



**DRAFT AGENDA**  
**Town of Nags Head Planning Board**  
**Nags Head Municipal Complex Board Room**  
**Tuesday, May 18th, 2021; 9:00 a.m.**

- A. Call To Order
- B. Approval Of Agenda
- C. Public Comment/Audience Response
- D. Approval Of Minutes  
April 20th, 2021 Planning Board Meeting.

Documents:

[APRIL 20 2021 DRAFT MINUTES.PDF](#)

- E. Action Items
- F. Report On Board Of Commissioners Actions - May 5, 2021
- G. Town Updates - As Requested
- H. Discussion Items
  - 1. Discuss Scope Of Electrical Vehicle Action Plan

Documents:

[PB MEMO 5\\_14\\_21\\_ EV ACTION PLAN FINAL.PDF](#)

- 2. April 29th, 2021 Director's Report

Documents:

[MEMO PND DIRECTOR REPORT\\_4-29-2021.PDF](#)

- I. Planning Board Members' Agenda
- J. Planning Board Chairman's Agenda
- K. Adjournment

**Town of Nags Head  
Planning Board  
April 20, 2021**

The Planning Board of the Town of Nags Head met on Tuesday April 20, 2021. Due to Covid-19 restrictions, this meeting was held electronically/remotely utilizing the online ZOOM meeting platform. Members of the public were invited to attend the meeting using the ZOOM platform or app, or by calling in using a phone.

Planning Board Chair Megan Vaughan called the meeting to order at 9:00 a.m. as a quorum was present.

***Members Present***

Megan Vaughan, Kristi Wright, David Elder, Molly Harrison, Gary Ferguson, Meade Gwinn

***Members Absent***

Megan Lambert

***Others Present***

Michael Zehner, Kelly Wyatt, Holly White

***Approval of Agenda***

Chair Vaughan asked for a motion to approve the agenda. David Elder moved to approve, Meade Gwinn seconded, and the motion passed unanimously via roll call vote.

***Public Comment/Audience Response***

None

***Approval of Minutes***

Chair Vaughan asked for a motion to approve the minutes of the March 16, 2021 meeting. Kristi Wright moved to approve the minutes as presented, David Elder seconded, and the motion passed unanimously.

***Action Items***

***Consideration of a text amendment pertaining to lot coverage associated with dumpster conversions from side load to front load pick up.***

Planning Director Michael Zehner explained that the Town is currently undergoing a process of converting existing side-load dumpsters to front-load dumpsters given the expectation that the availability of trucks that can service side-load dumpsters will be reduced in the future. To aid in this effort and to reduce complications involving alterations and/or expansions to dumpster locations or pad dimensions, Staff requested and the Board authorized development of a text amendment to the UDO to address potential increases in lot coverage that may be associated with these changes.

Allowable lot coverage, related to zoning district and use types is established within Section 8.2.1., Dimensional Requirements, of the UDO. Section 8.6.6., Lot Coverage, of the UDO establishes specific requirements for the administration of lot coverage, and Section 8.6.6.7., Exclusion of Lot Coverage Calculation, outlines those instances where lot coverage may otherwise be exempted or excluded. Mr. Zehner noted that there is currently no exemption for dumpster pads.

To make the conversion process more flexible and proceed more efficiently, it is Staff's recommendation that a Section 8.6.6.7.6. be added as follows:

Where a preexisting use is required by the Town to convert the service orientation of a dumpster, or where a preexisting use is required by the Town to obtain a dumpster, any additional lot coverage required by the Town to be created for the location and servicing of such dumpster, not to exceed the amount required by the Town, shall be exempt from the lot coverage requirements of this UDO.

Mr. Zehner noted that this would only apply to pre-existing uses of sites; it would not apply to a new site that is going through site plan review and they can fully accommodate locating a dumpster. This would apply to pre-existing uses that are being retrofitted as required by the Town.

