



MEMORANDUM

Town of Nags Head

Planning & Development Department

To: Board of Commissioners
Planning Board

From: Michael Zehner, Director of Planning & Development

Date: July 28 30, 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 August 4, 2021.

Monthly Activity Report

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

- Wednesday, June 2 - Board of Commissioners Meeting
- Thursday, June 3 - Farmer's Market
- Friday, June 4 - CSI Student Orientation
- Monday, June 7 - Housing Discussion with Hospital
- Tuesday, June 8 - ETIPP Foundations of Resilience Workshop
- Wednesday, June 9 - Committee for Arts & Culture Meeting
- Thursday, June 10 - Farmer's Market
- Thursday, June 10 - Board of Adjustment Meeting
- Monday, June 14 - Planning & Development Department Staff Meeting
- Tuesday, June 15 - Planning Board Meeting
- Wednesday, June 16 - Board of Commissioners Meeting
- Thursday, June 17 - Farmer's Market
- Thursday, June 17 - DWMP Advisory Committee Meeting
- Wednesday, June 23 - ETIPP Project Scoping Meeting
- Thursday, June 24 - Farmer's Market
- Wednesday, June 30 - Damage Assessment Prep Meeting
- Wednesday, June 30 - Staff Transportation/Traffic "Committee" Meeting

Report on Permitting - 4th Quarter FY20-21

Please find attached an updated report to include the 4th Quarter of FY20-21 (April 2021 through June 2021).

Dowdy Park Events

In addition to the weekly Farmer's Market on Thursdays, through September 9, 2021, Staff is working to plan the following activities and events for the Park:

- Yoga classes will be starting on August 3, with plans to continue to mid-October. Classes are sponsored by Village Realty and will be held on Tuesdays at 7:30am
- Bands are being booked to perform on Wednesdays, August 4 to September 2, from 6:30pm to 8:00pm.
- Staff is evaluating whether funds are available to hold two Friday-night movies in September and October. Sponsorship may be an option if the Board is amenable.
- The following are the scheduled dates for the Holiday Market
 - Saturday, November 13, 9am-12pm
 - Saturday, November 27, 9am-12pm
 - Thursday, December 2, 3pm-6pm
 - Saturday, December 11, 9am-12pm

Planning Board - Pending Applications and Discussions

The Planning Board's most recent meeting was held on July 20, 2021 and included consideration of an SED-80 Zoning District Site Plan for 468 W. Villa Dunes Drive, a text amendment allowing temporary accommodations for outdoor dining, adoption of the Town of Nags Head CAMA Land Use Plan, and a text amendment to the Unified Development Ordinance pertaining to lot coverage associated with recycling dumpsters; additionally, the Board discussed the potential Phase 1 project for Whalebone Park.

The Board's next meeting is scheduled for August 17, 2021. At this time, the agenda is expected to include continued discussion regarding the amendments to allow temporary accommodations for outdoor dining. 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 July meeting to the August meeting; however, further continuance requests are not unanticipated.

Additional Updates

- **Decentralized Wastewater Management Plan** - To this point, four meetings have been held with the project Advisory Committee. Much of the work has involved the collection of relevant data and information, the identification of stakeholders, and the development of an engagement plan. The next meeting of the Committee is scheduled for August 19, and is expected to include a focused discussion on data priorities and goals, as well as interviews with selected stakeholders. Between now and the August meeting, Staff and the consultant expect to finalize the engagement plan and the draft mission statement, vision,

values, and goals with input from the Committee, and schedule stakeholder interviews, to be scheduled around the August 19 Committee meeting.

- **Estuarine Shoreline Management Plan** - Nine (9) responses were received to the Town's RFQ seeking a consultant for development of an Estuarine Shoreline Management Plan. A Staff evaluation committee, with input from CSI partners, will be meeting on July 28 to determine whether to select respondents for interviews. Additionally, Staff is actively seeking volunteers (until August 4) to serve on an advisory/steering committee for the project.
- **CAMA Land Use Plan Update** - The Planning Board recommended approval of the draft CAMA Land Use Plan at their July 20, 2021 meeting. Included on the August 4, 2021 agenda for the Board of Commissioners is a request to schedule a public hearing for the Board's September 1, 2021 meeting.
- **Electric Vehicles Action Plan** - There has been no update since the last Director's Report. As previously noted, Staff has received interest from Duke University in having students from the Nicholas School of the Environment's two-year professional Master of Environmental Management (MEM) work on this project. Staff held a preliminary discussion with the Planning Board on the potential scope for the project, and a subsequent discussion to present the outline of the project prepared by Timothy L. Johnson, Ph.D., Associate Dean for Professional Programs and Chair of the Master of Environmental Management Energy and Environment Program. Staff believes there is consensus on the project between the Town and Duke University, and anticipates that 3 Masters students will be assigned to the project in the Fall Semester.
- **Level 2 Charger** - There has been no update since the last Director's Report. Staff continues to consider opportunities and with vendors to source a charger for location on Town property through a "host" arrangement. Additionally, Staff expects that resources or options may be identified through the EV Action Plan.
- **LID Manual; Review of Residential Stormwater Regulations** - As directed by the Board of Commissioners, Staff has contacted representatives of the Outer Banks Home Builders Association to request a meeting to discuss the LID Manual and the Town's residential stormwater regulations. Staff has suggested that this meeting be held prior to scheduling a further discussion with the Planning Board.
- **GIS Platform Update, Phase 1** - There has been no update since the last Director's Report. Interviews with the respondents to the RFI seeking information on GIS services were conducted between May 17 and May 28. Staff is considering how to proceed, primarily whether to seek out an official assessment of the Town's GIS needs or some other related action. Phase 1 is essentially complete.
- **ETIPP Project/Program** - A final project scope was approved on July 23, 2021. The technical assistance component is expected to begin shortly.

