



AGENDA

TOWN OF NAGS HEAD PLANNING BOARD
NAGS HEAD MUNICIPAL COMPLEX – BOARD ROOM

TUESDAY, DECEMBER 16, 2025; 9:00 AM

REGULAR SESSION

A. CALL TO ORDER

B. APPROVAL OF AGENDA

C. PUBLIC COMMENT/AUDIENCE RESPONSE

D. APPROVAL OF MINUTES

1. November 18th, 2025

E. ACTION ITEMS

1. Sketch Plan Review submitted by Albemarle & Associates, Ltd on behalf of Coastal Bluewater Capital, LLC for construction of two buildings to accommodate retail and accessory storage uses. The property is zoned C-2, General Commercial and is located at 2230 S. Croatan Highway, Nags Head.
2. Sketch Plan Review submitted by Michael Robinson, P.E. on behalf of Tar Heel Motel of OBX, LLC to construct a two-story, 26-guest room, hotel. The property is zoned C-2, General Commercial and is included within the Hotel Overlay District and is located at 7001 S. Croatan Highway, Nags Head.

F. REPORT ON BOARD OF COMMISSIONERS ACTIONS

1. December 3rd, 2025

G. TOWN UPDATES - AS REQUESTED

H. DISCUSSION ITEMS

1. Planning & Development Director's Report, December 3rd, 2025

I. PLANNING BOARD MEMBERS' AGENDA

J. PLANNING BOARD CHAIRMAN'S AGENDA

K. ADJOURNMENT

**Town of Nags Head
Planning Board
November 18, 2025**

The Planning Board of the Town of Nags Head met on Tuesday, November 18th, 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, Andy Garman, Lily Nieberding

Approval of Agenda

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

Public Comment/Audience Response

None

Approval of Minutes

Chair Vaughan asked for a motion to approve the minutes of the October 21st, 2025, meeting. Meade Gwinn moved to approve the minutes as presented; David Elder seconded, and the motion passed unanimously.

Board Member Transitions and Upcoming Appointments

Recognition of Planning Board Members Elected to Board of Commissioners

Planning Director Kelly Wyatt recognized Chair Megan Vaughan and Board Member Molly Harrison who were recently elected to the Board of Commissioners. She thanked them for their service on the Planning Board, noting their contributions to complex conversations including multifamily housing and various rezonings to name a few. Director Wyatt expressed appreciation for their help in navigating board items, working alongside staff, the board, and articulating town projects to the community. She mentioned that while this would be their last Planning Board meeting, they would be seen again at the Board of Commissioners meeting in December.

Board Member David Elder expressed his appreciation and good wishes for both members as they moved into their new roles.

Overview of Upcoming Planning Board Appointments and Chair/Vice Chair Nomination Process

Ms. Wyatt provided a timeline for the upcoming transition process:

- Today will be the final Planning Board meeting for Chair Vaughan and Ms. Harrison.
- At the December 3rd Board of Commissioners meeting, they will be sworn in as Commissioners. At that same meeting, the Board of Commissioners will appoint two new members to fill the vacancies.
- The Town Clerk maintains a list of citizens interested in being appointed to a Town Board or Committee, people can apply online or by phone.
- At the December 16th Planning Board meeting, the two newly appointed Planning Board members will be present.
- Vice Chair Meade Gwinn will chair the December meeting.
- At the January 2026 meeting, the Planning Board will elect a new Chair and Vice Chair.

Mr. Belsches asked if the town would publicize the openings to attract additional interested citizens. Ms. Wyatt explained that there are already numerous qualified individuals on the existing list who have been contacted to confirm continued interest.

Mr. Elder expressed some concern about the January meeting, noting that several members would be new to the process of electing officers. He requested guidance be provided to new members regarding board procedures, motion terminology, and overall process. Ms. Wyatt confirmed that staff would be providing a "Planning Board 101" orientation to new members like they usually do as well as look into NC School of Government training resources, as well as provide basic procedural guidance.

Board Members shared that meeting terminology and abbreviations can be particularly challenging for new members, with Mr. Gwinn specifically mentioning the difficulty of understanding abbreviations. Ms. Wyatt agreed and stated that staff would make every effort to provide detailed staff reports and avoid using unexplained abbreviations.

Chair Vaughan suggested a comprehensive overview of the UDO and Comprehensive Plan for all members would be beneficial given the number of newer board members.

Action Items

None

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

Ms. Wyatt provided a report on the Board of Commissioners' actions from their November 5th meeting. Of note: The Earl Murray Junior Employee of the Year nominees were announced, with Connor Twitty from the Planning Department being selected as the recipient; the Board set public hearings for December to discuss amendments to the Flood Damage Prevention Ordinance and the vested rights special use request for Nags Head Church parking lot expansion; the Board unanimously approved UDO amendments related to the crowd gathering permit process; the Board approved the site plan amendment for TW's Bait and Tackle for a storage addition as well as the Outer Banks

Sports Club expansion; Deputy Director Joe Costello updated the Board on the Harvey Sound Side Event Site Living Shoreline progress.

Mr. Belsches asked if there had been any public feedback on the crowd gathering permit process. Ms. Wyatt reported there was none, though the Board emphasized the importance of involving the Visitors Bureau in the changes.

Secretary Nieberding noted that Town Manager Andy Garman had recognized Director Wyatt for her 20 years of service in the town at the meeting.

Town Updates

None

Discussion Items

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

Ms. Wyatt highlighted several items from her report, of note: The Septic Health Advisory Committee met in October, and reviewed work done by their intern, including social media content and a short reel featuring Connor Twitty's work. Sand relocation operations are beginning, with equipment being placed on the beach and staff monitoring the work. Ms. Wyatt then gave an overview of Dowdy Park activities which include: A grand opening of the FLAG (Free Little Art Gallery) installed by the Outer Banks Women's Club, the upcoming Holiday Market on November 29th from 9 AM to Noon and the annual tree lighting ceremony also on November 29th starting at 5pm, featuring Santa arriving via fire truck, music from Manteo High School students, an elf, refreshments, and commemorative ornaments for the first 200 attendees.

Deputy Planning Director Joe Costello provided an update on the Estuarine Shoreline Management Plan:

- The Harvey site project is progressing with schematic designs approved by the Tourism Board
- Public feedback has been incorporated into the design
- A permit application will be submitted following a pre-application meeting
- Construction is expected to begin in fall 2026
- Secretary Reid Wilson from the Department of Environmental Quality will visit the site
- Sites 1 and 2 (Villa Dunes Drive and West Soundside Road) are being reassessed due to challenges with submerged aquatic vegetation (SAV) locations

Mr. Carey asked about the wave-breaking apparatus for the Harvey site, and Mr. Costello explained they would use rock sills with geotextile material and a base structure, as there were concerns about proprietary materials that might be difficult to replace or maintain.

Mr. Elder raised some question about beach nourishment prompting Town Manager Andy Garman to provide information about the upcoming project:

- A workshop is scheduled for December 17th with the Board of Commissioners
- Recent storm damage prompted a new survey to inform decisions about the next beach nourishment project
- The project has been bid with three responsive bids received
- The bid includes a base amount of sand with add-on alternates in 100,000 cubic yard increments

- Funding comes primarily from town taxes (generating about \$3 million annually) and county occupancy tax contributions
- The project is tentatively scheduled for summer 2026
- Winter projects are not feasible due to rough ocean conditions, which would significantly increase costs
- The town has historically received FEMA funding (approximately \$28 million) to replace sand after storms, but no other Federal funds are available.

Planning Board Members' Agenda

Ms. Harrison expressed appreciation for her time on the Planning Board, noting how much she had learned and her increased appreciation for the town; she looks forward to serving on the Board of Commissioners and continuing to work with the Planning Board members.

Board Member David Elder highlighted the harmonious nature of the board, stating that "it isn't how we disagree or that we disagree. It's how we agree that makes this board work." He thanked the departing members for their contributions and emphasized the importance of their decision to step up into new roles.

Mr. Thompson congratulated the departing members and expressed confidence that they would maintain Nags Head's standing as "the best run town in America." He emphasized his pride in the town and appreciation for their future service.

Vice Chair Gwinn echoed Mr. Elder's thoughts and expressed optimism about the future of the town with the new commissioners and looks forward to supporting the town's growth in the desired direction.

Planning Board Chairman's Agenda

Chair Vaughan expressed appreciation for her time on the Planning Board and the importance of the Board's discussions, even when lengthy. She expressed confidence in the remaining members and looks forward to working with them in her new role.

Adjournment

A motion to adjourn was made by David Thompson. The time was 9:55 AM.

Respectfully submitted,
Lily Campos Nieberding



AGENDA ITEM SUMMARY

Town of Nags Head Planning Board

REGULAR SESSION: December 16, 2025

AGENDA ITEM E.1.

Sketch Plan Review submitted by Albemarle & Associates, Ltd on behalf of Coastal Bluewater Capital, LLC for construction of two buildings to accommodate retail and accessory storage uses. The property is zoned C-2, General Commercial and is located at 2230 S. Croatan Highway, Nags Head.

Prepared by

Kelly Wyatt, Planning Director

Reviewed by

Kelly Wyatt
Lily Nieberding

Staff Comments/Recommendation

Sketch Plan Review

Specific Action Requested

Consideration of Sketch Plan Submittal

Summary

Albemarle & Associates, Ltd., on behalf of Coastal Bluewater Capital, LLC and TW's Bait & Tackle, has submitted the attached Sketch Plan Review package for proposed modifications and new construction on the TW's property. The proposal includes converting recently approved storage space to retail use and constructing two new detached buildings containing a combination of retail and accessory storage. As proposed, the project meets the definition of "Group Development", which is permitted in the C-2, General Commercial zoning district via the Special Use Permit (SUP) process.

Per Appendix A.4 of the Unified Development Ordinance, Definitions, Group Development is defined as a group of buildings on a single site which are occupied and used for professional offices, retail, personal services, indoor recreation facilities, and/or restaurant uses. Under Section 6.6, Group Development is a permissible use subject to supplemental standards in Section 7.32, which allows retail uses within Commercial Mixed-Use/Group Developments.

The Sketch Plan proposes the following elements:

- Conversion of the recently approved 4,774 sq. ft. storage area (connecting the principal retail building and an existing storage building) into retail. This would result in this building containing 14,024 square feet of retail space and 4,250 square feet of accessory storage space.
- Construction of a new 6,750 square foot detached building, divided into two units. Unit 1 is proposed to consist of 2,500 square feet of retail space and 1,000 square feet of accessory storage space. Unit 2 is proposed to consist of 3,250 square feet of accessory storage (no retail).
- The above two buildings are proposed to be connected via a 12' x 20' covered sidewalk.
- Construction of a new 3,000 square foot detached building consisting of 2,000 square feet of retail and 1,000 square feet of accessory storage.

Overall, the site would contain three detached buildings with shared required parking and stormwater infrastructure.

Please note that storage areas must operate and function as an accessory use to the principal retail use. By definition, an accessory use must be incidental to and customarily found in connection with the principal use, subordinate to and serving the principal use, and contributing to the comfort, convenience or needs of occupants, or business in the principal use served. Principal warehouse/storage uses are prohibited in the C-2, General Commercial zoning district.

Pursuant to Section 4.3, Pre-Application Meeting and Sketch Plan, of the Unified Development Ordinance, a sketch plan review is mandatory for all new development other than one- and two-family dwellings, in cases where new construction and/or additions have a total habitable building area that is 5,000 square feet or greater.

As noted in Section 10.84.1 of the Unified Development Ordinance, "The purpose of the sketch plan is to review projects at a conceptual level for consistency with the requirements of the commercial design standards and the UDO in general. This review should be done at the early stages of project development in order to allow for meaningful input and substantive changes to the design, if necessary. Documentation is not required to be as complete as the formal review. However, it should include rough site plan sketches with the building and parking layout, building renderings, and a narrative describing the proposed project and how it is consistent with the Town development requirements. The site plan sketch shall depict adequate space allocations for the requisite wastewater and stormwater improvements as well as vegetation/buffering requirements and site access. Applicants are encouraged to provide more than one project alternative or variations of the proposed project for review." The applicant is encouraged to incorporate the recommendations of the UDO Administrator and/or the Planning Board (if applicable) into the development plan before submitting the formal site plan.

