



AGENDA

TOWN OF NAGS HEAD PLANNING BOARD
NAGS HEAD MUNICIPAL COMPLEX – BOARD ROOM
TUESDAY, NOVEMBER 18, 2025; 9:00 AM
REGULAR SESSION

A. CALL TO ORDER

B. APPROVAL OF AGENDA

C. PUBLIC COMMENT/AUDIENCE RESPONSE

D. APPROVAL OF MINUTES

1. October 21, 2025

E. BOARD MEMBER TRANSITIONS AND UPCOMING APPOINTMENTS

1. Recognition of Planning Board Members Elected to Board of Commissioners.
2. Overview of Upcoming Planning Board Appointments and Chair/Vice Chair Nomination Process.

F. ACTION ITEMS

1. No Action Items.

G. REPORT ON BOARD OF COMMISSIONERS ACTIONS

1. November 5th, 2025

H. TOWN UPDATES - AS REQUESTED

I. DISCUSSION ITEMS

1. Planning & Development Directors Report, November 5th, 2025.

J. PLANNING BOARD MEMBERS' AGENDA

K. PLANNING BOARD CHAIRMAN'S AGENDA

L. ADJOURNMENT

**Town of Nags Head
Planning Board
October 21, 2025**

The Planning Board of the Town of Nags Head met on Tuesday, October 21st, 2025, in the Board Room at the Nags Head Municipal Complex.

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

Members Present

Megan Vaughan, Meade Gwinn, David Elder, Molly Harrison, David Thompson, Basil Belsches, Brad Carey

Members Absent

None

Others Present

Kelly Wyatt, Joe Costello, Lily Nieberding

Approval of Agenda

Chair Vaughan called for a motion to approve the agenda. David Elder moved to approve the agenda as presented, Meade Gwinn seconded, and the motion passed by unanimous vote.

Public Comment/Audience Response

John Cece, a resident of Nags Head for 25 years, addressed the board regarding sea turtle conservation. He identified himself as a volunteer with the Network for Endangered Sea Turtles (NEST) and explained they have started an initiative to address and reduce beach lighting. He noted a concerning trend where turtle nesting in Nags Head has been declining in recent years, with turtles moving northward to other areas. Research indicates sea turtles avoid beaches with excessive lighting. Mr. Cece requested to work collaboratively with the town and engineers to address this issue, emphasizing the importance of incorporating appropriate lighting at the beginning of projects rather than retrofitting existing lights, which would be more cost-effective. He mentioned they are applying for grants to help fund lighting improvements and would like to continue discussions with the town on this matter.

Approval of Minutes

Chair Vaughan asked for a motion to approve the minutes of the September 16th, 2025, meeting. David Elder moved to approve the minutes as presented; David Thompson seconded, and the motion passed unanimously.

Action Items

Consideration of a Vested Right/Special Use/Site Plan Amendment submitted by Albemarle & Associates, Ltd. on behalf of Nags Head Church for expansion of the parking lot.

Planning Director Kelly Wyatt presented a site plan and explained that the site plan amendment request is for Nags Head Church's parking lot expansion and storage shed relocation. The proposal had been reviewed previously by the Board but was in front of them again due to the expiration of the previous approval. She explained that the property is located at 105 West Soundside Road in the R-2 medium-density residential zone. The church, which operates as a Special Use within the zone, is seeking to add 42 parking spaces to address overlap between services. Ms. Wyatt detailed the requirements and compliance aspects of the proposal, including that the property lies in an X flood zone but adheres to the local elevation standard of 9 feet. The storage shed would need to meet flood requirements depending on its size, with an emphasis on regulatory base flood elevation for larger structures.

Ms. Wyatt noted that the proposal required major modification approval due to its scope, which includes expanding parking from the 97 spaces currently available—the minimum required based on the sanctuary's capacity of 272 seats. The expanded parking area is intended to address issues arising from multiple services and overlap, as congregants often park along the roadside or in grassy areas when existing parking spaces are full. The site plan includes considerations for buffering and landscaping, with small portions of buffer adjacent to Soundside Road and protective yards planned along residential boundaries to ensure compliance. Interior parking lot landscaping requirements are met, and preserving over 48% of the site's natural vegetation exceeds the town's stipulations.

The project has approval from Dare County Health Department and the Town Engineer, who reviewed traffic circulation and stormwater management components to ensure they meet public safety and environmental standards.