- **NC AIA Activate Technical Assistance** - A kickoff and project scoping meeting was held with project partners on June 18, 2021 and a follow up meeting was held on July 20, 2021. The focus to this point has been on stakeholder and public engagement plans.
- **Flood/Tide Gauges** - Three gauges have been installed in the Town, one in the Village, one at Jennette's Pier, and another at on Little Bridge. Staff is waiting for direction from the vendor before publicizing the gauges.
- **LID Stormwater Demonstration Project** - There has been no update since the last Director's Report. 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. Staff is waiting on direction from the District regarding design before initiating installation.
- **Whalebone Park; Phase 1 - Planning** - Staff is working to develop a scope for this project, and has conducted a site visit with the members of the Committee for Arts & Culture, and has a scheduled site visit with the members of the Planning Board.
- **LED Conversion of Streetlights; Amber Streetlight Demo** - Included on the Board of Commissioners' agenda for August 4, 2021 as a separate agenda item to seek the Board's feedback and direction with respect to LED fixture specifications and a potential demonstration of amber lights.
- **Town Workforce Housing Study & Plan; Seasonal Workforce Housing RFI** - Three (3) responses were received to the Town's RFI for Solutions for Town Seasonal-Employee Housing Needs. The Board determined that no action with respect to the responses would be taken at this time. The Town Staff committee will determine whether additional actions are recommended.
- **Sign Ordinance Update Project** - Based on direction from the Board of Commissioners, Staff will not pursue update of the Town's Sign Ordinance at this time.
- **Grants and Assistance**
 - There has been no update since the last Director's Report. 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.

- There has been no update since the last Director's Report. 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.

- On April 16, 2021, Staff submitted a pre-application for a CAMA Access Grant for improvements to the Epstein Beach Access. The Town was notified on May 13, 2021 that it was invited to submit a Final Application for the Epstein Street Public Beach Access, due by August 16, 2021. The requisite public hearing on the application will be held at the Board of Commissioners' August 4, 2021 meeting.

Upcoming Meetings and Other Dates

- Thursday, July 29 - Farmer's Market
- Wednesday, August 4 - Board of Commissioners Meeting
- Thursday, August 5 - Farmer's Market
- Thursday, August 5 - Damage Assessment Prep Meeting
- Tuesday, August 10 - Whalebone Park Site Visit with Planning Board
- Wednesday, August 11 - Committee for Arts & Culture Meeting
- Thursday, August 12 - Farmer's Market
- Thursday, August 12 - Board of Adjustment Meeting
- Monday, August 16 - Planning & Development Department Staff Meeting
- Tuesday, August 17 - Planning Board Meeting
- Thursday, August 19 - Farmer's Market
- Thursday, August 19 - DWMP Advisory Committee Meeting
- Thursday, August 26 - Farmer's Market

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


DATE SUBMITTED: July 7, 2021

	Jun-21	Jun-20	May-21	2020-2021 FISCAL YEAR	2019-2020 FISCAL YEAR	FISCAL YEAR INCREASE/ DECREASE
BUILDING PERMITS ISSUED - RESIDENTIAL						
New Single Family	1	0	2	15	7	8
New Single Family, 3000 sf or >	1	0	1	9	6	3
Duplex - New	0	0	0	0	0	0
Sub Total - New Residential	2	0	3	24	13	11
Miscellaneous (Total)	27	40	29	431	437	(6)
<i>Accessory Structure</i>	2	5	4	51	46	5
<i>Addition</i>	1	0	0	29	17	12
<i>Demolition</i>	1	0	2	7	2	5
<i>Move</i>	0	0	0	0	0	0
<i>Remodel</i>	13	11	11	132	98	34
<i>Repair</i>	10	24	12	212	274	(62)
Total Residential	29	40	32	455	450	5
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	0	2	(2)
Subtotal - New Commercial	0	0	0	0	2	(2)
Miscellaneous (Total)	5	3	6	84	80	4
<i>Accessory Structure</i>	2	0	1	31	19	12
<i>Addition</i>	0	0	0	0	0	0
<i>Demolition</i>	0	0	0	1	4	(3)
<i>Move</i>	0	0	0	0	0	0
<i>Remodel</i>	3	2	4	24	27	(3)
<i>Repair</i>	0	1	1	28	30	(2)
Total Commercial	5	3	6	84	82	2
Grand Total	34	43	38	539	532	7
SUB-CONTRACTOR PERMITS						
Electrical	75	25	78	545	424	121
Gas	6	1	5	37	21	16
Mechanical	68	40	59	443	373	70
Plumbing	10	3	8	96	92	4
Fire Sprinkler	0	0	0	3	3	0
VALUE						
New Single Family	\$200,000	\$0	\$807,093	\$5,004,429	\$1,864,797	\$3,139,632
New Single Family, 3000 sf or >	\$1,080,000	\$0	\$835,535	\$7,080,535	\$3,982,561	\$3,097,974
Duplex - New	\$0	\$0	\$0	\$0	\$0	\$0
Misc (Total Residential)	\$546,568	\$573,689	\$591,001	\$10,626,123	\$9,346,153	\$1,279,970
Sub Total Residential	\$1,826,568	\$573,689	\$2,233,629	\$22,711,087	\$15,193,511	\$7,517,576
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	\$0	\$1,030,000	(\$1,030,000)
Misc (Total Commercial)	\$1,439,654	\$474,000	\$65,208	\$3,486,589	\$4,169,726	(\$683,137)
Sub Total Commercial	\$1,439,654	\$474,000	\$65,208	\$3,486,589	\$5,199,726	(\$1,713,137)
Grand Total	\$3,266,222	\$1,047,689	\$2,298,837	\$26,197,676	\$20,393,237	\$5,804,439