At this stage of the review, the Planning Department, Town Engineer, Public Services, Fire Department, and Police Department have provided comments on the submitted sketch plan. Building Inspections anticipates providing additional comments once further details are submitted, including Appendix B with engineered plumbing, mechanical, and electrical plans.

The following comments summarize the primary issues identified to date for the Planning Board's consideration. These comments should not be considered comprehensive and are intended to highlight conceptual design considerations and potential compliance issues. Additional comments may be generated as more detailed plans and supporting information are provided during subsequent review phases.

Zoning Review

- The existing TW's Bait & Tackle parcel and the adjacent vacant parcel to the west have been recombined as required by the November 5th, 2025 Board of Commissioners Approval.
- The property is located within an X Flood Zone. Pursuant to the Town of Nags Head local flood damage prevention regulations, the site is subject to a Regulatory Flood Protection Elevation (RFPE), also referred to as the Local Elevation Standard (LES), of 9 feet. All structures must have their first finished floor elevated above 9 feet mean sea level (msl).
- The maximum allowable lot coverage in the C-2, General Commercial zoning district, is 55% of the total lot area. Proposed lot coverage is 53.4% and is therefore compliant.
- The maximum allowable height within the Town is 35 feet. However, pursuant to Section 8.2.1, Dimensional Requirements within the UDO, total height may be increased to 42 feet with the use of an 8:12 roof pitch or greater. The applicant has not specifically called out the roof pitch or the overall height. However, based upon elevations provided, the height appears to be exactly 35 feet. This will need to be confirmed as part of the formal Special Use Permit submittal for Planning Board consideration.
- The location of mechanical equipment for the new structures shall be accounted for on the site plan.
- Show compliance with Section 10.93.3.1 of the UDO. Provide a 10-foot wide buffer with two rows of plantings between the parking lot and street right of way.

- Show compliance with Section 10.93.3.2 of the UDO. Provide a 25-foot side Commercial Transitional Protective Yard where a high impact use abuts a residential zoning district, a buffer strip of at least 25 feet in width along the entire length of the lot shall be provided. The buffer yard shall consist of three rows of plantings.
- Show compliance with Section 10.93.3.5, Buildings Adjacent to Street Frontage. Building walls adjacent to the street frontage shall include foundation landscaping directly adjacent to the building to screen any crawl space, stem wall, lattice work or open parking areas.
- Show compliance with Section 10.93.3.7, Interior Parking Lot Landscaping. Landscaping shall be provided at a minimum rate equal to ten percent of the total area of the parking spaces.
- Show compliance with Section 10.93.3.8 Vegetation Preservation/Planting Requirements. Please review comprehensively as you could preserve 10% of the lot's total area with existing vegetation. However, it must contain significant examples of native or locally adaptive vegetation. If existing vegetation cannot be preserved, you will need to provide plantings consistent with Section 10.93.3.8.3 of the UDO, planting a minimum of 15% of the lot's total area.
- Demonstrate compliance with the minimum parking requirements pursuant to Article 10, Table 10-2, Required Parking by Use. The parking standard for Commercial Mixed Use/Group Development states that parking requirements for each principal use shall be calculated separately based upon the standards applicable to each use. It is important to note that accessory storage does not have a parking standard associated with it, as it is deemed to be for the comfort and convenience of patrons of the principal use, and subordinate to the principal use (retail). The existing retail and proposed retail space totals 18,524 square feet of retail space. Required parking for general retail uses is one parking space for each 250 square feet of gross floor area, plus one parking space for each employee, but no less than two employee parking spaces for each retail unit or establishment. Based upon this, 74 parking spaces would be required, and 7 employees in total, resulting in a minimum of 81 parking spaces being required. In January 2023, the property owner applied for and was granted a reduction of three (3) required parking spaces via the Special Use Permit process for providing three compliant bicycle racks per Section 10.15.2.5. With this reduction incorporated, a total of 78 parking spaces is required.
- Show compliance with Section 10.92.14.4 of the UDO. A minimum of twenty (20) percent of the surface area of the parking drive aisles shall be constructed using permeable surface materials.
- A lighting plan consistent with Section 10.37.1 of the UDO will be required for any additional or proposed new parking lot or structural lighting prior to issuance of building permits for the proposed use.
- The property is located on a corner lot. Per section 10.24.2.3, only one additional freestanding sign shall be permitted as described below:
 - For lots along five-lane roadway corridors, only one (1) freestanding sign shall be permitted to be located permanently on the property and shall not exceed sixty-four (64) square feet in area and shall not exceed twenty (20) feet in height above street grade.
 - For lots along two-lane roadway corridors, only one (1) freestanding sign shall be permitted to be located permanently on the property and shall not exceed thirty-two (32) square feet in area and shall not exceed twelve (12) feet in height above street grade.
 - Where the property is a corner lot with frontage on more than one public right-of-way, a maximum of two (2) freestanding signs shall be permitted in accordance with the standards listed above. The freestanding sign permitted in the side yard shall be located no closer than seventy (70) feet to the designated front yard public right-of-way boundary and installed so that the sign face is perpendicular to the side yard public right-of-way boundary. Town Code 10.24.2.3.
- With regard to the Town's Architectural Design Standards, the existing principal structure was reviewed and approved by the Board of Commissioners in 2005, when only 100 architectural design points were required for compliance. With the recent, November 5, 2025, approval of the storage (now proposed to be converted to retail) addition, the applicant was able to provide adequate architectural elements to maintain the originally required 100 design points through an extension of the porch along the northern boundary. The two new proposed buildings will be required to comply with current commercial design standards under Part VI of the Unified Development Ordinance.

- Section 10.83 of the UDO, Design Standards, states that buildings with a habitable building area of less than 10,000 square feet may elect to comply with the building design requirements by achieving 150 points based on the criteria outlined in the Town of Nags Head Residential Design Guidelines OR achieve compliance by meeting the standards outlined in Division II, Building Design. Architectural elevations with sufficient detail to determine compliance shall be provided as part of the formal Special Use Permit/Site Plan Review submittal for Planning Board consideration.

Building Inspections Review

- Review is limited until a complete plan set is submitted, including the 2018 Appendix B with engineered plumbing, mechanical, and electrical plans. While this level of detail is not required at the current phase of review, it will be required prior to issuance of a building permit.

Town Engineer Review

- A vehicle pathing exhibit shall be provided to demonstrate the circulation of emergency service equipment (i.e. fire engines) and sanitation vehicles internal to the site.
- A loading berth shall be provided in accordance with UDO Sec 10.17.
- All redevelopment of property with commercial uses, mixed land uses or residential uses other than single-family or two-family residential uses resulting in a net gain in the built-upon area requires submission of a stormwater plan showing that the stormwater runoff generated by the increase will be directed into an approved stormwater management system designed to accommodate 4.3 inches of rainfall and that any best management practices constructed for the additional runoff comply with the same commercial standards established in UDO subsection 11.4.3.
- An NCDEQ DEMLR stormwater management permit will be required for this application.
- Two 18" driveway culverts shall be required for the new driveway connections to Satterfield Landing. The existing Satterfield Landing roadway swale may need to be refined to accommodate the development plan (Sec. 36-4(g)) along the property frontage.
- A sediment and erosion control plan shall be required and submitted in conjunction with a Financial Responsibility Agreement prior to any land disturbing activities.

Public Services Review

- The size of the dumpster pad and corral are adequate, and the location appears to be compliant with front load sanitation collection.

Fire Review

- Fire lane markings shall be shown on the drive aisles and appropriate signage provided.

Police Review

- No concerns noted at this time.

Planning staff and the applicant will be available at the Planning Board's December 16th, 2025 meeting to discuss the conceptual plan and receive Planning Board input and guidance. The applicant is encouraged to incorporate recommendations into the forthcoming Special Use Permit and Site Plan Review submission.

Attachments

1. TW's Expansion Sketch Plan Packet for PB

Project: **TW's Buiding B/C**

Project No: **25060**

Location: **2230 S Croatan Hwy**

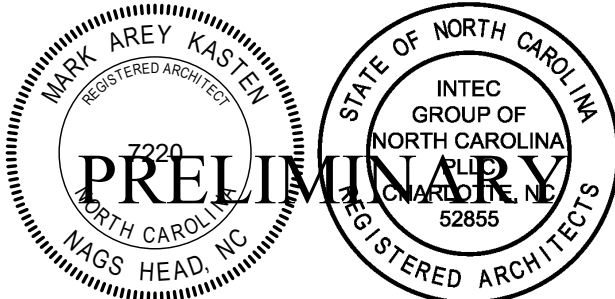
Nags Head, NC 27959

Title: **Preliminary**

Date: **December 11,2025**

Scale: **1/8" = 1'-0"**

The designer shall not be responsible for any error, omission, defect or deficiency in the contract documents ("error") prepared by the designer or its consultants which in any way impacts the schedule of the project, results in a lack of coordination among the contract documents, delays the completion of the project or which in any other way causes any damage or loss to the owner, contractor, subcontractors, or other entity involved in the project, unless: (i) designer is promptly notified of such error, in any event within 14 days of the date such error was discovered or could reasonably have been discovered; and (ii) designer is given opportunity at the time of discovery to address such error, and, if appropriate, take such steps as are necessary to correct and resolve it. Failure to comply with the provisions of this paragraph shall constitute a waiver of any claim for damages, or a right to offset against designer by owner, contractor or others and shall in no event cause or allow a reduction in the fees otherwise due designer for services provided on the project.



Revisions:

No.	Description	Date

Designed: Designer
Drawn: Author
Reviewed: Checker
Cad File:

A1



6 Perspective

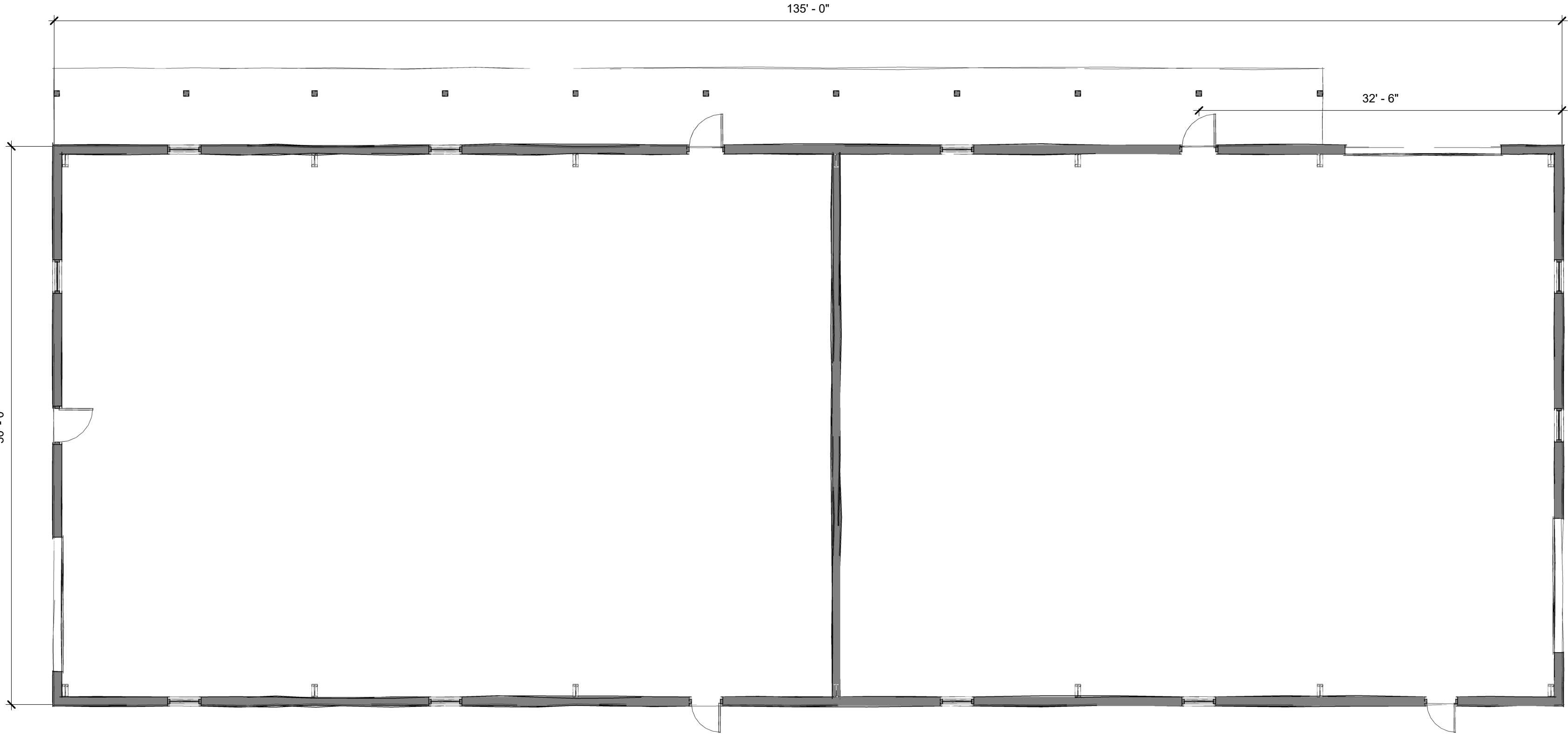
DESIGN NARRATIVE

THE BUILDING DESIGN INTENT IS TO INCORPORATE THE DESIGN STRATEGIES OUTLINE IN SECTION 10.85.2 OF THE NAGS HEAD ORDINANCE.