Ms. Wyatt noted that she as well as the applicants, Mike Morway from Albemarle Engineering and a representative from the church were present and available to answer any questions for the Board.

Ms. Wyatt confirmed for Chair Vaughan that the new lighting proposed for the area is compliant with town codes, featuring shoebox fixtures equipped with full cutoff and a color temperature below 3,000 Kelvins.

Ms. Wyatt confirmed for Mr. Belsches that the applicants are proposing an additional 42 parking spaces.

Pastor Terry Moore, representing the church, addressed the Board and highlighted the practical implications of the expansion, particularly in alleviating traffic and parking congestion. He explained that congregants often arrive in more than one vehicle per family, deviating from past behaviors where families would arrive together in a single car. This shift has exacerbated the shortage of parking as the sanctuary reaches its occupancy, leading to roadside parking and logistical challenges. The expansion would not only improve accessibility for congregants but would also accommodate the growing attendance and operational dynamics observed in the church community.

Chair Vaughan inquired about whether the expansion would alleviate parking on the side of Soundside Road, and Mr. Moore confirmed it would.

There being no further questions or concerns, Meade Gwinn moved to recommend approval of the Vested Right/Special Use/Site Plan Amendment as submitted. David Thompson seconded, and the motion passed by unanimous vote.

Consideration of a Site Plan Amendment submitted by Albemarle & Associates, Ltd. On behalf of Coastal Bluewater Capital, LLC and TW's Outdoor Outfitters for expansion of storage space between the existing retail store and the existing storage building.

Ms. Wyatt explained that the site plan amendment for TW's Outdoor Outfitters proposes a 4,774 square foot storage addition between the existing retail store and storage building at 2230 South Croatan Highway. The property is zoned C-2 General Commercial.

Ms. Wyatt presented the proposed site plan to the Board and reviewed the applicable zoning regulations:

- Existing Structure and Storage: The existing principal retail structure is 9,072 square feet, with the existing accessory storage at 4,250 square feet. The addition would bring total storage area to 9,024 square feet, which still technically remains subordinate to the principal retail use. This meets the definition for accessory use, which must be incidental and customarily found in conjunction with the principal use and subordinate in area, extent, and purpose.
- Lot Coverage and Recombination Requirement: The proposed improvements would slightly exceed the 55% maximum lot coverage permitted within the C-2 zoning district. As a condition of approval, the applicant has agreed to recombine their lot with a vacant lot under the same ownership to the west. This recombination is necessary to meet the lot coverage requirement, ensuring that the total lot area is large enough before any building permits are issued.
- Building Height and Architectural Compliance: The building height would be approximately 30 feet, complying with the maximum allowable height of 35 feet in the district. Despite the architectural design standards having increased since the original structure's approval in 2005, the project maintains compliance with the 100-point design standard initially required, this is accomplished through the addition of porch roof and column trim.
- Parking Requirements and Restriping: No additional parking is required for the new storage space, as the Unified Development Ordinance does not have a specific parking requirement for storage. However, the site plan notes that existing parking spaces may be restriped from 10 feet to 9 feet wide, which would align with current standards and keep parking compliant.
- Project Approvals: The project has received approvals from the Dare County Health Department, Town Engineer, Fire and Public Works.

Ms. Wyatt noted that there was potentially a second phase to the project but would let the applicants address that. Ms. Wyatt stated that she, as well as Mark Kasten, architect on the project, John DeLucia, engineer and Chris Greening, the owner, were present and available to answer any questions from the Board.

John DeLucia from Albemarle & Associates addressed the Board and noted that the building would include a sprinkler system, and coordination with Deputy Fire Chief, Shane Hite, determined that a fire hydrant would be required as part of the safety measures in compliance with the North Carolina Fire Prevention Code.

Chair Vaughan inquired about the long-range plan for the property. Mr. DeLucia stated that they are working on the back portion right now but had to get more survey information. When they come back in front of the Board again, a few things on the plan will likely change.

Chris Greening, owner of the property, confirmed for Chair Vaughan that there could be online sales. Mr. Greening confirmed for Mr. Gwinn that when the project started there was an intention of having some workforce housing, but this was no longer the case.

Mr. Greening explained that the storage expansion was essential for maintaining adequate inventory during the off-season. This will allow his business to remain stable and ensure continued year-round employment for staff, addressing the challenges brought by seasonal fluctuations and external factors like tariffs.