Mr. Zehner stated that ~~the he~~ raised this issue with the Board of Commissioners and they were ~~supporting~~ supportive of Staff moving forward with it.

Chair Vaughan asked if Staff could give an example of properties where this has been an issue. Deputy Planning Director Kelly Wyatt cited Austin Seafood and Dune ~~burger~~ Burger as two recent examples of properties where the need for a replacement dumpster resulted in a lot coverage issue.

Mr. Zehner noted that there are other exemptions that apply to lot coverage so this would not necessarily be unique in that way.

After some further discussion Molly Harrison moved to recommend approval of the text amendment as presented. David Elder seconded, and the motion passed unanimously via roll call vote.

Consideration of various text amendments to the Unified Development Ordinance pertaining to the NCGS Chapter 160D Updates.

Deputy Planning Director Kelly Wyatt explained that Staff has now completed the revisions to the Unified Development Ordinance to reflect the changes necessitated by the NCGS Chapter 160D Update. As staff have noted in previous updates to the Planning Board, the proposed amendments are not intended to change the standards of the Town and the majority of the amendments involve the addition of specific definitions and various wording modifications.

At the previous meeting, the Board asked that if there were any parts of this that were kind of relevant or needed to be set aside and discussed separately to do so and Ms. Wyatt noted that there are two amendments that Staff would like to bring to the Board's attention:

- NCGS 160D-102 states that ordinances must align terminology for conditional zoning and special use permits and thus must delete the terms conditional use permit, special exception, conditional use district zoning and special use district zoning if utilized. The Town of Nags Head only uses terminology for Conditional Use Permits (CUP), those will now be referred to as Special Use Permits (SUP).

Ms. Wyatt stated that procedurally there is no difference in the two; this will just provide consistency in terminology throughout the State. And,

- NCGS 160D-910 states that a local government may not adopt or enforce zoning regulations or other provisions which have the effect of excluding manufactured homes from the entire zoning jurisdiction or that exclude manufactured homes based upon the age of the home. Ms. Wyatt noted that while this may change later, just to make sure that the Town is compliant, the use "Mobile/Manufactured Homes" has been removed from the list of prohibited uses and added as a permitted use in the C-3, Commercial Services District only.

Ms. Wyatt confirmed for Mr. Ferguson that the Town does allow single-family dwellings in the C3, but because of Fresh Pond there's a 500-foot buffer and a 1200-foot buffer and within the 500 foot buffer there is no opportunity for a septic system.

Mr. Zehner noted that the Town had taken the perspective that the manner of construction of a manufactured home was not a desirable use broadly within the community and were previously specifically excluded, but they are now required to allow for them.

Mr. Ferguson noted that one of the ways the ordinance regulated mobile homes was to say that the width of the home couldn't exceed the length by a certain ratio. Ms. Wyatt confirmed that is still in the UDO and believes it to be a three to one ration but did not realize that it was there for the purpose of prohibiting a mobile home.

Staff provided a bulleted list of the primary changes found within each Article of the UDO as part of their Staff memorandum. Ms. Wyatt noted that there are three revisions consistently carried out throughout the entirety of the document:

- References to provisions in NCGS Chapter 160A or 153A have been updated to relevant provisions in Chapter 160D.
- Replaced references to Conditional Use Permits to Special Use Permits.
- Replaced "duplex" with "two-family" dwelling consistent with the revised definition.
- Under Appendix A. Definitions, definitions have been added and/or existing definitions have been amended for several items.

Ms. Wyatt stated that there was an extensive list of definitions that were required and those were also listed in the staff memorandum along with a note as to whether it was an entirely new definition or whether it needed to be revised to be consistent with the general statute. In the staff memo she also noted each article and any significant changes in each.

Mr. Zehner commended Ms. Wyatt for all the work she did getting all of these sections updated. Chair Vaughan agreed that it was a lot of (very tedious) work.

Ms. Wyatt confirmed for Chair Vaughan that the Town can't have minimum square footage requirements noting that several HOAs have always had some minimum area requirements, but the Town can't have any as the regulatory agency.

