



MEMORANDUM

Town of Nags Head

Planning & Development Department

To: Board of Commissioners
Planning Board

From: Michael Zehner, Director of Planning & Development

Date: April 1, 2021

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 April 1, 2021.

Monthly Activity Report

Attached for the Board's review is the *Planning and Development Monthly Report for February 2021*. 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, February 2 - Public Works Master Plan Discussion
- Tuesday, February 2 - Technical Review Committee Meeting
- Tuesday, February 2 - Permitting and Inspections; Code Enforcement Staff Mtg
- Wednesday, February 3 - Board of Commissioners Meeting
- Wednesday, February 3 - Planning & Zoning; Environmental Planning; Hazard Planning Staff Meeting
- Tuesday, February 9 - Dominion Substation Meeting
- Tuesday, February 9 - ETIPP Grant Meeting
- Wednesday, February 10 - Arts & Culture Committee Meeting
- Thursday, February 11 - Coastal Villas Preconstruction Meeting
- Tuesday, February 16 - Planning Board Meeting
- Wednesday, February 17 - Board of Commissioners Meeting
- Thursday, February 18 - Planning & Development Department Staff Meeting
- Tuesday, February 23 - DCM/CAMA Meeting on Kitty Hawk Watersports
- Thursday, February 25 - Dominion LED Streetlight Conversion Meeting
- Thursday, February 25 - DWMP Staff Kickoff Meeting
- Thursday, February 25 - CAMA LUP Meeting with DCM Staff

Report on Permitting - 2nd and 3rd Quarters FY20-21

Please find attached an updated report to include the 2nd Quarter of FY20-21 (October 2020 - December 2020), as well as for the majority of the 3rd Quarter, from January 1, 2021 through March 19, 2021.

Dumpster Conversion Lot Coverage Exemption

As the Board is aware, the Town's Public Works Department has been working through a process to convert side-load dumpsters to front-load dumpsters. To aid in this effort and to reduce complications involving alterations and/or expansions to dumpster locations or pad dimensions, Staff would request the Board's authorization to begin development of a text amendment to the UDO to address potential increases in lot coverage that may be associated with these changes.

Draft Scope for Estuarine Shoreline Management Plan

For the Board of Commissioners review and feedback, please find attached a draft scope for the proposed Estuarine Shoreline Management Plan to be developed. Based on the Board's feedback, this scope would serve as the basis for the eventual RFQ soliciting consultant services to assist in the development of the Plan.

Planning Board - Pending Applications and Discussions

The March 16, 2021 meeting of the Planning Board (held remotely) included consideration of text amendments to update the UDO for N.C.G.S. 160D, text amendment to allow hotels in the CR zoning district, a text amendment to allow religious complexes as part of mixed-use developments, a text amendment to update references to the *Low Impact Development and Stormwater Reference Manual*, to replace the *Low Impact Development Solutions to Reduce Stormwater Runoff Manual*, text amendments address EV charging stations, consideration of a preliminary plat for a 2-lot subdivision at 468 W. Villa Dunes Drive, and further review of the Planning & Development Department's Work Plan (current FY status, and plans for FY21-22).

The Board's next meeting is scheduled for March 20, 2021. At this time, the agenda is expected to include further consideration of text amendments to update the UDO for N.C.G.S. 160D, and consideration of text amendments concerning lot coverage related to dumpster conversions. Additionally, there are active pending conditional use permit applications for the property at 205 E. Baltic Street (a.k.a. the Dream Center) and The Soundside Event Site and associated properties; continuances were requested from the March meeting to the April meeting, however, further continuance requests are not unanticipated.

Additional Updates

- **CAMA Land Use Plan Update** - Staff participated in virtual meetings with DCM staff on January 13, 2021 and February 25, 2021 to review the comments returned as part of the State review. Before proceeding to local adoption, Staff is working to schedule an additional meeting with DCM staff for further guidance.
- **Outdoor Lighting** - A public hearing to consider associated amendments is on the Board's April 7, 2021 agenda. It should be noted, in their review of the amendments, the Planning Board did indicate an interest in wanting to consider additional changes in the future.

Related to these considerations, Town Staff was recently contacted by Dominion Energy regarding plans to convert the Town's streetlights to LED. Staff is expecting to review LED fixtures that have already been installed in Town, as well as review potential sites for the use of "amber" fixtures that are more consistent with the needs of nesting turtles.

- **Level 2 Charger** - Included on the Board's April 7, 2021 consent agenda is a request to schedule a public hearing on text amendments to support the installation and use of Electric Vehicle Charging Stations within the community, including on Town-owned properties. Staff continues to consider opportunities to source a charger for location on Town property through a "host" arrangement.
- **Town Workforce Housing Study & Plan/RFI** - The Board's consideration of a draft RFI is included on the April 7, 2021 agenda.
- **Nonconforming Hotels and Fishing Piers - Legacy Establishments/Structures** - A public hearing to consider associated amendments is on the Board's April 7, 2021 agenda.
- **Review of Residential Stormwater Regulations** - Staff is awaiting further direction from the Board of Commissioners as to whether the Board wishes to discuss the Town's Residential Stormwater Regulations at a workshop, potentially with the Planning Board. At the Planning Board's March 16, 2021 meeting, members indicated an interest in requiring maintenance plans in association with installation of SCMs, noting that if we are providing incentives based upon these improvements, that ongoing maintenance should be ensured.

Staff is proceeding with a text amendment to update the ordinance to reference the recently updated *Low Impact Development and Stormwater Reference Manual*, to replace the *Low Impact Development Solutions to Reduce Stormwater Runoff Manual*; a request to schedule a public hearing on these amendments is on the Board's April 7, 2021 agenda.

- **Provisions for the Registration of Events Held at Residential Properties** - When it is appropriate, Staff would request feedback from the Board of Commissioners as to whether they would like to consider for adoption provisions requiring the registration of events held at residential properties. As noted in the memorandum to the Planning board ([LINK](#)), a more comprehensive review and amendment of Chapter 4, *Amusements, Entertainments, Mass Gatherings and Commercial-Outdoor Recreational Uses*, may be necessary given issues that have arisen; provisions addressing events at residential properties could be addressed separately now, or be incorporated into this more comprehensive review and amendment.
- **Skate Park Renovation - Phase 1** - A survey seeking input from the community with regard to potential future improvements to the Skate Park is active, receiving over 300 responses as of April 1; the survey will remain open for a few more weeks.

As previously reported, Staff finalized submission of an application for the National Endowment for the Arts Our Town Grant on August 18, 2020, seeking funds to design and develop plans for a future renovation of the Skate Park; awards under this grant are not expected to be announced until April 2021, with funds available July 1. Additionally, the Town was awarded \$30,000 in grant funds from the Tourism Board.

