



MEMORANDUM

Town of Nags Head

Planning & Development Department

To: Board of Commissioners
Planning Board

From: Kelly Wyatt, Planning Director
Joe Costello, Deputy Planning Director

Date: March 27, 2024

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 3rd, 2024.

Monthly Activity Report

Attached for the Board's review is the *Planning and Development Monthly Report for February 2024*. 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, March 5th - Technical Review Committee Meeting
- Wednesday, March 6th - Board of Commissioners Meeting
- Saturday, March 9th – Winter Market at Dowdy Park from 9am – noon
- March 11th – 15th – Joe Costello at NFIP Training
- Wednesday, March 13th – Committee for Arts and Culture Meeting
- Thursday, March 14th – Board of Adjustment Meeting (no hearings)
- Thursday, March 14th – CAMA Land Use Planning Webinar
- Tuesday, March 19th – Planning Board Meeting
- Wednesday, March 20th – Board of Commissioners mid-month meeting (if needed)
- Thursday, March 27th – Living Shoreline Meeting

Planning Board - Pending Applications and Discussions

The Planning Board's most recent meeting was held on Tuesday, March 19, 2024, and included the following:

- Consideration of text amendments that if adopted would allow the long-term rental of units within existing hotels and motels. The Planning Board voted 5-1 to recommend adoption of the proposed amendments as presented.
- Consideration of a text amendment submitted by Jordan Harrell of Jernigan Oil Company, Inc. to allow the use of digital LED price signage at gas stations. The Planning Board voted 5-1 to recommend adoption of the proposed amendment as presented. Staff is working with the Town Attorney to ensure these proposed amendments are consistent with recent content neutral sign regulations.
- Discussion and initiation of text amendment related to the installation of netting as a barrier to prevent golf balls from leaving the boundaries of Nags Head Golf Links golf course and causing

damage to private property.

- Discussion of text amendment to prohibit driving over and/or parking on septic systems when adjacent to driveways, drive aisles, and parking areas. Planning Board members concurred that staff should explore drafting language that minimizes the impact on properties that would be unnecessarily affected by the new regulations.

The Planning Board's next meeting is scheduled for Tuesday, April 16th, 2024. Currently, the agenda is expected to include consideration of revised ordinance language prohibiting driving and/or parking on septic systems adjacent to driveways, drive aisles, and parking areas.

Board of Adjustment – Recent and Pending Applications

There were no items for the Board of Adjustments consideration in March 2024.

Additional Updates

- **DWMP/Septic Health Advisory Committee** – The Septic Health Advisory Committee's next quarterly meeting will be scheduled for late April 2024. Prior to the meeting, staff will collaborate with the committee to develop another version of the draft ordinance aimed at prohibiting driving over and/or parking in septic areas. In response to concerns about the potential impact of the previously proposed amendment on property owners who do not currently face issues with parking on their septic areas, staff is preparing an alternative option for consideration. This alternative ordinance will explicitly prohibit driving over and/or parking in septic areas. If a violation is observed, a Notice of Violation will be issued, and the installation of a physical barrier may be required to prevent future violations. This approach seeks to address parking on septic systems through a formal violation of the Unified Development Ordinance with a clear remedy, rather than the more proactive but potentially overreaching language of the current draft.
- **Estuarine Shoreline Management Plan** – Town staff continues to focus on applying for the necessary grants to continue the implementation of the Estuarine Shoreline Management Plan. Currently, staff are preparing a pre-proposal for a grant from the National Fish and Wildlife Foundation's National Coastal Resilience Fund. This grant is for the design phase of the Villa Dunes and Soundside Road pilot sites. Should we be invited to submit a full proposal, the deadline for submission will be July 2, 2024.
- **Electric Vehicle Action Plan** – As we proceed with the purchase and installation of two Level 2 EV Chargers, we have discovered that the underground geothermal system for Town Hall is situated near the intended location for the chargers. We are currently examining the geothermal plans and will provide an update on the next steps at your May 2024 meeting.
- **Sand Relocation and Dune Management Cost Share Program** – As of March 28, 2024, the entire \$320,000 allocated to the Dune Management Cost Share Program has been distributed among 107 applicants. Staff has proposed that additional funding be allocated to this program (see Item E-7). We have also received 235 Sand Relocation Applications, with 230 approved and authorization letters issued. The sand relocation program allows for sand to be moved until April 30th. Staff plans to stop accepting new applications for sand relocation around April 15th to begin doing final inspections and closing them out.
- **Public Beach and Coastal Waterfront Access Grant Program** – Staff are working on the pre-application for this Public Beach and Waterfront Access Grant through the Division of Coastal Management (DCM) for renovations to the June Street Beach Access. The pre-application is due April 15th, 2024.
- **Permitting Update 2nd Quarter** – See below the total number of permits accepted

and the average turnaround time. These numbers do not include trade permits.

2023	Total Permits	Avg Turnaround/days
October	75	4.0
November	63	3.0
December	45	2.2

- **Dowdy Park Events/Farmers Market/Holiday Markets/Art & Culture** – Vendor applications for the 2024 Dowdy Park Farmers Market were open from March 26th to March 28th. Due to various constraints, we were only able to accept approximately ten new vendors this season, in addition to welcoming back our returning vendors. We received over 50 applications, which the Committee for Art and Culture will review and make selections from at their April 10th meeting. Event Coordinator Paige Griffin has finalized the lineup for the upcoming 2024 Summer Concert Series, with an announcement and poster distribution throughout the town coming soon. Paige is also finalizing the schedule for this season's Family Fun Nights. The final Winter Market of the season will be held on Saturday, April 13, 2024, from 9 am to noon at Dowdy Park.