Ms. Wyatt confirmed for Mr. Ferguson that Special Use Permits, are still a quasi-judicial process. Mr. Zehner noted that it is now more structured and rigid in terms of presentation and consideration of evidence.

Gary Ferguson moved to recommend approval of the text amendments as presented. David Elder seconded, and the vote passed by unanimous roll call vote

### ***Report on Board of Commissioners Actions – April 7, 2021***

Mr. Zehner gave a report on the Actions from the Board of Commissioner's April 7, 2021 Meeting. Of note, there was a Public Comment from a resident in Old Nags Head Place Subdivision concerning the flooding in his neighborhood; town staff is working with that neighborhood. There was an update and a recap of the 2020 Season for the Dowdy Park Farmer's Market and the plans for the 2021 season. There were a few consent agenda items which included two text amendments previously discussed by the Planning Board. There was a Public Hearing to consider text amendments pertaining to the various Commercial Mixed-Use use types; the Board adopted the ordinance regarding religious complexes. There were also continued public hearings on the two text amendments regarding hotels; they denied the text amendment that would have addressed non-conforming hotels but adopted the alternative text amendment. The Board continued the public hearing on the outdoor lighting amendments and asked that staff provide additional language re: up-lighting in neighborhoods. With regards to the Consideration of a Preliminary Plat for a Major Subdivision, titled Louisa Farr, Lot 4, Ralph Buxton Division, the Board passed a motion to deny the request to divide the existing lot into 2 lots based on decision made by the Board in the 1980's that no further subdivision will be allowed.

Mr. Ferguson expressed surprise that the Subdivision request was denied, and he and Mr. Zehner discussed the Board's decision in further detail. Mr. Ferguson noted that the decision seemed rather arbitrary and seemed like it went contrary to the rules. The Board agreed that they would like further clarification to gain better understanding.

### ***Town Updates***

Chair Vaughan inquired about municipal service districts. Mr. Zehner noted that letters regarding municipal service districts and beach nourishment have been mailed out and if anyone has any questions, they should contact Andy Garman, Deputy Town Manager.

### ***Discussion Items***

#### ***April 1, 2021 Director's Report***

Mr. Zehner presented his Director's Report to the Board. This report was shared with the Commissioners at their April 7th Meeting. The report included: the department's permitting report for the second and third quarters, Dumpster Conversion Lot Coverage Exemption, Update on the Draft Scope for Estuarine Shoreline Management Plan, CAMA Land Use Plan Update, Outdoor Lighting, Town Workforce Housing Study & Plan/RFI, Skate Park Renovation - Phase 1, an update on 2021 Dowdy Park Farmer's Market as well as several grants and a list of scheduled meetings of note including some upcoming meetings.

#### ***Review Planning & Development Department's Work Plan***

Mr. Zehner continued his discussion/review from last month on the Planning & Development and Septic Health, FY2021-2022 Strategic Work Plan. Mr. Zehner reminded the Board that that this is a status update of the Work Plan developed last year (2020); therefore, Current FY Projects pertain to projects that were active in the last fiscal year while FY21-22 Projects refers to projects intended to be active in the current fiscal year. Mr. Zehner noted that under Current FY Projects those activities that have an asterisk are expected to be completed this fiscal year and stated that they are making really good progress and will be able to check off several now as the hotels in the CR and the Art

Mast Project is completed. There was also some re-shuffling of the FY21-22 Projects due to feedback received from the Board.

### ***Planning Board Members' Agenda***

Mr. Elder discussed beach driving; of specific concern is the speed limit on the beach and the number of beach driving permits vs. lack of regulation and enforcement.

Mr. Elder also brought up the issue of ADUs which was recently discussed at a Dare County Board meeting and how they relate to the overall lack of workforce/affordable housing which continues to be a huge problem. Mr. Zehner agreed noting that the (Planning) Board has raised the issue on several occasions and sent feedback to the Commissioners via a letter sent a year and a half ago suggesting a broader study related to affordable housing. Mr. Zehner and the Board also discussed a bill that is pending in the House and Senate related to this issue.