- **Art Masts** - Implementation of this project is now complete with the installation of the 4 completed Art Masts at beach access during the week of March 29, 2021.
- **Decentralized Wastewater Management Plan** - Initial kickoff meetings have been held with Town Staff and the Steering Committee.
- **Dowdy Park Farmer's Market** - A presentation is on the April 7, 2021 Board agenda to review the 2020 season and discuss plans for the 2021 season.
- **Grants and Assistance**
 - Staff had submitted a request under the Hazard Mitigation Grant Program (Tropical Storm Michael) to update the Town's Emergency Operations Plan. Staff learned that funding under that event was no longer being considered, but that the request may be considered under funding decisions related to Hurricane Dorian.
 - Staff submitted a Letter of Interest ("LOI") under the Hazard Mitigation Grant Program related to Hurricane Dorian for the acquisition of property, and assisted Fire Chief Wells in the submission of an LOI for replacement of a generator; we have been notified that the generator request has been selected for further consideration. Additionally, Staff has had recent discussions with relevant State staff who are reviewing the request for funds for property acquisition and expects to receive updates on this request in the near future.
 - As noted, Staff submitted a final application for the National Endowment for the Arts Our Town Grant on August 18, 2020 seeking funds to prepare designs for the renovation of the Town's Skate Park; awards under this grant are not expected to be announced until April 2021, with funds available July 1. Additionally, the Town was awarded \$30,000 in grant funds from the Tourism Board.
 - As previously reported, the Town had submitted a letter of support to participate in a joint grant to fund additional tide gauges to be located in Town, as well as other locations in Dare County. The Town was notified on January 3, 2021 that the collaborative request was selected for funding. Town Staff coordinated the installation of a gauge on a dock in the Village at Nags Head.
 - As previously noted, the Town was notified that it was successfully awarded \$2,500 in cost share assistance from the Dare Soil and Water

Conservation District through the Community Conservation Assistance Program for the development of a rain garden at Town Hall to improve local water quality and serve as a Low Impact Development demonstration and education project. Once this award is finalized, Staff will begin working to refine the plan for this improvement.

- Staff recently applied for assistance under the Energy Transitions Initiative Partnership Project (ETIPP) Community Technical Assistance Program offered by the U.S. Department of Energy and the National Renewable Energy Laboratory (NREL) for assistance in addressing electric utility resilience for the Town and the Outer Banks, with a focus on renewable energy sources. Related, Staff also worked to submit for a technical assistance opportunity from the North Carolina Chapter of the American Institute of Architects to develop best practices for building design related to renewable energy and energy and water efficiency, a request which was recently approved.

Upcoming Meetings and Other Dates

- Wednesday, April 7 - Board of Commissioners Meeting
- Thursday, April 8 - Board of Adjustment Meeting
- Monday, April 12 - Planning & Development Department Staff Meeting
- Wednesday, April 14 - Arts & Culture Committee Meeting
- Tuesday, April 20 - Planning Board Meeting

**TOWN OF NAGS HEAD PLANNING AND DEVELOPMENT
MONTHLY REPORT
FEBRUARY 2021**

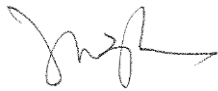
DATE SUBMITTED: March 7, 2021

	Feb-21	Feb-20	Jan-21	2020-2021 FISCAL YTD	2019-2020 FISCAL YTD	FISCAL YEAR INCREASE/ DECREASE
BUILDING PERMITS ISSUED - RESIDENTIAL						
New Single Family	0	1	1	11	5	6
New Single Family, 3000 sf or >	1	1	0	6	5	1
Duplex - New	0	0	0	0	0	0
Sub Total - New Residential	1	2	1	17	10	7
Miscellaneous (Total)	54	56	27	284	269	15
<i>Accessory Structure</i>	4	4	3	31	27	4
<i>Addition</i>	4	2	3	24	12	12
<i>Demolition</i>	0	0	0	3	2	1
<i>Move</i>	0	0	0	0	0	0
<i>Remodel</i>	19	15	12	90	63	27
<i>Repair</i>	27	35	9	136	165	(29)
Total Residential	55	58	28	301	279	22
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	1	0	0	1	(1)
Subtotal - New Commercial	0	1	0	0	1	(1)
Miscellaneous (Total)	12	12	9	55	59	(4)
<i>Accessory Structure</i>	3	3	1	20	14	6
<i>Addition</i>	0	0	0	0	0	0
<i>Demolition</i>	0	0	0	1	3	(2)
<i>Move</i>	0	0	0	0	0	0
<i>Remodel</i>	5	3	1	13	18	(5)
<i>Repair</i>	4	6	7	21	24	(3)
Total Commercial	12	13	9	55	60	(5)
Grand Total	67	71	37	356	339	17
SUB-CONTRACTOR PERMITS						
Electrical	35	43	46	292	300	(8)
Gas	3	2	5	20	14	6
Mechanical	23	34	38	224	221	3
Plumbing	4	10	10	61	57	4
Sprinkler	0	0	1	3	1	2
VALUE						
New Single Family	\$0	\$400,000	\$450,000	\$3,747,336	\$1,292,797	\$2,454,539
New Single Family, 3000 sf or >	\$1,250,000	\$750,000	\$0	\$3,825,000	\$3,832,561	(\$7,561)
Duplex - New	\$0	\$0	\$0	\$0	\$0	\$0
Misc (Total Residential)	\$1,422,469	\$1,045,721	\$794,510	\$7,973,451	\$6,500,536	\$1,472,915
Sub Total Residential	\$2,672,469	\$2,195,721	\$1,244,510	\$15,545,787	\$11,625,894	\$3,919,893
Multi-Family - New	\$0	\$0	\$0	\$0	\$0	\$0
Motel/Hotel - New	\$0	\$0	\$0	\$0	\$0	\$0
Business/Govt/Other - New	\$0	\$380,000	\$0	\$0	\$380,000	(\$380,000)
Misc (Total Commercial)	\$389,889	\$1,008,538	\$373,505	\$1,597,475	\$2,514,742	(\$917,267)
Sub Total Commercial	\$389,889	\$1,388,538	\$373,505	\$1,597,475	\$2,894,742	(\$1,297,267)
Grand Total	\$3,062,358	\$3,584,259	\$1,618,015	\$17,143,262	\$14,520,636	\$2,622,626

