



AGENDA

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

TUESDAY, MAY 19, 2026; 9:00 AM

REGULAR SESSION

A. CALL TO ORDER

B. APPROVAL OF AGENDA

C. PUBLIC COMMENT/AUDIENCE RESPONSE

D. APPROVAL OF MINUTES

1. April 21st, 2026

E. ACTION ITEMS

1. Consideration of a Special Use Permit/Site Plan Review submitted by Michael Robinson, P.E. on behalf of Tar Heel Motel of OBX, 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. May 6th, 2026

G. TOWN UPDATES - AS REQUESTED

H. DISCUSSION ITEMS

1. Planning & Development Directors Report, May 6th, 2026.
2. Update on Strategic Plan from February 2026 Board of Commissioners Retreat.

I. PLANNING BOARD MEMBERS' AGENDA

J. PLANNING BOARD CHAIRMAN'S AGENDA

K. ADJOURNMENT

**Town of Nags Head
Planning Board
April 21, 2026**

The Planning Board of the Town of Nags Head met on Tuesday, April 21, 2026, in the Board Room at the Nags Head Municipal Complex.

Planning Vice Chair David Elder called the meeting to order at 9:00 a.m. as a quorum was present.

Members Present

David Elder, David Thompson, Beverly Head, Basil Belsches, Brad Carey

Members Absent

Meade Gwinn, Valerie Netsch

Others Present

Kelly Wyatt, Joe Costello, Lily Nieberding

Approval of Agenda

At Staff's recommendation, Vice Chair Elder asked that the agenda be modified to hear Item 2 first. Mr. Elder then called for Approval of the Amended Agenda. David Thompson moved to approve the agenda as presented. Beverly Head seconded, and the motion passed by unanimous vote.

Public Comment/Audience Response

Former Mayor and property owner, Bob Muller advised the board on both process and technical concerns regarding the draft ordinances. He warned against assessing ordinances based on the applicant's quality, as the text amendments apply to all future sites and can be exploited if not properly written. With recent legislative changes (SB382) limiting ordinance amendments, Mr. Muller stressed cautious drafting.

For the Restaurant Waiting Lounge ordinance, he noted some concerns including definition conflict, unenforceability, 15% rule, parking, curb cuts, signage, entertainment standards and closing hours.

With regards to the Wine Bar and Taproom ordinance, Mr. Muller noted overlapping definitions with bars. He advised specifying that bars serve all alcohol types, while wine bars and taprooms sell only beer/wine. Mr. Muller also suggested that "late night" requires clearer language with regards to hours of operation.

Approval of Minutes

Vice Chair Elder asked for a motion to approve the minutes of the March 17th, 2026, meeting. Basil Belsches moved to approve the minutes as presented; David Thompson seconded, and the motion passed unanimously.

Action Items

Consideration of a Board of Commissioners initiated UDO text amendment to establish new allowable uses, "Wine Bar" and "Taproom" with associated supplemental regulations.

Planning Director Kelly Wyatt presented the proposed UDO text amendment, which was initiated by the Board of Commissioners following its April 15, 2026 mid-month meeting. Ms. Wyatt noted that during that meeting there was significant discussion about the risk that the Restaurant Waiting Lounge, as previously drafted, could operate as a standalone bar, a use the town has long sought to prohibit. In response, the Board of Commissioners directed staff to draft an ordinance establishing Wine Bar and Taproom as new, defined principal uses with supplemental regulations designed to keep them clearly distinct from a bar.

Ms. Wyatt acknowledged a process shortcoming: staff had assumed a shared understanding of what constitutes a "bar" based on historical conversations, without ever formally asking the Planning Board or Board of Commissioners to define what they felt represented "bar". She described her awareness of the town's core concern as the scenario in which a restaurant transitions during evening hours from full food service to limited or no, food service and full bar and alcohol service, accompanied by entertainment, dance floor, standing-room atmosphere, noise complaints, various disturbances, the characteristics most frequently associated with negative public safety and noise impacts. Ms. Wyatt noted that in the context of reviewing requests, it was these characteristics, or impacts that were attempted to be mitigated.

Ms. Wyatt explained that the amendment proposes three defined uses and reviewed the suggested definitions:

- *Bar, Tavern, and Drinking Establishment:* An establishment where the primary activity is the on-premises sale and consumption of alcoholic beverages, including beer, wine, and/or distilled spirits, where food service is limited or incidental. Characteristics include absence of a full-service kitchen, service of distilled spirits as a principal component, extended hours, indoor/outdoor entertainment, and a layout oriented toward bar service rather than seated dining.
- *Wine Bar:* An establishment primarily engaged in the on-premises sale and consumption of wine or beer where distilled spirits are prohibited, and wine offerings are limited to traditional table wines (excluding fortified wines or high-alcohol products used in mixed beverages). Food service may be provided but is not required. The establishment must be designed for seated patron service within an enclosed indoor space.
- *Taproom:* Substantially identical to Wine Bar in structure, but focused on beer, and may be operated as accessory to a microbrewery or independently.

Ms. Wyatt then reviewed the Zoning considerations noting that both Wine Bar and Taproom are being proposed as permitted uses with supplemental regulations in the C-1, C-2, C-4, and C-5 zoning districts, mirroring where microbreweries are currently permitted but excluding the CR district. They are proposed as permitted uses (with supplemental regulations) rather than special uses, reflecting their lower intensity compared to microbreweries.

