

# ***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 Planning and Development Department is responsible for storm damage assessment and repair permits. In the past two years, the Town has seen a significant jump in permit applications, overall construction activity, and permit fees collected.

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 Planning and Development Department strives to provide high quality service for the citizens and visitors of Nags Head, as well as for the other Departments within the Town 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 FY 16-17, the Planning and Development Department will focus on several goals and focus areas, including:

- Continued improvement to permitting processes, code enforcement activities, and overall departmental customer service. This activity was initiated last year in conjunction with the departmental reorganization of duties. The primary goal includes developing specific goals for permit turnaround times while maintaining high standards for quality and accuracy to provide a high level of customer service to the public. This includes simplifying application procedures, providing clear guidance and information to applicants on requirements and expectations, and improving workflows by developing streamlined review and approval procedures. This work is led under the direction of the Deputy Planning Director and Permitting Coordinator.
- 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. The town has received grants and identified local revenue to support construction of phase I which will begin in the first part of FY 2017. Staff is also applying for grants for phase II improvements which will be awarded in the Fall of FY 2017. If the town receives funding for phase II, Planning staff and the Town Engineer will work to develop design, bidding, and construction plans to implement during late FY 2017/early FY 2018. As part of the Dowdy Park master plan project, two additional capital improvement items emerged including acquisition of the YMCA skate park as a Town park facility as well as construction of a dog park. Refurbishment of the YMCA skate park was completed in FY 2016. Staff will assist with planning, design and construction of the dog park in FY 2017 at the Satterfield Landing Park site.

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- **FOCUS Nags Head** – This is multi-year project to update the Town’s Land Use Plan followed by 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 will be completed in the first half of FY 2017 and the UDO process will follow during the remainder of FY 2017. 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.
- **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.
- **Soundside Boardwalk** – The Board of Commissioners has identified phase I of the boardwalk to include the area from Tanger Outlets to Forbes Street. The FY 2017 budget includes funding to complete alignment refinement activities and easement acquisition based on recently completed wetlands delineation and surveying work. Staff will work with property owners to identify an acceptable and permissible alignment location and will then seek assistance from the Town Attorney to draft and execute easement agreements for those willing to participate in the project.
- **Pedestrian Plan** – Staff will continue to identify projects from the 2014 Nags Head Pedestrian Plan and coordinate with the Board and other departments for implementation.
- **Flood Maps** – The Town has been informed that draft flood maps will be available at the beginning of FY 2017. Staff will work to educate the public on the draft flood maps, provide comments on the materials and data to the North Carolina Floodplain Mapping Program, and initiate the map adoption and public hearing processes necessary for implementation. Staff will also prepare ordinance revisions as necessary required to implement the new maps. It is anticipated this will be completed in FY 2017.
- **Community Rating System (CRS)** – Staff will continue to identify methods to improve the town’s CRS rating. The CRS program provides a reduction in flood insurance premiums to town property owners in exchange for community activities that reduce flood risk and exceed the minimum requirements of the National Flood Insurance Program.

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# ***Planning and Development – Overview, Goals, and Objectives***

## **Goals**

- Provide timely and 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 maintenance and development 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 residential, tourism, and business interests, is fiscally responsible, and results in fair regulations and plans that support community needs and the Land Use Plan. (BOC Values 1, 2, 4, 5 and 6)