**TOWN OF NAGS HEAD PLANNING AND DEVELOPMENT
MONTHLY REPORT
FEBRUARY 2021**

DATE SUBMITTED: March 7, 2021

	Feb-21	Feb-20	Jan-21	2020-2021 FISCAL YTD	2019-2020 FISCAL YTD	FISCAL YEAR INCREASE/ DECREASE
ZONING						
Zoning Permits	62	34	35	248	193	55
CAMA						
CAMA LPO Permits	3	6	5	20	27	(7)
CAMA LPO Exemptions	5	18	6	36	68	0
Sand Relocations	27	11	22	61	11	N/A
CODE COMPLIANCE						
CCO Inspections	50	59	18	458	314	144
Cases Investigated	37	22	14	284	67	217
Warnings	12	2	5	89	211	(122)
NOVs Issued	25	19	9	196	20	176
Civil Citations (#)	8	0	8	39	0	39
Civil Citations (\$)	\$42,000	\$0	\$42,000	\$199,000	\$0	\$199,000
SEPTIC HEALTH						
Tanks inspected	0	0	40	129	14	115
Tanks pumped	6	3	4	58	115	(57)
Water quality sites tested	0	0	0	92	98	(6)
Personnel Hours in Training/School	7	21	44	132	21	111



Michael D. Zehner, Director of Planning & Development



Report on Planning and Development Department Permitting Processes

FY20-21 – 2nd Quarter (Oct '20 – Dec '20)

FY20-21 – 3rd Quarter, partial (Jan '21 – March 19 '21)

April 7, 2021

Board of Commissioners Meeting

Report on Planning and Development Department Permitting Processes

FY20-21 2nd & 3rd Quarters

- Completed/Instituted – Since January 2019
 - Bi-weekly Permit Tracking benchmarks reduced
 - Focus on internal and external communication improvements
 - Monthly Permitting, Inspections, and Enforcement Team Meeting
 - Fees increased consistent with adjacent communities and to offset cost of services
 - Coordination of zoning, E&S, and stormwater pre- and post-construction inspections
 - Require final zoning and stormwater inspections prior to final building inspections
 - Code Enforcement Officer received probationary building inspection certificate
 - Additional Munis Training for Staff
 - Customer kiosk with computer installed in lobby
 - Publicly-accessible permits & inspections search portal added to Citizen Self Service:
<https://selfservice.nagsheadnc.gov/MSS/citizens/PermitsInspections/Default.aspx>

Report on Planning and Development Department Permitting Processes

FY20-21 2nd & 3rd Quarters

- Completed/Instituted – Since January 2019, continued
 - Permitting staff met with Bill News, Chief Building Code Official for Currituck County, to review use of Munis, and specially online permitting modules
 - Rollout Citizen Self Service for online trade permits
 - Rollout Citizen Self Service for all building permits
 - Developed and implemented remote permitting protocols in response to the Pandemic
 - Developed and implemented remote inspections protocols
 - Streamlined fees for demolitions and moving permits
 - Continued refinement and improvement of online permitting; resolution of Munis platform issues
 - Completed update of property owner records and established process for periodic updates

Report on Planning and Development Department Permitting Processes

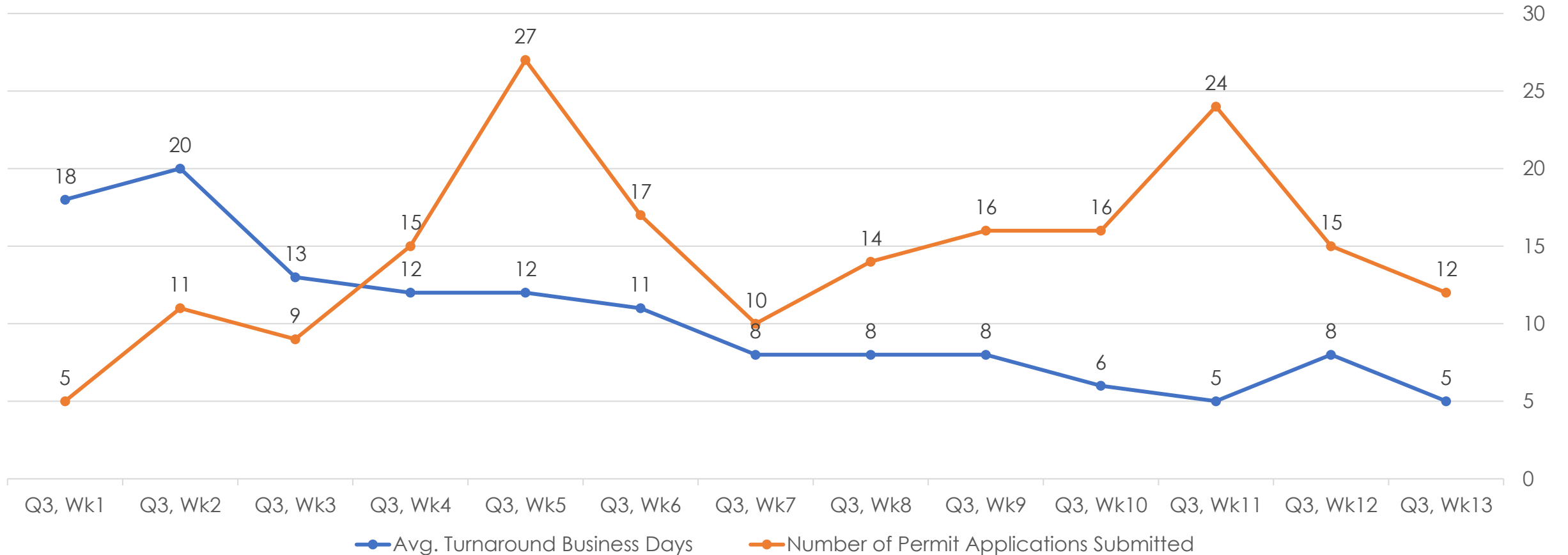
FY20-21 2nd & 3rd Quarters

- Completed/Instituted – New items since November 2020
 - Create separate review processes for less complicated permits/work
 - Related to permit turnaround, focus on reviews that took longer than benchmarks, and permits subject to holds; what improvements can be gleaned from these cases? - ongoing
- Next Steps/Moving Forward
 - Document and improve permitting workflows
 - Prepare Development Manual as part of UDO adoption
 - Plan workshops or develop videos for Home Builders, Real Estate Association, residents, etc.
 - Facilitate and encourage use of customer kiosk, or remote options.
 - Transition Blue Prince records to Munis
 - Develop preferences and goals for records management and digitization
 - Update Munis platform and permits for new F.I.R.M. and CRS

