



MEMORANDUM

Town of Nags Head

Planning & Development Department

To: Board of Commissioners
Planning Board

From: Kelly Wyatt, Planning Director

Date: July 28, 2022

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 August 3, 2022.

Monthly Activity Report

Attached for the Board's review is the *Planning and Development Monthly Report for June 2022*. 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:

- Monday, July 4th – Technical Review Meeting (reschedule due to Holiday)
- Wednesday, July 6th – Board of Commissioners Meeting.
- Wednesday, July 13th – Committee for Art and Culture Meeting.
- Thursday, July 14th – Board of Adjustment (no hearings scheduled)
- Wednesday, July 6th, 13th, 20th, 27th – Dowdy Park Concert Series, 6:30 – 8pm.
- Thursday, July 7th, 14th, 21st, 28th – Dowdy Park Farmers Market, 9am – 1pm.
- Tuesday, July 19th – Planning Board Meeting.

Planning Board - Pending Applications and Discussions

The Planning Board's most recent meeting was held on Tuesday, July 19th, 2022 and included an update provided by Town Engineer, David Ryan on the status of the Epstein Street Bathhouse and several other projects including beach restoration, public works facilities master plan, approximately 5.7 miles of street work, dune walkover replacements, drainage improvements in Old Nags Head Place and ongoing grant work. At this meeting the Planning Board also received an update on the AIA Activate Grant, Water and Energy Conservation Guide, continued discussion of tree removal/preservation efforts within the Town and was introduced to new employees, Chris Trembly, Code Enforcement Officer and Kelly Brady, Planner.

The Planning Board's next meeting is scheduled for August 16th, 2022. At this time, the agenda is expected to include a Sketch Plan Review for the Public Works Facility Master Plan, a Site Plan Review for the construction of a 4-story, 90-unit Hotel (Inn at Whalebone) located at 6632 W. Pheasant Avenue and various updates on on-going discussion items.

Board of Adjustment – Pending Applications

There were no items for Board of Adjustment consideration in July 2022.

Additional Updates

- **DWMP/Voluntary Septic Subscription Service** – Staff is in the process of scheduling the VSSS Kickoff Meeting the week of August 29th – September 2nd.
- **Estuarine Shoreline Management Plan** – Deputy Planning Director, Kate Jones provided the Planning Board with an update of the ESMP at their July 19th, 2022 meeting. The ESMP Advisory Committee will hold their fourth meeting on Wednesday, August 10th from 3pm – 4:30pm in the Town of Nags Head Board Room. The purpose of this meeting will be to review the shoreline typologies, the 10 proposed project sites and to provide input and make a recommendation on the 3 sites to move forward to conceptual design development. A Public Meeting will also be held on Wednesday, August 10th from 5pm – 7pm in the Board Room. This will be in an informal meeting for the public to learn more about the ESMP project, and to explain the three estuarine shoreline sites that the Advisory Committee has recommended for conceptual design. This meeting will be an open-house format and open to all.
- **NC Resilient Coastal Communities Program** – The Town has been awarded grant funding for Phase 3 of the NC RCCP. Staff has completed the requisite grant paperwork and should be receiving guidance shortly as to when the funds will be available. We will have 6 months to complete and design and engineering component of Project Area 12. The final resilience report and online mapping tool are available for viewing on the project website, located [HERE](#).
- **Electric Vehicle Action Plan** – Staff anticipated providing the Board of Commissioners with a more in-depth update of this plan at the August 3rd meeting, however, we have received very little citizen input to date. Staff will provide the next update at the Board's September 7th meeting to provide staff more time to solicit input.
- **ETIPP Project/Program** – Staff is working with Dominion Power to provide electricity use trends for Town critical facilities to facilitate the microgrid analysis.
- **NC AIA Activate Technical Assistance** – Deputy Planning Director, Kate Jones, will be providing the Board of Commissioners with a detailed update of the of this project including the draft Residential Energy and Water Conservation Guide at their Wednesday, August 3rd, 2022 meeting.
- **Whalebone Park: Phase 1 Planning** – Staff has submitted the PARTF Grant application and will begin working on the Outer Banks Visitors Bureau grant for the remaining funding. The Outer Banks Visitors Bureau grant application is due in September.

- **LID Stormwater Demonstration Project** – All components of the Town Hall rain garden have been installed including the gutters and the downspouts. Staff has initiated the grant reimbursement process from Dare County Soil and Water. Staff is also exploring additional grant funding from Dare County Soil and Water to pay for educational signage to be placed by the rain garden project.
- **Dowdy Park Events/Farmers Market/Holiday Markets/Art & Culture** – As the Dowdy Park Farmers Market continues each Thursday through August 18th, we continue to receive positive feedback. Yoga class occurs each Tuesday through October 25th at 7:30am at Dowdy Park. We have had two concerts cancelled due to weather; however, we are working to reschedule those performances this season. Event Coordinator, Paige Griffin is currently working on scheduling a kid's day on August 18th, with a performance by Nature Out Loud.