Finally, Ms. Wyatt reviewed for the Board the proposed supplemental regulations under the UDO 7.31.A:

- Sale, service, and consumption of distilled spirits is prohibited.
- Limited retail sales of products offered on-premises (e.g., bottled wine or beer to go) are permitted.

- Food service may be provided but is not required; food may be prepared on- or off-site, but food trucks are not permitted under this section.
- The establishment shall not operate in a manner consistent with a bar, tavern, or nightclub and shall be designed for seated patron service.
- The establishment shall not be open between 11:00 PM and 7:00 AM.
- Indoor entertainment is permitted, subject to the town's noise ordinance; outdoor entertainment is prohibited entirely.
- Outdoor customer service areas may be permitted as accessory use, limited to seated service, not to exceed 500 square feet or 25% of the indoor customer service area (whichever is less); no outdoor bar service; areas must be physically delineated by fencing or landscaping.
- Parking is calculated at 1 space per 55 square feet of customer service area, consistent with the restaurant and microbrewery standards.

Based upon their review, Staff would recommend approval of the proposed text amendment with the associated definitions and supplemental regulations.

Mr. Thompson began by commending staff for producing a detailed and substantive draft within approximately one and a half days following the Board of Commissioners' meeting. Mr. Belsches inquired about the origins of the anti-distilled-spirits distinction and where the wine bar and taproom concept emerged. Ms. Wyatt explained that the distinction reflected the Board of Commissioners' relative comfort with beer and wine as lower-intensity uses, referencing the common understanding that distilled spirits are more closely associated with bar-type operations.

Jay Overton of Albemarle & Associates, representing the applicant for the next item, addressed the board and raised a broader concern: the difficulty in drawing a meaningful regulatory line between a "bar," a "wine bar," and a "taproom" when all three involve on-premises alcohol consumption. He questioned whether the regulatory concern was truly about the type of alcohol being served, or rather about the behaviors and impacts associated with bar-type environments: noise, late hours, standing-room crowds, and entertainment. He suggested that focusing on operational characteristics and consequences, rather than the specific type of alcohol, would produce clearer and more defensible standards.

Mr. Thompson acknowledged the multifaceted nature of the issue, noting that it involves public safety, neighborhood impacts, operator viability, and broader social attitudes toward alcohol, and that not all of these concerns could be resolved in a single meeting.

Mr. Carey expressed general support for the incremental, town-wide approach represented by the wine bar and taproom ordinance, contrasting it favorably with the site-specific focus of the restaurant waiting lounge amendment. He asked whether there was a future pathway to revisit the distilled spirits prohibition. Ms. Wyatt confirmed that nothing would prevent the board from expanding the ordinance after observing how the initial uses operated in practice.

After lengthy discussion, the Board reached consensus on the following changes before the ordinance proceeds to the Board of Commissioners:

- *Bar definition:* Remove "or" and replace with "and" in the list of alcoholic beverages (beer, wine, *and* distilled spirits), so that the definition of a bar requires all three categories and does not inadvertently capture wine bars or taprooms.
- *Wine Bar and Taproom definitions:* Replace references to "high alcohol products" with the more precise term "distilled spirits."
- *Hours of operation:* Keep as proposed: prohibiting operations between 11:00PM and 7:00 AM.

- *Indoor entertainment:* Remove the subjective characterizations of "low intensity," dance floors, DJs, and nightclub-style operations. Replace with a straightforward requirement that indoor entertainment must comply with the town's existing noise ordinance, while remaining subordinate and incidental to the primary use. Outdoor entertainment remains prohibited entirely.
- *Outdoor service:* Revise "no outdoor bar service" to "no outdoor sales," to clarify that beverages must be purchased indoors and may then be taken outside to a seated area, but that no sale transaction may occur outdoors.

Consideration of revised language for a previously submitted UDO text amendment by Albemarle & Associates, Ltd., on behalf of Blue Moon Five-2 (Blue Moon Restaurant), to establish a new use titled "Restaurant Waiting Lounge."

Ms. Wyatt presented the revised draft of the Restaurant Waiting Lounge ordinance, which had been tabled by the Board of Commissioners following its April 15 meeting due to concerns that the use, as drafted, could operate as a standalone bar. She noted that the Planning Board had already provided a formal recommendation on this item and that today's discussion would serve to supplement that record with the board's refined views.

Ms. Wyatt proceeded to review key revisions to the proposed ordinance:

- Refinement of the definition to clarify that a Restaurant Waiting Lounge is only permitted as part of a single principal Restaurant, Sit Down use on a unified site. This revision limits applicability and ensures the use is not permitted within multi-tenant commercial developments or shopping centers.
- Additional language reinforcing the accessory and subordinate nature of the use, including a limitation that the indoor customer service area of the waiting lounge shall not exceed fifty percent (50%) of the principal restaurant.
- Establishment of hours of operation, requiring the waiting lounge to close no later than 11:00 p.m. and no later than one hour prior to the closing time of the principal restaurant.
- Clarification of operational and business integration, including provisions that the waiting lounge shall not operate independently, shall not be separately advertised, and must remain fully integrated with the principal restaurant in terms of branding and operation.
- Enhanced limitations on entertainment, allowing only low-intensity indoor entertainment that is incidental to the use and prohibiting all outdoor entertainment.
- Additional restrictions on outdoor customer service and patron areas, including limitations on size, requirements for seated use, and requirements for physical delineation and screening to provide privacy and minimize impacts to adjacent properties.
- Clarification of unified development and site design expectations, including continued requirement for approval as part of a unified development plan and provision of a clear pedestrian connection when located across a public street or right-of-way.