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

DATE SUBMITTED: July 7, 2021

	Jun-21	Jun-20	May-21	2020-2021 FISCAL YEAR	2019-2020 FISCAL YEAR	FISCAL YEAR INCREASE/ DECREASE
ZONING						
Zoning Permits	33	23	56	463	309	154
CAMA						
CAMA LPO Permits	2	1	4	31	30	1
CAMA LPO Exemptions	4	13	4	60	116	0
Sand Relocations	0	0	0	117	143	N/A
CODE COMPLIANCE						
CCO Inspections	157	68	117	883	774	109
Cases Investigated	80	25	60	496	173	323
Warnings	15	10	9	137	236	(99)
NOVs Issued	62	15	51	357	95	262
Civil Citations (#)	11	0	10	78	0	78
Civil Citations (\$)	\$54,700	\$0	\$52,500	\$410,700	\$0	\$410,700
SEPTIC HEALTH						
Tanks inspected	0	0	27	171	40	131
Tanks pumped	4	3	7	94	132	(38)
Water quality sites tested	69	46	23	230	259	(29)
Personnel Hours in Training/School	9	38	8	181	115	66



Michael D. Zehner, Director of Planning & Development



Report on Planning and Development Department Permitting Processes

FY20-21 – 4th Quarter (April '21 – June '21)

August 4, 2021

Board of Commissioners Meeting

Report on Planning and Development Department Permitting Processes

FY20-21 4th Quarter

- 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>
 - Permitting staff met with Bill News, Chief Building Code Official for Currituck County, to review use of Munis, and specially online permitting modules

Report on Planning and Development Department Permitting Processes

FY20-21 4th Quarter

- Completed/Instituted – Since January 2019, continued
 - 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
 - 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

Report on Planning and Development Department Permitting Processes

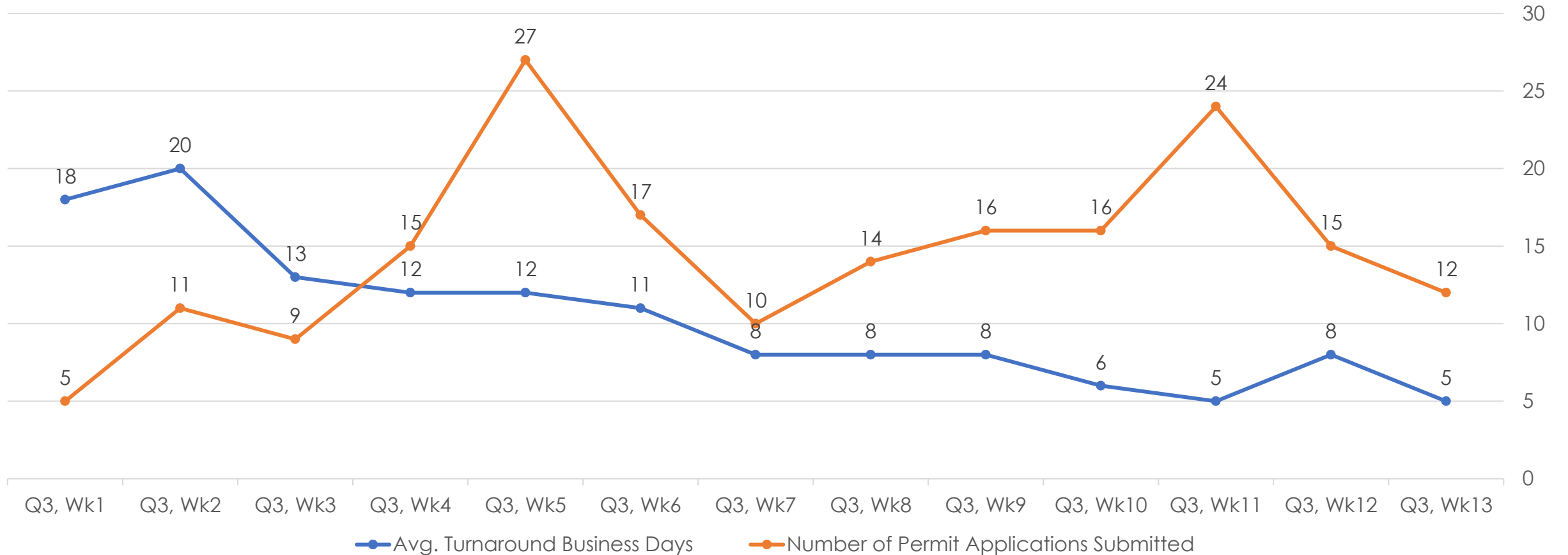
FY20-21 4th Quarter

- Completed/Instituted – New items since November 2020
 - Update Munis platform and permits for new F.I.R.M. and CRS
- 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 4th Quarter