Mr. Ferguson expressed concern over the increase of small cell wireless antennas and the visual impact of 5G on the Town. Mr. Zehner noted that the Town is limited on what it can do related to cellular technology.

### ***Planning Board Chairman's Agenda***

Chair Vaughan discussed the upcoming May meeting and would like to plan for an in-person rather than a Zoom meeting.

### ***Adjournment***

A motion to adjourn was made by David Elder. The time was 10:28 AM.

Respectfully submitted,  
Lily Campos Nieberding



# MEMORANDUM

## Town of Nags Head

### Planning & Development Department

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To: Planning Board  
From: Holly B. White, Principal Planner  
Michael Zehner, Director of Planning & Development  
Date: May 14, 2021  
Subject: Discussion of Scope for Electric Vehicle Action Plan

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#### BACKGROUND

There has been ongoing discussion of the promotion and advancement of electric vehicles and infrastructure in the Town for some time. The Planning Board initiated discussion of electric vehicle charging stations in June 2019, and Staff prepared a detailed memo the following month to initiate discussion (available here [online](#) at page 51). These initial discussions led to the inclusion of an Electric Vehicle Action Plan as part of the Planning & Development Department and Septic Health FY2020-2021 Strategic Work Plan, with the general goal being to support the increasing prevalence of electric vehicles.

Since that time, the Town has pursued several avenues to promote and advance electric vehicle infrastructure. In 2020, Staff pursued research and grant opportunities for funding of [Level 2 charging stations](#) (page 1, VW Settlement Phase 1 - Level 2 Charging Program). After discussion at the Board of Commissioners meeting on [January 20, 2021](#), the Board directed Staff to work directly with potential vendors where the charger equipment is provided by the vendor at no up-front cost to the Town beyond installation of electrical service to the charger location. While a vendor arrangement has not been secured at this time, Staff continues to work towards the goal of securing the location of charging equipment on Town property.

Simultaneously, Staff determined that modifications to the UDO regulations would be necessary to accommodate charging infrastructure. The Planning Board considered these [text amendments at their March 15, 2021](#) meeting and recommended approval, and the Board of Commissioners approved the [text amendments at their May 5, 2021](#) meeting. The amendments allow electric vehicle charging stations as an accessory use to residential and commercial uses in all zoning districts.

#### PLANNING FOR ELECTRIC VEHICLES

While the discussion around electric vehicles and infrastructure has been ongoing, an Electric Vehicle Action Plan would allow the Town to undertake a proactive and holistic approach to electric vehicles and supporting infrastructure. In order to initiate the plan process, Staff has developed an initial problem statement and project scope for the Board's consideration.

Problem Statement

With the numbers and use of electric vehicles increasing, is there sufficient charging and other supporting infrastructure in the community to accommodate this increase and Town, resident, business, and visitor needs? What steps can the Town take to improve any deficient or less than adequate conditions?

Project Scope

1. Conduct an assessment of existing conditions and identify community needs and goals;
2. Identify best practices related to charging and other supporting infrastructure needs for electric vehicles, as well as other related opportunities; and
3. Recommend specific actions.

Staff requests the Board's feedback and direction on the scope and objectives of the Electric Vehicle Action Plan, as well as any related thoughts regarding stakeholder engagement and the timeline of the project. It should be noted that Staff has been contacted by representatives of an in-State university which may have graduate level students interested in developing this Plan for the Town, in collaboration with Staff; this may result in Plan initiation being delayed until August or September 2021.

While not necessarily a model for this effort, the Board may wish to review the *Electric Vehicle Action Plan* for the City of Westminster, Colorado to compare how at least one other community has approached planning for electric vehicles-  
<https://www.cityofwestminster.us/Portals/1/Documents/Residents%20-%20Documents/Sustainability-Documents/Westminster%20EV%20Plan.pdf?ver=2020-09-29-140754-063>.