## **Objectives and Related Performance Indicators**

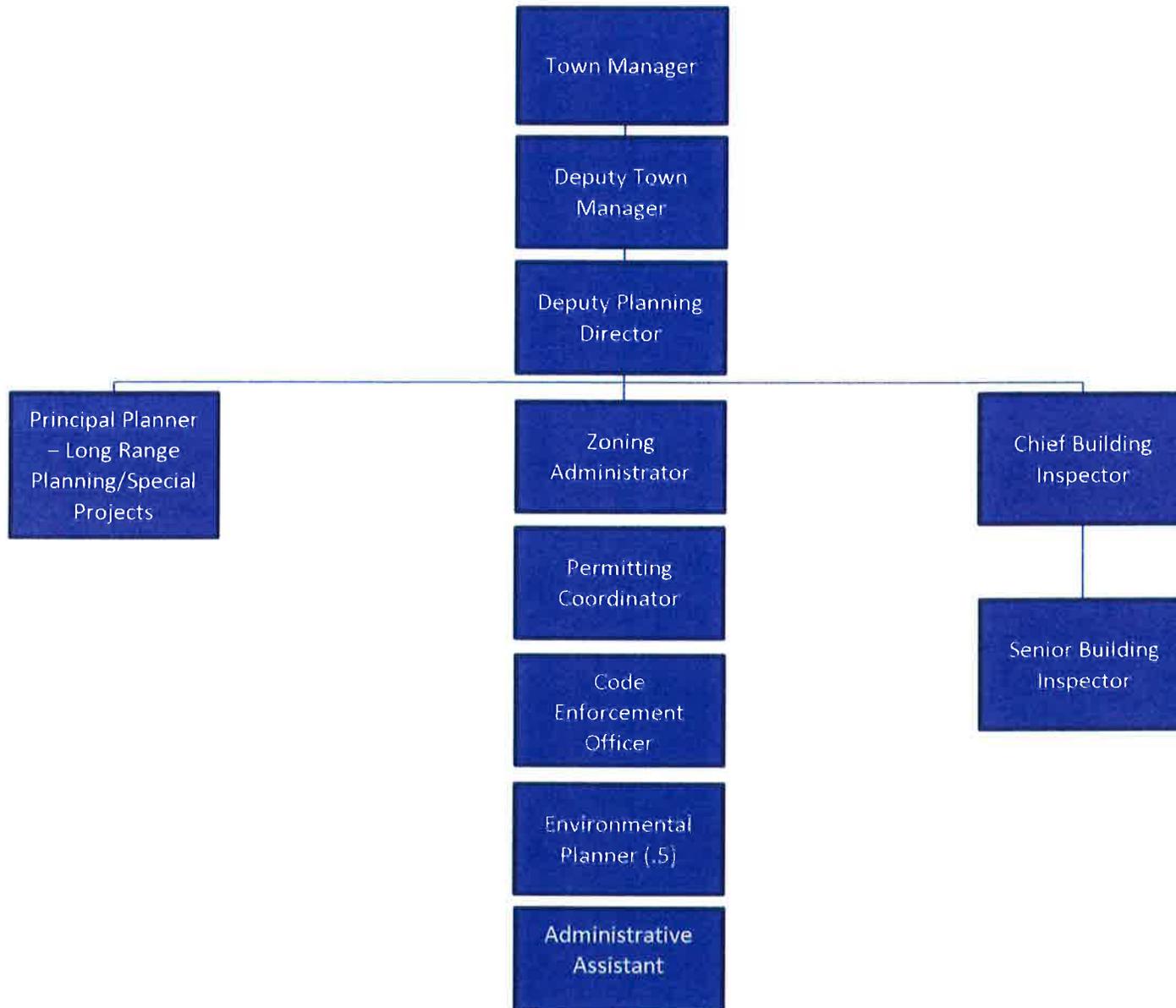
- **Objective** – Provide professional, fair and timely administration of planning, zoning and building applications while keeping overhead costs down.
  1. Cross train staff to provide consistent customer service.
  2. Revise permit application forms, workflows, and permit review procedures to improve 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.
- **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. Completion of soundside boardwalk alignment plan and completion of easement acquisition.
  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. Development of a dog park at the Satterfield Landing Recreational Complex.
  7. Continued implementation and refinement of the Town's Parks and Recreation Plan.

