



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: June 28, 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 July 3rd, 2024.

Monthly Activity Report

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

- Tuesday, June 4th – Technical Review Committee Meeting (Inn at Whalebone)
- Wednesday, June 5th - Board of Commissioners Meeting
- Thursday, June 6th – CRS Users Group Meeting, Elevation Certificate Training
- Wednesday, June 12th – Committee for Art and Culture Meeting
- Wednesday, June 12th – Eastern Carolina Council Resource Roundtable
- Thursday, June 13th – Board of Adjustment Meeting (no hearings)
- Tuesday, June 18th – Planning Board Meeting
- Wednesday, June 19th – Board of Commissioners mid-month meeting
- Dowdy Park Farmers Market – Thursday, June 13th, 20th, and 27th.
- Dowdy Park Summer Concert Series – Wednesday, June 19th and June 26th

Planning Board - Pending Applications and Discussions

The Planning Board's most recent meeting was held on Tuesday, June 18, 2024. The following items were heard:

- Consideration of a Site Plan Amendment for construction of an 87-unit Hotel (Inn at Whalebone) including a request to eliminate or modify the condition of the October 4, 2023 Board of Commissioners approval that the existing Lakeside Street roadway be expanded to accommodate three lanes of traffic. The Planning Board voted 4 to 3 to recommend approval of the site plan amendments and the modification proposed by the Town Engineer as it pertains to the Lakeside Street expansion.
- Consideration of a Sketch Plan Review application for construction of a 2,279 square foot stand-alone restaurant at 7100 S. Croatan Highway (Outlets Nags Head). The Planning Board did not have any significant questions or concerns with the proposal at this time.
- Consideration of various amendments to the Unified Development Ordinance as it pertains to

the use of multi-family dwelling developments. Staff provided a brief presentation to the Planning Board and noted that they would return at their July meeting presenting the ordinance revisions in their final format for the Planning Board's formal recommendation.

- Planning staff requested that the Planning Board consider initiating a text amendment to the Unified Development Ordinance as it pertains to the dormitory use in the SED-80, Special Environmental District to facilitate the construction of lifeguard housing at 425 W. Health Center Drive, Nags Head. The Planning Board voted unanimously to initiate the necessary text amendments.

The Planning Board's next meeting is scheduled for Tuesday, July 16th, 2024. Currently, the agenda is expected to include consideration of a text amendment request from Anlauf Engineering PLLC on behalf of the Ark Church to modify the definition of "Religious Complex" to allow for a single-family residence of church staff in addition to the already allowed parsonage. Additionally, the agenda is anticipated to include consideration of various text amendments to the SED-80, Special Environmental District to permit the construction of a dormitory for housing Town of Nags Head lifeguard staff.

Board of Adjustment – Recent and Pending Applications

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

Additional Updates

- **DWMP/Septic Health Advisory Committee** – The Septic Health Advisory Committee is scheduled to meet on Thursday, July 25th. To advance the recommendations of the Decentralized Wastewater Management Plan four (4) additional water quality monitoring loggers have been purchased, and the department has recently received the GPS unit needed to begin mapping locations of existing septic systems within the Town.
- **Estuarine Shoreline Management Plan** – Unfortunately, the town was not invited to submit a full proposal for the National Fish and Wildlife Foundations National Coastal Resilience Fund grant. In light of this, we have revised our grant application for the NC Resilient Coastal Communities Program, Phase 3 grant, requesting a total of \$500,000 with a matching contribution of \$40,000.
- **Electric Vehicle Action Plan** – LoWire Technologies is in the process of installing the two (2) Level II EV Chargers at Town Hall.
- **Sand Relocation and Dune Management Cost Share Program** – The Dune Management Cost Share Application period closed the week of June 24th with the entire \$400,000 being allocated to 138 participants. Planning and Finance staff are now working to process the reimbursements.
- **Public Beach and Coastal Waterfront Access Grant Program** – Staff has been informed that the pre-application to the NC Public Beach and Coastal Waterfront Access Program has been selected to submit a Final Application for improvements to the June Street Beach Access. The deadline for final application submission is August 2nd, 2024. Item F-1 on Board of Commissioners July 3rd meeting is the Public Hearing to consider the grant application for improvements to the June Street Public Beach Access in S. Nags Head.
- **Dowdy Park Events/Farmers Market/Holiday Markets/Art & Culture** – Summertime at Dowdy Park is in full swing. For the month of July, the Town will be hosting the following:
 - Yoga on the Lawn, Tuesday mornings 7:30 – 8:30am all month long.
 - Fitness Fridays, Friday mornings 7:30 – 8:15am all month long.

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- Summer Concert Series, Wednesday evenings 6:30 – 8:00pm.
 - SOUL One on July 3rd
 - The Bee Keepers on July 10th
 - Troy Breslow Band on July 17th
 - Will Overman Band on July 24th
 - Rob Oliver Trio on July 31st
 - Dowdy Park Farmers Markets, Thursdays 9am – 1pm: July 4th, 11th, 18th, & 25th
 - Family Fun Night, Tuesday, July 2nd at 4pm – 7pm – Outer Banks Summer Tale Fest, Storytelling event with crafts, kids activities and lawn games.
 - Movie at Dowdy Park, Friday, July 12th – partnership with Outer Banks Health.