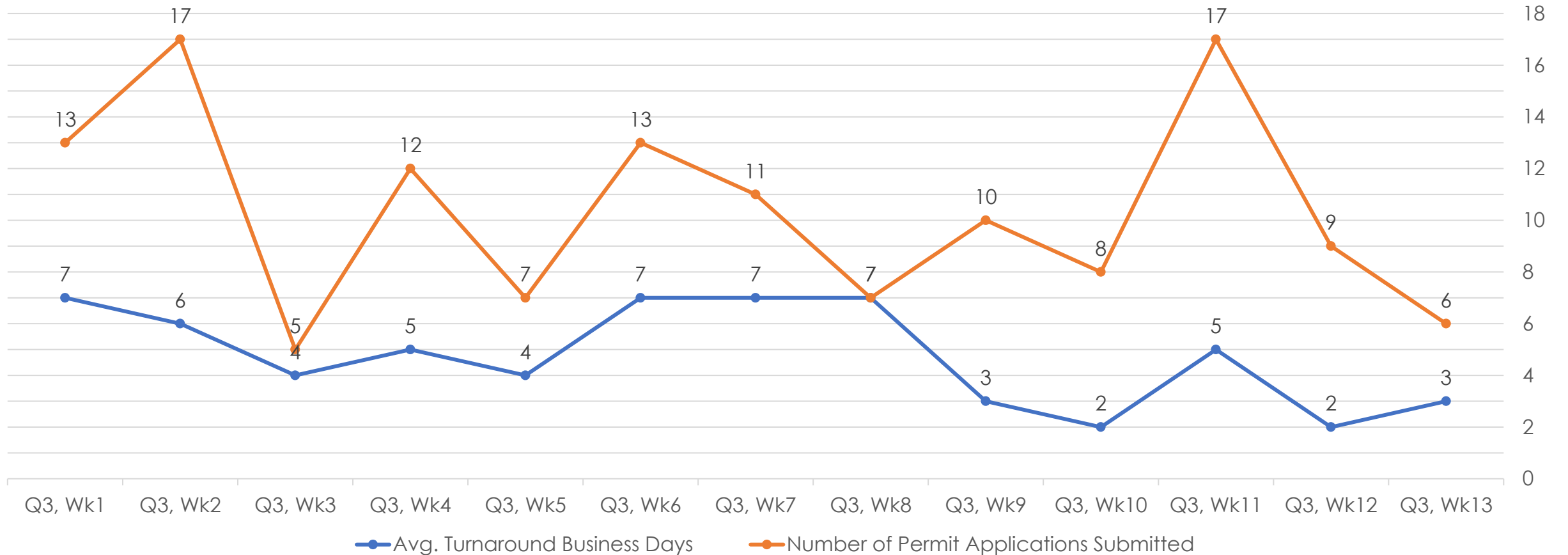
FY18-19, 3rd Quarter - Permits Applied & Turnaround
191 Permit Applications Submitted; 8.89 Days Avg. Turnaround



Report on Planning and Development Department Permitting Processes

FY20-21 4th Quarter

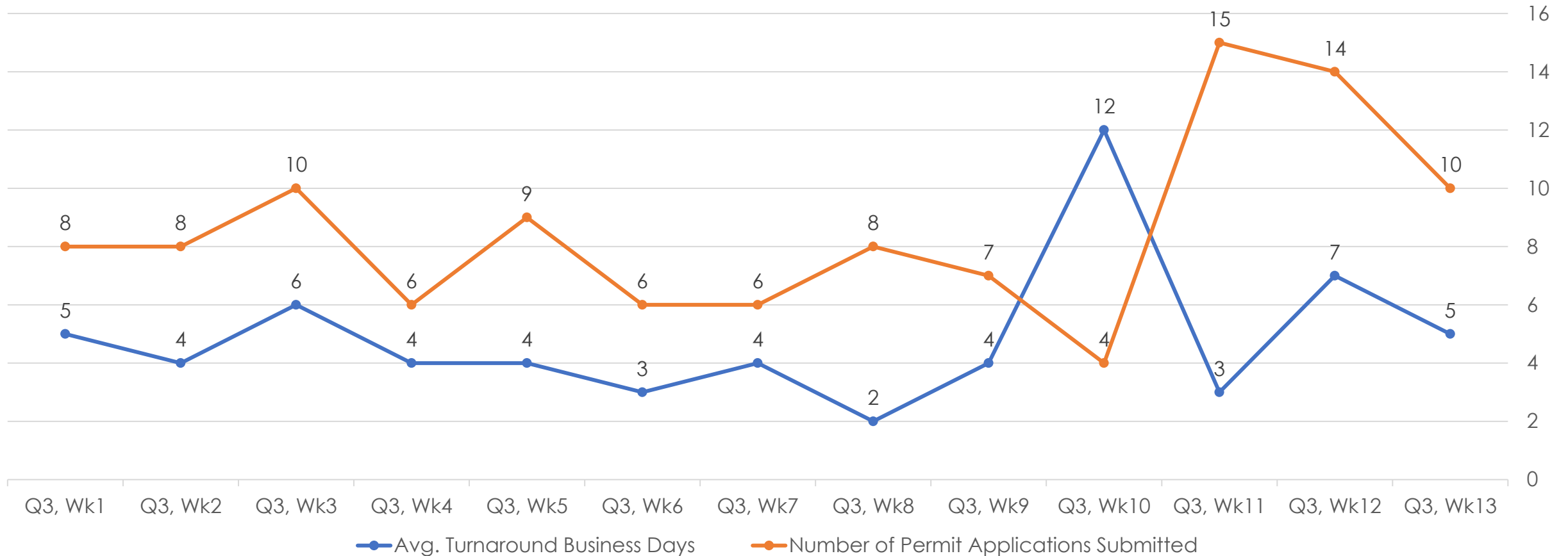
FY18-19, 4th Quarter - Permits Applied & Turnaround
136 Permit Applications Submitted; 5.11 Days Avg. Turnaround