Report on Planning and Development Department Permitting Processes

FY20-21 2nd & 3rd Quarters

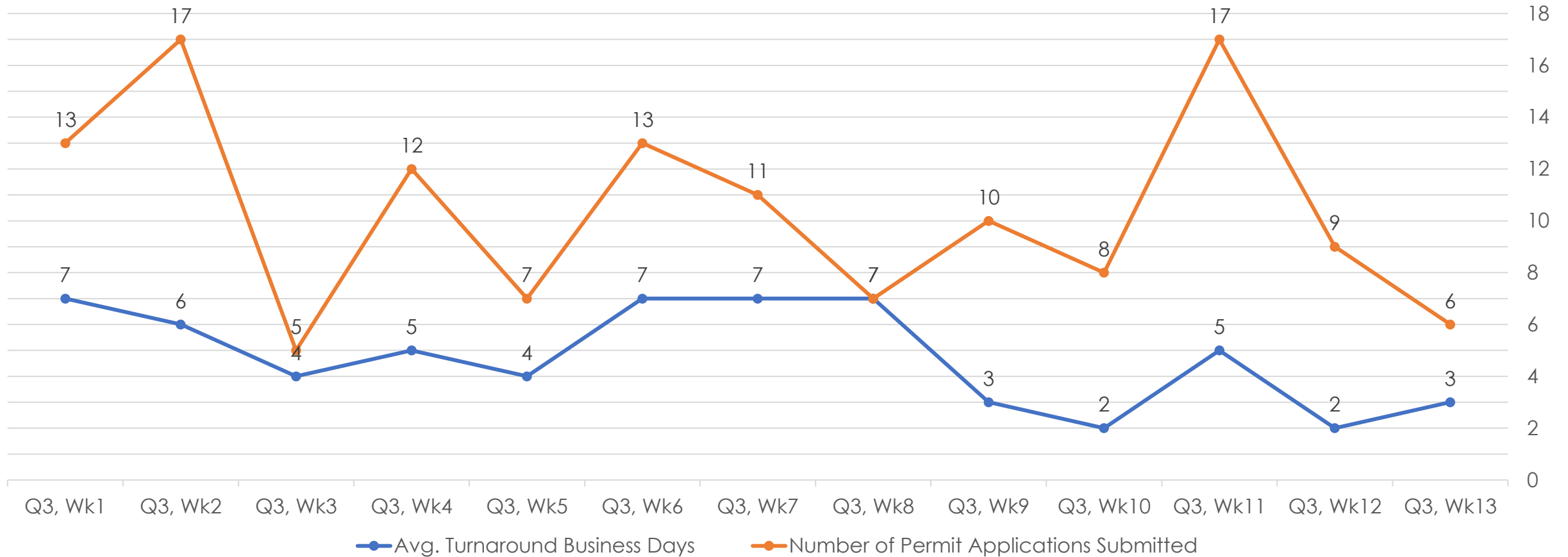
FY18-19, 3rd Quarter - Permits Applied & Turnaround
191 Permit Applications Submitted; 8.89 Days Avg. Turnaround



Report on Planning and Development Department Permitting Processes

FY20-21 2nd & 3rd Quarters

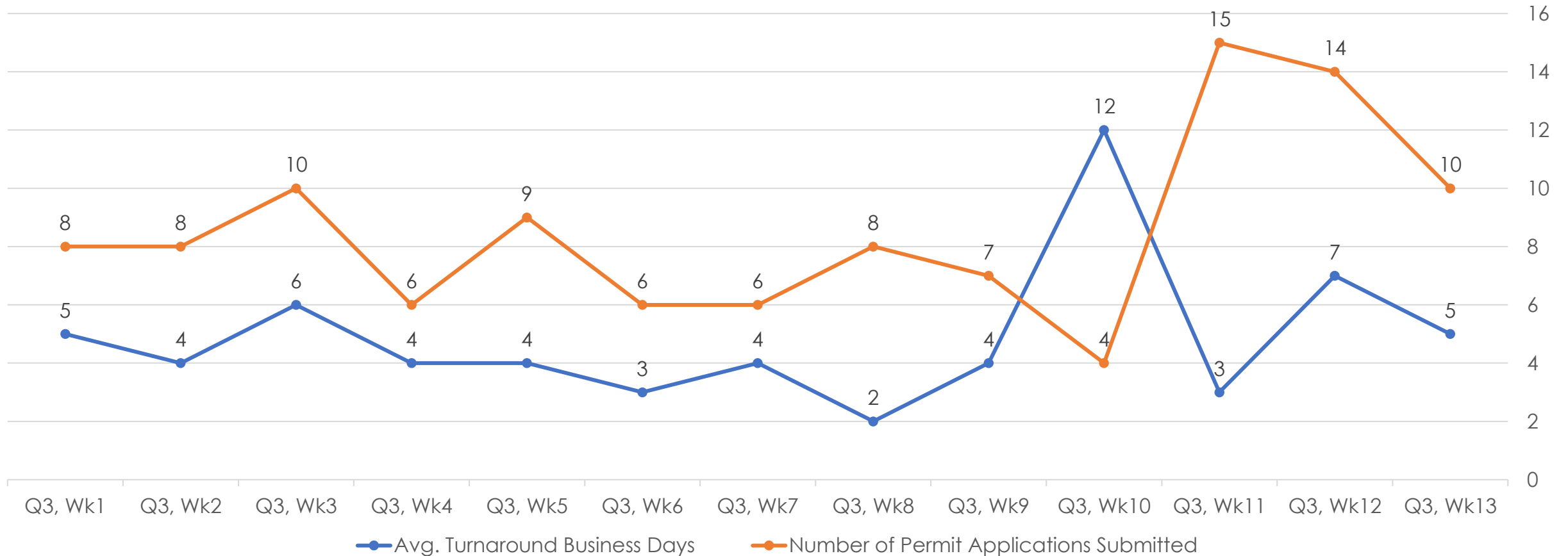
FY18-19, 4th Quarter - Permits Applied & Turnaround
136 Permit Applications Submitted; 5.11 Days Avg. Turnaround