# MEMORANDUM

## Town of Nags Head

### Planning & Development Department

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To: Board of Commissioners  
Planning Board

From: Michael Zehner, Director of Planning & Development

Date: April 29, 2021

Subject: Planning and Development Director's Report (G-1)

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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 May 5, 2021.

#### Monthly Activity Report

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

- Monday, March 1 - GIS Services RFI released
- Tuesday, March 2 - Permitting, Inspections, and Code Enforcement Team Meeting
- Wednesday, March 3 - Board of Commissioners Meeting
- Wednesday, March 3 - Planning & Zoning Team Meeting
- Thursday, March 4 - Jockey's Ridge State Park Soundside Access Working Group Meeting
- Wednesday, March 10 - Arts & Culture Committee Meeting
- Wednesday, March 10 - DWMP Advisory Committee Meeting
- Thursday, March 11 - Board of Adjustment Meeting
- Thursday, March 11 - Jockey's Ridge State Park Soundside Access Working Group Meeting
- Monday, March 15 - "Amber" Streetlight discussion with Dominion
- Tuesday, March 16 - Planning Board Meeting
- Wednesday, March 17 - Weather Station Meeting
- Friday, March 19 - DWMP Coordination Meeting
- Thursday, March 25 - GIS Services RFI response deadline
- Thursday, March 25 - Jockey's Ridge State Park Soundside Access Working Group Meeting
- Monday, March 29 - Housing RFI Coordination Meeting
- Tuesday, March 30 - Permitting and Inspections; Code Enforcement Staff Meeting
- Wednesday, March 31 - Board of Commissioners CIP Workshop

- Wednesday, March 31 - Planning & Zoning; Environmental Planning; Hazard Planning Staff Meeting

### **Dune Vegetation Cost-Share Program**

The Dune Vegetation Cost Share program currently has 8 participants. To date, the Town has paid out \$2,000 in grant funds, and will pay out another \$2,000 once invoices have been submitted and plantings approved. The program runs until the end of May 2021, so it is possible that we will receive more applicants over the next month. Generally, the program has been well received. To increase participation in the next season, the program could begin in November, which would expand the American beach grass planting window by several months. It will also be important that future sand relocation and sand fence installation projects are coordinated with this effort.

Related, future consideration should be given to expanding the program to the estuarine shoreline, something that should be discussed in the development of the Estuarine Shoreline Management Plan, as well as being used as a cost share for the purchase of native plants for use in stormwater measure such as swales and rain gardens.

### **Planning & Development Department and Septic Health FY2021-2022 Strategic Work Plan**

Attached for the Board's information is the current version of the *Planning & Development Department and Septic Health FY2021-2022 Strategic Work Plan*, identifying in list form the major projects and initiatives that Staff is currently working on, intends to initiate in the next fiscal year, and pursue in future fiscal years. Similar to the *FY2020-2021 Work Plan*, the Work Plan was reviewed with the Planning Board for input.

### **Planning Board - Pending Applications and Discussions**

The April 20, 2021 meeting of the Planning Board (held remotely) included consideration of text amendments concerning lot coverage related to dumpster conversions and updates to the UDO for N.C.G.S. 160D, as well as review of the Planning & Development Department and Septic Health FY2021-2022 Strategic Work Plan.

The Board's next meeting is scheduled for May 18, 2021, and it is expected that this meeting will be held in person. At this time, the agenda is expected to include discussion of the scope for the Electric Vehicle Action Plan and preliminary discussion regarding amendments to the Town's Sign Ordinance. 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 April meeting to the May 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. Additionally, Staff participated in a third meeting with DCM staff on April 19. At this time Staff has received constructive direction and expects to work directly with DCM staff to finalize revisions that will allow local adoption.