Mr. Elder expressed concerns about the safety of the intersection at Satterfield Landing, noting the area experiences quite a few accidents. Other board members acknowledged this concern but agreed it pertained to future planning rather than the current application.

Meade Gwinn made a motion to recommend approval of the site plan amendment with the contingency of lot recombination. David Elder seconded the motion, and the motion passed unanimously.

Consideration of a Site Plan Amendment submitted by Albemarle & Associates, Ltd. On behalf of Golasa Holdings and Outer Banks Sports Club for expansion of the fitness gym to include a two-story addition, outdoor gym area, and tennis court.

Ms. Wyatt presented the site plan amendment for Outer Banks Sports Club, which includes a new two-story, 4,538 square foot attached addition on the south side of the existing building, an additional 1,795 square feet of floor area within the existing building, an outdoor fitness training area and a tennis court.

The property is located at 2423 South Croatan Highway and is zoned C-2 General Commercial.

Ms. Wyatt presented the site plan as well as proposed elevations and floor plans and reviewed the applicable zoning regulations:

- The existing site currently exceeds the 55% maximum lot coverage at 56.6%, but the proposal will reduce coverage to 53.8% through parking lot reconfiguration and use of pervious materials.
- The two-story addition will be approximately 31.5 feet tall, complying with the 35-foot height limit.
- The design complies with Division 2 architectural standards, featuring pitched roofs, dormers, lap siding, and residential-style windows, and Ms. Wyatt commended the architect for the effort put into the design elements.
- The required parking is 65 spaces for indoor fitness use (73 if outdoor areas are included), and the site will provide 81 spaces.
- No new lighting is being proposed for the building, though future lighting for the tennis court would require permits.
- The site has approvals from Dare County Environmental Health and the Town Engineer for stormwater management. Public Works and the Fire Department also reviewed and approved the proposal with Ms. Wyatt noting that a sprinkler system and fire hydrant will be included as part of the project.

Ms. Wyatt stated that she, as well as Mark Kasten, architect on the project, John DeLucia, engineer and Manny Golasa, the owner, were present and available to answer any questions for the Board.

Manny Golasa, representing the Sports Club, explained that the facility would include four pickleball courts operating during regular gym hours (5:30 AM to 10 PM weekdays, shorter hours on weekends). The new children's gym would target ages 5-12 and was inspired by a similar facility in Virginia Beach.

Mr. Golasa confirmed for Chair Vaughan that during summer, the gym is primarily used by visitors, while locals tend to use it during the off-season.

Board members expressed enthusiasm for the children's gym concept and the outdoor components of the project with Ms. Harrison noting that it was nice to see three thriving businesses in Town.

There being no further discussion or concerns, Molly Harrison moved to recommend approval of the Site Plan Amendment as presented. Meade Gwinn seconded, and the motion passed unanimously.

Initiation and consideration of text amendments to the Unified Development Ordinance, Flood Damage Prevention ordinance to revise and clarify the Town's elevation standards and required freeboard.

Deputy Planning Director Joe Costello presented proposed text amendments to the Flood Damage Prevention Ordinance, in response to the Town's 2024 Community Rating System (CRS) audit. The amendments primarily involve housekeeping and clarification of language to match the current National Flood Insurance Program (NFIP) model ordinance.

Key points included:

- Clarifying that the town always maintains one foot of freeboard throughout its jurisdiction.
- Better defining "The Village at Nags Head" in ordinance language.
- Updating the definition of "development" to include storage of equipment or materials.
- Clarifying elevation standards for AO zones east of Beach Road.
- Ensuring proper references between the flood prevention ordinance and town definitions.

Mr. Costello explained to Mr. Belsches and the Board that the CRS is a voluntary program that rewards communities for adopting stricter regulations to reduce loss of life and property. Communities receive points for various measures, and Nags Head's current classification provides residents with a 25% discount on flood insurance premiums in special flood hazard areas.

Molly Harrison moved to initiate and recommend approval of the text amendments. Meade Gwinn seconded, and the motion passed by unanimous vote.

Report on Board of Commissioners Actions – September 3rd, 2025

Ms. Wyatt provided a report on the Board of Commissioners' actions from their October 1st meeting. Of note: the request for public hearing on the Town's crowd gathering permit process was approved on the consent agenda and a public hearing was held to hear a text amendment, with regards to parking spaces, which was approved unanimously.