SECTION 10.85.2.1 - THE BUILDING DESIGN INCLUDED PORCHES AND BRACKETED AWNINGS TO BRING THE SCALE OF THE BUILDING DOWN TO A MORE PEDESTRIAN LEVEL.

SECTION 10.85.2.2 & 3 - AS THE BUILDING IS GREATER THAN ONE STORY, WE HAVE ADDED ROOF BUMPS TO PROVIDE ELEVATION AND MASSING CHANGES TO GIVE THE BUILDING MORE VARIATION.

SECTION 10.85.2.4 - THE DESIGN INCLUDES SIDING CHANGES, BEAUTY BANKS, TRIM, AND BRACKETS TO ADD TO THE VISUAL APPEAL OF THE BUILDING.



1 First Floor Plan
1/8" = 1'-0"



3 West Elevation
1/8" = 1'-0"



2 North Elevation
1/8" = 1'-0"



4 South Elevation
1/8" = 1'-0"



5 East Elevation
1/8" = 1'-0"



6 Perspective



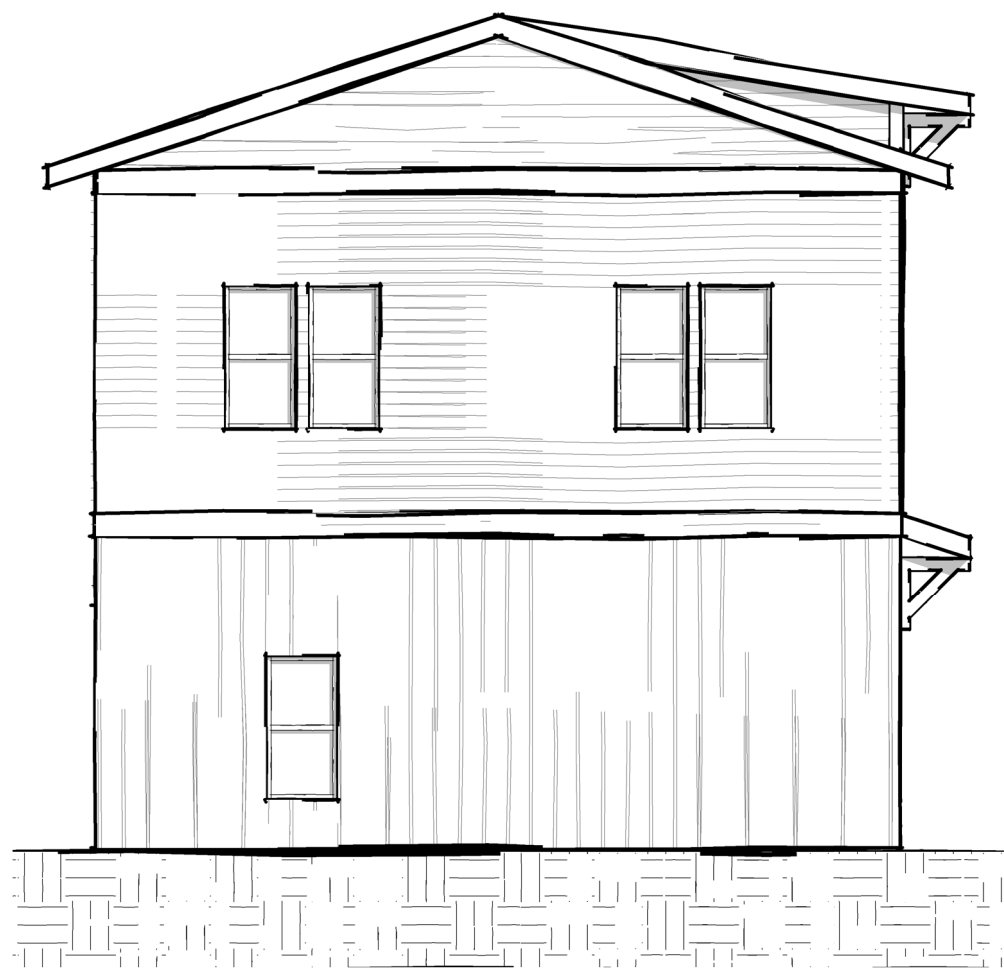
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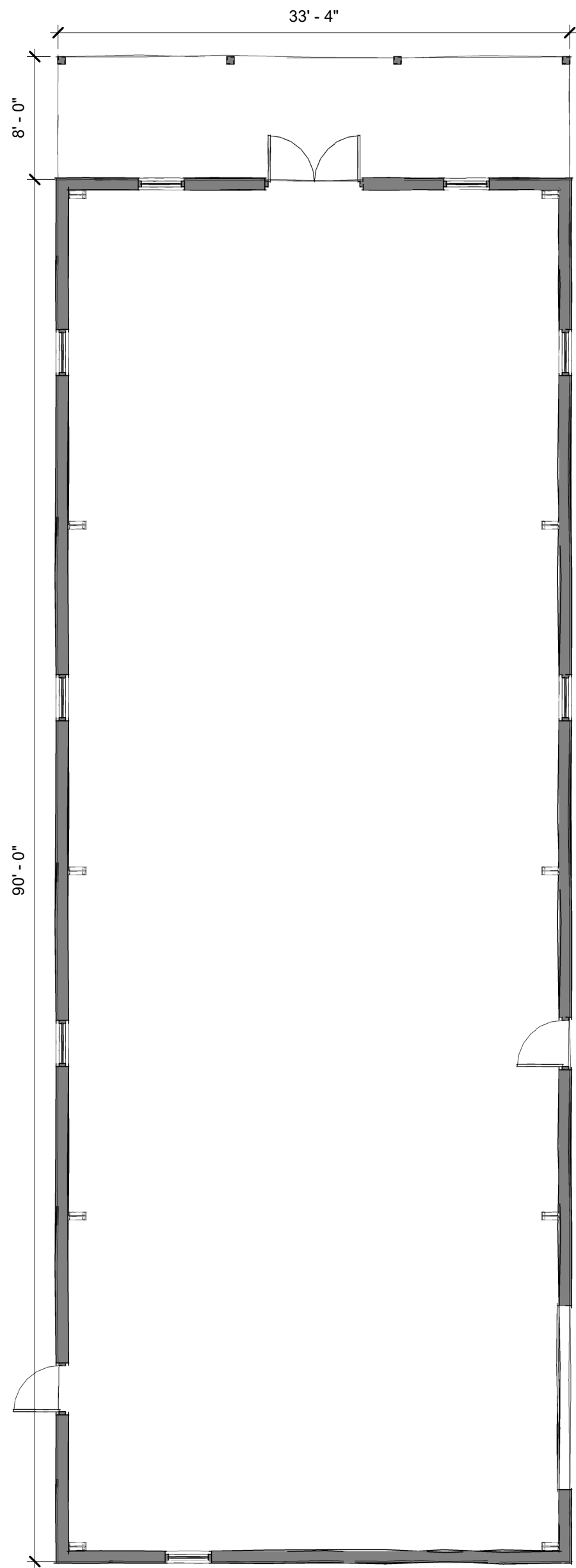
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1 First Floor Plan
1/8" = 1'-0"

Project: **TW's Building A**

Project No: **25060**

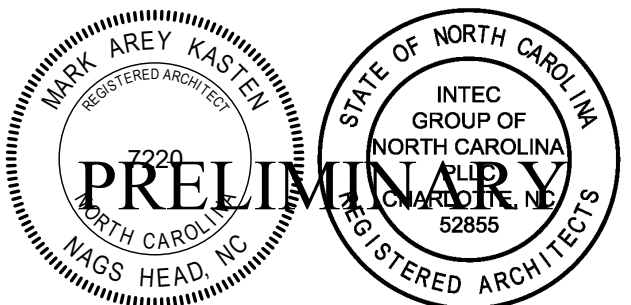
Location: **2230 S Croatan Hwy
Nags Head, NC 27959**

Title: **Preliminary**

Date: **December 12, 2025**

Scale: **1/8" = 1'-0"**

The designer shall not be responsible for any error, omission, defect or deficiency in the contract documents ("error") prepared by the designer or its consultants which in any way impacts the schedule of the project, results in a lack of coordination among the contract documents, delays the completion of the project or which in any other way causes any damage or loss to the owner, contractor, subcontractors, or other entity involved in the project, unless: (i) designer is promptly notified of such error, in any event within 14 days of the date such error was discovered or could reasonably have been discovered; and (ii) designer is given opportunity at the time of discovery to address such error, and, if appropriate, take such steps as are necessary to correct and resolve it. Failure to comply with the provisions of this paragraph shall constitute a waiver of any claim for damages, or a right to offset against designer by owner, contractor or others and shall in no event cause or allow a reduction in the fees otherwise due designer for services provided on the project.



Revisions:

No.	Description	Date

Designed: Designer
Drawn: Author
Reviewed: Checker
Cad File:

A1



AGENDA ITEM SUMMARY

Town of Nags Head Planning Board

REGULAR SESSION: December 16, 2025

AGENDA ITEM E.2.

Sketch Plan Review submitted by Michael Robinson, P.E. on behalf of Tar Heel Motel of OBX, LLC to construct a two-story, 26-guest room, hotel. The property is zoned C-2, General Commercial and is included within the Hotel Overlay District and is located at 7001 S. Croatan Highway, Nags Head.

Prepared by

Kelly Wyatt, Planning Director

Reviewed by

Kelly Wyatt
Lily Nieberding

Staff Comments/Recommendation

Sketch Plan Review

Specific Action Requested

Consideration of Sketch Plan Review

Summary

Please find attached a Sketch Plan Review package submitted by Michael Robinson, P.E., on behalf of Tar Heel Motel of OBX, LLC. The proposal includes construction of a two-story, 26-unit hotel with under-building parking and associated site improvements.

The property is zoned C-2, General Commercial, and is located within the Hotel Overlay District. Pursuant to Section 6.6 of the Unified Development Ordinance (UDO), "Hotel" use is permitted through the Special Use Permit (SUP) process and is subject to the supplemental regulations set forth in Section 7.12 of the UDO. This section is attached for Planning Board review.

The proposed scope of the Sketch Plan Review includes the following:

- Construction of a two-story, 26-unit hotel with parking beneath, including a swimming pool, pool house with restrooms, dog run, and related amenities.
- The existing motel structures, while containing some nonconforming elements, will remain unchanged. No additions or alterations are proposed, and thus the degree of nonconformity will not increase.
- Removal of the existing pool located in the northeast corner of the property to accommodate updated wastewater system improvements.
- Retention and extension of the existing drive aisle from S. Virginia Dare Trail through the proposed development, with a new connection to E. Glidden Street.