Report on Planning and Development Department Permitting Processes

FY20-21 4th Quarter

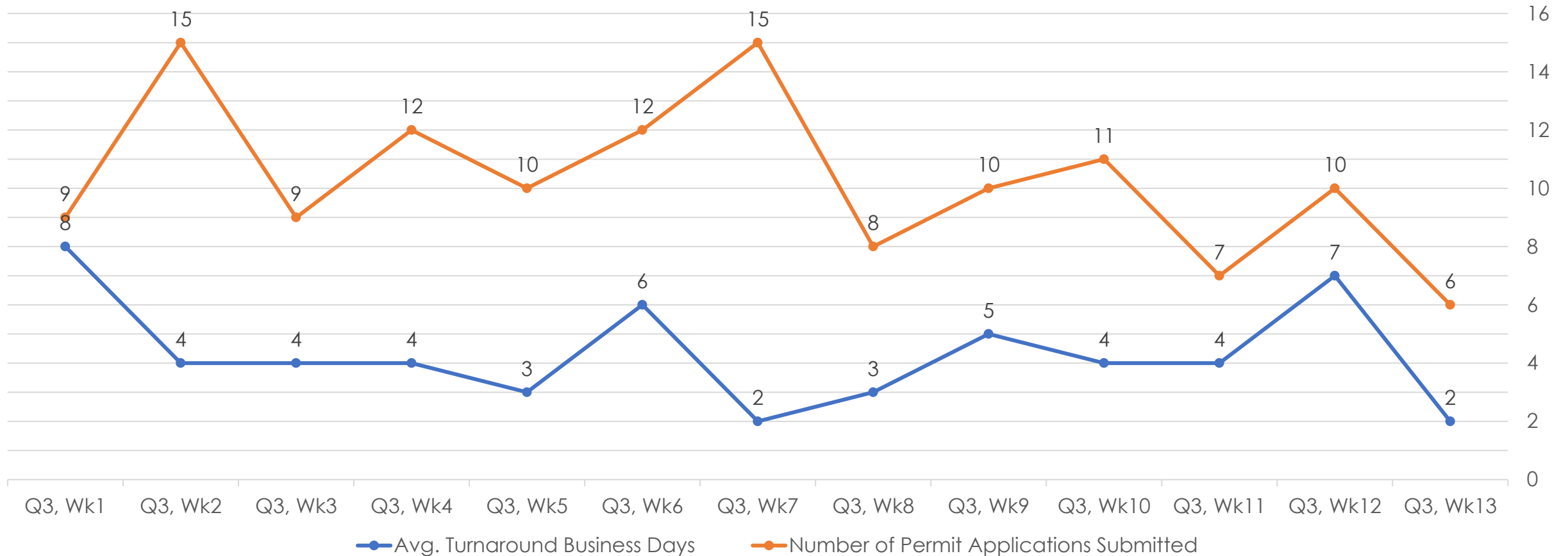
FY19-20, 1st Quarter - Permits Applied & Turnaround
111 Permit Applications Submitted; 4.72 Days Avg. Turnaround



Report on Planning and Development Department Permitting Processes

FY20-21 4th Quarter

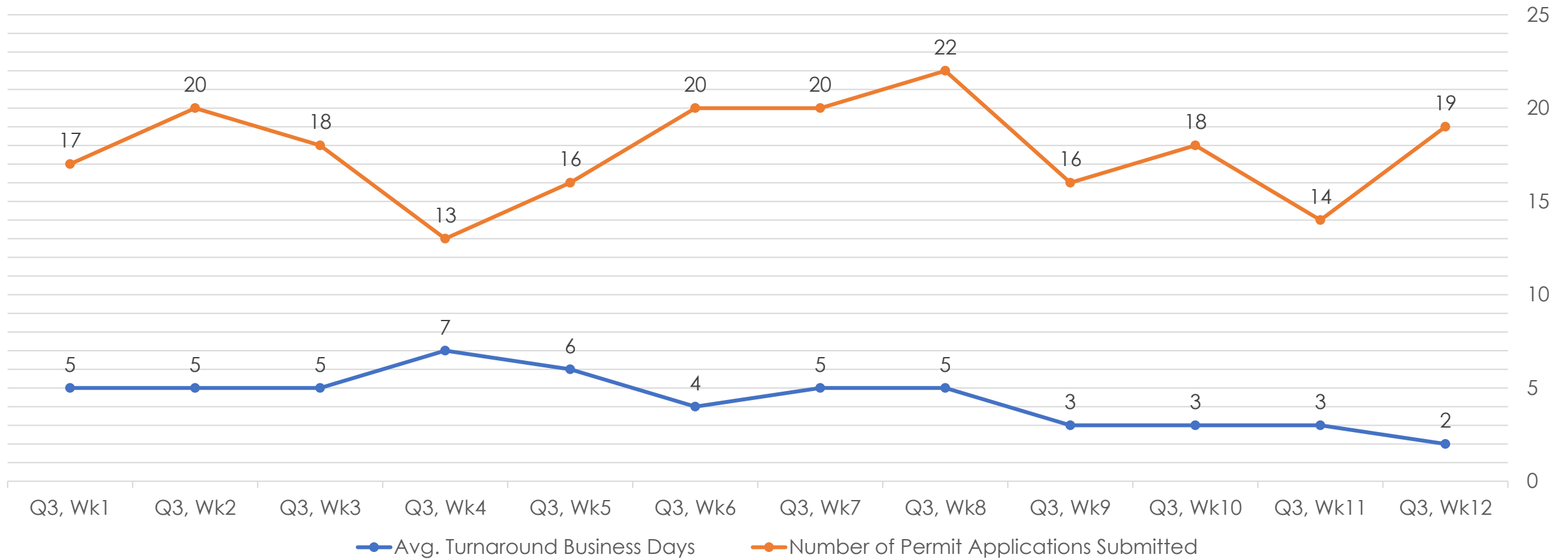
FY19-20, 2nd Quarter - Permits Applied & Turnaround
134 Permit Applications Submitted; 4.23 Days Avg. Turnaround