Ms. Wyatt noted that these revisions are intended to address concerns raised by the Board and further ensure that the Restaurant Waiting Lounge remains a limited, accessory use that does not function as a bar, tavern, or independent drinking establishment and noted that Staff is seeking the Planning Board's input on these updates, including whether the revisions adequately address the concerns raised, and whether the Planning Board would continue to recommend adoption of the text amendment as revised, or has any additional comments or recommendations for further refinement.

The Board began another lengthy discussion which was wide-ranging and at times intersected with the broader debate about what the town is trying to achieve.

Mr. Elder raised the issue created by the physical separation of the two parcels by a roadway, noting that while the applicant frames the two structures as one unified operation, the road creates a boundary that makes it difficult to treat them as truly integrated. He questioned whether what was being constructed was, in practical terms, two separate businesses under one ownership.

Ms. Head questioned the use of the word "lounge," suggesting the connotation was problematic and that "waiting area" or "waiting room" might better reflect the intended purpose. Mr. Overton, on behalf of the applicant, indicated there was no objection to changing the terminology.

Ms. Wyatt candidly acknowledged two persistent concerns: first, the inherent difficulty of enforcing who enters the waiting area and whether they genuinely intend to dine at the restaurant; and second, the unresolved tension between the proposed use and the town's definition of a bar, particularly because the applicant wishes to serve distilled spirits, which under the newly amended bar definition would be a characteristic of a prohibited use.

Ms. Wyatt acknowledged that if the board and community genuinely believe the Unified Development Plan framework cannot be enforced as a practical matter, that is the central hurdle, and no amount of additional text will likely resolve it. She also noted the risk under Senate Bill 382 of creating new entitlements that cannot subsequently be retracted.

Mr. Carey expressed concern about equity: the restaurant waiting lounge, as structured, effectively allows a restaurant to gain additional entertainment and bar space, beyond the existing 15% accessory entertainment cap, provided it can afford to purchase an adjacent property and construct or repurpose a separate building. He argued this creates an uneven playing field for restaurant owners who lack adjacent properties or the capital to acquire them.

Ms. Wyatt acknowledged this, but noted that from a planning perspective, financial capacity is not typically a consideration, but the structural inequity was a valid policy question for the board.

Ms. Wyatt explained the possibility that, should the wine bar and taproom ordinance be adopted, Blue Moon could alternatively apply for a wine bar or taproom at the Keeper's Galley site as its own principal use, without any of the waiting lounge restrictions. However, she noted this would not solve the applicant's parking problem (which was the impetus for this proposed amendment) and could in fact exacerbate it by generating independent parking demand from two separate high intensity uses.

Mr. Overton addressed the board and emphasized several points: the ordinance, if adopted in general form, would still require a site-specific special use permit process before any individual application was approved, giving the board and commissioners the opportunity to impose additional conditions. He argued the restaurant waiting lounge concept addresses a genuine and broadly shared problem, the lack of conditioned, comfortable waiting space during peak season, and that restaurant owners have a strong financial self-interest in ensuring the space is used for its intended purpose, as allowing non-diners to occupy waiting space directly undermines the restaurant's revenue model.

Mr. Muller interjected to clarify one numerical point: the 50% figure in the waiting lounge ordinance is not analogous to the 15% cap in the restaurant sit-down standards. The 50% refers to 50% of the customer *seating* area (which itself is a subset of total building area), whereas the 15% applies to total building square footage for accessory entertainment. He argued there is no cap in the proposed ordinance on how much of the waiting area can be dedicated to bar service or entertainment, which is a substantive gap.

After further discussion, the Board reached consensus on the following changes before the ordinance proceeds to the Board of Commissioners:

- *Terminology:* "Lounge" to be replaced with "area", "room", or other comparable term throughout the ordinance text.
- *Signage:* The board agreed that the waiting area, as a true accessory use, should not receive freestanding signage. Wall signage was discussed as an acceptable compromise to allow for identification (including for emergency services purposes) without advertising the space as an independent establishment.
- *Entertainment:* Consideration of whether to eliminate indoor entertainment altogether, given the concern raised by Board Member Thompson that entertainment will draw patrons who have no intention of dining at the restaurant, thereby defeating the purpose of the use.
- *Hours reconciliation:* Sections 7.31.3.10 and 7.31.3.12 contain conflicting closing-time provisions; staff to reconcile into a single, clear standard closing at 11:00 PM, with the waiting area closing no later than the principal restaurant.
- *Bar definition conflict:* Staff to resolve the internal conflict between the prohibition on operating as a bar and the applicant's desire to serve distilled spirits; revised language to reframe the prohibition in affirmative rather than negative terms.
- *Parking and customer service area:* Language to be added explicitly prohibiting the use of excess parking spaces to expand the approved customer service area; any change to the approved customer service area to require a special use permit amendment.
- *15% consistency:* Staff to undertake an exercise, in consultation with the applicant's representative, to evaluate whether applying the aggregate restaurant sit-down standards (20% kitchen, 75% full-service seating, 15% accessory entertainment) across the combined floor areas of the principal restaurant and the waiting area produces a compliant result.