Report on Planning and Development Department Permitting Processes

FY20-21 2nd & 3rd Quarters

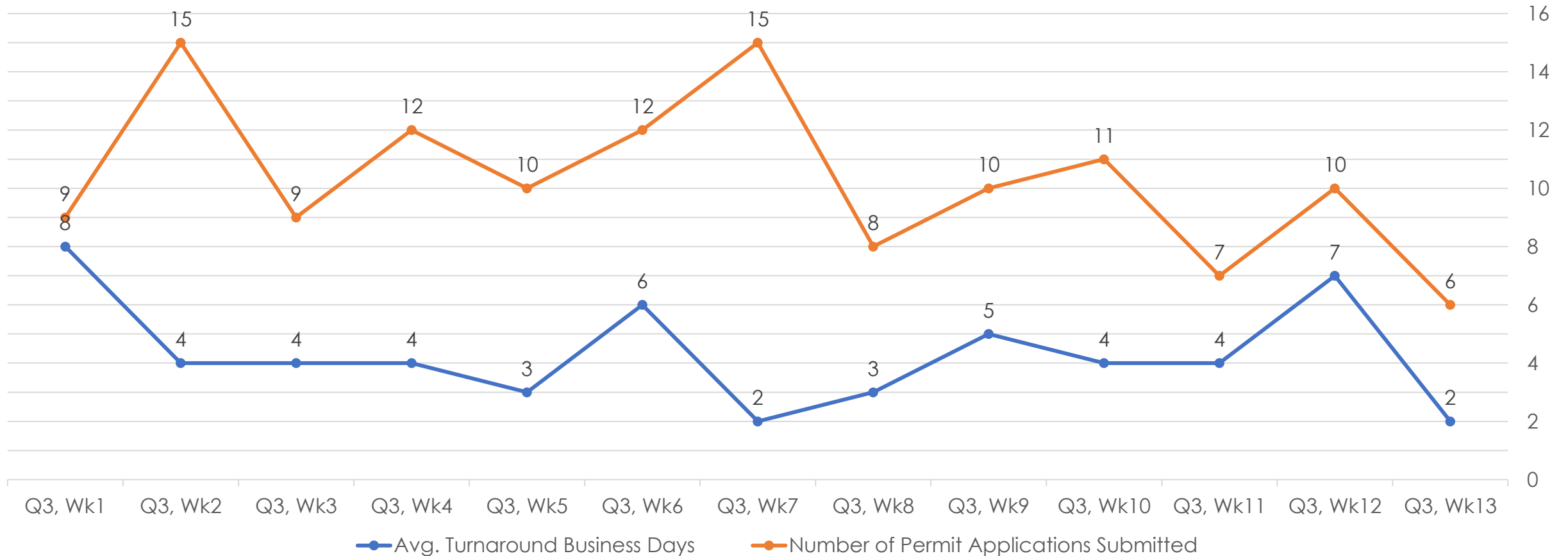
FY19-20, 1st Quarter - Permits Applied & Turnaround
111 Permit Applications Submitted; 4.72 Days Avg. Turnaround



Report on Planning and Development Department Permitting Processes

FY20-21 2nd & 3rd Quarters

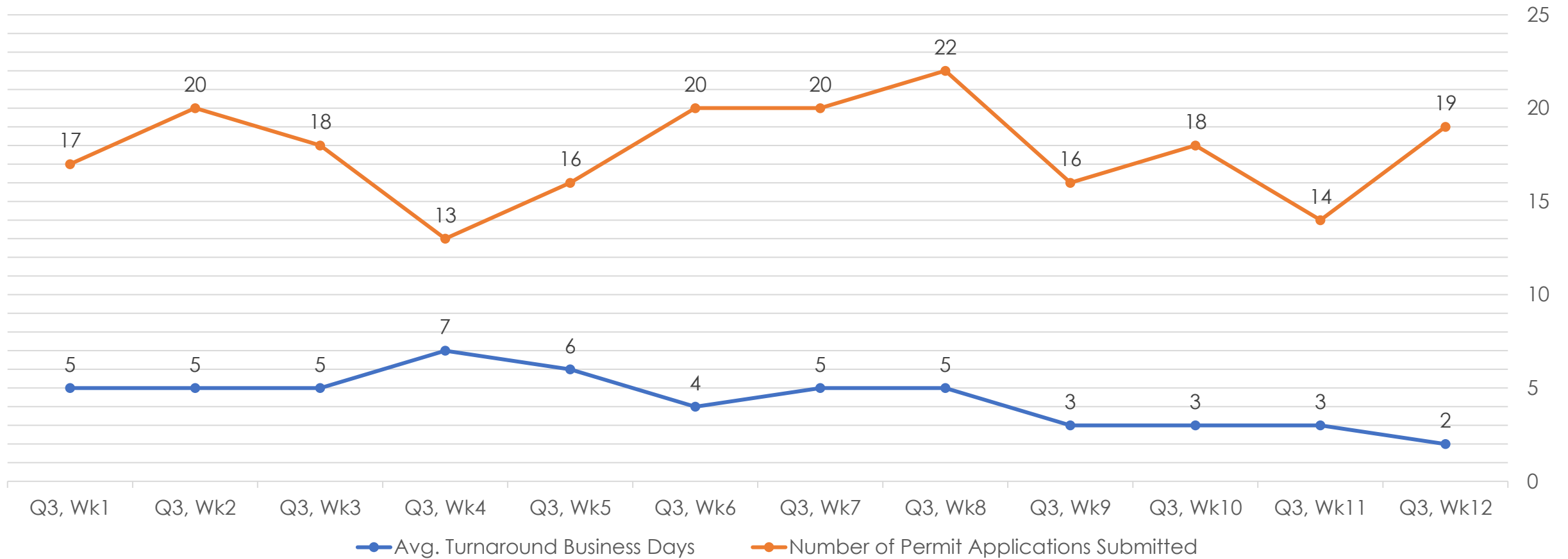
FY19-20, 2nd Quarter - Permits Applied & Turnaround
134 Permit Applications Submitted; 4.23 Days Avg. Turnaround



Report on Planning and Development Department Permitting Processes

FY20-21 2nd & 3rd Quarters

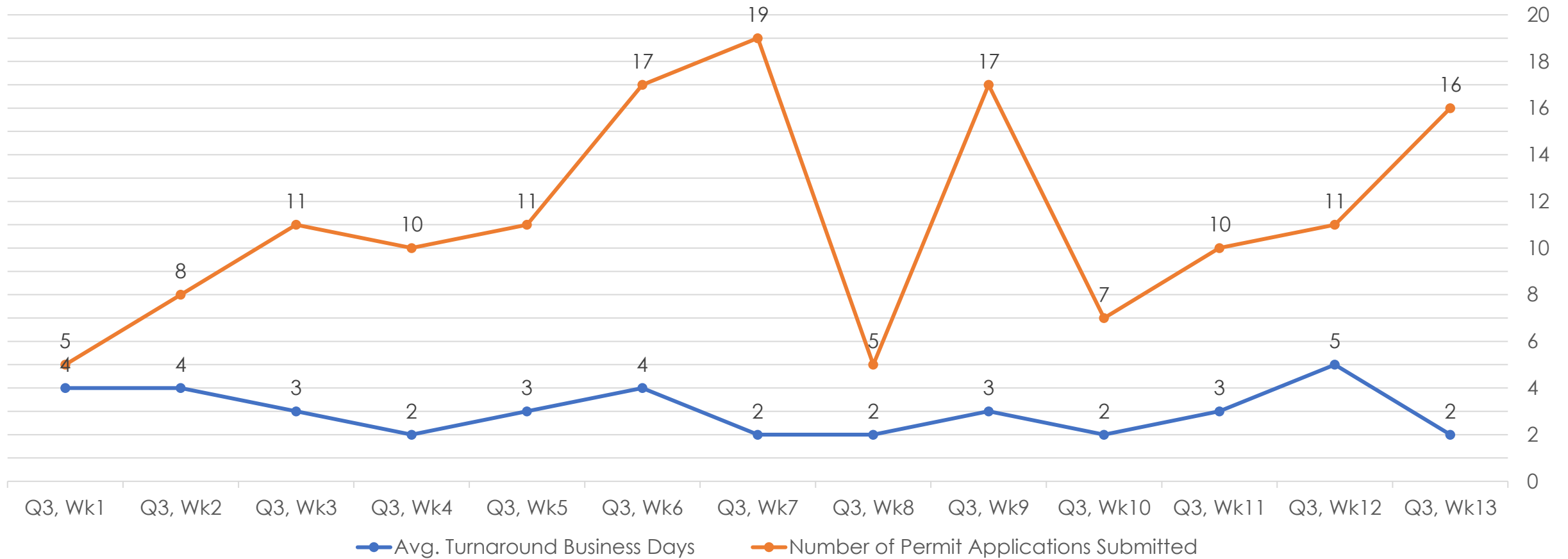
FY19-20, 3rd Quarter - Permits Applied & Turnaround
213 Permit Applications Submitted; 4.19 Days Avg. Turnaround