Upcoming Meetings and Other Dates

- Tuesday, July 2nd – Technical Review Committee Meeting
- Wednesday, July 3rd - Board of Commissioners Meeting
- Wednesday, July 10th – Committee for Art and Culture Meeting
- Thursday, July 11th – Board of Adjustment Meeting (no hearings)
- Tuesday, July 16th – Planning Board Meeting
- Wednesday, July 17th – Board of Commissioners mid-month meeting
- Thursday, July 25th – Septic Health Advisory Committee Meeting
- Dowdy Park Farmers Market – Thursday, July 4th, 11th, 18th & 25th
- Dowdy Park Summer Concert Series – Wednesday, July 3rd, 10th, 17th, 24th, and 31st

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

DATE SUBMITTED: June 7, 2024

	May-24	May-23	Apr-24	2023-2024 FISCAL YTD	2022-2023 FISCAL YTD	FISCAL YEAR INCREASE/ DECREASE
BUILDING PERMITS ISSUED - RESIDENTIAL						
New Single Family	2	1	1	16	14	2
New Single Family, 3000 sf or >	1	0	0	5	7	(2)
Duplex - New	0	0	0	1	0	1
Sub Total - New Residential	3	1	1	22	21	1
Miscellaneous (Total)	46	53	48	466	512	(46)
<i>Accessory Structure</i>	2	6	7	39	48	(9)
<i>Addition</i>	0	4	1	26	27	(1)
<i>Demolition</i>	0	0	0	5	1	4
<i>Move</i>	1	0	0	1	0	1
<i>Remodel</i>	11	11	16	119	124	(5)
<i>Repair</i>	32	32	24	276	312	(36)
Total Residential	49	54	49	488	533	(45)
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)	2	6	18	83	79	4
<i>Accessory Structure</i>	0	1	7	31	25	6
<i>Addition</i>	0	0	0	0	0	0
<i>Demolition</i>	0	0	0	1	1	0
<i>Move</i>	0	0	0	0	0	0
<i>Remodel</i>	1	4	5	25	26	(1)
<i>Repair</i>	1	1	6	26	27	(1)
Total Commercial	2	6	18	83	81	2
Grand Total	51	60	67	571	614	(43)
SUB-CONTRACTOR PERMITS						
Electrical	90	73	80	594	555	39
Gas	3	4	3	35	34	1
Mechanical	57	43	54	375	376	(1)
Plumbing	6	6	16	122	102	20
Fire Sprinkler	0	0	1	4	3	1
VALUE						
New Single Family	\$650,000	\$280,000	\$560,000	\$8,802,995	\$7,314,026	\$1,488,969
New Single Family, 3000 sf or >	\$2,000,000	\$0	\$0	\$4,642,945	\$7,233,733	(\$2,590,788)
Duplex - New	\$0	\$0	\$0	\$711,000	\$0	\$711,000
Misc (Total Residential)	\$1,116,214	\$1,900,005	\$1,262,571	\$16,525,941	\$17,400,940	(\$874,999)
Sub Total Residential	\$3,766,214	\$2,180,005	\$1,822,571	\$30,682,881	\$31,948,699	(\$1,265,818)
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	\$17,988,350	(\$17,988,350)
Misc (Total Commercial)	\$65,750	\$307,911	\$648,577	\$4,755,890	\$2,738,742	\$2,017,148
Sub Total Commercial	\$65,750	\$307,911	\$648,577	\$4,755,890	\$20,727,092	(\$15,971,202)
Grand Total	\$3,831,964	\$2,487,916	\$2,471,148	\$35,438,771	\$52,675,791	(\$17,237,020)

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	May-24	May-23	Apr-24	2023-2024 FISCAL YTD	2022-2023 FISCAL YTD	FISCAL YEAR INCREASE/ DECREASE
ZONING						
Zoning Permits	57	66	69	620	623	(3)
Soil & Erosion	3	N/A	0	19	N/A	N/A
Stormwater Plans	2	N/A	1	31	N/A	N/A
CAMA						
CAMA LPO Permits	3	3	3	36	34	2
CAMA LPO Exemptions	15	11	7	72	72	0
Sand Relocations			31	281	279	N/A
CODE COMPLIANCE						
Cases Investigated	38	54	19	305	713	(408)
Warnings	6	3	3	37	101	(64)
NOVs Issued	32	51	15	263	195	68
Civil Citations (#)	0	0	0	1	10	(9)
Civil Citations (\$)	\$0	\$0	\$0	\$0	\$23,150	(\$23,150)
SEPTIC HEALTH						
Tanks inspected	6	12	8	100	127	(27)
Tanks pumped	10	37	5	110	113	(3)
Water quality sites tested	26	15	2	97	217	(120)
Personnel Hours in Training/School	32	6	52	403	212	191


 Kelly Wyatt, Planning Director