Ms. Wyatt indicated she had sufficient direction to prepare a revised recommendation for the Board of Commissioners. She noted that, procedurally, the Planning Board had already submitted its formal recommendation; the revised staff report would frame the additional discussion as supplemental context and note that the board's continued general support is subject to the outstanding concerns noted above.

Report on Board of Commissioners Actions – April 1st and April 15th, 2026

Ms. Wyatt briefly reviewed the actions from April 1st and April 15th Board of Commissioners meeting, including: Dark Sky Week Proclamation: The town issued a proclamation for Dark Sky Week. Planning staff member Chris Trembly organized a well-attended stargazing event at Town Park on Saturday, April 18, in partnership with the local astronomy club. Tick-Borne Illness Awareness: The town also issued a proclamation for tick-borne illness awareness week, noting that field staff should remain vigilant given increased tick activity. Hospital Parking Reduction: A consent agenda item related to a parking reduction for the hospital's HVAC upgrade is proceeding to the Board of Commissioners. Division of Water Infrastructure Septic Health Grant and Zero-Interest Loan Program: Ms. Wyatt provided a brief update on this program, noting that a mailer is being prepared for distribution to all property owners, including commercial, in the coming weeks. The number of applications received has increased dramatically since the last update, and the town has allocated most of its available funding. A more thorough presentation is planned for a future Planning Board meeting when the agenda allows adequate time. Sand Relocation Program: The sand relocation program is nearing its seasonal deadline. The final application numbers were not yet available but will be reported at the next meeting.

Town Updates

None

Discussion Items

Planning & Development Director's Report – April 1st, 2026

Ms. Wyatt briefly reviewed her Director's Report which included updates on Arts and Culture, Dowdy Park, Septic Health Advisory Committee, Sand Relocation and Cost Share Program as well as the acquisition of two new art masts, one of which pays homage to Kerry Oaksmith Sanders, wife of Commissioner Bob Sanders, who recently passed away. The Art Mast will be installed at Bittern Street across the street from Tortugas.

Update on Strategic Plan from February 2026 Board of Commissioners Retreat.

The Board agreed to table this item until the May meeting.

Planning Board Members' Agenda

None

Planning Board Chairman's Agenda

Adjournment

A motion to adjourn was made by Beverly Head. The time was 12:40 PM.

Respectfully submitted,
Lily Campos Nieberding



AGENDA ITEM SUMMARY

Town of Nags Head Planning Board

REGULAR SESSION: May 19, 2026

AGENDA ITEM E.1.

Consideration of a Special Use Permit/Site Plan Review submitted by Michael Robinson, P.E. on behalf of Tar Heel Motel of OBX, 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

Staff Comments/Recommendation

Based upon staff's review of the proposal, staff recommends approval of the Special Use Permit/Site Plan Review as presented.

Specific Action Requested

This item is provided for Planning Board review and recommendation.

Summary

General Information

Applicant: Michael Robinson, P.E., P.L.S. on behalf of Tar Heel Motel of OBX.

Application Type: Special Use Permit/Site Plan Amendment.

Purpose/Request: Construction of a new two-story, 26-unit hotel building and associated site improvements as an expansion to the existing Tar Heel Motel.

Property Location: 7001 S. Croatan Highway, Nags Head (existing motel located at 7010 S. Virginia Dare Trail, Nags Head)

Existing Land Use: Vacant.

Zoning Classification of Property: C-2, General Commercial and within the Hotel Overlay District.

Zoning Classification of Surrounding Properties: Surrounding properties are all zoned C-2, General Commercial. Property located to the north, across Glidden Street, is currently vacant. Property to the west, across US Highway 158, is developed commercially with Jurassic Putt and a go-kart track. Property to the south is developed commercially with The Dunes Restaurant. Property to the east consists of the existing Tar Heel Motel and associated residential cottage court development. All surrounding properties, including the subject property, are also located within the Hotel Overlay District.

Flood Hazard Zone of Property: The property is located within an X Flood Zone. Pursuant to the Town of Nags Head Flood Damage Prevention Ordinance, the site is subject to a Required Flood Protection Elevation/Lowest Elevation

Standard (RFPE/LES) of 9 feet. The proposed parking slab is designed at an elevation of 6.8 feet with parking located below the structure, while the first habitable floor of the proposed hotel building will be elevated above the required 9-foot standard and is compliant with the Town's floodplain regulations.

Land Use Plan Map/Policies: The 2022 Comprehensive Plan Future Land Use Map classifies this property as General Commercial. This proposal is consistent with this land use classification and stated Land Use Policies.

Specific Information:

Applicable Zoning Regulations:

Use Regulations: Section 6.6, Table of Uses and Activities, identifies "Hotel" as a Special Use within the C-2, General Commercial District, subject to the supplemental regulations outlined in Section 7.12. Staff has reviewed the proposal against the applicable supplemental standards and finds the project to be compliant. See attached supplemental standards review.

Note that the existing motel and proposed expansion area consist of multiple underlying nonconforming lots of record. As part of the development process, the parcels will be required to be recombined into a single lot of record prior to the issuance of development permits.

Lot Coverage: Section 7.12.1 of the UDO, Dimensional Requirements for Hotels, establishes a maximum lot coverage of 55% within the C-2, General Commercial District. However, properties located within the Hotel Overlay District may increase lot coverage up to 65%. The combined existing and proposed development is calculated at 56.1% lot coverage and is therefore compliant with the standards of the Hotel Overlay District. Note, these parcels will be required to be combined prior to issuance of development permits.