- **Outdoor Lighting** - A public hearing to consider associated amendments was held at the Board's April 7, 2021 meeting; the Board continued consideration of the amendments to their meeting on May 5, 2021. 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. The Board of Commissioners requested the locations of LED fixtures to allow for their review, and Staff is working to compile detailed information on the location and specifications for these fixtures.

- **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 RFI seeking solutions for the Town's lifeguard housing needs was released on April 21, 2021, with responses due on June 7, 2021.
- **Nonconforming Hotels and Fishing Piers - Legacy Establishments/ Structures** - At their April 7, 2021 meeting, the Board approved amendments responsive to this item, allowing hotels in existence as of January 1, 2021 as a permitted use in the CR zoning district subject to a conditional use permit.
- **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 public hearing on these amendments is on the Board's May 5, 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 closed on April 26, 2021. A total of 551 responses were received. Staff will compile a summary report of the responses to provide as part of the next Director's Report.

Staff learned that the Town's application for the National Endowment for the Arts Our Town Grant was not successful. While the Town was awarded \$30,000 in grant funds from the Tourism Board, additional funding opportunities will be explored.

- **Art Masts -** Staff will work with the Arts and Culture Committee to look into expansion of the Art Masts project in the future.
  
- **Decentralized Wastewater Management Plan -** To this point, two meetings have been held with the project Advisory Committee. Much of the effort to this point has involved the collection of relevant data and information, and the identification of stakeholders, issues, and opportunities.
  
- **Dowdy Park Farmer's Market -** Vendors for the 2021 Market Season have been selected and Staff is working on final coordination, with the first Market to be held on Thursday, May 27. While Staff intends to continue with sanitation measures, with the Governor's recent Executive Order no longer mandating the wearing of masks outdoors, the Board's input with respect to the expectation for the Market and Dowdy Park would be valued.
  
- **Draft Scope for Estuarine Shoreline Management Plan -** With the Board's endorsement of the scope for the proposed Estuarine Shoreline Management Plan, Staff is working on development of the RFQ/RFP to solicit consultant services to assist in the development of the Plan.
  
- **GIS Platform Update, Phase 1 -** An RFI seeking information on GIS services was released by the Town, also on behalf of the towns of Kill Devil Hills, Kitty Hawk, Southern Shores, and Duck, on March 1, with responses due by March 25. A total of 10 responses were received. Staff from all of the towns are reviewing the responses, and consideration is being given to scheduling interviews/demonstrations with the respondents.

- **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. While staff originally learned that funding under that event was no longer being considered, and that the request may be considered under funding decisions related to Hurricane Dorian, we have now been informed that it is being considered for funding under a separate storm event, DR-4543-NC, associated with severe storms, tornadoes, and flooding that occurred in February 2020.
- 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 and is under review by FEMA. With respect to the acquisition of property, Staff has been informed that previous insurance claims would be subtracted from any potential purchase price, which may make the potential offer price unacceptable to the property owner.
- As noted, the Town's application for the National Endowment for the Arts Our Town Grant to prepare designs for the renovation of the Town's Skate Park was not approved.
- 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.
- Town Staff was notified on April 19, 2021 of its acceptance into 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; the news release may be accessed here <https://www.nagsheadnc.gov/CivicAlerts.aspx?AID=463> A project scoping meeting is scheduled for May 6, 2021.

- 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.
  
- On April 16, 2021, Staff submitted a pre-application for a CAMA Access Grant for improvements to the Epstein Beach Access.