Also at the BOC meeting, Ms. Wyatt gave a presentation on the Division of Water Infrastructure zero-interest septic loan program, which will offer loans to high-risk properties (those adjacent to water bodies, without recent maintenance, and with elevations below 3 feet). Ms. Wyatt noted that the Town is working to increase participation in its Septic Health Initiative, which offers free inspections, a \$250 rebate for tank pumping, and low-interest loans for repairs.

Planning Board members discussed strategies to increase participation in the septic programs and methods to identify failing systems. Mr. Elder suggested examining water usage data as a potential indicator of septic issues. Ms. Wyatt noted that while the town cannot require septic contractors to report on their work, both the town and county can address reported violations. Mr. Gwinn suggested including the health risks of septic failure along with available remedies on the door hanger. Mr. Belsches mentioned that the Septic Health Advisory Committee (of which he is a member) includes knowledgeable members working on various initiatives.

Continuing with her report, Ms. Wyatt noted that Mr. Costello provided an update on the Estuarian Shoreline Management Plan; an update was given on the Commercial Outdoor Recreation Overlay District discussions, and Ms. Wyatt gave the Commissioners an update on Dowdy Park Farmer's Markets. Ms. Wyatt noted that the town conducted a survey of farmers market vendors, finding that the majority were very satisfied or satisfied with the market. Follow-up meetings were held with vendors to review results and plan for future markets. Ms. Wyatt confirmed for Ms. Harrison that Nags Head artists receive preference for both farmers market and holiday market vendor selection.

Town Updates

None

Discussion Items

Planning & Development Directors Report, October 1st, 2025.

Ms. Wyatt confirmed that they had already touched on almost everything in her Director's Report but would be happy to answer any questions. There were no questions related to the report.

Planning Board Members' Agenda

Mr. Elder raised concerns about businesses displaying items outdoors that function as advertising, specifically mentioning kayaks, boats, and other products with signage attached. He asked for clarification on what constitutes signage versus outdoor storage or display, particularly when items have branding or sale information attached. Ms. Wyatt acknowledged the complexity of the issue, explaining that the town had previously conducted a similar review with the local business committee to better define the line between storage, display, advertising, and attention-getting devices. Mr. Thompson compared the situation to outdoor furniture at hardware stores and vehicles at car dealerships.

Ms. Harrison complimented the staff on the organization and thoroughness of the meeting packets, noting their clarity and accuracy. Other board members echoed this appreciation for Planning staff as well.

Planning Board Chairman's Agenda

None

Adjournment

A motion to adjourn was made by David Elder. The time was 10:35 AM.

Respectfully submitted,
Lily Campos Nieberding

DRAFT



**BOC ACTIONS
WEDNESDAY, NOVEMBER 5, 2025**

1. Call to order - Mayor Cahoon called the meeting to order at 09:00 a.m. and then recognized former mayor Bob Muller. A moment of silence was followed by the Pledge of Allegiance.
2. Agenda – The Board approved the November 5th agenda as amended; moving the Nags Head Woods Annual Report and OSHA SHARP Award presentations to follow the new employee recognition and precede the years of service recognition.
3. Recognition – NEW EMPLOYEE – Deputy Town Manager/Finance Officer Amy Miller introduced Deputy Finance Director Stephen Panaro who was welcomed by the Board to Town employment.
4. Nags Head Woods - Steward Aaron McCall presented a PowerPoint presentation of the Nags Head Woods Annual Report. His presentation and slides were well received by the Board.
5. OSHA SHARP Award - Deputy Fire Chief Shane Hite spoke regarding the Town's Safety Committee and then introduced NC Department of Labor Bureau Chief of Consultative Services, Kevin O'Barr. Mr. O'Barr discussed the SHARP safety program and presented plaques for Fire Station 16, Fire Station 21, and Public Services Administration.
6. Recognition – TWENTY YEARS – Town Manager Andy Garman introduced Planning and Development Director Kelly Wyatt who was recognized for twenty years of service.
7. Earl Murray Jr Employee of the Year - Nominees were presented by Dept Heads:
 - IT Administrator Karen Snyder was introduced by Amy Miller.
 - Environmental Planner Conner Twiddy was introduced by Kelly Wyatt.
 - Facilities Maintenance Crew Leader Rich Miles was introduced by Nancy Carawan.
 - Police Officer First Class Mike Tatterson was introduced by Chris Montgomery.
 - Fire Lieutenant Trey Simmons was introduced by Chief Randy Wells.