Report on Planning and Development Department Permitting Processes

FY20-21 2nd & 3rd Quarters

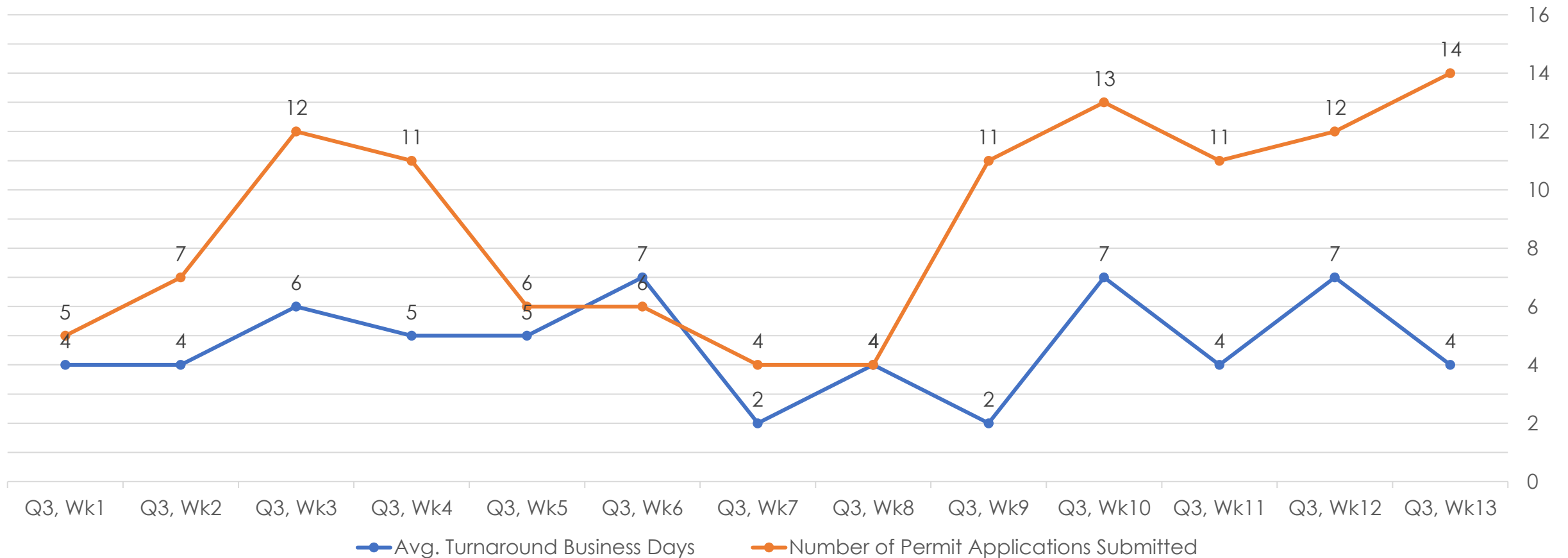
FY19-20, 4th Quarter - Permits Applied & Turnaround
147 Permit Applications Submitted; 2.95 Days Avg. Turnaround



Report on Planning and Development Department Permitting Processes

FY20-21 2nd & 3rd Quarters

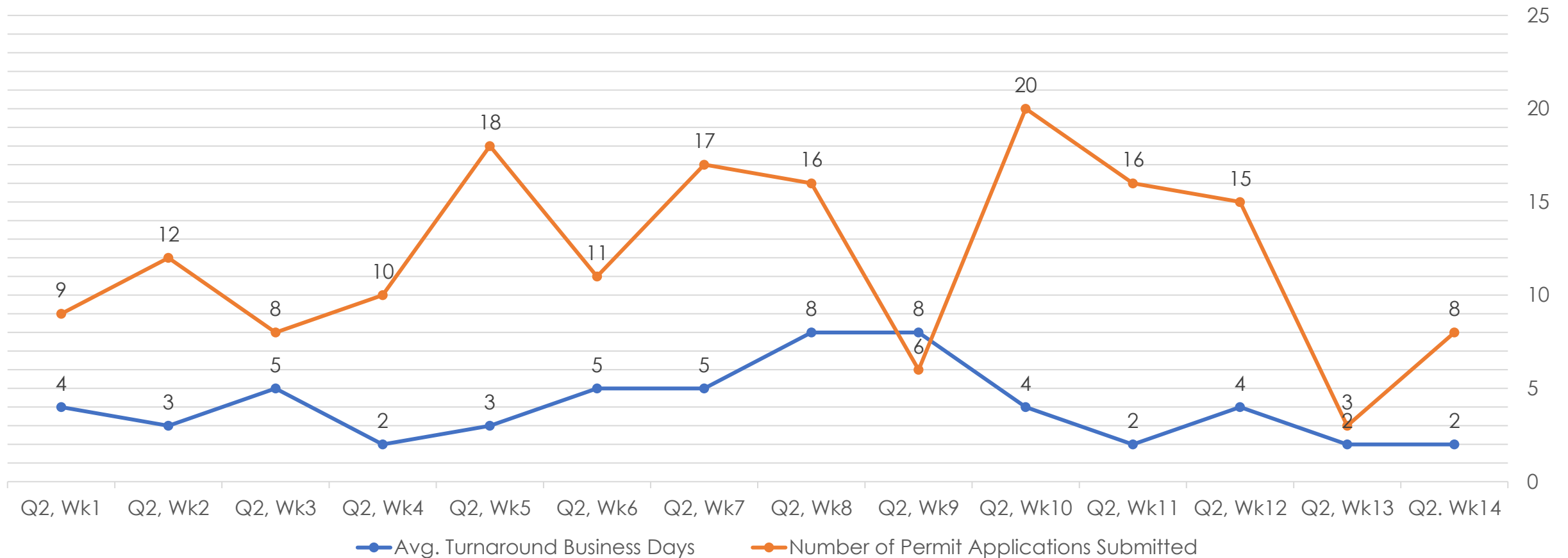
FY20-21, 1st Quarter - Permits Applied & Turnaround
116 Permit Applications Submitted; 4.99 Days Avg. Turnaround