### **Upcoming Meetings and Other Dates**

- Friday, April 30 - Permitting Discussion with DCM Staff
- Tuesday, May 4 - Technical Review Committee Meeting
- Wednesday, May 5 - Board of Commissioners Meeting
- Thursday, May 6 - ETIPP Kickoff and Scoping Meeting
- Monday, May 10 - Planning & Development Department Staff Meeting
- Wednesday, May 12 - Arts & Culture Committee Meeting
- Wednesday, May 12 - NCDOT RP2021-19 Ferry Feasibility Study Meeting
- Thursday, May 13 - Board of Adjustment Meeting
- Tuesday, May 18 - Planning Board Meeting
- Thursday, May 20 - DWMP Advisory Committee Meeting

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

DATE SUBMITTED: April 7, 2021

	Mar-21	Mar-20	Feb-21	2020-2021 FISCAL YTD	2019-2020 FISCAL YTD	FISCAL YEAR INCREASE/ DECREASE
<b>BUILDING PERMITS ISSUED - RESIDENTIAL</b>						
New Single Family	1	2	0	12	7	5
New Single Family, 3000 sf or >	1	0	1	7	5	2
Duplex - New	0	0	0	0	0	0
Sub Total - New Residential	2	2	1	19	12	7
Miscellaneous (Total)	54	64	54	338	333	5
<i>Accessory Structure</i>	6	9	4	37	36	1
<i>Addition</i>	3	3	4	27	15	12
<i>Demolition</i>	0	0	0	3	2	1
<i>Move</i>	0	0	0	0	0	0
<i>Remodel</i>	12	7	19	102	70	32
<i>Repair</i>	33	45	27	169	210	(41)
<b>Total Residential</b>	<b>56</b>	<b>66</b>	<b>55</b>	<b>357</b>	<b>345</b>	<b>12</b>
<b>BUILDING PERMITS ISSUED - COMMERCIAL</b>						
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	2	(2)
Subtotal - New Commercial	0	1	0	0	2	(2)
Miscellaneous (Total)	7	9	12	62	68	(6)
<i>Accessory Structure</i>	2	3	3	22	17	5
<i>Addition</i>	0	0	0	0	0	0
<i>Demolition</i>	0	1	0	1	4	(3)
<i>Move</i>	0	0	0	0	0	0
<i>Remodel</i>	2	3	5	15	21	(6)
<i>Repair</i>	3	2	4	24	26	(2)
<b>Total Commercial</b>	<b>7</b>	<b>10</b>	<b>12</b>	<b>62</b>	<b>70</b>	<b>(8)</b>
<b>Grand Total</b>	<b>63</b>	<b>76</b>	<b>67</b>	<b>419</b>	<b>415</b>	<b>4</b>
<b>SUB-CONTRACTOR PERMITS</b>						
Electrical	65	40	35	357	340	17
Gas	3	3	3	23	17	6
Mechanical	56	30	23	280	251	29
Plumbing	5	9	4	66	66	0
Sprinkler	0	0	0	3	1	2
<b>VALUE</b>						
New Single Family	\$250,000	\$572,000	\$0	\$3,997,336	\$1,864,797	\$2,132,539
New Single Family, 3000 sf or >	\$1,340,000	\$0	\$1,250,000	\$5,165,000	\$3,832,561	\$1,332,439
Duplex - New	\$0	\$0	\$0	\$0	\$0	\$0
Misc (Total Residential)	\$966,574	\$1,242,053	\$1,422,469	\$8,940,025	\$7,742,589	\$1,197,436
<b>Sub Total Residential</b>	<b>\$2,556,574</b>	<b>\$1,814,053</b>	<b>\$2,672,469</b>	<b>\$18,102,361</b>	<b>\$13,439,947</b>	<b>\$4,662,414</b>
Multi-Family - New	\$0	\$0	\$0	\$0	\$0	\$0
Motel/Hotel - New	\$0	\$0	\$0	\$0	\$0	\$0
Business/Govt/Other - New	\$0	\$650,000	\$0	\$0	\$1,030,000	(\$1,030,000)
Misc (Total Commercial)	\$183,019	\$497,155	\$389,889	\$1,780,494	\$3,011,897	(\$1,231,403)
<b>Sub Total Commercial</b>	<b>\$183,019</b>	<b>\$1,147,155</b>	<b>\$389,889</b>	<b>\$1,780,494</b>	<b>\$4,041,897</b>	<b>(\$2,261,403)</b>
<b>Grand Total</b>	<b>\$2,739,593</b>	<b>\$2,961,208</b>	<b>\$3,062,358</b>	<b>\$19,882,855</b>	<b>\$17,481,844</b>	<b>\$2,401,011</b>