Upcoming Meetings and Other Dates

- Tuesday, April 2nd - Technical Review Committee Meeting
- Wednesday, April 3rd - Board of Commissioners Meeting
- Wednesday, April 10th – Committee for Art and Culture Meeting
- Thursday, April 11th – Board of Adjustment Meeting (no hearings)
- Saturday, April 13th – Winter Market at Dowdy Park from 9am – noon
- Monday, April 15th – June Street CAMA Grant Pre-Application Due
- Monday, April 15th – Multi-Family Working Group Meeting
- Tuesday, April 16th – Planning Board Meeting
- Wednesday, April 17th – Board of Commissioners mid-month meeting (if needed)
- Wednesday, April 24th – CRS 2024 Cycle Verification Meeting (in-person)

**TOWN OF NAGS HEAD PLANNING AND DEVELOPMENT
MONTHLY REPORT
FEBRUARY 2024**

DATE SUBMITTED: March 7, 2024

	Feb-24	Feb-23	Jan-24	2023-2024 FISCAL YTD	2022-2023 FISCAL YTD	FISCAL YEAR INCREASE/ DECREASE
BUILDING PERMITS ISSUED - RESIDENTIAL						
New Single Family	2	0	1	11	11	0
New Single Family, 3000 sf or >	1	0	0	4	6	(2)
Duplex - New	0	0	0	1	0	1
Sub Total - New Residential	3	0	1	16	17	(1)
Miscellaneous (Total)	47	69	53	323	336	(13)
<i>Accessory Structure</i>	3	6	4	27	26	1
<i>Addition</i>	1	1	2	22	16	6
<i>Demolition</i>	1	1	1	5	1	4
<i>Move</i>	0	0	0	0	0	0
<i>Remodel</i>	10	13	14	74	94	(20)
<i>Repair</i>	32	48	32	195	199	(4)
Total Residential	50	69	54	339	353	(14)
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	1	(1)
Subtotal - New Commercial	0	0	0	0	1	(1)
Miscellaneous (Total)	7	6	13	54	50	4
<i>Accessory Structure</i>	3	2	3	21	16	5
<i>Addition</i>	0	0	0	0	0	0
<i>Demolition</i>	0	1	1	1	1	0
<i>Move</i>	0	0	0	0	0	0
<i>Remodel</i>	3	1	1	14	18	(4)
<i>Repair</i>	1	2	8	18	15	3
Total Commercial	7	6	13	54	51	3
Grand Total	57	75	67	393	404	(11)
SUB-CONTRACTOR PERMITS						
Electrical	50	55	61	362	360	2
Gas	2	5	3	27	24	3
Mechanical	27	38	40	224	256	(32)
Plumbing	8	15	16	86	64	22
Fire Sprinkler	0	0	1	3	3	0
VALUE						
New Single Family	\$1,349,213	\$0	\$469,000	\$5,677,495	\$5,592,026	\$85,469
New Single Family, 3000 sf or >	\$1,507,945	\$0	\$0	\$2,642,945	\$5,998,733	(\$3,355,788)
Duplex - New	\$0	\$0	\$0	\$711,000	\$0	\$711,000
Misc (Total Residential)	\$1,273,570	\$1,769,966	\$1,996,094	\$12,420,285	\$11,974,464	\$445,821
Sub Total Residential	\$4,130,728	\$1,769,966	\$2,465,094	\$21,451,725	\$23,565,223	(\$2,113,498)
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	\$6,425,994	(\$6,425,994)
Misc (Total Commercial)	\$123,645	\$106,800	\$561,068	\$3,211,637	\$1,854,174	\$1,357,463
Sub Total Commercial	\$123,645	\$106,800	\$561,068	\$3,211,637	\$8,280,168	(\$5,068,531)
Grand Total	\$4,254,373	\$1,876,766	\$3,026,162	\$24,663,362	\$31,845,391	(\$7,182,029)

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	Feb-24	Feb-23	Jan-24	2023-2024 FISCAL YTD	2022-2023 FISCAL YTD	FISCAL YEAR INCREASE/ DECREASE
ZONING						
Zoning Permits	62	78	70	430	392	38
Soil & Erosion	2	N/A	2	15	N/A	N/A
Stormwater Plans	3	N/A	1	22	N/A	N/A
CAMA						
CAMA LPO Permits	1	4	5	25	19	6
CAMA LPO Exemptions	8	8	11	37	41	0
Sand Relocations	42	58	53	183	113	N/A
CODE COMPLIANCE						
Cases Investigated	28	167	26	223	447	(224)
Warnings	3	12	2	24	71	(47)
NOVs Issued	24	33	22	196	107	89
Civil Citations (#)	0	0	0	1	10	(9)
Civil Citations (\$)	\$0	\$0	\$0	\$0	\$23,150	(\$23,150)
SEPTIC HEALTH						
Tanks inspected	6	11	8	76	86	(10)
Tanks pumped	13	6	9	85	57	28
Water quality sites tested	1	1	1	67	120	(53)
Personnel Hours in Training/School	16	56	5	275	148	127



Kelly Wyatt, Planning Director