At 9:55 a.m., the Board recessed for photographs and then to enter Closed Session to consider the honorarium. The Board re-entered Open Session at 10:07 a.m. and on behalf of the Board, Mayor Cahoon announced Environmental Planner Conner Twiddy as the Earl Murray Jr Employee of the Year for 2025. He noted it was a very difficult decision to make as all nominees were deserving.

8. Public Comment –
Robert Muller – Nags Head resident praised the Town's exceptional employees and community spirit and then highlighted the current issue with the temporary halt in nutrition assistance (SNAP) payments. He urged the Board to lead by example and proposed that the town contribute \$1,000 per week to support local food assistance programs such as the Beach Food Pantry or Albemarle Food Bank until SNAP benefits are restored.
9. Consent Agenda – The Consent Agenda was approved as presented and consisted of the following:
 - Consideration of Budget Amendment #3 to FY 25/26 Budget

- Consideration of Tax Adjustment Report
- Approval of Minutes
- Consideration of Waiver of Cycle Eight Late Fees and Amendment to Town Code Sec 44-35 re: Payment of Bills
- Consideration of Banking Service Officials Resolution
- Consideration of Capital Project Ordinance Amendment #10
 - S. Old Oregon Inlet Road Stormwater Improvements Project Areas 12/13
- Request for Public Hearing to Consider Text Amendments to the Flood Damage Prevention Section within the Unified Development Ordinance to Revise the Town's Elevation Standards Related to Required Freeboard
- Request for Public Hearing to Consider a Vested Right/Special Use Permit/Site Plan Amendment submitted by Albemarle & Associates, Ltd. on Behalf of Nags Head Church for Expansion of the Parking Lot.

- 10.** Public Hearing – to consider a text amendment to the Unified Development Ordinance, related to the Town's Crowd Gathering Permit process. The Board unanimously approved the ordinance as presented.
- 11.** Planning Director – Planning Director Kelly Wyatt summarized her monthly report and was thanked by the Board for her efforts.
- 12.** Planning Director – The Board approved the site plan amendment submitted by Albemarle & Associates, Ltd. on behalf of Coastal Bluewater Capital, LLC and TW's Outdoor Outfitters for expansion of storage space.
- 13.** Planning Director – The Board approved the site plan amendment submitted by Albemarle & Associates, Ltd. on behalf of Golasa Holdings and Outer Banks Sports Club for expansion of the fitness gym to include a two-story addition, outdoor gym area, and tennis court.
- 14.** Planning Director – Deputy Planning Director Joe Costello updated the Board on the Harvey/Soundside Event site living shoreline project.
- 15.** Crowd Gathering Permit Process – Town Manager Garman proposed changes to Town Code Chapter 4, Crowd Gathering and Group Demonstrations, Chapter 26, Section 13, Park Use Regulations, Park Use Policies, and the Consolidated Fee Schedule. It was Board consensus to hear this item again at their December 3, 2025, meeting.
- 16.** Committee Reports
 - Comr. Lambert – acknowledged Planning Director Wyatt's update on the Septic Health Advisory committee. She also noted that the next Government Education Access Channel meeting will be in December.
 - Mayor Pro Tem Siers – recognized Deputy Planning Director's report which reflected the Tourism Board's approval of the hybrid concept Estuarine Shoreline Project at their October 16th meeting.
 - Mayor Cahoon – noted the great summer attendance at Jennette's Pier. The pier planking is being

replaced and there will be an alternative display for the memorial fish.

- Comr. Sanders – stated the Estuarine Shoreline Management work had been covered by staff and expressed his excitement that the projects were moving forward.

