



# MEMORANDUM

## Town of Nags Head

### Planning & Development Department

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To: Board of Commissioners  
Planning Board

From: Kelly Wyatt, Planning Director

Date: March 30, 2022

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 April 6, 2022.

#### Monthly Activity Report

Attached for the Board's review is the *Planning and Development Monthly Report for February 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, February 28<sup>th</sup> – Grant training
- Week of March 1<sup>st</sup> – Discuss Town's energy related projects with Dominion.
- Wednesday, March 2<sup>nd</sup> – Board of Commissioners Meeting
- Thursday, March 3<sup>rd</sup> - OBX CRS Users Group
- Thursday, March 3<sup>rd</sup> – Whalebone Park Public Meeting
- Monday, March 7<sup>th</sup> – Estuarine Shoreline Mgmt. Meeting – AC Meeting # 2
- Tuesday, March 8<sup>th</sup> – Meeting with Brittany Shipp re: Whalebone Park PARTF
- Wednesday, March 9<sup>th</sup> – Committee for Art and Culture Meeting
- Thursday, March 10<sup>th</sup> – Energy and Resiliency Project Meetings
- Friday, March 11<sup>th</sup> – EV Action Plan Meeting
- Tuesday, March 15<sup>th</sup> – Planning Board Meeting
- Wednesday, March 23<sup>rd</sup> – Present DWMP at WRRRI
- Friday, March 25<sup>th</sup> – EV Action Plan Meeting

#### Planning Board - Pending Applications and Discussions

The Planning Board's most recent meeting was held on March 15, 2022 and included a presentation of the Whalebone Park Conceptual Designs and update on the input received via the Public Meeting held on March 3<sup>rd</sup>, discussion of the current regulations pertaining to tree removal and preservation within the Unified Development Ordinance, and an update on the Resilient Coastal Communities Program.

The Planning Board's next meeting is scheduled for April 19, 2022. At this time, the agenda is expected to include a UDO text amendment request to increase the habitable space allowed for each dwelling unit within a conforming cottage court, continued

discussion of existing town ordinances regarding the regulation of tree removal and tree protection and any desire to enhance or better clarify that language, as well as updates on the Resilient Coastal Communities Program and the EV Action Plan.

### **Board of Adjustment – Pending Applications**

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

### **Additional Updates**

- **Decentralized Wastewater Management Plan** –The Board of Commissioners received a presentation of the Draft DWMP at their March 2<sup>nd</sup>, 2022 meeting, along with a hard copy and digital version for their review. Staff and Tetra Tech Representative, Holly Miller will be available at the Board of Commissioners April 6<sup>th</sup> meeting to accept any comments, respond to questions, receive any feedback, etc. Adoption of the DWMP is anticipated for the Board of Commissioners May 4<sup>th</sup> meeting. No Advisory Committee meetings are scheduled at this time. The project website can be accessed [HERE](#).
  
- **Estuarine Shoreline Management Plan** – The Estuarine Shoreline Management Plan (ESMP) Advisory Committee met on Monday, March 7<sup>th</sup>. The Committee heard updates from the consultant on the engineering completed to date and the consultant informed the group that there are three components to the Engineering Report. They are the Wave Energy Model (WeMo), a Digital Shoreline Analysis System, and the field and remote categorization of shoreline character (e.g., wood bulkhead vs. marsh). These three elements will be used to generate a coherent scheme to characterize the entire shoreline based on typologies. From there, a technical approach will narrow down 10 potential project areas, from which 3 final project sites will be selected for concept-level development with opinion of cost. The consultant conveyed that while the prioritization will be based on a technical analysis, stakeholder values will also play a role in the prioritization. Both the committee and the community at large will be invited to participate in a survey to identify values that are important to consider in project prioritization. The survey will help us understand how and where respondents access the shoreline, how they utilize the shoreline, what are the critical needs that should be prioritized for public access, what is the level of concern for management issues along the shoreline, what benefits of the shoreline are most important, and if/how the shoreline needs/should be protected. Understanding these values will inform the project areas and conceptual designs. The consultant invited the committee to provide feedback on the survey. Currently, staff is working with the consultant to update the survey based on the feedback received from the committee. This the first of two surveys for the project and the consultant aims to launch the first survey in early April. The presentation from the meeting and other project materials can be viewed on the project website here- <https://nagsheadnc.gov/1057/Estuarine-Shoreline-Management-Plan>.
  
- **CAMA Land Use Plan Update** – The CAMA Land Use Plan has been certified.