Height: Section 7.12.1 of the UDO, Dimensional Requirements for Hotels, establishes a maximum building height of 35 feet within the C-2, General Commercial Zoning District. However, properties located within the Hotel Overlay District may increase building height up to 60 feet. The proposed hotel building has a maximum height of 42.8 feet and is therefore compliant with the applicable height standards.

Architecture Design Standards: Section 10.82 of the UDO, Applicability, states that the Commercial Design Standards apply to all building construction or remodeling projects requiring a Special Use Permit or Site Plan Review. Accordingly, the proposed development is subject to the Commercial Design Standards contained within Part VI, Division II – Building Design of the UDO. Staff has reviewed the submitted architectural plans and finds the proposal to be compliant with the applicable standards related to Building Design, Building Size and Dimensions, Building Height, Architectural Design Elements, Site Design, and Building Footprint Orientation. The proposed architecture incorporates a variety of design elements that are consistent with the intent of the Town's commercial design standards and coastal character, including the use of shake and board-and-batten siding, a coastal watchtower feature, varied roof articulations, covered porch areas, residential-style windows, decorative gable brackets, shutters, and detailed column trim.

Parking: Pursuant to Article 10, Table 10-2, Required Parking by Use, as amended in December 2024, hotels are required to provide parking at a rate of 1.2 spaces per unit or 1 parking space per bedroom, whichever is greater, in addition to 1 parking space for every two employees on the largest shift. Additional parking requirements may apply where conference, assembly, restaurant, or retail uses are associated with the hotel development.

The existing Tar Heel Motel contains 34 standard guest rooms, requiring 34 parking spaces. The proposed expansion includes 18 two-bedroom hotel suites with kitchenettes and 8 standard guest rooms without kitchenettes. Based on the adopted parking standards, the 18 two-bedroom suites require 36 parking spaces and the 8 standard guest rooms require 10 parking spaces, for a total guest parking requirement of 80 spaces. Based on a maximum shift of 6 employees, an additional 3 employee parking spaces are required,

resulting in a total parking requirement of 83 spaces. The site plan proposes a total of 84 parking spaces and is therefore compliant with the Town's parking standards.

In addition, Section 10.92.14.4 of the UDO, Surface Materials, requires that a minimum of twenty percent (20%) of the surface area of new parking areas and associated drive aisles be constructed using permeable surface materials. For the proposed expansion, this requirement applies to the new parking and drive aisle areas associated with the development. The submitted site plan indicates approximately 21% permeable surface materials and is therefore compliant with the ordinance standard.

Buffering/Landscaping: Several sections of the Unified Development Ordinance speak to Buffering and Landscaping as it applies throughout this proposed site:

- Section 10.92.6.2 of the UDO, Parking and Drive Aisle Setbacks, requires that where off-street parking is located between a building and a street right-of-way, a parking lot buffer with a minimum width of ten (10) feet shall be provided between the parking area and the street right-of-way line. The proposed site plan includes compliant parking lot buffers along both the US 158 and E. Glidden Street rights-of-way.
- Section 10.93.3.2 of the UDO, Commercial Transitional Protective Yards, requires enhanced landscaping and buffering where non-residential uses are adjacent to residential uses or residential zoning districts. Specifically, Section 10.93.3.2.1 requires that where a High Impact Use abuts a residential use located within a commercial zoning district, a buffer yard with a minimum width of ten (10) feet shall be provided along the entire length of the shared property boundary. The required buffer yard must consist of two rows of plant material. "Hotel" is classified as a High Impact Use under the UDO.

The north-east property boundary abuts an existing residential use associated with a nonconforming cottage court development. A compliant ten-foot-wide commercial transitional protective yard has been proposed along the entirety of this shared property line.

- Section 10.93.3.7 of the UDO, Interior Parking Lot Landscaping, requires landscaped areas to be provided at a minimum rate equal to ten percent (10%) of the total area devoted to parking spaces. Based on the proposed parking layout, a minimum of 367 square feet of interior parking lot landscaping is required for compliance. The applicant has proposed in excess of 1,000 square feet of landscaped area, representing approximately 32% of the parking area, and therefore exceeds the minimum landscaping requirement.
- Section 10.93.3.8 of the UDO, Vegetation Preservation/Planting Requirements, requires that new development projects preserve a minimum of ten percent (10%) of the total lot area in existing natural vegetation and/or dune elevations, or alternatively provide new plantings in lieu of preservation. Where existing vegetation cannot be preserved, new vegetation must be planted at a minimum of fifteen percent (15%) of the total lot area.

The applicant has provided the required calculations and supporting information on the submitted landscape and buffer plan, demonstrating that approximately 18.6% of the site area will consist of newly planted trees, shrubs, herbaceous plantings, and ornamental grasses. Staff finds the proposal compliant with the vegetation preservation and planting requirements of the UDO.

Lighting: A lighting plan compliant with the requirements of Article 10, Part IV of the Unified Development Ordinance will be required prior to the issuance of development permits. In addition, a lighting audit demonstrating compliance with applicable illumination standards will be required prior to the issuance of certificates of occupancy. The submitted lighting plan (Sheet L-1) proposes fixture types that appear

generally compliant with the Town's lighting standards; however, additional photometric information and supporting documentation will be required prior to fixture installation to verify full compliance with the UDO.