- 17.** Appointment to Town Board/Committee - The Board reappointed Shelli Gates, Jeremy Russell, and Peggy Saporito to the Arts and Culture Committee for three-year terms. The Board appointed Melanie LaFontaine to the Arts & Culture Committee for a three-year term.
- 18.** The Board unanimously approved the Beach Nourishment Maint. Capital Project Ordinance Amendment #17 for the Fall Beach Condition Survey.
- 19.** Attorney Leidy – Attorney Leidy commented on the proposed changes to Town Code Chapter 4, Crowd Gathering and Group Demonstrations, Chapter 26, Section 13, Park Use Regulations, and Park Use Policies.
- 20.** Town Manager – The Board approved the proposed historical marker to be located at Epstein Beach Access to recognize the former Nags Head Life-Saving Station to the Board.
- 21.** Mayor Pro Tem Siers – Congratulated the winners of election and thanked the town and its staff for allowing him to serve for eight years.
- 22.** Mayor Cahoon – initiated a discussion in response to Mr. Muller’s public comment. Two immediate actions that were agreed upon by the Board were establishing a collection site at Town Hall where people could drop off food items, with town staff delivering the donations to the food bank and creating a "Nags Head Challenge" where he and former Mayor Muller would write a letter challenging current, newly elected, and past board members to donate, with a goal of raising \$5,000.
- 23.** Closed Session – The Board entered Closed Session to consider a personnel issue pursuant to 143-318.11(a)(6) and to confer re: a matter of attorney/client privilege and to preserve that privilege to include the Cherry Inc. litigation, and other matters protected by attorney/client privilege pursuant to GS 143-318.11(a)(3). The time was 11:44 a.m.
- 24.** Open Session - The Board re-entered Open Session at 12:19 p.m. Attorney Leidy reported that the Board discussed a confidential personnel matter and gave instructions to the attorney regarding Cherry Inc. litigation, but no other actions were taken.
- 25.** Adjournment - The Board passed a motion to adjourn at 12:19 p.m.



AGENDA ITEM SUMMARY

Town of Nags Head Board of Commissioners

REGULAR SESSION: November 5, 2025

AGENDA ITEM G.1.

Update from Planning Director

Prepared by

Kelly Wyatt, Planning Director

Reviewed by

Kelly Wyatt
Brittany Phillips
Andy Garman

Staff Comments/Recommendation

Please find attached a monthly update from Planning Director Kelly Wyatt.

Specific Action Requested

This item is provided for Board information and update.

Summary

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 Wednesday, November 5, 2025.

Monthly Activity Report

Attached for the Board's review is the Planning and Development Monthly Report for September 2025. In addition to permitting, inspections, code enforcement, and Todd D. Krafft Septic Health Initiative activities, staff were involved in the following meetings or activities of note during the month of October:

- Wednesday, October 1st — Board of Commissioners Meeting
- Thursday, October 2nd — Septic Repair Contractor Workshop, 5:30–6:30pm in Board Room
- Friday, October 3rd - Movie in the Park, Hocus Pocus at 7pm
- Tuesday, October 7th — Technical Review Committee Meeting
- Thursday, October 9th — Board of Adjustment Meeting (no hearings at this time)
- Monday, October 13th — Septic Health Advisory Committee (SHAC) Meeting
- Monday, October 13th — Sand Relocation Contractor Workshop, 5:30–6:30pm in Board Room
- Wednesday, October 15th — Board of Commissioners Mid-Month (if scheduled)
- Tuesday, October 21st — Planning Board Meeting

Planning Board — Pending Applications and Discussions

The Planning Board's most recent meeting was held on Tuesday, October 21st, 2025. The following items were on the agenda:

- A Special Use/Site Plan Amendment was submitted by Albemarle & Associates, Ltd. on behalf of Nags Head Church for the expansion of the existing parking lot located at 105 W. Soundside Road in the R-2, Medium Density Residential zoning district. The Planning Board voted unanimously to recommend approval of the request as presented. This item has been placed on the Board of Commissioners' November 5, 2025

Consent Agenda to schedule a Public Hearing for the December 3, 2025 meeting.

- A Site Plan Amendment was submitted by Albemarle & Associates, Ltd. on behalf of Coastal Bluewater Capital, LLC and TW's Outdoor Outfitters for the expansion of storage space between the existing retail store and existing storage building located at 2230 S. Croatan Highway in the C-2, General Commercial zoning district. The Planning Board voted unanimously to recommend approval of the request as presented, noting that lot recombination will be required prior to issuance of any development permits.
- A Site Plan Amendment was submitted by Albemarle & Associates, Ltd. on behalf of Golasa Holdings and Outer Banks Sports Club for the expansion of the existing fitness facility to include a two-story addition, outdoor gym area, and tennis court located at 2423 S. Croatan Highway in the C-2, General Commercial zoning district. The Planning Board voted unanimously to recommend approval of the request as presented.
- The Planning Board initiated and considered text amendments to the Unified Development Ordinance and Flood Damage Prevention Ordinance to revise and clarify the Town's elevation standards and required freeboard. The Planning Board voted unanimously to recommend adoption of the proposed text amendments as presented.