# ***Planning and Development***

## ***Organization and Staffing***



# Planning and Development – Budget Highlights

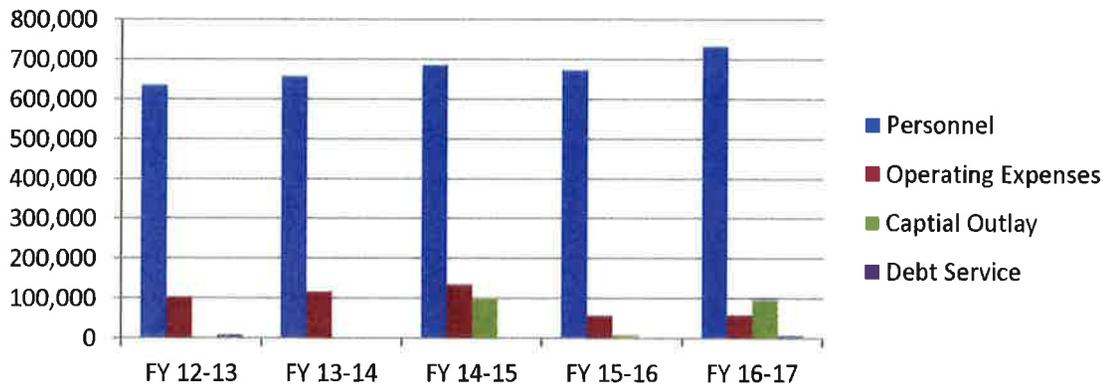
## Highlights

- Capital projects include a dog park at the Satterfield Landing Road park (\$30,000), funded by the Town’s Parks and Paths capital reserve fund.
- Funding of \$35,000 is included for enclosing office space in the department, using administration facility fees.
- Funding is also included for pre and post Dowdy Park construction events, as well as for banners and street art for Gallery Row.
- Funding of \$15,000 is included for boardwalk planning/easement acquisition.
- The cost of the environmental planner position is shared with the Septic Health Department.

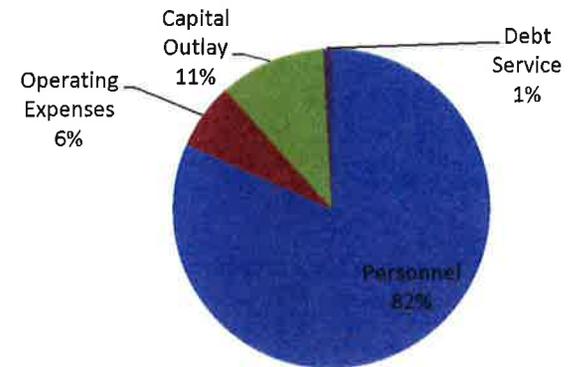
## Expenditures by Function

	FY 2015-2016 <u>Adopted</u>	FY 2016-2017 <u>Recommended</u>	Percent <u>Change</u>
Personnel Services	\$ 674,382	\$ 733,397	8.75%
Operating Expenses	\$ 58,185	\$ 59,610	2.45%
Capital Outlay	\$ 9,038	\$ 97,000	973.25%
Debt Service	\$	\$ 8,101	100.00%
<b>Total</b>	<b>\$ 741,605</b>	<b>\$ 898,108</b>	<b>21.10%</b>