Signage: No additional signage is proposed as part of the current application. Any future signage associated with the development shall be subject to separate review and approval and must comply with the requirements of Article 10, Part III of the UDO, Sign Regulations.

Water and Sewage Disposal: The applicant's engineer has indicated that the proposed onsite wastewater system will utilize an Engineered Option (EO) design approach. Final approval and permitting of the wastewater system will require approval through the NC Department of Health and Human Services, Environmental Health Section, On-Site Water Protection Branch. We request that copies of the permit approvals be submitted to the Town. Note, no development permits will be issued prior to receipt of the state permit approvals.

Traffic Circulation: The Town Engineer has reviewed and approved internal traffic circulation plans as presented.

Stormwater Management: The Town Engineer has reviewed and approved the stormwater management plans as presented.

Sedimentation & Erosion Control: The Town Engineer has reviewed the submitted sedimentation and erosion control plans and finds them acceptable, conditioned upon revisions to Sheet 6 of 10 and the use of metal stakes to secure the silt fencing during construction activities.

Fire: The project will be required to comply with all applicable NC Fire Prevention Code requirements as part of building permit application review and issuance. The Deputy Fire Chief has identified the need for additional engineering detail regarding the proposed fire main connection and associated fire flow calculations. As part of the permitting and construction plan review process, the applicant will be required to provide documentation from a qualified design professional demonstrating adequate fire suppression water demand and fire flow capacity for the proposed development.

Public Services: The Public Services Director has reviewed the proposed site plan and has no concerns related to water and sanitation services as proposed.

ANALYSIS

Staff find that this Site Plan Amendment request is generally consistent with the applicable use and development standards.

While not specifically required of the Planning Board, pursuant to Section 3.8.4.6 of the Unified Development Ordinance, the Board of Commissioners shall issue a Special Use Permit if it has evaluated an application through a quasi-judicial process and determined that:

1. The use will not materially endanger public health and safety if located where proposed and developed according to the plan as submitted.
2. The use, as proposed, will not overburden the firefighting capabilities and the municipal water supply capacity of the Town as such facilities and capabilities will exist on the completion date of the conditional use for which application is made.
3. The conditional use will be in harmony with the existing development and uses within the area in which it is to be located.
4. Adequate utilities, access roads, drainage, parking, or necessary facilities have been or are being provided.

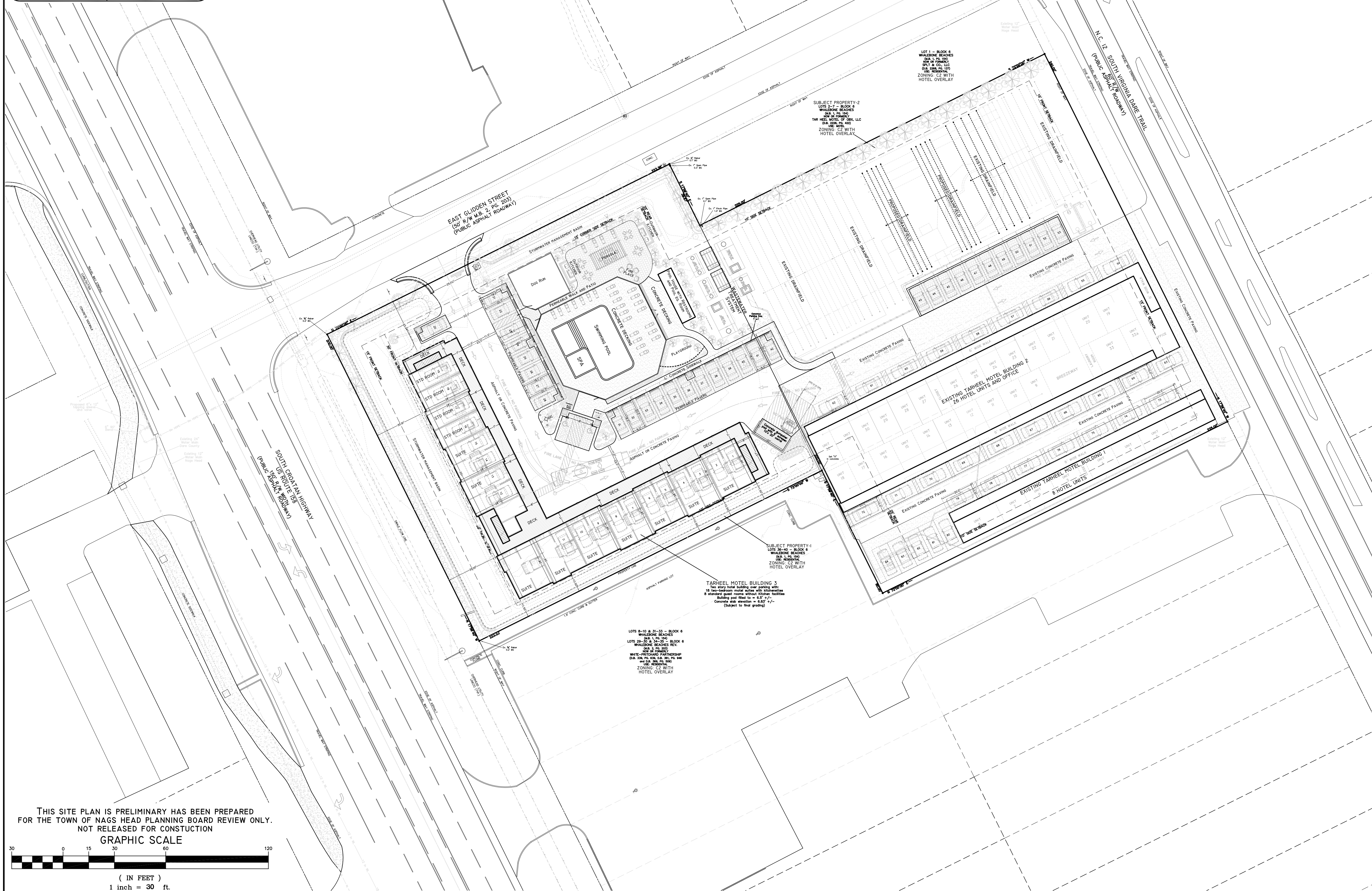
5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