The next Planning Board meeting is scheduled for Tuesday, November 18, 2025. At this time, no new applications have been submitted for review. Staff will continue advancing discussions related to multi-family housing opportunities on existing commercially developed sites, as well as ongoing discussions regarding the Commercial Outdoor Recreation Overlay District.

Board of Adjustment – Recent and Pending Applications

There were no items for the Board of Adjustment's consideration in October 2025.

Additional Updates

- DWMP/Septic Health Advisory Committee — The SHAC met on October 13, 2025. Isabelle Pala, an intern with UNC's Outer Banks Field Site Program, briefed the committee on her work developing refreshed social media content for the Septic Health Initiative and additional outreach tools (townwide letters and door hangers). Environmental Planner Conner Twiddy reported that since July 2025, the program has completed 34 inspections, processed two low-interest septic repair loans, and issued 35 water credits. Following the meeting, inspections increased notably—likely driven by two townwide mailers (the CRS mailing and the Nags Head Lines newsletter coordinated by PIO, Roberta Thuman). Conner also updated committee members on an October 2nd contractor workshop to gauge participation in the Division of Water Infrastructure no-interest septic loan program, anticipated for rollout to high-risk properties in early 2026; seven local contractors attended and all expressed interest and comfort with Davis-Bacon and American Iron and Steel compliance. On October 27th and 28th in Beaufort, NC, Conner and Town Engineer David Ryan presented at the Coastal Carolina Riverwatch Water Quality for Fisheries Symposium in a session on Wastewater Systems, Septic Failures, and Public Health, highlighting the Town's initiatives. Attendees were engaged and complimentary of the Todd D. Krafft Septic Health Program.
- Estuarine Shoreline Management Plan — While much of the work this month has taken place behind the scenes, staff continue to make progress on implementation of the Estuarine Shoreline Management Plan (ESMP). Current efforts are focused on identifying a local environmental consultant to assist with future community engagement for the two priority project areas—Nags Head Woods Road and Soundside Road. At its October 16th meeting, the Dare County Tourism Board voted to move forward with the latest revised design for the Harvey Soundside Site, which incorporates a rock structure and several elements discussed during the stakeholder meeting. This represents a positive step toward advancing an implementable project that aligns with the broader objectives of the ESMP. Staff anticipate providing additional details and a more comprehensive update at the Board's December 3rd meeting.

- Sand Relocation and Dune Management Cost Share Program – Staff are preparing for the upcoming Sand Relocation season which will begin on November 17th, 2025. We will begin accepting applications for sand relocation on November 1st for review purposes only.
- Dowdy Park Events/Farmers Market/Holiday Markets/Art & Culture — The Committee for Art and Culture will meet next on November 12th. The two-hour application period for the Dowdy Park Holiday Markets opened on Wednesday, October 15th, from 8:00–10:00 a.m. The Town received 107 applications, and while we would have loved to accommodate everyone, approximately 50 vendors were accepted based on several factors: commitment to attend all three markets, possession of a valid Tax ID number, uniqueness within their product category, proximity to or residency in Nags Head, and the application time stamp. All applicants have now been notified regarding their acceptance into the 2025 Dowdy Park Holiday Market series. The Holiday Markets will be held on Saturdays, November 8th, November 29th, and December 13th, from 9:00 a.m. to noon.

Event Coordinator Paige Griffin and the Art and Culture Committee have been busy preparing an exciting evening for the Tree Lighting Ceremony, held on the evening of November 29th. This year's event will feature enhanced park lighting, including new decorated areas, and live music from Manteo High School music students, who will help set the festive mood as the community awaits the arrival of Santa Claus.

Tuesday Morning Yoga has wrapped up for the season, but the Town will host a Movie Night at Dowdy Park on November 7th to round out the fall programming schedule.