Report on Planning and Development Department Permitting Processes

FY20-21 2nd & 3rd Quarters

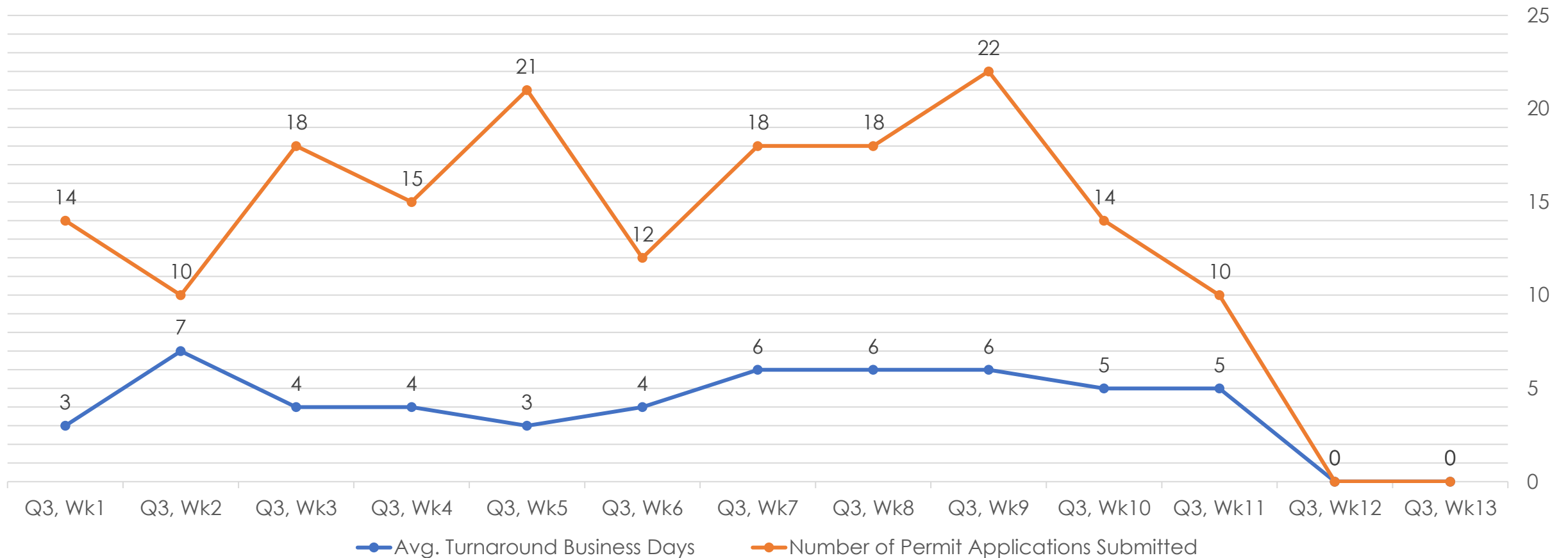
FY20-21, 2nd Quarter - Permits Applied & Turnaround
169 Permit Applications Submitted; 4.00 Days Avg. Turnaround



Report on Planning and Development Department Permitting Processes

FY20-21 2nd & 3rd Quarters

FY20-21, 3rd Quarter - Permits Applied & Turnaround
172 Permit Applications Submitted; 4.81 Days Avg. Turnaround



Report on Planning and Development Department Permitting Processes

FY20-21 1st Quarter

	FY18-19 3 rd Quarter/FY19-20 3 rd Quarter/FY20-21 3 rd Quarter	FY18-19 4 th Quarter/FY19-20 4 th Quarter	FY19-20 1 st Quarter/FY20-21 1 st Quarter	FY19-20 2 nd Quarter/FY20-21 2 nd Quarter
Total Number of Permits	191/213/172	136/147	111/116	134/169
Avg. Turnaround	8.89/4.19/4.81 days	5.11/2.95 days	4.72/4.99 days	4.23/4.00 days
Residential Projects				
Total Number of Permits	164/182/148	102/135	91/95	116/155
Avg. Turnaround	8.68/4.00/5.00 days	4.97/2.80 days	4.21/5.38 days	4.16/4.03 days
Commercial Projects				
Total Number of Permits	27/31/24	34/12	20/21	18/14
Avg. Turnaround	10.25/5.19/3.63 days	5.38/4.58 days	6.90 days/3.24 days	3.83/3.64 days



Town of Nags Head Project Scope

Estuarine Shoreline Management Plan

Introduction & Goals

The Town of Nags Head is a unique, coastal community, steeped in culture and history, and rich in natural resources. Throughout its history, the Town has been visionary in addressing and planning for complex coastal issues. Since incorporation, the Town has undertaken extensive efforts to address issues related to transportation, stormwater, decentralized wastewater, the ocean shoreline, parks and recreation, beach access, architectural design, and growth management. The Town recognizes the value of our coastal ecosystem and the role it plays in making Nags Head a great place to live, work, and visit.

Historically, the focus on shoreline management has been on the ocean shoreline due to accelerated erosion that has threatened infrastructure and homes. However, with the recent adoption of the Town's Comprehensive Plan, greater urgency and awareness is being placed on the management of the Town's shorelines in total, to include the estuarine shoreline. The Comprehensive Plan policies and actions support the development of an estuarine shoreline management plan that addresses the delicate balance between development, septic systems, stormwater management, water quality, natural ecosystems and habitats, and public health.

The principal purpose of the Estuarine Shoreline Management Plan ("the Plan") is to develop strategies that will prioritize living shoreline management projects appropriate for each segment of the Town's shoreline. The Plan will utilize scientific analysis and data gathering to determine the best living shoreline approach for each section of the Town's shoreline. The Plan will further set overall policy recommendations appropriate for adjacent land uses, examine legal issues, and explore how sea level rise will impact the long-term management of the estuarine shoreline. Once complete, this plan will provide the Town with an action list of shovel ready projects that can easily be incorporated in the yearly budget and five (5) year Capital Improvement Funding Plan (CIP).