Pursuant to Section 4.3, Pre-Application Meeting and Sketch Plan, of the Unified Development Ordinance, a sketch plan review is mandatory for all new development other than one- and two-family dwellings, in cases where new construction and/or additions have a total habitable building area that is 5,000 square feet or greater.

As noted in Section 10.84.1 of the Unified Development Ordinance, "The purpose of the sketch plan is to review

projects at a conceptual level for consistency with the requirements of the commercial design standards and the UDO in general. This review should be done at the early stages of project development in order to allow for meaningful input and substantive changes to the design, if necessary. Documentation is not required to be as complete as the formal review. However, it should include rough site plan sketches with the building and parking layout, building renderings, and a narrative describing the proposed project and how it is consistent with the Town development requirements. The site plan sketch shall depict adequate space allocations for the requisite wastewater and stormwater improvements as well as vegetation/buffering requirements and site access. Applicants are encouraged to provide more than one project alternative or variation of the proposed project for review.” The applicant is encouraged to incorporate the recommendations of the UDO Administrator and the Planning Board into the development plan prior to Technical Review and formal consideration by the Planning Board.

At this stage of the review, the Planning Department, Town Engineer, Public Services, Fire Department, and Police Department have provided comments on the submitted sketch plan. Building Inspections anticipates providing additional comments once further details are submitted, including Appendix B with engineered plumbing, mechanical, and electrical plans.

The following comments summarize the primary issues identified to date for the Planning Board’s consideration. These comments should not be considered comprehensive and are intended to highlight conceptual design considerations and potential compliance issues. Additional comments may be generated as more detailed plans and supporting information are provided during subsequent review phases.

Zoning Review

- The property is located within an X Flood Zone. Pursuant to the Town of Nags Head local flood damage prevention regulations, the site is subject to a Regulatory Flood Protection Elevation (RFPE), also referred to as the Local Elevation Standard (LES), of 9 feet. All structures must have their first finished floor elevated above 9 feet mean sea level (msl).
- The maximum allowable lot coverage for hotel use within the C-2 zoning district is 55 percent; however, lot coverage may be increased to 65 percent when located within the Hotel Overlay District. The proposed lot coverage of 56.1 percent is compliant.
- Section 10.92.14.4 requires a minimum of twenty (20) percent of the surface area of the parking and drive aisles to be constructed using permeable surface materials.
- The supplemental requirements set forth in Section 7.12 of the UDO appear to be generally satisfied at this conceptual stage; however, additional detail will be required during Technical Review and prior to formal consideration by the Planning Board. Note the requirement that a sidewalk or boardwalk constructed to provide a grade separation from vehicular traffic of at least six inches shall connect all principal buildings on the site. Separate buildings shall be connected with pedestrian passageways that are striped when crossing traffic lanes.
- The maximum allowable height for hotel use in the C-2 Zoning Designation is 35 feet. The maximum allowable height within the Hotel Overlay is 60 feet. The proposed hotel appears to be approximately 42.8 feet in height and is therefore compliant.
- The location of mechanical equipment for the new structures shall be accounted for on the site plan.
- Show compliance with Section 10.93.3.1 of the UDO. Provide a 10-foot wide buffer with two rows of plantings between the parking lot and street right-of-way.
- Demonstrate compliance with Section 10.93.3.2 of the UDO, Commercial Transitional Protective Yards. Hotels are classified as a High Impact Use. While the adjoining properties are zoned for commercial use, a residential use exists at the corner of S. Virginia Dare Trail and E. Glidden Street. Accordingly, a transitional buffer strip with a minimum width of 10 feet, consisting of two rows of plantings, shall be provided.
- Show compliance with Section 10.93.3.5, Buildings Adjacent to Street Frontage. Building walls adjacent to the street frontage shall include foundation landscaping directly adjacent to the building to screen any crawl space, stem wall, lattice work or open parking areas.
- Show compliance with Section 10.93.3.7, Interior Parking Lot Landscaping. Landscaping shall be provided at a minimum rate equal to ten percent of the total area of the parking spaces.

- Show compliance with Section 10.93.3.8 Vegetation Preservation/Planting Requirements. Please review comprehensively as you could preserve 10% of the lot's total area with existing vegetation. However, it must contain significant examples of native or locally adaptive vegetation. If existing vegetation cannot be preserved, you will need to provide plantings consistent with Section 10.93.3.8.3 of the UDO, planting a minimum of 15% of the lot's total area.
- Parking shall be provided in accordance with Section 10.16, Required Parking by Use, of the Unified Development Ordinance. Hotels are required to provide 1.2 parking spaces per unit, or one (1) parking space per bedroom, whichever is greater, plus one (1) parking space for every two employees on the largest shift. This parking standard was adopted by the Nags Head Board of Commissioners in December 2024. The applicant has calculated parking based on the prior standard. Revised parking calculations consistent with the current standard will be required at the Technical Review stage and prior to formal submission of the Special Use Permit and Site Plan Review for Planning Board consideration.
- A lighting plan consistent with Section 10.37.1 of the UDO will be required prior to issuance of building permits for the proposed use.
- The property is located on a corner lot. Per section 10.24.2.3, only one additional freestanding sign shall be permitted as described below:
 - For lots along five-lane roadway corridors, only one (1) freestanding sign shall be permitted to be located permanently on the property and shall not exceed sixty-four (64) square feet in area and shall not exceed twenty (20) feet in height above street grade.
 - For lots along two-lane roadway corridors, only one (1) freestanding sign shall be permitted to be located permanently on the property and shall not exceed thirty-two (32) square feet in area and shall not exceed twelve (12) feet in height above street grade.
 - Where the property is a corner lot with frontage on more than one public right-of-way, a maximum of two (2) freestanding signs shall be permitted in accordance with the standards listed above. The freestanding sign permitted in the side yard shall be located no closer than seventy (70) feet to the designated front yard public right-of-way boundary and installed so that the sign face is perpendicular to the side yard public right-of-way boundary.
- Compliance with Section 10.83 of the UDO, Design Standards, is required. Architectural elevations with sufficient detail to allow for a full compliance determination shall be provided. Based on the renderings submitted, the proposed development appears to incorporate several desirable architectural elements, including wood shingles, varied roof forms, residential-style windows, operable shutters, column trim, gable brackets, and covered porches.

Building Inspections Review

- Review is limited until a complete plan set is submitted, including the 2018 Appendix B with engineered plumbing, mechanical, and electrical plans. While this level of detail is not required at this current phase of review, it will be required prior to issuance of a building permit.

Town Engineer Review

- A vehicle pathing exhibit shall be provided to demonstrate circulation of emergency service equipment (i.e. fire engines) and sanitation vehicles internally throughout the site.
- All redevelopment of property with commercial uses, mixed land uses or residential uses other than single-family or two-family residential uses resulting in a net gain in the built-upon area requires submission of a stormwater plan showing that the stormwater runoff generated by the increase will be directed into an approved stormwater management system designed to accommodate 4.3 inches of rainfall and that any best management practices constructed for the additional runoff comply with the same commercial standards established in subsection 11.4.3.
- Soil borings will be required for depth to seasonal high-water elevations documented and incorporated into

the stormwater management design.

- An NCDEQ DEMLR stormwater management permit will be required for this application.
- An 18" driveway culvert is required for the new driveway connection to Glidden Street. The existing Glidden Street roadway swale may need to be refined to accommodate the development plan (Sec. 36-4(g)).
- A sediment and erosion control plan shall be required and submitted in conjunction with a Financial Responsibility agreement prior to any land disturbing activities.

Public Services Review

- The location of all proposed and existing water lines and fire lines shall be clearly shown on the site plan.

Fire Review

- The site plan shall clearly identify the location of the fire main, including the proposed installation of the riser and water tap.

Police Review

- No concerns noted at this time.

Planning staff and the applicant will be available at the Planning Board's December 16th, 2025 meeting to discuss the conceptual plan and receive Planning Board input and guidance. The applicant is encouraged to incorporate recommendations into the forthcoming Special Use Permit and Site Plan Review submission.

Attachments

1. Tarheel Motel Sketch Plan Package for PB



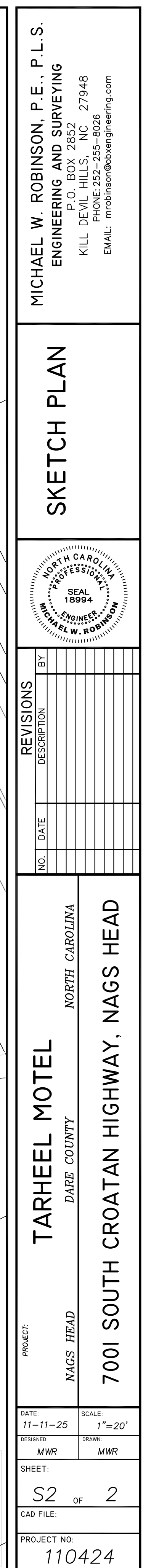
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120

(IN FEET)

1 inch = 30 ft.

Page 18 of 46





EVERY ATTEMPT HAS BEEN MADE IN THE PREPARATION OF THESE DRAWINGS TO AVOID MISTAKES. THE DESIGNER, OR ANYONE ASSOCIATED WITH THE DESIGNER, WILL NOT BE HELD LIABLE FOR ANY ERRORS OR OMISSIONS IN THESE DRAWINGS



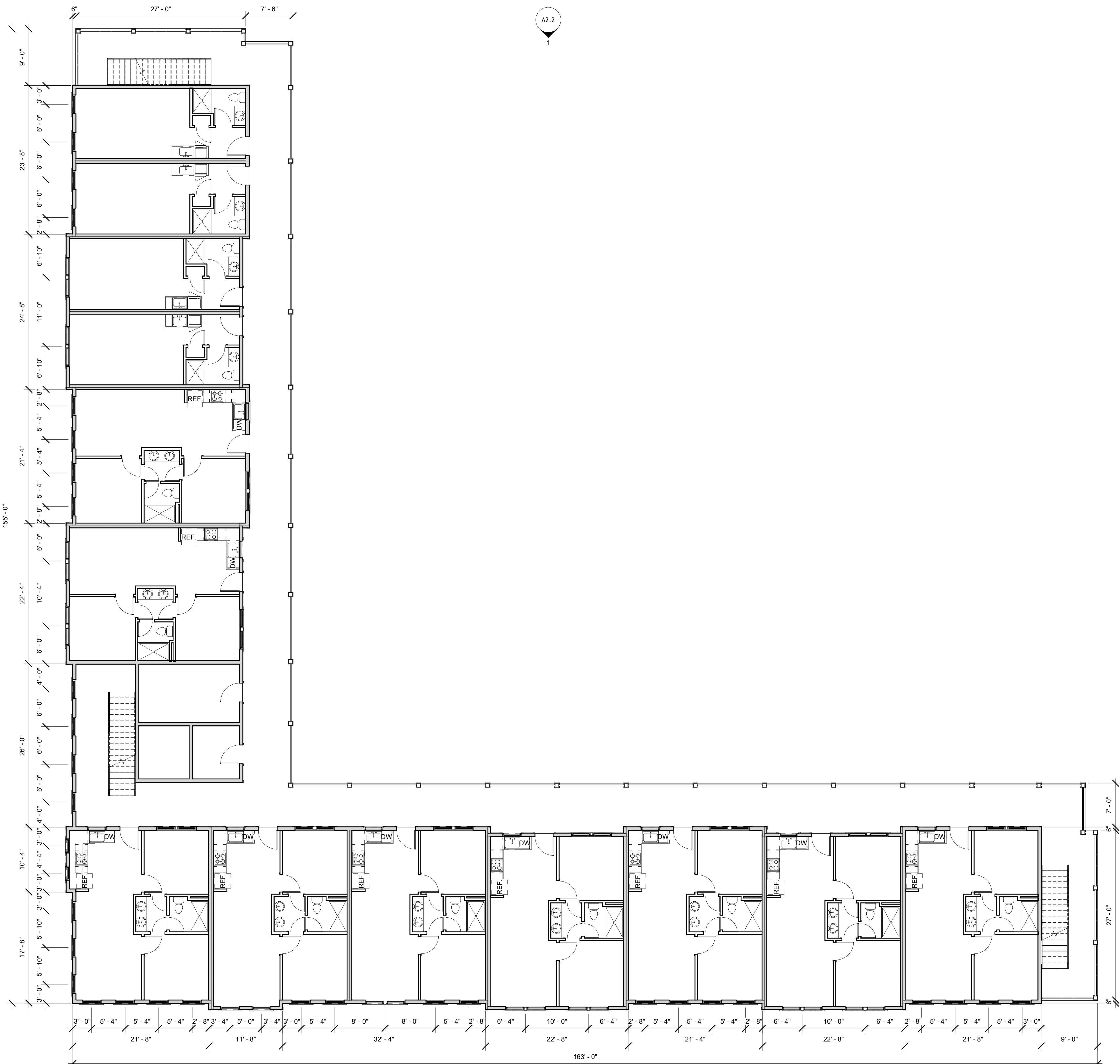
Project Name	GRADE PLAN
Enter address here	