Report on Planning and Development Department Permitting Processes

FY20-21 4th Quarter

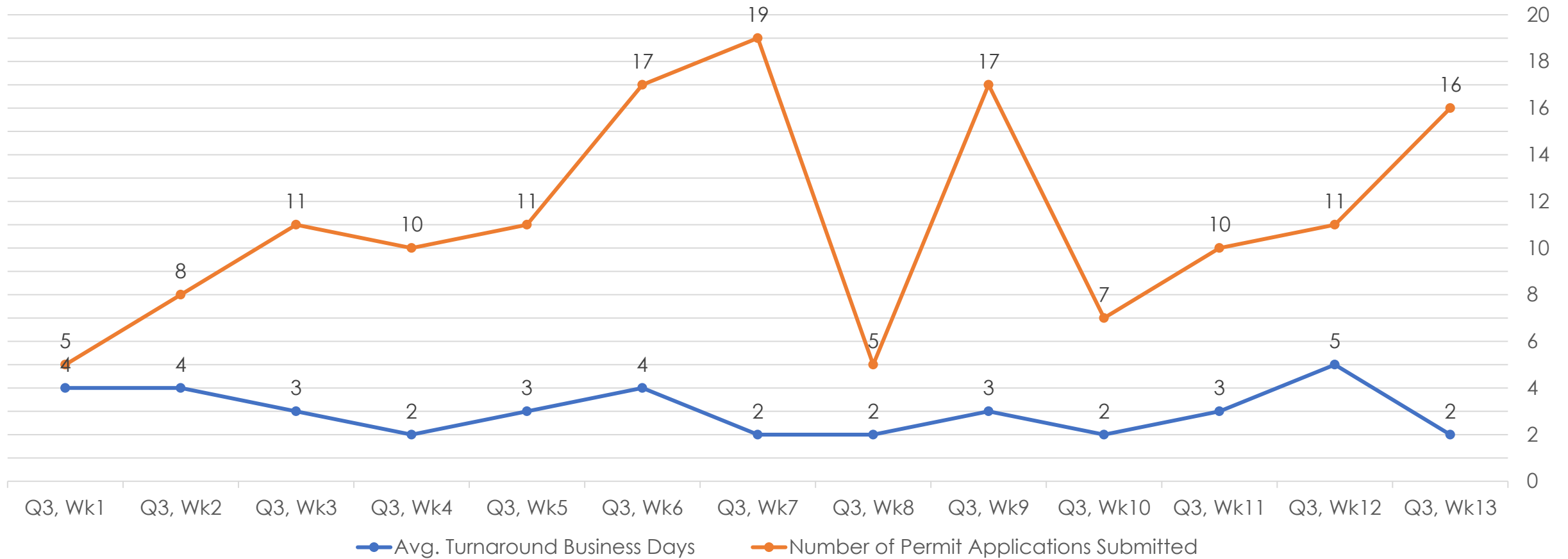
FY19-20, 3rd Quarter - Permits Applied & Turnaround
213 Permit Applications Submitted; 4.19 Days Avg. Turnaround



Report on Planning and Development Department Permitting Processes

FY20-21 4th Quarter

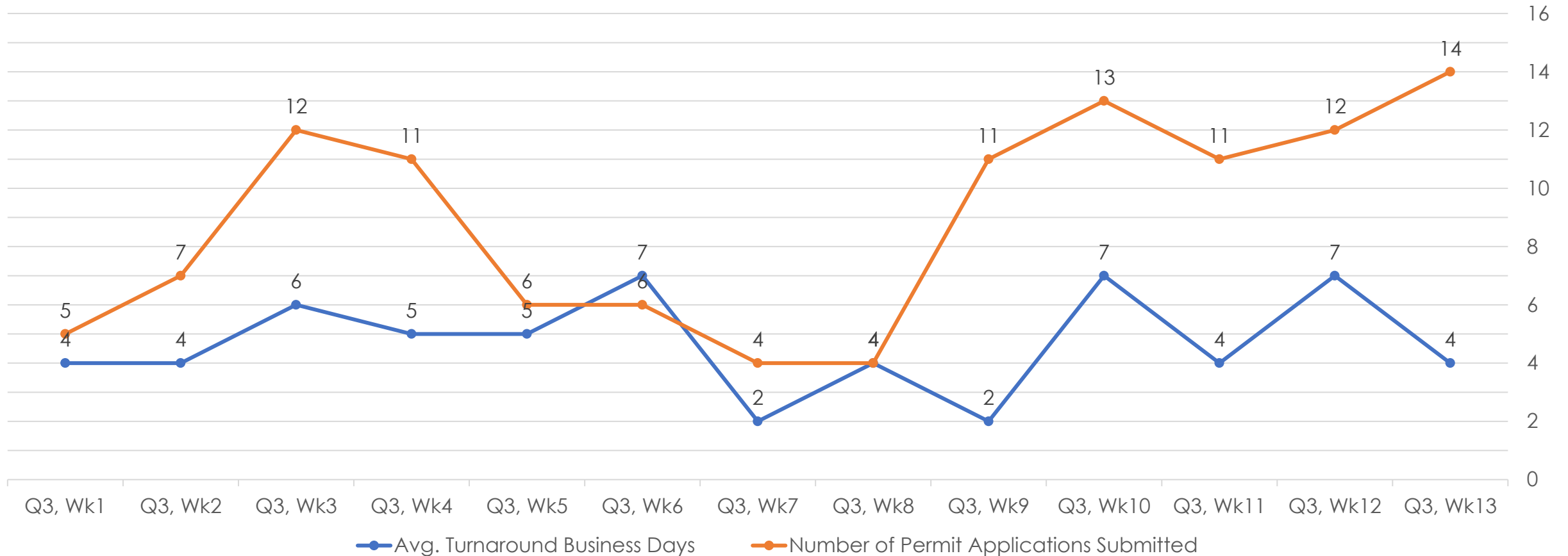
FY19-20, 4th Quarter - Permits Applied & Turnaround
147 Permit Applications Submitted; 2.95 Days Avg. Turnaround