- **NC Resilient Coastal Communities Program** – Candice Andre, Senior Project Manager with VHB, virtually attended the March Planning Board meeting to give an update on the RCCP project as well as seek feedback from the Planning Board. The project team continues to meet with Town staff and project teams from other Town efforts and initiatives that relate to resiliency. Ms. Andre has compiled the feedback from staff and the planning board into a revised vision and goals for resilience. The team has also developed an interactive map of critical assets and natural infrastructure in the Town that can be viewed here- <https://vhb.maps.arcgis.com/apps/webappviewer/index.html?id=b095366c43c247a1b6e7114596a089f2>. The Planning Board viewed the map and made comments. The project team is planning for virtual community engagement in March – April that includes a survey. The Planning Board and Staff reviewed a draft of the survey and provided feedback prior to going live. The survey is now active on the Town's website here- <https://www.nagsheadnc.gov/1068/Resilient-Coastal-Communities-Program> through April 6<sup>th</sup>. To date, 138 responses have been received. It is anticipated that the Planning Board will view a draft of the risk and vulnerability assessment at their April meeting.
- **SolSmart** - Nags Head is receiving a Bronze designation from the national SolSmart program for making it faster, easier, and affordable for homes and businesses to go solar. SolSmart uses objective criteria to award communities points based on the actions they take to reduce barriers to solar energy development. This designation recognizes Nags Head for taking bold steps to encourage solar energy growth and remove obstacles to solar development. Learn more about SolSmart by clicking here- <https://solsmart.org/> or view the Town's webpage on Solar Energy- <https://www.nagsheadnc.gov/1072/Solar-Energy>.
- **Electric Vehicle Action Plan** – Duke Masters of Environmental Management (MEM) students have completed a first draft of the EV Action Plan. The plan has been circulated to the Planning Board and staff for review and feedback. Once feedback has been received, it will be incorporated in the draft. A final draft of the plan will be available for review at the end of May 2022.
- **ETIPP Project/Program** – The first portion of the ETIPP project has been completed. Town staff have worked with NREL and other partners to identify key critical infrastructure in the Town and evaluate which Town owned critical infrastructure are most important during and following a storm event. This is the first step necessary to determine where and how a micro (energy) grid could be developed for Town owned and other critical facilities. A microgrid is a local energy grid with control capability, which means it can disconnect from the traditional grid and operate autonomously. Microgrids are localized grids that can disconnect from the traditional grid to operate autonomously. Because they are able to operate while the main grid is down, microgrids can strengthen grid resilience and help mitigate grid disturbances as well as function as a grid resource for faster system response and recovery.
- **NC AIA Activate Technical Assistance** – A draft outline of the guide has been developed. Representatives from NC State and AIA along with staff are working

to create the content for the guide. A draft of the guide is anticipated to be available by May.

- **Whalebone Park: Phase 1 Planning** – Staff will be providing a status update on Whalebone Park and discussion of the PARTF grant application at the Board of Commissioners April 6, 2022 meeting.
- **LID Stormwater Demonstration Project** – Public Works installed the drop inlet and drainage pipe that will connect to the downspout and gutter system. The rain garden has been excavated and graded, topsoil and soil amendments added, and the first round of plants are ready to be installed. Like many other projects, some materials are delayed, including the copper gutters and some of the flowering perennials for the garden. At this time, staff expects the remaining items to be installed by early May. Staff is hoping to coordinate a planting event for the flowering perennials close to Earth Day which volunteers will be invited to participate in.
- **Dominion LED Amber Streetlight Pilot Project** – Following the installation of eight (8) amber “turtle friendly” light fixtures at various beach accesses within the Town, Dominion Energy has requested feedback on which fixtures and light displays that are the most desirable for the Town. The Board of Commissioners, Planning Board and various Town Staff have been provided with the beach access and streetlight fixture and cut sheet information for the designated beach accesses. Additionally, this information was placed on the Town’s website for several weeks seeking input from the public. Staff will begin to compile the comments received and provide the preferred fixture information to Dominion Energy.
- **Dowdy Park Events/Farmers Market/Holiday Markets** –The Committee for Art and Culture will be meeting on Wednesday, April 13<sup>th</sup> to discuss vendor selection for the 2022 Dowdy Park Farmers Market.

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

- Tuesday, April 5<sup>th</sup>, 12<sup>th</sup> & 19<sup>th</sup> – Residential Energy & Water Conservation Guide Development, NC AIA Activate Technical Assistance Project Meeting.
- Wednesday, April 6<sup>th</sup> – Board of Commissioners Meeting
- Friday, April 8<sup>th</sup> – EV Action Plan Project Meeting.
- Wednesday, April 13<sup>th</sup> – Committee for Art and Culture Meeting
- Tuesday, April 19<sup>th</sup> – Planning Board Meeting
- Tuesday, April 19<sup>th</sup> – NC Resilient Coastal Communities Project Meeting.
- Wednesday, April 27<sup>th</sup> – SolSmart Designation Recognition Event.