SHEET ISSUE DATE:

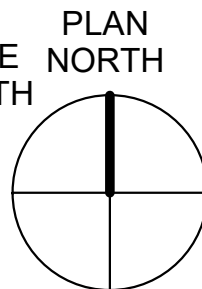
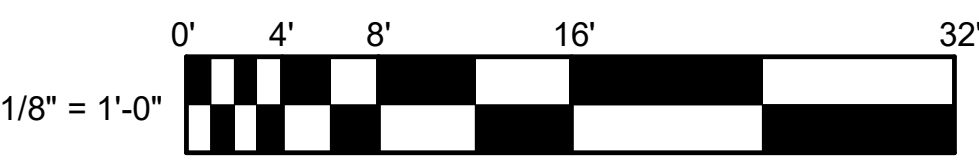
[illegible]

JOB NUMBER: Project
Number

SHEET NUMBER:	
A1.1	
SHEET	OF

[illegible]

1 FIRST FLOOR PLAN

$$\frac{1}{8}'' = 1'-0''$$


PREPARATION OF THESE DRAWINGS TO AVOID MISTAKES. THE DESIGNER OR ANYONE ASSOCIATED WITH THE DESIGNER, WILL NOT BE HELD LIABLE



Project Name
Enter address here

SECOND FLOOR PLAN

SHEET ISSUE DATE:
10/06/25

[illegible]

JOB NUMBER: Project
Number

SHEET NUMBER:

A1.3

SHEET OF



EVERY ATTEMPT HAS BEEN MADE IN THE PREPARATION OF THESE DRAWINGS TO AVOID MISTAKES. THE DESIGNER, OR ANYONE ASSOCIATED WITH THE DESIGNER, WILL NOT BE HELD LIABLE FOR ANY ERRORS OR OMISSIONS IN THESE DRAWINGS



Project Name
Enter address here
EXTERIOR ELEVATION

[illegible]

EET NUMBER:

A2.1

EET OF



4 WEST ELEVATION - MAIN ROAD
A2.1 1/8" = 1'-0"



3 SOUTH ELEVATION - DUNES PARKING LOT
A2.1 1/8" = 1'-0"

EVERY ATTEMPT HAS BEEN MADE IN THE PREPARATION OF THESE DRAWINGS TO AVOID MISTAKES. THE DESIGNER, OR ANYONE ASSOCIATED WITH THE DESIGNER, WILL NOT BE HELD LIABLE FOR ANY ERRORS OR OMISSIONS IN THESE DRAWINGS



Project Name
Enter address here
EXTERIOR ELEVATION

[illegible]

EET NUMBER:

A2.2

EET OF



1 NORTH ELEVATION - ISLAND LIMOUSINE
A2.2 1/8" = 1'-0"



2 EAST ELEVATION - BEACH ROAD
A2.2 1/8" = 1'-0"

EVERY ATTEMPT HAS BEEN MADE IN THE PREPARATION OF THESE DRAWINGS TO AVOID MISTAKES. THE DESIGNER, OR ANYONE ASSOCIATED WITH THE DESIGNER, WILL NOT BE HELD LIABLE FOR ANY ERRORS OR OMISSIONS IN THESE DRAWINGS

1 HOTEL SUITE PLAN
A4.1 1/4" = 1'-0"

2 HOTEL UNIT PLAN
A4.1 1/4" = 1'-0"



SHEET OF



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS, WILMINGTON DISTRICT
WILMINGTON REGULATORY OFFICE
69 DARLINGTON AVENUE
WILMINGTON NORTH CAROLINA 28403

October 23, 2025

Regulatory Program/Division

Sent Via Email: mrobinson@obxengineering.com

Tar Heel Motel of OBX, LLC
PO Box 370
Kill Devil Hills, NC 27948

Dear Mr. Robinson:

This letter is in response to your request to the Wilmington District, Washinton Regulatory Field Office for an approved jurisdictional determination. The project/review area is located on the E side of Croatan Highway, at 7001 S Croatan Highway, at Latitude 35.914480 and Longitude -75.601600; in Nags Head, Dare County, North Carolina. The review area for this determination is limited to an approximately 1.02 acre(s) area(optional: comprised of 1 parcels (parcel numbers: 008861040), which is illustrated on the enclosed site maps. This request has been assigned the file number SAW-2025-01947 (7001 South Croatan Hwy / Tar Heel Motel of OBX LLC / Nags Head / Dare). This file number should be referenced in all correspondence concerning this project.

Based on our review of the information you furnished, a site inspection conducted on October 21, 2025, and other information available to our office, we have determined the above-referenced area contains 0 acre(s) of waters of the United States under U.S. Army Corps of Engineers (Corps) regulatory jurisdiction. These waters are identified in the enclosed site maps, Tar Heel Motel of OBX, LLC dated June 12, 2024, and include Uplands only. This determination was made in accordance with the Corps regulatory authority pursuant to Section 404 of the Clean Water Act, and based upon criteria contained in the 1987 Corps of Engineers Wetland Delineation Manual and the Atlantic and Gulf Coastal Plain regional supplement. This determination is valid for a period of **five years** from the date of the letter, unless new information warrants revision of the determination before the expiration date or a District Engineer has identified, after public notice and comment, that specific geographic areas with rapidly changing environmental conditions merit re-verification on a more frequent basis.

This letter contains an approved jurisdictional determination for your subject site. If you object to this determination, you may request an administrative appeal under Corps regulations at 33 CFR Part 331. Enclosed you will find a Notification of Appeal Process (NAP) fact sheet and request for appeal (RFA) form. If you request to appeal this determination you must submit a completed RFA form to the Division Appeals Officer at

the address listed on the RFA form. In order for an RFA to be accepted by the Corps, the Corps must determine that it is complete, that it meets the criteria for appeal under 33 CFR part 331.5, and that it has been received by the Division Office within 60 days of the date of the NAP. Should you decide to submit an RFA form, it must be received by the Corps by December 22, 2025. **It is not necessary to submit an RFA form to the Division Office if you do not object to the determination in this correspondence.**

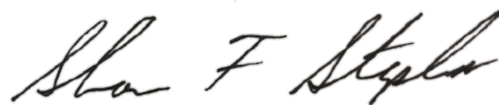
Section 404 of the Clean Water Act requires a Department of the Army (DA) permit be obtained prior to the discharge of dredged or fill material into waters of the United States, including wetlands. Section 10 of the Rivers and Harbors Act of 1899 requires a DA permit be obtained for any work in, on, over or under navigable waters of the United States.

This determination has been conducted to identify the limits of Corps' Clean Water Act jurisdiction for the review area identified in this request. The determination may not be valid for the wetland conservation provisions of the Food Security Act of 1985. If you or your tenant are USDA Program participants, or anticipate participation in USDA programs, you should request a certified wetland determination from the local office of the Natural Resources Conservation Service, prior to starting work.

You are cautioned that work performed below the mean high water line or ordinary high water line in waters of the United States; and/or, the discharge of dredged or fill material into any areas identified on the enclosed information as within Federal jurisdiction, without a Department of the Army permit could subject you to enforcement action. Receipt of a permit from a state or local municipality does not obviate the requirement for obtaining a Department of the Army permit.

If you have any questions concerning this correspondence, please contact Shane Staples, project manager of the Washinton Regulatory Field Office at 910-251-4609, by mail at the above address, or by email at shane.f.staples@usace.army.mil. Please take a moment to complete our customer satisfaction survey located at <https://regulatory.ops.usace.army.mil/customer-service-survey/>.

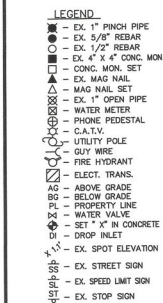
Sincerely,

A handwritten signature in black ink, appearing to read "Shane F Staples", written in a cursive style.

Shane Staples
Biologist

Enclosures

cc: Doug Dorman, Atlantic Environmental Consultant, LLC (via dougdaec@gmail.com)



NOTES:

1. THIS SURVEY IS SUBJECT TO ANY FACTS THAT MAY BE DISCLOSED BY A FULL AND ACCURATE TITLE SEARCH AND EASEMENTS & RESTRICTIONS OF RECORD.
2. AREA BY COORDINATE COMPUTATION = 44,689 S.F.
3. F.I.R.M. ZONE: "X" (R.F.P.E. 9.0')
4. PIN NO. 060015 54 1955
5. RECORDED REF. 2, PG. 203; D.B. 2226, PG. 422; (D.B. 1952, PG. 79 SEPTIC ESMT.)
6. MINIMUM BUILDING LINES (MBL), IF SHOWN HEREON, ARE PER THE CURRENT LOCAL ZONING REGULATIONS. OTHER SETBACKS AND/OR RESTRICTIONS MAY APPLY AND MUST BE VERIFIED PRIOR TO CONSTRUCTION.
7. ELEVATIONS (NAVD 1988): AS SHOWN



I, JOHN R. WAYNE, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK 2226 PAGE 422) THAT THE BOUNDARIES NOT SURVEYED ARE INDICATED AS DRAWN FROM (DEED DESCRIPTION RECORDED IN BOOK _____ PAGE _____) THAT THE RATIO OF PRECISION AS CALCULATED IS 1/10,000+; THAT THIS PLAT MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA (21 NCAC 56.1600).
THIS 26TH DAY OF JUNE 2024.