Upcoming Meetings and Other Dates

- Tuesday, August 2nd – Technical Review Committee Meeting
- Wednesday, August 3rd – Board of Commissioners Meeting
- Wednesday, August 10th – ESMP Advisory Committee Meeting # 4
- Wednesday, August 10th – ESMP Public Meeting
- Wednesday, August 10th – Committee for Art and Culture Meeting
- Thursday, August 11th – Board of Adjustment (no hearings scheduled)
- Tuesday, August 16th – Planning Board Meeting
- Wednesday, August 3rd – Dowdy Park Concert Series, 6:30 – 8pm.
- Thursday, August 4th, 11th, and 18th – Dowdy Park Farmers Market, 9am – 1pm.

**TOWN OF NAGS HEAD PLANNING AND DEVELOPMENT
MONTHLY REPORT
JUNE 2022**

DATE SUBMITTED: July 7, 2022

	Jun-22	Jun-21	May-22	2021-2022 FISCAL YEAR	2020-2021 FISCAL YEAR	FISCAL YEAR INCREASE/ DECREASE
BUILDING PERMITS ISSUED - RESIDENTIAL						
New Single Family	1	1	1	16	15	1
New Single Family, 3000 sf or >	0	1	0	7	9	(2)
Duplex - New	0	0	0	0	0	0
Sub Total - New Residential	1	2	1	23	24	(1)
Miscellaneous (Total)	32	27	32	473	431	42
<i>Accessory Structure</i>	4	2	5	48	51	(3)
<i>Addition</i>	2	1	3	24	29	(5)
<i>Demolition</i>	0	1	0	9	7	2
<i>Move</i>	0	0	0	0	0	0
<i>Remodel</i>	8	13	8	129	132	(3)
<i>Repair</i>	18	10	16	263	212	51
Total Residential	33	29	33	496	455	41
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	1	0	1
Subtotal - New Commercial	0	0	0	1	0	1
Miscellaneous (Total)	5	5	7	73	84	(11)
<i>Accessory Structure</i>	2	2	2	27	31	(4)
<i>Addition</i>	0	0	0	0	0	0
<i>Demolition</i>	0	0	1	1	1	0
<i>Move</i>	0	0	0	0	0	0
<i>Remodel</i>	1	3	2	24	24	0
<i>Repair</i>	2	0	2	21	28	(7)
Total Commercial	5	5	7	74	84	(10)
Grand Total	38	34	40	570	539	31
SUB-CONTRACTOR PERMITS						
Electrical	51	75	64	506	545	(39)
Gas	0	6	3	23	37	(14)
Mechanical	41	68	48	383	443	(60)
Plumbing	4	10	6	69	96	(27)
Fire Sprinkler	1	0	0	4	3	1
VALUE						
New Single Family	\$379,000	\$200,000	\$640,000	\$7,801,195	\$5,004,429	\$2,796,766
New Single Family, 3000 sf or >	\$0	\$1,080,000	\$0	\$4,930,000	\$7,080,535	(\$2,150,535)
Duplex - New	\$0	\$0	\$0	\$0	\$0	\$0
Misc (Total Residential)	\$1,013,155	\$546,568	\$470,164	\$12,465,770	\$10,626,123	\$1,839,647
Sub Total Residential	\$1,392,155	\$1,826,568	\$1,110,164	\$25,196,965	\$22,711,087	\$2,485,878
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	\$2,000,000	\$0	\$2,000,000
Misc (Total Commercial)	\$44,950	\$1,439,654	\$229,225	\$6,826,413	\$3,486,589	\$3,339,824
Sub Total Commercial	\$44,950	\$1,439,654	\$229,225	\$8,826,413	\$3,486,589	\$5,339,824
Grand Total	\$1,437,105	\$3,266,222	\$1,339,389	\$34,023,378	\$26,197,676	\$7,825,702

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DATE SUBMITTED: July 7, 2022

	Jun-22	Jun-21	May-22	2021-2022 FISCAL YEAR	2020-2021 FISCAL YEAR	FISCAL YEAR INCREASE/ DECREASE
ZONING						
Zoning Permits	28	33	34	438	463	(25)
CAMA						
CAMA LPO Permits	0	2	2	28	31	(3)
CAMA LPO Exemptions	3	4	1	29	60	0
Sand Relocations	0	0	0	202	117	N/A
CODE COMPLIANCE						
CCO Inspections		157	0	773	883	(110)
Cases Investigated	175	80	0	446	496	(50)
Warnings	15	15	0	94	137	(43)
NOVs Issued	39	62	6	236	357	(121)
Civil Citations (#)	21	11	8	114	78	36
Civil Citations (\$)	\$34,650	\$54,700	\$42,000	\$517,650	\$410,700	\$106,950
SEPTIC HEALTH						
Tanks inspected	0	0	0	110	171	(61)
Tanks pumped	7	4	0	48	94	(46)
Water quality sites tested	20	69	0	181	230	(49)
Personnel Hours in Training/School	0	9	28	124	181	(57)


 Kelly Wyatt, Planning Director