 7,240	\$ 7,240	\$ 7,240	\$ 6,195	\$ 7,080	\$ 7,000
BOARD OF ADJUSTMENT FEES	2,500	2,500	2,500	2,500	2,500	2,580	860	1,290
TRAINING	5,000	5,000	7,000	8,600	8,600	2,617	5,718	2,240
BUILDING/EQUIPMENT RENTAL	4,200	4,200	4,200	3,500	3,500	3,033	3,668	1,619
TELEPHONE	3,500	3,500	3,500	3,500	3,500	3,337	3,860	4,816
TELEPHONE - CELL PHONE STIPEND	1,290	1,290	1,290	930	930	990	1,305	610
TRAVEL	-	-	-	-	-	-	-	540
POSTAGE	4,000	4,000	4,000	4,000	3,475	853	1,883	446
ADVERTISING	1,500	1,500	1,500	1,500	1,500	787	749	1,013
PRINTING	3,500	3,500	3,500	3,500	3,500	702	3,207	668
FUEL COSTS	3,500	3,500	3,500	3,100	3,100	3,524	2,134	2,692
DEPARTMENT SUPPLIES	5,900	5,900	5,900	5,900	5,900	6,107	5,977	10,456
OTHER SUPPLIES	1,500	1,500	1,500	1,500	2,199	1,613	821	1,518
OTHER SUPPLIES - COMPUTER	500	500	500	500	500	-	370	7,547
VEHICLE MAINTENANCE	1,440	1,440	1,440	1,440	1,440	1,299	2,106	1,481
UNIFORMS	500	500	500	500	946	985	-	501
PROFESSIONAL FEES	2,000	2,000	2,000	2,000	2,525	788	2,266	2,598
CONTRACTED SERVICES	5,975	5,975	6,375	5,000	77,250	77,250	29,202	107,626
CONTRACTED SERVICES - GIS	1,400	1,400	1,400	1,400	1,400	1,350	900	900
SPECIAL EVENTS	-	-	-	-	7,000	7,000	-	-
DUES AND SUBSCRIPTIONS	3,000	3,000	3,000	3,000	3,000	2,166	2,606	1,192
Subtotal Operations	\$ 58,445	\$ 58,445	\$ 60,845	\$ 59,610	\$ 140,005	\$ 123,176	\$ 74,712	\$ 156,752

**Town of Nags Head
Recommended Budget
For the Fiscal Year 2017-2018**

Department: *Planning and Development*

Account Description	Departmental Requested 2017-2018	Manager's Recommended 2017-2018	Financial Plan 2018-2019	Adopted Budget 2016-2017	Adjusted Budget 2016-2017	Estimated Actual Expenditures 2016-2017	Actual Expenditures 2015-2016	Actual Expenditures 2014-2015
<i>COST REIMBURSEMENT</i>								
COST REIMBURSEMENT	\$ -	\$ -	\$ -	\$ -	\$ (99,218)	\$ (99,218)	\$ (79,871)	\$ (96,979)
<i>CAPITAL OUTLAY</i>								
CAPITAL OUTLAY OTHER	\$ 15,000	\$ 15,000	\$ 516,250	\$ 97,000	\$ 90,000	\$ 90,000	\$ 2,025	\$ 71,707
CAPITAL OUTLAY EQUIPMENT	-	-	-	-	-	-	24,726	-
CAPITAL OUTLAY VEHICLE	1,000	1,000	1,000	-	-	-	-	-
<i>Subtotal Capital Outlay</i>	\$ 16,000	\$ 16,000	\$ 517,250	\$ 97,000	\$ 90,000	\$ 90,000	\$ 26,751	\$ 71,707
<i>DEBT SERVICE</i>								
L/P PRINCIPAL	\$ 20,128	\$ 20,128	\$ 207,479	\$ 7,903	\$ 7,903	\$ 7,903	\$ 8,101	\$ -
L/P INTEREST	100	100	915	198	198	198	-	-
<i>Subtotal Debt Service</i>	\$ 20,228	\$ 20,228	\$ 208,394	\$ 8,101	\$ 8,101	\$ 8,101	\$ 8,101	\$ -
TOTAL	\$ 836,926	\$ 836,926	\$ 1,535,869	\$ 894,653	\$ 868,830	\$ 815,034	\$ 695,152	\$ 690,122

**Town of Nags Head
Recommended Budget
For the Fiscal Year 2017-2018**

Planning and Development

Description of Capital Items	Department Requested 2017 - 2018	Manager's Recommended 2017 - 2018	Financial Plan 2018 - 2019
<i>Capital Outlay Other</i>			
1. Dowdy Park Events/Art Committee Initiatives	\$ 15,000	\$ 15,000	\$ 15,000
2. Pedestrian Plan - \$500,000 grant funded/\$1,250 parks & paths funded	-	-	501,250
<i>Total Capital Outlay Other</i>	\$ 15,000	\$ 15,000	\$ 516,250
<i>New Lease Payments</i>			
1. 4 X 4 Truck at a cost of \$35,000	\$ 12,127	\$ 12,127	\$ 12,127
2. Pedestrian Plan - \$1,109,000 financed through parks & paths	-	-	184,833
3. 4 X 4 Truck at a cost of \$33,000	-	-	11,434
<i>Total New Lease Payments</i>	\$ 12,127	\$ 12,127	\$ 208,394
<i>Capital Outlay Vehicle</i>			
1. Excise tax on new vehicle	\$ 1,000	\$ 1,000	\$ 1,000
<i>Total Capital Outlay Vehicle</i>	\$ 1,000	\$ 1,000	\$ 1,000