SURVEYOR *[Signature]* L-451



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SURVEY FOR

TAR HEEL MOTEL OF OBX, LLC

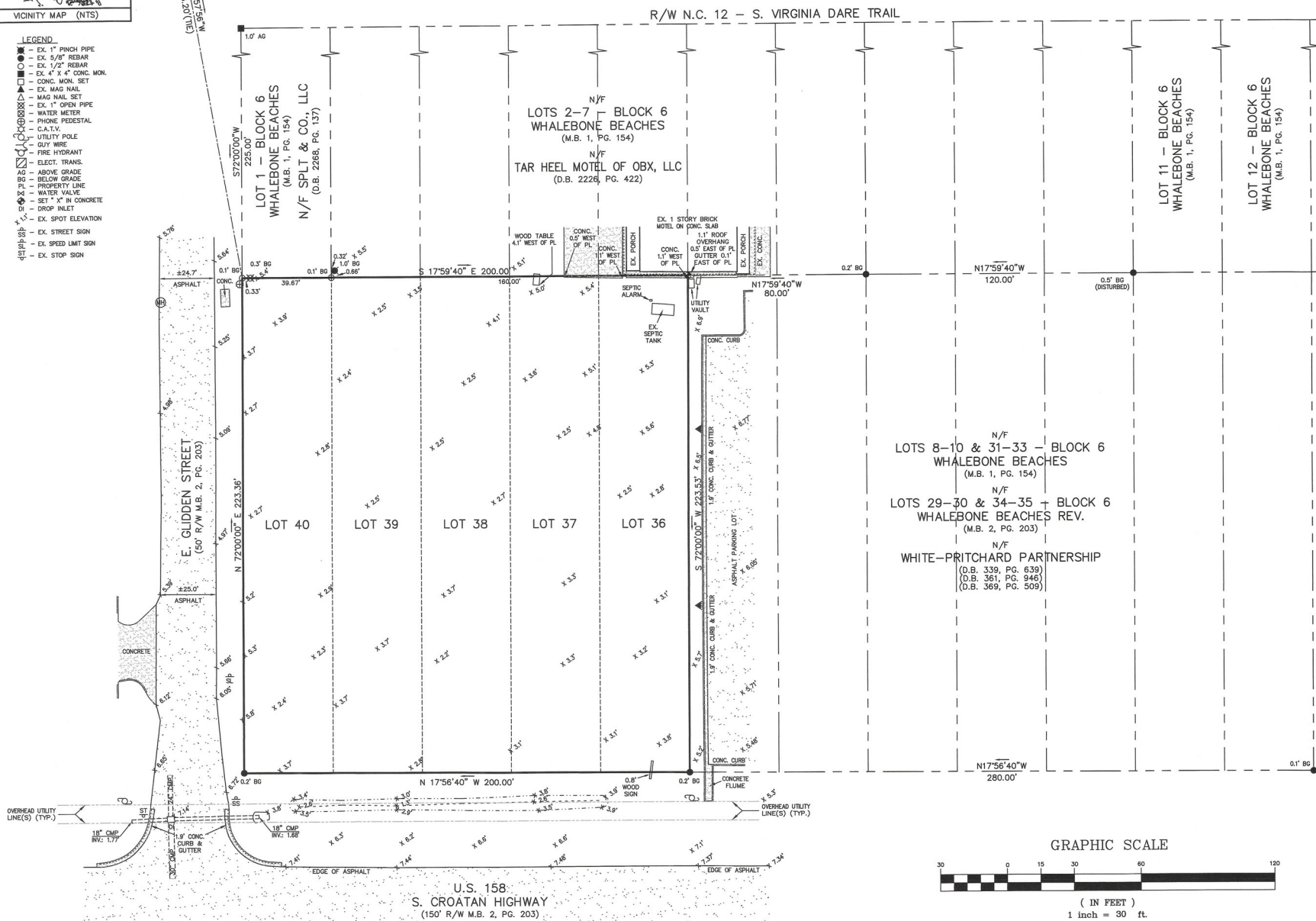
**OTS 36-40 - BLOCK 6 - WHALEBONE BEACHES REVISED - NAGS HEAD
NAGS HEAD TOWNSHIP - DARE COUNTY - NORTH CAROLINA**

Seaboard Surveying & Planning, Inc. C-1536

Seapoard Surveying & Planning, Inc. C-1330
33 W WOOD HILL DRIVE - UNIT F P.O. BOX 58 NACS HEAD, N.C. 27959 252-480-9998

FILE NO.:	2411050
SURVEYED:	05/13/24 CA
DRAWN:	06/12/24 TO
CHECKED:	06/25/24 JR

SHEET NO.
1
OF 1 SHEET



U.S. Army Corps of Engineers (USACE) NOTIFICATION OF ADMINISTRATIVE APPEAL OPTIONS AND PROCESS AND REQUEST FOR APPEAL For use of this form, see Section 404 of the Clean Water Act, Section 10 of the Rivers and Harbors Act of 1899, and Section 103 of the Marine Protection, Research, and Sanctuaries Act; the proponent agency is CECW-COR.		<i>Form Approved –</i> OMB No. 0710-0003 <i>Expires 2027-10-31</i>
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
Authority	The authorities for requesting this information are Sections 9, 10, 13, and 14, Rivers and Harbors Act of March 3, 1899; Section 404, Clean Water Act; and Section 103 Marine Protection Research and Sanctuaries Act of 1972.	
Principal Purpose	This information serves as notification to affected parties regarding the USACE administrative appeal options and process, as well as to facilitate requests for appeal of USACE decisions with which they disagree.	
Routine Uses	Routine uses will include: (a) To serve as notification to affected parties of the Corps administrative appeal options and process and to facilitate requests for appeal of Corps decisions with which they disagree. (b) Records may be referred to the Department of Justice for possible criminal prosecution. (c) Records may be referred to other Federal, State, and local agencies for evaluation and enforcement purposes.	
Disclosure	Disclosure of this information is voluntary on your part. However, failure of individual to provide requested information could result in inability to determine all pertinent information regarding a Department of the Army permit matter.	
The Agency Disclosure Notice (ADN)		
The Public reporting burden for this collection of information, 0710-0003, is estimated to average 1 hour per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil . Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.		
PURPOSE: This form is used to facilitate the initiation of the administrative appeals process. The appeals process allows an affected party to pursue an administrative appeal of certain Corps of Engineers decisions with which they disagree.		
Upon release, this form will also be available on the Corps website https://www.usace.army.mil/Missions/Civil-Works/Regulatory-Program-and-Permits/		
Applicant: Tar Heel Motel of OBX, LLC	File Number: SAW-2025-01947	Date: 10/23/2025
Documents Attached (<i>select all that apply</i>):		Form Reference Section:
☐	INITIAL PROFFERED PERMIT (Standard Permit or Letter of permission)	A
☐	PROFFERED PERMIT (Standard Permit or Letter of permission)	B
☐	PERMIT DENIAL WITHOUT PREJUDICE	C
☐	PERMIT DENIAL WITH PREJUDICE	D
☒	APPROVED JURISDICTIONAL DETERMINATION	E
☐	PRELIMINARY JURISDICTIONAL DETERMINATION	F
SECTION I		
The following identifies your rights and options regarding an administrative appeal of the above decision. Additional information may be found at https://www.usace.army.mil/Missions/Civil-Works/Regulatory-Program-and-Permits/appeals/ or Corps regulations at 33 CFR Part 331.		
A: INITIAL PROFFERED PERMIT: You may accept or object to the permit		
• ACCEPT: If you received a Standard Permit, you may sign the permit document and return it to the district engineer for final authorization. If you received a Letter of Permission (LOP), you may accept the LOP and your work is authorized. Your signature on the Standard Permit or acceptance of the LOP means that you accept the permit in its entirety, and waive all rights to appeal the permit, including its terms and conditions, and approved jurisdictional determinations associated with the permit. • OBJECT: If you object to the permit (Standard or LOP) because of certain terms and conditions therein, you may request that the permit be modified accordingly. You must complete Section II of this form and return the form to the district engineer. Upon receipt of your letter, the district engineer will evaluate your objections and may: (a) modify the permit to address all of your concerns, (b) modify the permit to address some of your objections, or (c) not modify the permit having determined that the permit should be issued as previously written. After evaluating your objections, the district engineer will send you a proffered permit for your reconsideration, as indicated in Section B below.		

B: PROFFERED PERMIT: You may accept or appeal the permit

- **ACCEPT:** If you received a Standard Permit, you may sign the permit document and return it to the district engineer for final authorization. If you received a Letter of Permission (LOP), you may accept the LOP and your work is authorized. Your signature on the Standard Permit or acceptance of the LOP means that you accept the permit in its entirety, and waive all rights to appeal the permit, including its terms and conditions, and approved jurisdictional determinations associated with the permit.
- **APPEAL:** If you choose to decline the proffered permit (Standard or LOP) because of certain terms and conditions therein, you may appeal the declined permit under the Corps of Engineers Administrative Appeal Process by completing Section II of this form and sending the form to the division engineer. This form must be received by the division engineer within 60 days of the date of this notice.

C. PERMIT DENIAL WITHOUT PREJUDICE: Not appealable

You received a permit denial without prejudice because a required Federal, state, and/or local authorization and/or certification has been denied for activities which also require a Department of the Army permit before final action has been taken on the Army permit application. The permit denial without prejudice is not appealable. There is no prejudice to the right of the applicant to reinstate processing of the Army permit application if subsequent approval is received from the appropriate Federal, state, and/or local agency on a previously denied authorization and/or certification.

D: PERMIT DENIAL WITH PREJUDICE: You may appeal the permit denial

You may appeal the denial of a permit under the Corps of Engineers Administrative Appeal Process by completing Section II of this form and sending the form to the division engineer. This form must be received by the division engineer within 60 days of the date of this notice.

E: APPROVED JURISDICTIONAL DETERMINATION: You may accept or appeal the approved JD or provide new information for reconsideration

- **ACCEPT:** You do not need to notify the Corps to accept an approved JD. Failure to notify the Corps within 60 days of the date of this notice means that you accept the approved JD in its entirety and waive all rights to appeal the approved JD.
- **APPEAL:** If you disagree with the approved JD, you may appeal the approved JD under the Corps of Engineers Administrative Appeal Process by completing Section II of this form and sending the form to the division engineer. This form must be received by the division engineer within 60 days of the date of this notice.
- **RECONSIDERATION:** You may request that the district engineer reconsider the approved JD by submitting new information or data to the district engineer within 60 days of the date of this notice. The district will determine whether the information submitted qualifies as new information or data that justifies reconsideration of the approved JD. A reconsideration request does not initiate the appeal process. You may submit a request for appeal to the division engineer to preserve your appeal rights while the district is determining whether the submitted information qualifies for a reconsideration.

F: PRELIMINARY JURISDICTIONAL DETERMINATION: Not appealable

You do not need to respond to the Corps regarding the preliminary JD. The Preliminary JD is not appealable. If you wish, you may request an approved JD (which may be appealed), by contacting the Corps district for further instruction. Also, you may provide new information for further consideration by the Corps to reevaluate the JD.

POINT OF CONTACT FOR QUESTIONS OR INFORMATION:

If you have questions regarding this decision you may contact:	If you have questions regarding the appeal process, or to submit your request for appeal, you may contact:
Name: Shane Staples	Name: Krista Sabin, Regulatory Appeals Review Officer
Street Address, City, State: 2407 W. 5th Street Washington, NC 27889	Street Address, City, State: 60 Forsyth Street SW Room 9M 15 Atlanta, Georgia 30303-8801
Phone: 910-251-4609	Phone: 904-314-9631
Email: shane.f.staples@usace.army.mil	Email: CESAD-Regulatory@usace.army.mil

SECTION II – REQUEST FOR APPEAL or OBJECTIONS TO AN INITIAL PROFFERED PERMIT

REASONS FOR APPEAL OR OBJECTIONS: (Describe your reasons for appealing the decision or your objections to an initial proffered permit in clear concise statements. Use additional pages as necessary. You may attach additional information to this form to clarify where your reasons or objections are addressed in the administrative record.)

ADDITIONAL INFORMATION: The appeal is limited to a review of the administrative record, the Corps memorandum for the record of the appeal conference or meeting, and any supplemental information that the review officer has determined is needed to clarify the administrative record. Neither the appellant nor the Corps may add new information or analyses to the record. However, you may provide additional information to clarify the location of information that is already in the administrative record.

RIGHT OF ENTRY: Your signature below grants the right of entry to Corps of Engineers personnel, and any government consultants, to conduct investigations of the project site during the course of the appeal process. You will be provided a 15-day notice of any site investigation and will have the opportunity to participate in all site investigations.

Email address of appellant and/or agent

Telephone number

Signature of appellant or agent

Date

Section 7.12 Hotels.

Hotels are permitted in accordance with Section 6.6, Table of Uses and Activities, except that in the CR zoning district the hotel use shall only be allowed as a permitted use subject to a Conditional Use Permit upon a property when such use was lawfully conducted prior to and actively in operation as of January 1, 2021. Hotels shall be subject to the following additional requirements and conditions:

7.12.1. Dimensional Requirements.

TABLE 7-2: DIMENSIONAL REQUIREMENTS FOR HOTELS				
	CR	C-1	C-2	HO
Lot Width	150 feet	100 feet	150 feet	
Front Setback	The minimum front yard along property lines abutting the right-of-way line of S. Virginia Dare Trail/NC 12 or S. Old Oregon Inlet Road/NC 1243 shall be forty-five (45) feet.	15 feet; portions of buildings greater than two stories shall be set back an additional 10 feet.	30 feet; portions of buildings greater than two stories shall be set back an additional 10 feet.	15 feet; portions of buildings greater than two stories shall be set back an additional 10 feet for every story over two. In any instance the setback need not exceed 30 feet.
Rear Setback	25 feet			
Side Setback	A minimum side yard of ten (10) feet is required from any side property line, other than a side property line along a street right-of-way; for buildings with a height greater than thirty-five (35) feet, such minimum required side yard shall increase by one (1) foot for each foot in height greater than thirty-five (35) feet. For any side property lines along a street right-of-way, the minimum required	10 feet; 15 feet for corner lot; portions of buildings greater than two stories shall be set back an additional 10 feet.	10 feet; 15 feet for corner lot; portions of buildings greater than two stories shall be set back an additional 10 feet for every story over two. In any instance the setback need not exceed 30 feet.	