Report on Planning and Development Department Permitting Processes

FY20-21 4th Quarter

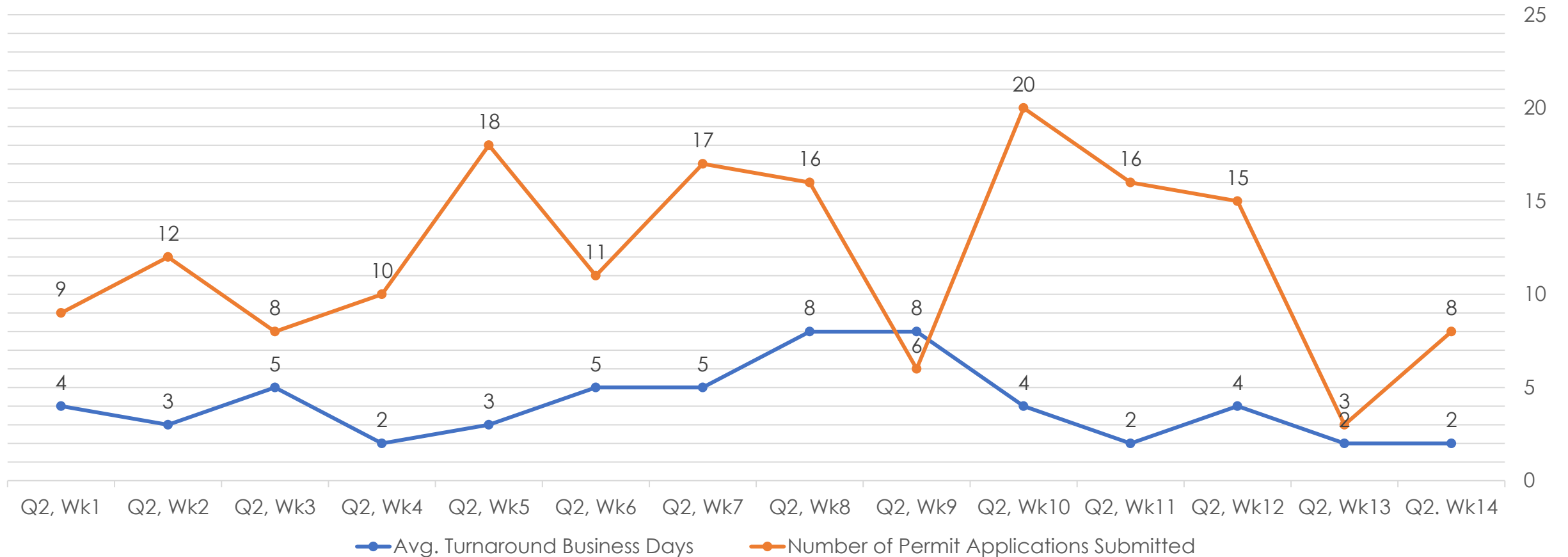
FY20-21, 1st Quarter - Permits Applied & Turnaround
116 Permit Applications Submitted; 4.99 Days Avg. Turnaround



Report on Planning and Development Department Permitting Processes

FY20-21 4th Quarter

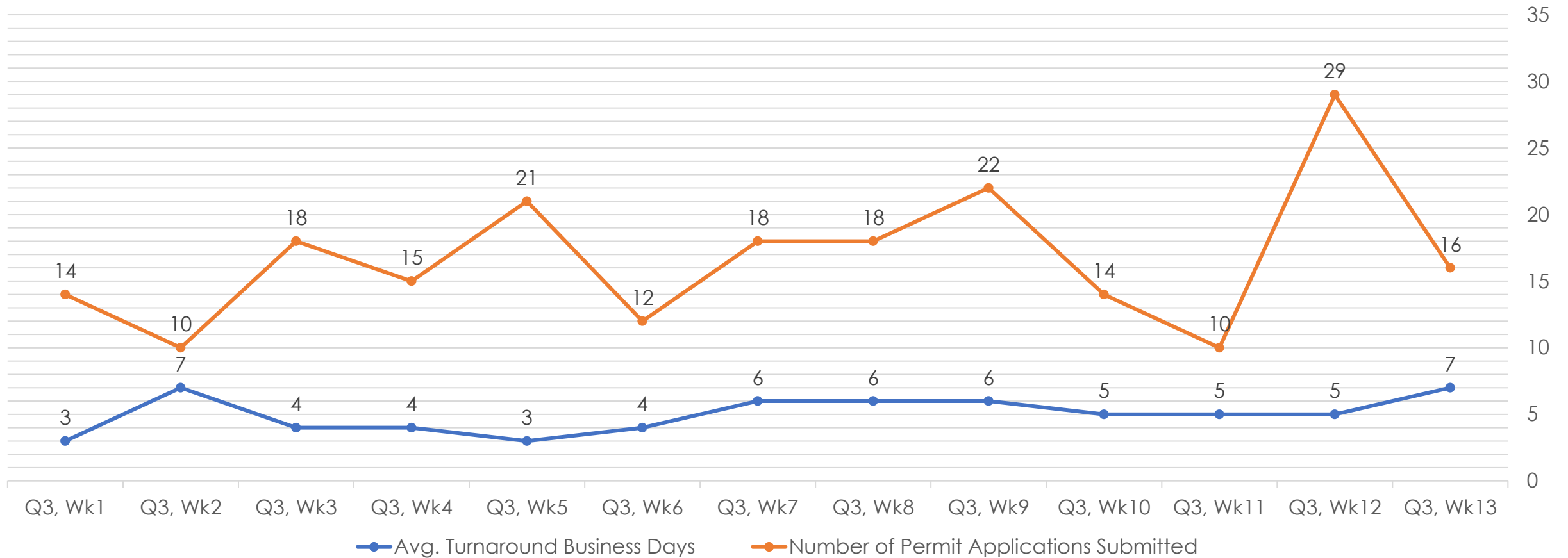
FY20-21, 2nd Quarter - Permits Applied & Turnaround
169 Permit Applications Submitted; 4.00 Days Avg. Turnaround