## Fiscal Year 2016-2017 Recommended Expenditures and Adopted Expenditure History



## Fiscal Year 2016-2017 Recommended Expenditures by Function



**Town of Nags Head  
Recommended Budget  
For the Fiscal Year 2016-2017**

Department: <i>Planning &amp; Development</i>		Departmental	Manager's	Adopted	Adjusted	Estimated Actual	Actual	Actual
Account Number	Account Description	Requested	Recommended	Budget	Budget	Expenditures	Expenditures	Expenditures
		2016-2017	2016-2017	2015-2016	2015-2016	2015-2016	2014-2015	2013-2014
<b>PERSONNEL SERVICES</b>								
10-490-1-5102-00	SALARIES/WAGES - REGULAR	\$ 498,467	\$ 498,467	\$ 467,472	\$ 477,422	\$ 463,417	\$ 405,059	\$ 467,604
10-490-1-5102-01	SALARIES - LONGEVITY PAY	13,531	13,531	15,172	15,399	15,399	12,389	13,781
10-490-1-5103-00	SALARIES/WAGES - PARTTIME	5,100	5,100	5,000	5,000	5,000	3,530	1,375
10-490-1-5104-00	OVERTIME PAY	1,500	1,500	850	863	863	1,485	735
10-490-1-5105-00	HOLIDAY PAY	250	250	-	-	100	116	-
10-490-1-5206-00	FICA TAX	37,418	37,418	37,369	38,194	35,042	31,266	35,872
10-490-1-5207-00	GROUP HEALTH INSURANCE	116,881	116,881	109,659	109,659	60,899	68,410	67,963
10-490-1-5208-00	RETIREMENT	35,266	35,266	32,587	33,310	32,044	29,625	34,027
10-490-1-5210-00	401 K	9,729	9,729	6,273	6,367	8,835	6,762	9,068
10-490-1-5207-01	RETIREE	15,255	15,255	-	-	-	-	-
	<b>Subtotal Personnel Services</b>	<b>\$ 733,397</b>	<b>\$ 733,397</b>	<b>\$ 674,382</b>	<b>\$ 686,214</b>	<b>\$ 621,598</b>	<b>\$ 558,642</b>	<b>\$ 630,424</b>
<b>OPERATIONS</b>								
10-490-1-5314-00	PLANNING BOARD FEES	\$ 7,240	\$ 7,240	\$ 7,240	\$ 7,240	\$ 6,069	\$ 7,000	\$ 6,700
10-490-1-5315-00	BOARD OF ADJUSTMENT FEES	2,500	2,500	2,820	2,820	926	1,290	940
10-490-1-5320-00	TRAINING	8,600	8,600	5,000	5,000	3,516	2,240	1,264
10-490-1-5321-00	BUILDING/EQUIPMENT RENTAL	3,500	3,500	2,275	2,275	2,480	1,619	1,325
10-490-1-5322-00	TELEPHONE	3,500	3,500	3,500	3,500	2,418	4,816	5,084
10-490-1-5322-01	TELEPHONE- CELL PHONE STIPEND	930	930	1,410	1,410	1,410	610	655
10-490-1-5324-00	TRAVEL	-	-	3,600	3,600	2,984	540	389
10-490-1-5325-00	POSTAGE	4,000	4,000	4,000	2,000	2,888	446	530
10-490-1-5326-00	ADVERTISING	1,500	1,500	2,500	2,500	2,000	1,013	2,434
10-490-1-5327-00	PRINTING	3,500	3,500	1,500	3,500	3,500	668	-
10-490-1-5431-00	FUEL COSTS	3,100	3,100	3,100	3,100	3,000	2,692	3,289
10-490-1-5433-00	DEPARTMENT SUPPLIES	5,900	5,900	5,900	5,900	5,900	10,456	8,455
10-490-1-5434-00	OTHER SUPPLIES	1,500	1,500	1,500	1,500	1,330	1,518	1,137
10-490-1-5434-05	OTHER SUPPLIES - COMPUTER	500	500	800	800	800	7,547	748
10-490-1-5437-00	VEHICLE MAINTENANCE	1,440	1,440	1,440	1,440	1,255	1,481	1,209
10-490-1-5439-00	UNIFORMS	500	500	500	500	500	501	329
10-490-1-5440-00	PROFESSIONAL FEES	2,000	2,000	2,000	2,000	2,000	2,598	34,725
10-490-1-5445-00	CONTRACTED SERVICES	5,000	5,000	4,700	4,700	4,700	107,626	55,867
10-490-1-5445-06	CONTRACTED SERVICES - GIS	1,400	1,400	1,400	1,400	1,400	900	-
10-490-1-5553-00	DUES AND SUBSCRIPTIONS	3,000	3,000	3,000	3,000	2,955	1,192	2,063
	<b>Subtotal Operations</b>	<b>\$ 59,610</b>	<b>\$ 59,610</b>	<b>\$ 58,185</b>	<b>\$ 58,185</b>	<b>\$ 52,031</b>	<b>\$ 156,752</b>	<b>\$ 127,143</b>