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	yard shall be no less than the minimum required front yard or side yard, whichever is greater.			
Height	60 feet	35 feet		60 feet
Open Space	A minimum of fifty percent (50%) of the area established by each minimum setback shall be undeveloped and landscaped as open space. Underground components of wastewater systems are allowed to be located within minimum required setbacks.	50% of side yard to remain as open space.		50% of side yard to remain as open space. Minimum 5 feet, Maximum 10 feet.
Lot Coverage	40%	55%		65%
Density	None	Maximum 20 units per site.	None	None
Unit Size (Room)	Minimum 300 sq. ft.	Minimum 300 sq. ft. Maximum 700 sq. ft.		
Unit Size (Efficiency)	Minimum 400 sq. ft.	Minimum 400 sq. ft. Maximum 700 sq. ft.		
Unit Size (Suite)	Minimum 400 sq. ft.	Minimum 400 sq. ft. Maximum 900 sq. ft. Up to 33% of units can be suites.		Minimum 400 sq. ft. Maximum 1,200 sq. ft. Up to 33% of units can be suites.
Minimum Units Per Building	2	2		
Building Separation	20 ft; A sidewalk or boardwalk constructed to provide a grade separation from vehicular traffic of at least six inches shall connect all principal buildings on the site. Separate buildings shall be connected with pedestrian passageways that are striped when crossing traffic lanes.			

Ocean/Sound Access	NA	Hotel parcels east of US 158 must be within 1,000 feet in a straight-line distance to a public ocean access. The access must consist of a minimum five-foot wide improved pedestrian path. Hotels west of US 158 must provide direct, private soundfront access	None.
Accessory Uses	Fishing pier (with CAMA authorization), restaurant, indoor entertainment facility, indoor public assembly, retail, office and on-site rental of beach chairs and umbrellas.	Retail shops, offices, restaurants, indoor entertainment facilities, indoor public assembly for the benefit of occupants, guests and the general public, cottage court.	Uses permitted as accessory to hotels in the C-2 district and outdoor recreation activities as allowed in the HO district.
		Hotel allowed as accessory to other commercial.	Hotel allowed as accessory to other commercial.
		Dormitory for employee housing.	Dormitory for employee housing.
		Single-family dwelling for employee/owner housing.	Single-family dwelling for employee/owner housing.

7.12.2. Dormitory for Employee Housing.

Hotels may have accessory, employee dormitories intended to furnish group housing for employees provided the following conditions are met:

- 7.12.2.1.** All accessory employee dormitories must be located on the same site as the hotel use.
- 7.12.2.2.** An employee dormitory shall not contain more than one (1) kitchen.
- 7.12.2.3.** The square footage of an employee dormitory building shall be limited to no more than twenty-five (25) percent of the square footage of the principal hotel building(s) on the site.

7.12.3. Long-Term Rental of Hotel Units.

A hotel operator may choose to seek a Change of Use/Special Use Permit for the conversion of existing hotel units into long term rental units when the following criteria have been met:

- 7.12.3.1.** The hotel or motel was constructed prior to November 10, 1972, and is located within the C-2, General Commercial Zoning District.
- 7.12.3.2.** All the units within the hotel development must be converted to long-term rental occupancy. Occupancy within the structure shall not be split among short- and long-term occupancies.
- 7.12.3.3.** For the purpose of this Section, long term lease/rental shall mean occupancy for a period of 90 consecutive days or more.
- 7.12.3.4.** A minimum of 50% of all the long-term rental units within the development shall be subject to a lease restriction requiring that the unit be used exclusively for workforce housing. Lease or rental

agreements must be submitted to the Planning Department at a minimum annually, and whenever requested, to ensure compliance with the conditions of the use, including long-term occupancy and workforce housing requirements.

7.12.3.5. A minimum of 50% of all the long-term rental units within the development shall be subject to a lease restriction requiring that the unit be used exclusively for workforce housing. This restriction shall be included in all lease/rental agreements and shall be provided annually to the Planning and Development Department for compliance review.

7.12.3.6. Consistent with the NC Building Code, Interior Space Dimensions, each unit shall conform to the following requirements:

7.12.3.6.1. The unit shall have a living room of not less than 220 square feet of floor area. An additional 100 square feet of floor area shall be provided for each occupant of such unit, in excess of two.

7.12.3.6.2. The unit shall be provided with a separate closet.

7.12.3.6.3. The unit shall be provided with a kitchen sink, cooking appliances and refrigeration facilities, each having a clear working space of not less than 30 inches in front. Portable electric cooking equipment shall not fulfill the requirement for cooking appliances. In addition, portable cooking equipment employing flame shall be prohibited from the kitchen area.

7.12.3.6.4. The unit shall be provided with a separate bathroom containing a water closet, lavatory and bathtub or shower.

7.12.3.7. Every unit shall be supplied with facilities providing heat. Portable kerosene heaters are not acceptable as a permanent source of heat.

7.12.3.8. As part of the Special Use Permit approval process for the conversion of transient hotel units into long-term rental units, all current North Carolina Fire Prevention Codes must be met.

7.12.3.9. The minimum parking requirements as noted in Section 10, Part II, Off-Street Parking and Loading Requirements shall be met.

7.12.3.10. Utility meters of any type for individual units are prohibited.

7.12.3.11. The long-term rental of hotel units must operate under a single, unified rental management operation.

7.12.3.12. All goods, materials, and equipment must be stored indoors, or in an approved location, in a manner that is not visible from public rights-of-way or neighboring properties.

7.12.3.13. If after having received approval for the conversion of transient hotel units to long-term rental units, the operator wants to transition the long-term rental units back to transient hotel units, this may be done through the Change of Use process. If no changes or alterations have been made to the structure and/or the site that would increase the degree of nonconformity with zoning regulations, this Change of Use shall be reviewed and approved administratively.

(Ord. No. 21-04-006, Art. III, Pts. II, III, 4-7-2021; Ord. No. 21-06-012, Art. III, Pt. VIII(Att. H), 6-2-2021; Ord. No. 24-04-009, Art. III, Pt. II, 4-3-2024)



BOC ACTIONS
WEDNESDAY, DECEMBER 3, 2025

1. Call to order - Mayor Cahoon called the meeting to order at 09:00 a.m. and then recognized former commissioners Anna Sadler and Susie Walters. He asked everyone to keep Carole and Bob Muller in their thoughts and prayers as Carole is recovering from a recent accident. He also shared Bob Muller's thanks to the first responders for their care during and following the incident. A moment of silence was followed by the Pledge of Allegiance. Mayor Cahoon then noted that Mayor Pro Tem Siers had asked to be excused from the meeting.
2. Agenda – The Board approved the December 3rd agenda as presented.
3. Moment of Privilege – Mayor Cahoon and Attorney Leidy remembered previous Town Attorney, Tom White Jr., who passed away November 24, 2025.
4. Recognition – TWENTY YEARS – Fire Chief Randy Wells introduced Fire Engineer Richard Gibbons who was recognized for twenty years of service.
5. Recognition – Mayor Cahoon recognized outgoing Board member, Mayor Pro Tem Siers. He noted that the customary gifts will be given at a later time.
6. Reorganization of the Board – Town Clerk Brittany Phillips read the results of the November 4th election. Ben Cahoon was sworn in as Mayor; Bob Sanders was sworn in as Commissioner; Megan Vaughan was sworn in as Commissioner; Molly Harrison was sworn in as Commissioner.

The Board took a short break to allow for seating changes at 9:16 a.m. and returned to session at 9:24 a.m.

The Board elected Megan Lambert as Mayor Pro Tem; she was then sworn in as Mayor Pro Tem.

The Board adopted the Code of Ethics resolution.

7. Public Comment – There was no one present who wished to speak during Public Comment.
8. Consent Agenda – The Consent Agenda was approved as presented and consisted of the following:
 - Consideration of Budget Amendment #4 to FY 25/26 Budget
 - Consideration of Tax Adjustment Report
 - Approval of Minutes
 - Consideration of Annual Appointment of a Director to the Board of the Nags Head Leasing Corporation
 - Consideration of IT Support Policy for Board of Commissioners
9. Public Hearing – to consider a text amendment to the Flood Damage Prevention section within the Unified Development Ordinance to revise the Town's Elevation Standards related to required freeboard.

The Board unanimously approved the ordinance as presented.

- 10.** 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. The Board sat as a quasi-judicial body in this case. The Board passed a motion to approve the Vested Right/Special Use Permit/Site Plan Amendment, with the findings of fact, for the expansion of the parking lot at Nags Head Church as presented.
- 11.** Planning Director – Planning Director Kelly Wyatt summarized her monthly report and was thanked by the Board for her efforts. She added a special thank you to all those who helped to make the Dowdy Park Tree Lighting a great event. Mayor Cahoon requested that staff present a report showing Sand Relocation permits by Reach.
- 12.** Crowd Gathering Permit Process – Town Manager Garman presented 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 that reflect suggestions received after the November 5th meeting. The Board approved the ordinance replacing Town Code Ch. 4 in its entirety and updating Town Code Sec. 26-13, the updates to Use of Town Parks and Use of Dowdy Park Policies, and the updated Consolidated Fee Schedule with the following changes:
 - Waiver of insurance requirement for Group Demonstrations as defined in Article II of Town Code Chapter 4.
 - A Crowd Gathering Activity Application Fee of \$25 for Group Demonstrations with attendance over 100 people.
 - Use of Dowdy Park Policy to reflect that only three (3) non-town related events or activities per month will be permitted between October 1st – May 31st.
- 13.** Committee Reports
 - Comr. Sanders – had nothing to add to Planning Director Wyatt’s update on Estuarine Shoreline Management.
 - Mayor Cahoon – confirmed that the Board was comfortable making his temporary appointment to the Jennette’s Pier Advisory Board, received after Comr. Brinkley’s resignation, into a permanent position. By consensus, the Board agreed that he will continue to serve as the Town’s representative on that committee.
 - Comr. Lambert – noted that the Government Education Access Channel hasn’t met yet. She acknowledged Planning Director Wyatt’s update on the Septic Health Advisory committee and congratulated Conner Twiddy, Kelly Wyatt, intern Isabelle Pala, and other staff who have helped to increase the popularity of septic health.
- 14.** Traffic Signals – Manager Garman discussed Lakeside St and Soundside Event Site traffic signals. The Board authorized Manager Garman to proceed with the reimbursement plan presented, and the pursuit of the work and financing presented, subject to the Outer Banks Visitor’s Bureau agreeing to the cost share.

- 15.** Appointment to Town Board/Committee - The Board appointed Beverly Head and Valerie Netsch to the Planning Board for three-year terms.
- 16.** Recommendation of Appointments to Dare County Boards – The Board recommended Comr. Vaughan for appointment to the Dare County Tourism Board. The Board recommended Mayor Cahoon for appointment to the Dare County Land Transfer Tax Appeal Board.
- 17.** RECESS/RECONVENE – The Board took a brief recess at 10:26 a.m. and reconvened at 10:36 a.m.
- 18.** Town Manager – Deputy Town Manager/Finance Officer Amy Miller presented a financial update to the Board.
- 19.** Town Manager – Manager Garman and Town Engineer David Ryan presented a CIP project update to the Board. The Board asked staff to consider activities at an appropriate scale and holiday décor for Whalebone Park.
- 20.** Town Manager – Town Engineer David Ryan presented a beach nourishment planning update to the Board that included what has occurred to date for the project and the bid results.
- 21.** Town Manager – Police Chief Hale and Manager Garman discussed potential safety improvements in Nags Head Elementary School Zone with the Board. It was Board consensus to research and pursue these improvements.
- 22.** Town Manager – Manager Garman presented a Dare Housing Foundation update to the Board noting that he has been elected as Secretary of the non-profit.
- 23.** Mayor Cahoon – The Board approved the 2026 BOC Meeting Calendar and the FY 26/27 Budget Calendar as presented.
- 24.** Mayor Cahoon – He invited everyone to present their nominations for those living (Lightkeeper Award) and for those deceased (Nags Header Award) who have made significant contributions to the Town. He asked those interested to fill out the application on the Town’s website and for staff to spread the word on social media.
- 25.** Mayor Cahoon – Mayor Cahoon discussed planning the FY25-26 retreat including reviewing the retreat purpose, examples of past topics, and potential sessions for the future. The Board requested that they receive facilitator information to review and then a retreat date, likely in late January or February, could be selected based on facilitator availability.
- 26.** Mayor Cahoon – The Board approved a Christmas bonus of \$200 for full-time and \$100 for part-time employees.
- 27.** Mayor Cahoon – He asked Board members to stay for an official new photo after today’s meeting.
- 28.** 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 11:48 a.m.