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

DATE SUBMITTED: March 7, 2022

	Feb-22	Feb-21	Jan-22	2021-2022 FISCAL YTD	2020-2021 FISCAL YTD	FISCAL YEAR INCREASE/ DECREASE
<b>BUILDING PERMITS ISSUED - RESIDENTIAL</b>						
New Single Family	1	0	0	11	11	0
New Single Family, 3000 sf or >	0	1	0	7	6	1
Duplex - New	0	0	0	0	0	0
Sub Total - New Residential	1	1	0	18	17	1
Miscellaneous (Total)	50	54	64	335	284	51
<i>Accessory Structure</i>	4	4	9	36	31	5
<i>Addition</i>	3	4	4	17	24	(7)
<i>Demolition</i>	1	0	1	9	3	6
<i>Move</i>	0	0	0	0	0	0
<i>Remodel</i>	12	19	12	90	90	0
<i>Repair</i>	30	27	38	183	136	47
<b>Total Residential</b>	<b>51</b>	<b>55</b>	<b>64</b>	<b>353</b>	<b>301</b>	<b>52</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	0	0	0	0	0
Subtotal - New Commercial	0	0	0	0	0	0
Miscellaneous (Total)	12	12	3	50	55	(5)
<i>Accessory Structure</i>	4	3	2	18	20	(2)
<i>Addition</i>	0	0	0	0	0	0
<i>Demolition</i>	0	0	0	0	1	(1)
<i>Move</i>	0	0	0	0	0	0
<i>Remodel</i>	6	5	1	16	13	3
<i>Repair</i>	2	4	0	16	21	(5)
<b>Total Commercial</b>	<b>12</b>	<b>12</b>	<b>3</b>	<b>50</b>	<b>55</b>	<b>(5)</b>
<b>Grand Total</b>	<b>63</b>	<b>67</b>	<b>67</b>	<b>403</b>	<b>356</b>	<b>47</b>
<b>SUB-CONTRACTOR PERMITS</b>						
Electrical	34	35	26	281	292	(11)
Gas	2	3	2	16	20	(4)
Mechanical	30	23	19	211	224	(13)
Plumbing	5	4	2	37	61	(24)
Fire Sprinkler	1	0	0	1	3	(2)
<b>VALUE</b>						
New Single Family	\$315,000	\$0	\$0	\$5,200,195	\$3,747,336	\$1,452,859
New Single Family, 3000 sf or >	\$0	\$1,250,000	\$0	\$4,930,000	\$3,825,000	\$1,105,000
Duplex - New	\$0	\$0	\$0	\$0	\$0	\$0
Misc (Total Residential)	\$1,245,817	\$1,422,469	\$1,748,259	\$9,250,726	\$7,973,451	\$1,277,275
<b>Sub Total Residential</b>	<b>\$1,560,817</b>	<b>\$2,672,469</b>	<b>\$1,748,259</b>	<b>\$19,380,921</b>	<b>\$15,545,787</b>	<b>\$3,835,134</b>
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	\$0	\$0
Misc (Total Commercial)	\$945,923	\$389,889	\$371,000	\$2,871,011	\$1,597,475	\$1,273,536
<b>Sub Total Commercial</b>	<b>\$945,923</b>	<b>\$389,889</b>	<b>\$371,000</b>	<b>\$2,871,011</b>	<b>\$1,597,475</b>	<b>\$1,273,536</b>
<b>Grand Total</b>	<b>\$2,506,740</b>	<b>\$3,062,358</b>	<b>\$2,119,259</b>	<b>\$22,251,932</b>	<b>\$17,143,262</b>	<b>\$5,108,670</b>

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FEBRUARY 2022**

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	Feb-22	Feb-21	Jan-22	2021-2022 FISCAL YTD	2020-2021 FISCAL YTD	FISCAL YEAR INCREASE/ DECREASE
<b>ZONING</b>						
Zoning Permits	37	62	43	317	248	69
<b>CAMA</b>						
CAMA LPO Permits	4	3	2	21	20	1
CAMA LPO Exemptions	3	5	3	18	36	0
Sand Relocations	35	27	18	73	61	N/A
<b>CODE COMPLIANCE</b>						
CCO Inspections	65	50	56	693	458	235
Cases Investigated	17	37	25	258	284	(26)
Warnings	7	12	5	70	89	(19)
NOVs Issued	10	25	20	187	196	(9)
Civil Citations (#)	8	8	10	69	39	30
Civil Citations (\$)	\$42,000	\$42,000	\$52,500	\$357,000	\$199,000	\$158,000
<b>SEPTIC HEALTH</b>						
Tanks inspected	0	0	11	63	129	(66)
Tanks pumped	2	6	5	29	58	(29)
Water quality sites tested	0	0	0	161	92	69
Personnel Hours in Training/School	22	7	0	51	132	(81)

  
 Kelly Wyatt, Planning Director