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

DATE SUBMITTED: April 7, 2021

	Mar-21	Mar-20	Feb-21	2020-2021 FISCAL YTD	2019-2020 FISCAL YTD	FISCAL YEAR INCREASE/ DECREASE
<b>ZONING</b>						
Zoning Permits	74	45	62	322	238	84
<b>CAMA</b>						
CAMA LPO Permits	5	0	3	25	27	(2)
CAMA LPO Exemptions	9	22	5	45	90	0
Sand Relocations	28	86	27	89	97	N/A
<b>CODE COMPLIANCE</b>						
CCO Inspections	68	124	50	526	717	(191)
Cases Investigated	33	9	37	317	286	31
Warnings	10	3	12	99	50	49
NOVs Issued	23	5	25	219	233	(14)
Civil Citations (#)	10	0	8	49	1	48
Civil Citations (\$)	\$52,500	\$0	\$42,000	\$251,500	\$0	\$251,500
<b>SEPTIC HEALTH</b>						
Tanks inspected	8	18	0	137	114	23
Tanks pumped	12	5	6	70	22	48
Water quality sites tested	23	0	0	115	112	3
Personnel Hours in Training/School	4	29	7	136	148	(12)




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Michael D. Zehner, Director of Planning & Development

# Planning & Development Department and Septic Health FY2021-2022 Strategic Work Plan

## Activity Categories

- Community Character
- Sustainability & Resiliency
- Economic & Cultural Development
- Hazard & Emergency Planning
- Responsive & Transparent Government

## Current FY Projects

*\*Indicates projects expected to be completed in the current Fiscal Year  
~~Strike through~~ indicates projects completed*

- Skate Park Renovation; Phase 1, Assessment of Preferences (Pre-Planning)\*
- Dune Vegetation Cost-Share Program\*
- CAMA Land Use Plan Update\*
- ~~Art Mast Project~~
- Islington Street Beach Access\*
- ~~Weather Station Installation~~
- ~~Soundside Tidal/Flood Gauges~~
- GIS Platform Update, Phase 1\*
- ~~Hotels in the CR (fka Legacy Establishments/Structures)~~
- Land Use & Policy Regulation Review - UDO Update for 160D, Review of Residential Stormwater Regulations, Update of Sign Ordinance, UDO Cleanup\*
- LID Stormwater Demonstration Project
- Town Workforce Housing (fka Workforce Housing)
- UDO Reference Manual & Permitting Workflow Development
- Decentralized Wastewater Master Plan Update
- Estuarine Shoreline Management Plan
- Electric Vehicles Action Plan

## FY21-22 Projects

- Skate Park Renovation; Phase 2, Design & Construction
- Fitness-Focused Enhancements at Dowdy Park (Biba Interactive Playground and multi-generational opportunities)
- Development of Complete Streets Policy
- CAMA Access Grant - Epstein Street
- Workforce Shuttle/Transportation Coordination
- Develop Business Retention & Succession Resources
- NC Resilient Coastal Communities - Phases 1 & 2
- Records Management & Digitization, Phase 1 - Planning
- Whalebone Park; Phase 1 - Planning
- Emergency Operations Plan Update
- GIS Platform Update, Phase 2
- Implementation of Estuarine Shoreline Management Plan
- Renewable Energy & Energy Efficiency Planning - ETIPP & AIA Activate

## Future Projects

- Art Mast Project - Phase 2
- Implementation of Estuarine Shoreline Master Plan
- Whalebone Park; Phase 2 - Construction
- CAMA Access Grant
- NC Resilient Coastal Communities - Phases 3 & 4
- Wayfinding & Branding Plan
- Records Management & Digitization, Phase 2 - Implementation
- Watershed Plan