Attachments

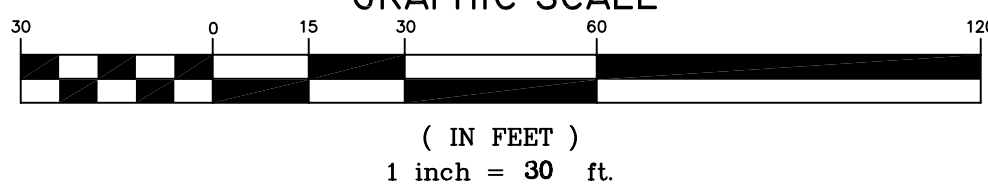
1. Tarheel Motel Expansion SUP Attachments PB



HOTEL CONCEPTUAL RENDERING



THIS SITE PLAN IS PRELIMINARY HAS BEEN PREPARED
FOR THE TOWN OF NAGS HEAD PLANNING BOARD REVIEW ONLY.
NOT RELEASED FOR CONSTRUCTION

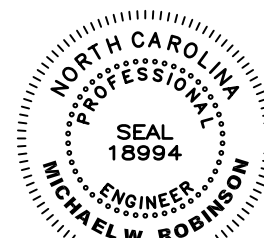


RBA Architects

SHEET	DESCRIPTION
1	Project Overview and Notes
2	Site Plan
3	Grading and Drainage Plan
4	Utility Plan
5	Sedimentation, Erosion Control and Buffer Plan
6	Sedimentation and Erosion Control Details 1
7	Sedimentation and Erosion Control Details 2
8	General Detail Sheet
9	Utility Detail Sheet
10	Lighting Plan

MICHAEL W. ROBINSON, P.E., P.L.S.
ENGINEERING AND SURVEYING

SITE PLAN OVERVIEW

[illegible]

TARHEEL MOTEL

7001 SOUTH CROATAN HIGHWAY, NAGS HEAD

PROJECT:

DATE:

05-12-

DESIGNED:
MWF

SHEET:

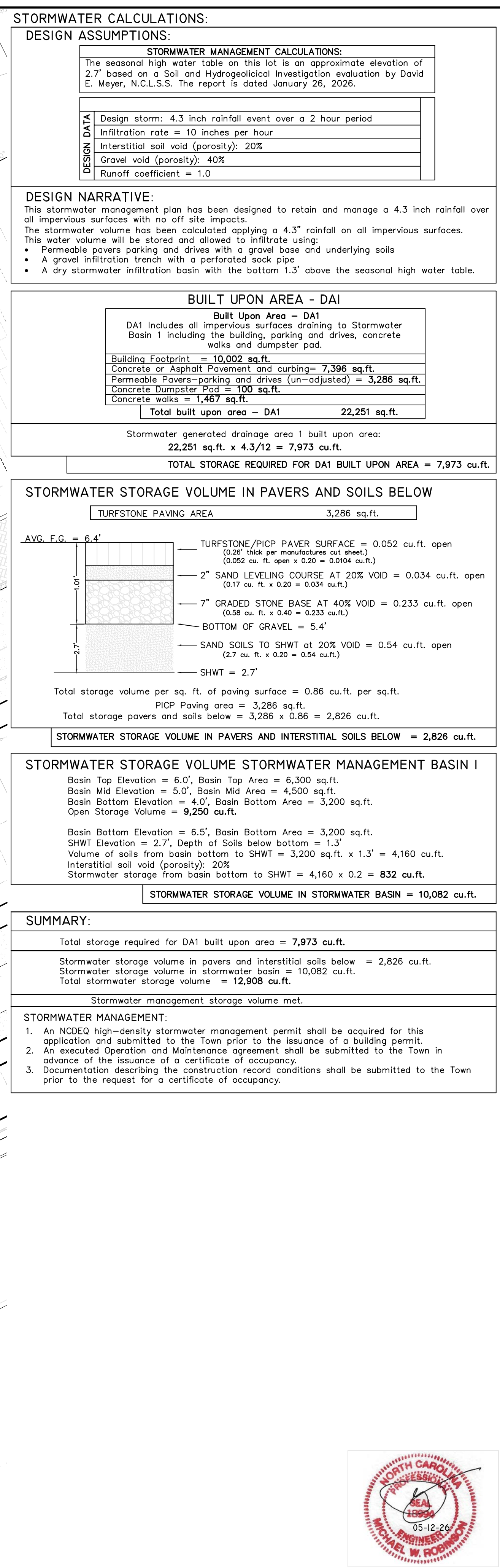
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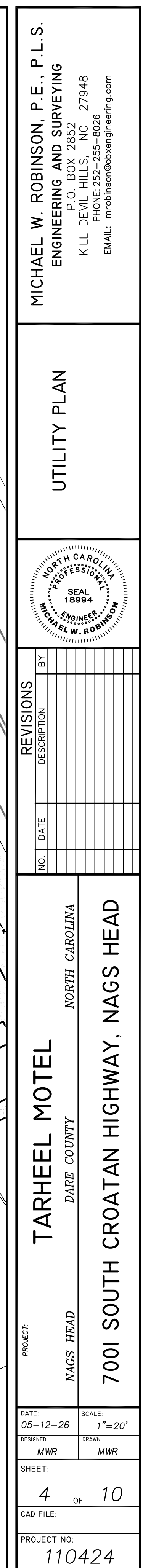
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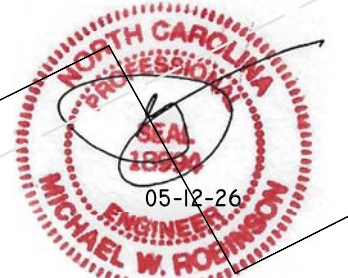
PROJECT