Upcoming Meetings and Other Dates

- Tuesday, November 4th - Technical Review Committee Meeting
- Wednesday, November 5th — Board of Commissioners Meeting
- Friday, November 7th - Movie in the Park, TBD, begins at dusk
- Wednesday, November 12th — Committee for Art and Culture Meeting
- Thursday, November 13th — Board of Adjustment Meeting (no hearings at this time)
- Tuesday, November 18th - Planning Board Meeting
- Wednesday, November 19th — Board of Commissioners Mid-Month (if scheduled)



Attachments

1. 11 G1 Planning Monthly Report

**TOWN OF NAGS HEAD PLANNING AND DEVELOPMENT
MONTHLY REPORT
SEPTEMBER 2025**

DATE SUBMITTED: October 7, 2025

	Sep-25	Sep-24	Aug-25	2025-2026 FISCAL YTD	2024-2025 FISCAL YTD	FISCAL YEAR INCREASE/ DECREASE
BUILDING PERMITS ISSUED - RESIDENTIAL						
New Single Family	0	1	0	2	5	(3)
New Single Family, 3000 sf or >	0		0	1	3	(2)
Duplex - New	0	0	0	0	0	0
Sub Total - New Residential	0	1	0	3	8	(5)
Miscellaneous (Total)	44	26	18	83	79	4
<i>Accessory Structure</i>	4	3	0	7	10	(3)
<i>Addition</i>	1	1	0	1	3	(2)
<i>Demolition</i>	2	2	0	2	2	0
<i>Move</i>	0	0	0	0	0	0
<i>Remodel</i>	7	5	7	19	17	2
<i>Repair</i>	30	15	11	54	47	7
Total Residential	44	27	18	86	87	(1)
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	0	0
Subtotal - New Commercial	0	0	0	0	0	0
Miscellaneous (Total)	8	7	8	22	17	5
<i>Accessory Structure</i>	2	2	6	10	4	6
<i>Addition</i>	0	0	1	1	0	1
<i>Demolition</i>	0	0	0	0	0	0
<i>Move</i>	3	0	0	3	0	3
<i>Remodel</i>	3	2	1	6	5	1
<i>Repair</i>	0	3	0	2	8	(6)
Total Commercial	8	7	8	22	17	5
Grand Total	52	34	26	108	104	4
SUB-CONTRACTOR PERMITS						
Electrical	37	30	32	119	145	(26)
Gas	2	0	2	10	4	6
Mechanical	26	28	19	94	109	(15)
Plumbing	6	5	2	14	19	(5)
Fire Sprinkler	0	0	1	2	0	2
VALUE						
New Single Family	\$0	\$727,000	\$0	\$1,175,000	\$2,761,157	(\$1,586,157)
New Single Family, 3000 sf or >	\$0	\$0	\$0	\$1,000,000	\$2,998,000	(\$1,998,000)
Duplex - New	\$0	\$0	\$0	\$0	\$0	\$0
Misc (Total Residential)	\$1,780,213	\$774,621	\$540,123	\$2,763,266	\$2,579,062	\$184,204
Sub Total Residential	\$1,780,213	\$1,501,621	\$540,123	\$4,938,266	\$8,338,219	(\$3,399,953)
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)	\$3,183,871	\$949,950	\$120,854	\$5,715,417	\$1,193,698	\$4,521,719
Sub Total Commercial	\$3,183,871	\$949,950	\$120,854	\$5,715,417	\$1,193,698	\$4,521,719
Grand Total	\$4,964,084	\$2,451,571	\$660,977	\$10,653,683	\$9,531,917	\$1,121,766

**TOWN OF NAGS HEAD PLANNING AND DEVELOPMENT
MONTHLY REPORT
SEPTEMBER 2025**

DATE SUBMITTED: October 7, 2025

	Sep-25	Sep-24	Aug-25	2025-2026 FISCAL YTD	2024-2025 FISCAL YTD	FISCAL YEAR INCREASE/ DECREASE
ZONING						
Zoning Permits	56	39	27	119	116	3
Soil & Erosion	3	3	0	4	11	N/A
Stormwater Plans	0	2	0	0	6	N/A
CAMA						
CAMA LPO Permits	7	1	2	11	2	9
CAMA LPO Exemptions	8	3	13	24	9	0
Sand Relocations						N/A
CODE COMPLIANCE						
Cases Investigated	26	31	12	63	104	(41)
Warnings	7	2	2	13	7	6
NOVs Issued	19	29	10	50	96	(46)
Civil Citations (#)	0	0	0	0	0	0
Civil Citations (\$)	\$0	\$0	\$0	\$0	\$0	\$0
SEPTIC HEALTH						
Tanks inspected	9	11	8	28	26	2
Tanks pumped	7	7	5	28	21	7
Water quality sites tested	41	42	42	125	109	16
Personnel Hours in Training/School	41	24	73	126	81	45


Kelly Wyatt, Planning Director