Report on Planning and Development Department Permitting Processes

FY20-21 4th Quarter

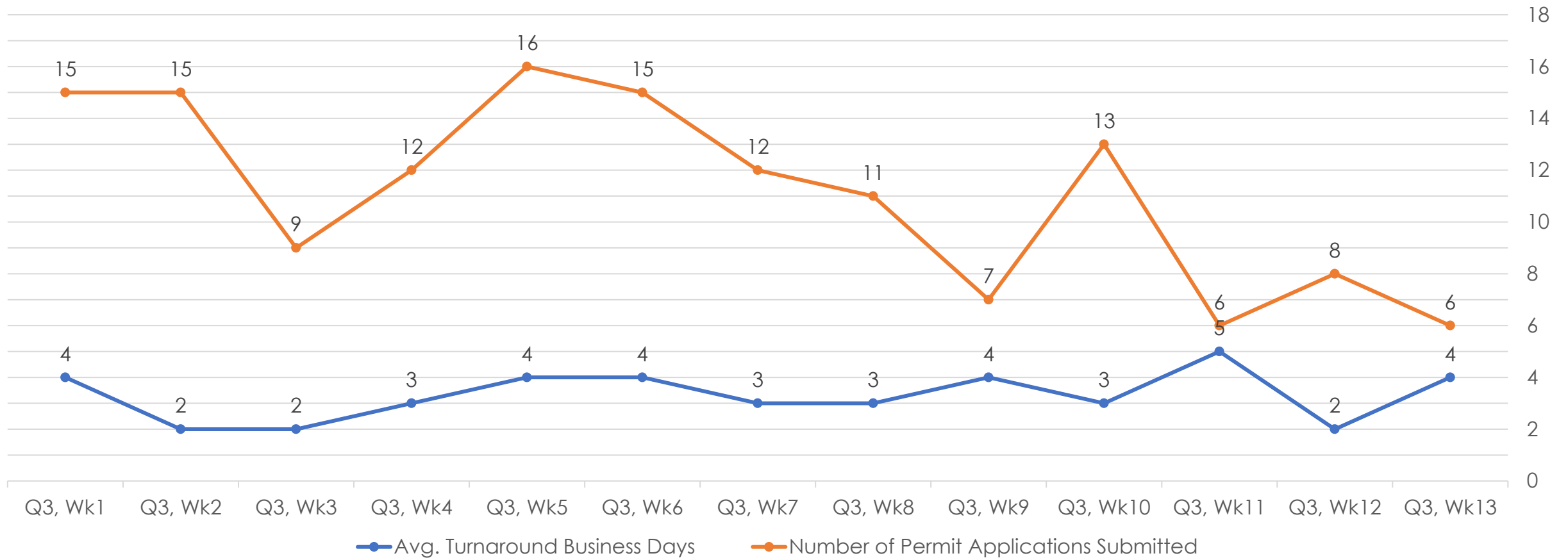
FY20-21, 3rd Quarter - Permits Applied & Turnaround
217 Permit Applications Submitted; 4.81 Days Avg. Turnaround



Report on Planning and Development Department Permitting Processes

FY20-21 4th Quarter

FY20-21, 4th Quarter - Permits Applied & Turnaround
145 Permit Applications Submitted; 3.37 Days Avg. Turnaround



Report on Planning and Development Department Permitting Processes

FY20-21 4th Quarter

	FY18-19/FY19-20/FY20-21 3 rd Quarter	FY18-19/FY19-20/FY20-21 4 th Quarter	FY19-20/FY20-21 1 st Quarter	FY19-20 FY20-21 2 nd Quarter
Total Number of Permits	191/213/217	136/147/145	111/116	134/169
Avg. Turnaround	8.89/4.19/4.81 days	5.11/2.95/3.37 days	4.72/4.99 days	4.23/4.00 days
Residential Projects				
Total Number of Permits	164/182/186	102/135/124	91/95	116/155
Avg. Turnaround	8.68/4.00/5.12 days	4.97/2.80/3.22 days	4.21/5.38 days	4.16/4.03 days
Commercial Projects				
Total Number of Permits	27/31/31	34/12/21	20/21	18/14
Avg. Turnaround	10.25/5.19/3.91 days	5.38/4.58/4.29 days	6.90 days/3.24 days	3.83/3.64 days