- 29.** Open Session - The Board re-entered Open Session at 12:29 p.m. Attorney Leidy reported that the Board discussed confidential personnel matters, litigation matters, and other matters within the attorney/client privilege he noted that some actions were taken but that nothing else needed to be reported at the time.
- 30.** Adjournment - The Board recessed to the Dec 17th mid-month meeting. The time was 12:30 p.m.



AGENDA ITEM SUMMARY

Town of Nags Head Planning Board

REGULAR SESSION: December 16, 2025

AGENDA ITEM H.1.

Planning & Development Director's Report, December 3rd, 2025

Prepared by

Lily Nieberding, Permitting Coordinator

Reviewed by

Lily Nieberding

Lily Nieberding

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, December 3, 2025.

Monthly Activity Report

Attached for the Board's review is the Planning and Development Monthly Report for October 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 November:

- 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)

Planning Board — Pending Applications and Discussions

The Planning Board met most recently on Tuesday, November 18, 2025. While there were no action items on the agenda, staff provided an update on board member transitions and the upcoming appointment process. Chair Megan Vaughan and member Molly Harrison were recognized for their election to the Board of Commissioners; November 18th served as their final meeting with the Planning Board. Both will be sworn in at the Commissioners' December 3rd meeting, during which the Board will also appoint two new Planning Board members to fill the resulting vacancies.

Staff also reviewed the leadership structure for the coming months. In the absence of a Chair at the December 16th meeting, Vice Chair Meade Gwinn will preside. At the January 20, 2026, meeting, the Planning Board will hold its

annual election to select a Chair and Vice Chair for the year ahead.

The next Planning Board meeting is scheduled for Tuesday, December 16, 2025. At this time, the Board is expected to review two sketch plan submissions: one for the development of the vacant parcel immediately west of TW's Bait and Tackle, under the same ownership (Lot 2A-1R, Charles L. Sineath Subdivision), and another for a proposed detached, two-story hotel addition to the Tarheel Motel located at 7001 S. Croatan Highway.

Board of Adjustment – Recent and Pending Applications

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

Additional Updates

- DWMP/Septic Health Advisory Committee — Since the last report, activity under the Septic Health Initiative has remained steady. Our fall intern, Isabelle Pala, completed her work with the Town on November 17th. During her time, she developed updated social media materials for the program, including a short video reel that has already reached several thousand viewers. Environmental Planner Conner Twiddy noted that multiple residents have since referenced seeing the reel or related content, a positive sign that our messaging is reaching a broader audience. Recent newsletters and townwide mailings continue to drive participation as well. Approximately 20 inspection requests over the past month can be directly tied to residents reading about the program in Nags Head Lines. Conner continues to manage routine inspections, respond to homeowner inquiries, and prepare for the rollout of the no-interest septic repair loan program for high-risk properties in early 2026. The next quarterly meeting of the Septic Health Advisory Committee is scheduled for January 2026.
- Estuarine Shoreline Management Plan — Staff continue to advance implementation of the ESMP, with ongoing work on the two pilot project areas at Nags Head Woods Road and Soundside Road. The goal is to have an implementable project that meets the needs and desires of the community and adjacent property owners and aligns with the spirit of the Estuarine Shoreline Management Plan. The project designs must also meet the requirements stipulated by the RCCP grant.

The most notable progress this month involves the Harvey Estuarine Access and Soundside Site. Following the Tourism Board's approval of the refined conceptual design on October 16th, the Town has received the basis of design report, preliminary construction cost estimates, and schematic design materials. Staff have completed their initial review and provided comments to the design team.

To support the upcoming permitting phase, staff participated in a pre-application meeting with regulatory agencies on November 21st. On November 24th, representatives from DEQ, DCM, and NC Sea Grant visited the Harvey/OBVB site to gather materials for an RCCP feature and to review the project firsthand. This visit offered an opportunity to discuss design components, permitting expectations, and broader project objectives directly with state leadership. Next steps include finalizing the full permit application and beginning coordination with adjacent property owners regarding necessary easements. Staff anticipate steady progress in the coming months as the project transitions from conceptual design into permitting and implementation.

- Sand Relocation and Dune Management Cost Share Program – The 2025–2026 sand relocation season opened for applications on November 1st, with authorization letters and the allowance of equipment on the beach beginning November 17th. As of this report, the Town has received 71 sand relocation applications, an unusually high early-season volume, likely driven by the series of recent storms. Nearly all of these applications have already been reviewed and authorized. This season, Greg Daisey is serving as the primary point of contact for sand relocation, with support from Environmental Planner Conner Twiddy and Code Enforcement Officer Jonathan Kirks. Early observations indicate that much of this season's work may focus on filling escarpments rather than pushing sand seaward onto the active beach.

Interest in the Dune Management Cost Share Program is also strong, with approximately 24 applications submitted to date. Overall, the program is off to a significantly busier start than in years past.

- Dowdy Park Events/Farmers Market/Holiday Markets/Art & Culture — The Committee for Art and Culture met on November 12th, where Event Coordinator Paige Griffin provided updates on remaining 2025 activities and early planning efforts for the year ahead. Looking ahead, the final Dowdy Park Holiday Market of the season is scheduled for Saturday, December 13th, from 9:00 a.m. to noon. The Candy Cane Hunt will follow on Wednesday, December 17th, from 5:00–6:00 p.m., featuring two age-group hunts to ensure a fun and safe experience for younger and older children.

Winter Food Markets will resume in January 2026 and continue through April, taking place on the second Saturday of each month from 9:00 a.m. to noon. These markets provide off-season opportunities for our farmers, perishable makers, and residents to stay connected during the winter months.

The Outer Banks Woman’s Club recently celebrated the grand opening of the Free Little Art Gallery (FLAG) at Dowdy Park. The installation has been very well received, with visitors already engaging enthusiastically by browsing, sharing, and contributing artwork.

Paige has also begun planning for spring and summer programming and is currently scouting musical acts and performers for the upcoming concert season. More details will be shared as schedules and bookings are finalized.

Upcoming Meetings and Other Dates

- Tuesday, December 2nd — Technical Review Committee Meeting
- Wednesday, December 3rd — Board of Commissioners Meeting
- Wednesday, December 3rd - Harvey/OBVB Sound Access Living Shoreline Progress Meeting
- Thursday, December 11th — Board of Adjustment Meeting (no hearings)
- Saturday, December 13th - Holiday Market 9am - noon
- Tuesday, December 16th - Planning Board Meeting
- Wednesday, December 17th - Flashlight Candy Cane Hunt 5pm–6pm
- Wednesday, December 17th — Board of Commissioners Mid-Month (if scheduled)



Attachments

1. 12 H1 Planning Monthly Report

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

DATE SUBMITTED: November 7, 2025

	Oct-25	Oct-24	Sep-25	2025-2026 FISCAL YTD	2024-2025 FISCAL YTD	FISCAL YEAR INCREASE/ DECREASE
BUILDING PERMITS ISSUED - RESIDENTIAL						
New Single Family	3	2	0	5	7	(2)
New Single Family, 3000 sf or >	1	1	0	2	4	(2)
Duplex - New	0	0	0	0	0	0
Sub Total - New Residential	4	3	0	7	11	(4)
Miscellaneous (Total)	50	38	44	133	117	16
<i>Accessory Structure</i>	2	4	4	9	14	(5)
<i>Addition</i>	3	3	1	4	6	(2)
<i>Demolition</i>	1	3	2	3	5	(2)
<i>Move</i>	0	0	0	0	0	0
<i>Remodel</i>	13	7	7	32	24	8
<i>Repair</i>	31	21	30	85	68	17
Total Residential	54	41	44	140	128	12
BUILDING PERMITS ISSUED - COMMERCIAL						
Multi-Family - New	0	0	0	0	0	0
Motel/Hotel - New	0	1	0	0	1	(1)
Business/Govt/Other - New	0	0	0	0	0	0
Subtotal - New Commercial	0	1	0	0	1	(1)
Miscellaneous (Total)	4	9	44	26	26	0
<i>Accessory Structure</i>	0	4	4	10	8	2
<i>Addition</i>	0	0	1	1	0	1
<i>Demolition</i>	0	0	2	0	0	0
<i>Move</i>	0	0	0	3	0	3
<i>Remodel</i>	3	2	7	9	7	2
<i>Repair</i>	1	3	30	3	11	(8)
Total Commercial	4	10	44	26	27	(1)
Grand Total	58	51	88	166	155	11
SUB-CONTRACTOR PERMITS						
Electrical	49	49	37	168	194	(26)
Gas	0	2	2	10	6	4
Mechanical	29	35	26	123	144	(21)
Plumbing	15	12	6	29	31	(2)
Fire Sprinkler	0	0	0	2	0	2
VALUE						
New Single Family	\$2,490,000	\$920,000	\$0	\$3,665,000	\$3,681,157	(\$16,157)
New Single Family, 3000 sf or >	\$1,800,000	\$835,200	\$0	\$2,800,000	\$3,833,200	(\$1,033,200)
Duplex - New	\$0	\$0	\$0	\$0	\$0	\$0
Misc (Total Residential)	\$2,171,091	\$1,972,248	\$1,780,213	\$4,934,357	\$4,551,310	\$383,047
Sub Total Residential	\$6,461,091	\$3,727,448	\$1,780,213	\$11,399,357	\$12,065,667	(\$666,310)
Multi-Family - New	\$0	\$0	\$0	\$0	\$0	\$0
Motel/Hotel - New	\$0	\$18,000,000	\$0	\$0	\$18,000,000	(\$18,000,000)
Business/Govt/Other - New	\$0	\$0	\$0	\$0	\$0	\$0
Misc (Total Commercial)	\$627,093	\$410,701	\$3,183,871	\$6,342,510	\$1,604,399	\$4,738,111
Sub Total Commercial	\$627,093	\$18,410,701	\$3,183,871	\$6,342,510	\$19,604,399	(\$13,261,889)
Grand Total	\$7,088,184	\$22,138,149	\$4,964,084	\$17,741,867	\$31,670,066	(\$13,928,199)

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

DATE SUBMITTED: November 7, 2025

	Oct-25	Oct-24	Sep-25	2025-2026 FISCAL YTD	2024-2025 FISCAL YTD	FISCAL YEAR INCREASE/ DECREASE
ZONING						
Zoning Permits	57	53	56	176	169	7
Soil & Erosion	4	4	3	8	15	N/A
Stormwater Plans	5	4	0	5	10	N/A
CAMA						
CAMA LPO Permits	2	1	7	13	3	10
CAMA LPO Exemptions	7	7	8	31	16	0
Sand Relocations						N/A
CODE COMPLIANCE						
Cases Investigated	26	19	26	89	123	(34)
Warnings	10	4	7	23	11	12
NOVs Issued	16	14	19	66	110	(44)
Civil Citations (#)	0	0	0	0	0	0
Civil Citations (\$)	\$0	\$0	\$0	\$0	\$0	\$0
SEPTIC HEALTH						
Tanks inspected	21	13	9	49	39	10
Tanks pumped	26	6	7	54	27	27
Water quality sites tested	23	1	41	148	110	38
Personnel Hours in Training/School	100	71	41	226	152	74


Kelly Wyatt, Planning Director