The overall goals of the Plan will be to improve the water quality of the Roanoke Sound; increase the use of natural, living shorelines as a means of management for the estuarine shoreline; balance adjacent uses in a way that does not compromise the benefits of the living shoreline, including increased habitat, flood protection, and water quality; and plan for the future impacts of a changing climate and sea level rise. These goals are supported through the policies and actions of the Town's Comprehensive Plan outlined below:

NR-1 Protect natural estuarine shorelines for their capacity to absorb and filter runoff and ability to provide habitat.

NR-1a: Develop incentives for the protection of natural shorelines.

NR-1b: Develop an estuarine shoreline management plan that establishes policies, procedures, and overall management strategy for the town's estuarine shoreline.

NR-2 Utilize constructed "living" shorelines to stabilize and restore estuarine shorelines when feasible.

NR-2a: Research, identify and map marsh loss, "soft" stabilization methods that are appropriate for Nags Head's estuarine shoreline, potential opportunities for land acquisition, and potentially restorable wetlands.

NR-2b: Develop incentives for utilizing constructed "living" shoreline methods that encourage improved water quality and ecological integrity while reducing shoreline erosion.

NR-16 Minimize impacts of future sea level rise.

NR-16f: Develop an estuarine shoreline management plan that establishes policies, procedures, and an overall management strategy for the town's estuarine shoreline. This plan will work to develop projects and strategies to prevent estuarine flooding in the future. The plan should research, identify and map marsh loss, "soft" stabilization methods that are appropriate for Nags Head's estuarine shoreline, potential opportunities for land acquisition, and potentially restorable wetlands. Additionally, it should develop incentives that can be utilized for the protection of natural shorelines.

PR-3 Expand and develop public access to ocean and estuarine shorelines that accommodate different user types, age groups, and needs.

PR-3a: Develop an ocean and estuarine shoreline management plan that explores opportunities for additional public accesses and facilities that includes maintenance and staffing needs, increased ADA accessibility, and additional site features such as parking, shade and picnic structures, water source, and bathroom elements.

Funding

Funding for this project is as follows:

- \$75,000 in grant funding from the National Fish and Wildlife Foundation Grant (NFWF);
- \$64,500 in Town CIP funds; and
- \$10,500 in kind staff time

Resources

Holly White, Principal Planner and Kate Jones, Engineering Technician, will serve as the primary Town Staff assigned to the project, responsible for project management. Michael Zehner, Director of Planning & Development, Andy Garman, Deputy Town Manager, David Ryan, Town Engineer, Kelly Wyatt, Deputy Director of Planning & Development, and Kylie Shephard, Environmental Planner will be primary staff resources, providing varying levels of assistance with the project, as necessary.

A consultant will be engaged through an RFQ to execute the development of the Plan. The Town will work with the consultant to develop specific engagement strategies for citizen input and the development of an advisory group to ensure effective translation and dissemination of stakeholder feedback from the group into the management plan. An advisory group will be appointed with members comprising a range of backgrounds and disciplines, including key stakeholders and individual property owners.

The Board of Commissioners may wish to consider assigning one or more members to serve as a liaison for the project.

Scope

The Scope for the project, including the principal phases and tasks, is as follows.

Task 1 – Retain Consultant for the Integrated Plan

- Develop and release an RFQ;
- Interview respondents;
- Evaluate submissions; and
- Retain a consultant

Task 2 – Project Initiation and Data Gathering

- Development of stakeholder engagement process and kick off meeting with advisory group.
- Collection and analysis of background data, information, and resources.

Task 3 – Drafting of Plan

- Consultant to draft and submit sections of Plan for review by Stakeholders, Staff, Advisory Group, and Boards; and
- Consultant to make necessary changes based upon comments

Task 4 – Adoption of Plan

Objectives & Consultant Requirements

The objectives of this project and requirements of the Consultant are as follows:

A. Compile pertinent local and regional data sets:

Local and regional data sets will be used to determine and prioritize the appropriate types of shoreline stabilization along the Town's estuarine shoreline.

In order for the consultant to determine which individual or combination of nature-based shoreline management treatments are most appropriate, the following information will need to be considered: bathymetric data, land use data, recreational needs, estimated construction cost, long-term maintenance needs, future climate scenarios, and cost.

- Collection of additional bathymetric data will be needed to complete this analysis and recommend the best nature-based approaches. The Coastal Studies Institute (CSI) has agreed to be a volunteer partner on this project providing the services to collect and analyze this bathymetric data.

B. Utilize future climate scenarios:

The Town will utilize future climate scenarios to develop future land use management actions and explore how the estuarine shoreline will be affected by sea level rise and storm intensification. This will be an important step for understanding and guiding future land use decision.

C. Create a Project List:

Final recommendations would be reflected in a list of potential projects specific to each segment of the Town's estuarine shoreline, including private and public property. The list will also address the responsible party for implementation, potential project cost, potential partners, and potential funding sources.

D. Develop Shoreline Guidelines:

The Town will develop a Recommended Living Shoreline Design Guidelines for the different shoreline habitat segments identified throughout the town. These guidelines will help visualize the plan recommendations and be available for both public and private shorelines. The specific natural elements that will make up the design guidelines will be determined by the information collected through the advisory group, staff input, as well as local data collection and analysis.

E. Perform Legal and Land Use Analysis:

The Town will explore legal issues that may arise during project design and construction with private property rights along the estuarine shoreline and how to legally secure the documentation to conduct future projects.

The Town will explore the relationship between adjacent land uses and public/private access points and any subsequent relationship or affect on the estuarine shoreline. The Plan will make recommendations and identify considerations on public accesses in relationship to the goals of the Plan; including the type (beach, kayak launch, natural, boardwalk), the design, number, and location; as well as viability of certain land uses.

F. Monitoring Guidance:

The Town will develop guidance for a living shoreline monitoring plan that will be utilized to monitor the future project areas identified in the Plan. These monitoring

standards would be consistent with NOAA standards for sites after project completion to ensure consistency in monitoring and long-term success.

G. Staff & Citizen Engagement:

Staff intends to take an active role in the project. The Town will work with the consultant to develop specific engagement strategies for citizen input and the development of an advisory group to ensure effective translation and dissemination of stakeholder feedback from the group into the management plan. The advisory group would meet throughout the duration of the process to develop the Plan.

Relevant Documents

The following documents should be studied and utilized in the creation of the Plan, providing background information for the consultant in the development of the Plan.

- *Town of Nags Head Comprehensive Plan*
- *Nags Head VCAPS Report*

These documents can be found on the Town of Nags Head website at:

<http://www.nagsheadnc.gov/935/Long-Range-Planning>

Timeline

Development of the Plan, beginning with the release of the RFQ for consultant services, is expected to take 18-24 months.