Town of Nags Head  
 Recommended Budget  
 For the Fiscal Year 2016-2017

Department: <i>Planning &amp; Development</i>		Departmental	Manager's	Adopted	Adjusted	Estimated Actual	Actual	Actual
Account Number	Account Description	Requested	Recommended	Budget	Budget	Expenditures	Expenditures	Expenditures
		2016-2017	2016-2017	2015-2016	2015-2016	2015-2016	2014-2015	2013-2014
<b><i>COST REIMBURSEMENT</i></b>								
10-490-1-5699-00	COST REIMBURSEMENT	\$ -	\$ -	\$ -	\$ (79,871)	\$ (79,871)	\$ (96,979)	\$ (76,954)
<b><i>CAPITAL OUTLAY</i></b>								
10-490-1-5773-00	CAPITAL OUTLAY OTHER	\$ 97,000	\$ 97,000	\$ -	\$ -	\$ -	\$ 71,707	\$ -
10-490-1-5774-00	CAPITAL OUTLAY EQUIPMENT	1,000	-	9,038	24,806	24,726	-	-
	<b><i>Subtotal Capital Outlay</i></b>	<b>\$ 98,000</b>	<b>\$ 97,000</b>	<b>\$ 9,038</b>	<b>\$ 24,806</b>	<b>\$ 24,726</b>	<b>\$ 71,707</b>	<b>\$ -</b>
<b><i>DEBT SERVICE</i></b>								
10-490-1-5781-00	L/P PRINCIPAL	\$ 17,778	\$ 7,903	\$ -	\$ 8,238	\$ 8,101	\$ -	\$ -
10-490-1-5782-00	L/P INTEREST	198	198	-	-	-	-	-
	<b><i>Subtotal Debt Service</i></b>	<b>\$ 17,976</b>	<b>\$ 8,101</b>	<b>\$ -</b>	<b>\$ 8,238</b>	<b>\$ 8,101</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>TOTAL</b>	<b>\$ 908,983</b>	<b>\$ 898,108</b>	<b>\$ 741,605</b>	<b>\$ 697,572</b>	<b>\$ 626,585</b>	<b>\$ 690,122</b>	<b>\$ 680,613</b>

**Town of Nags Head  
Recommended Budget  
For the Fiscal Year 2016-2017**

**Planning and Development**

Description of Capital Items	Department Requested 2016 - 2017	Manager's Recommended 2016 - 2017
<b><i>Capital Outlay Other</i></b>		
1. Dog Park (Parks and Paths Capital Reserve Funded)	\$ 30,000	\$ 30,000
2. Enclose office space in Planning Department (Admin Facility Fees Funded)	35,000	35,000
3. Boardwalk planning (easement acquisition)	15,000	15,000
4. Gallery Row Report implementation	10,000	10,000
5. Pre and post Dowdy Park events	7,000	7,000
<b><i>Total Capital Outlay Other</i></b>	<b>\$ 97,000</b>	<b>\$ 97,000</b>
<b><i>New Lease Payments</i></b>		
1. Dodge 4X4 Truck at a cost of \$28,500	\$ 9,875	\$ -
<b><i>Total New Lease Payments</i></b>	<b>\$ 9,875</b>	<b>\$ -</b>
<b><i>Capital Outlay Equipment</i></b>		
1. Excise tax on new vehicle	\$ 1,000	\$ -
<b><i>Total Capital Outlay Equipment</i></b>	<b>\$ 1,000</b>	<b>\$ -</b>