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Page 16 of 88





05-12-26	1"=20'
DESIGNED: MWR	DRAWN: MWR
SHEET: 5 OF 10	
CAD FILE:	
PROJECT NO: 110424	



1. Obtain plan approval and other applicable permits, notify all utility companies (by contractor) and property owners (by contractor).
2. Flag and / or rough stake work limits.
3. Hold pre-construction conference (owner, contractor, engineer, and town public services) at least one week prior to start of construction activities.
4. Complete clearing and grubbing procedures.
5. Install steel fence and construction entrance.
6. Install fill and rough shape to plan grades. Place temporary stabilization immediately.
7. Construct improvements. Maintain temporary stabilization during construction.
8. Install final seedings for seed or Sod and much all disturbed areas.
9. All erosion & sedimentation control practices will be inspected weekly and after heavy rainfall events, needed repairs will be made immediately.
10. Once project area is fully stabilized, remove erosion and sediment control measures.

- Proposed area to be disturbed consists of areas within the property boundaries including the rights of way of East Glidden Street, South Virginia Trail, and South Croatan highway. Disturbed Area is approximately 65,000 sq.ft.
- After acceptance of all project work, and full establishment of permanent vegetation, continued maintenance of permanent vegetation shall be the responsibility of owner.
- Proposed ground (temporary or permanent) on exposed slopes, following completion of any phase of grading and/or, a permanent ground cover for all disturbed areas within the time frames set forth in the ground stabilization time requirements provisions on this sheet. If said activities occur outside temporary vegetation seeding dates (April 1 thru Sept 30) the temporary vegetation seeding specifications shall be followed for planting until the next appropriate permanent seeding period, at which time permanent vegetation shall be established according to permanent vegetation seeding specifications (see perm and temp seeding specifications this sheet).
- If excessive wind erosion or storm water runoff erosion develops during time of construction in any location on the project site, additional sand or silt fencing shall be installed as directed by the engineer or local governing official so as to prevent erosion on adjacent property.
- Soil erosion and sedimentation controls to be inspected, maintained and repaired as necessary until permanent vegetation or other effective stabilization is established.

proposed drop inlets and curb inlets will have inlet protection via non-woven geotextile under grate, secured between grate and frame. Culvert end protection shall be provided at all proposed pipe ends by wrapping end with non-woven geotextile.

PERMANENT VEGETATION		TEMPORARY VEGETATION	
SEEDING DATES: APRIL 1 – SEPT 30		SEEDING DATES: OCT. 1 – MARCH 31	
SEED MIXTURE	APPLICATION RATES/ACRE	SEED MIXTURE	APPLICATION RATES/ACRE
BAHIA	50 LB.	RYE GRAIN	175 LBS.
COMMON BERBERUDA (UNHULLED)	50 LB.	FERTILIZER 10-10-10 @ 1000 LB/ACRE	MULCH APPLY 4,000 LB/ACRE STRAW. ANCHOR STRAW BY TACKING WITH ASPHALT, NETTING, OR A MULCH ANCHORING TOOL. A DISK WITH BLADES SET NEARLY STRAIGHT CAN BE USED AS A MULCH ANCHORING TOOL.
GERMAN MILLETT	15 LB.		
FESCUE	20 LB.		
FERTILIZER 26-13-13 @ 500 LB/ACRE			
MULCH APPLY 4,000 LB/ACRE STRAW. ANCHOR STRAW BY TACKING WITH ASPHALT, NETTING, OR A MULCH ANCHORING TOOL. A DISK WITH BLADES SET NEARLY STRAIGHT CAN BE USED AS A MULCH ANCHORING TOOL.			

1. Seeding shall be placed within 5 days of project final installations.
2. Soil Amendments: Apply lime and fertilizer according to soil test, or apply 3,000 – 5,000 lb/acre ground agricultural limestone and 1,000 lb/acre 10-10-10 fertilizer.
3. Mulch: Apply 4000 lb/acre grain straw or equivalent cover of another suitable mulch. Anchor straw by tacking with asphalt, netting, or roving or by crimping with a mulch anchoring tool. Apply with blades set nearly straight cut. Mulch can be netting and erosion control fabric at the edge of pavement with a 2 foot wide ribbon of Anchored Stone ("Anchor Stone"). Seed shall be applied as necessary. Mulch according to these specifications to maintain a vigorous, dense vegetative cover.
4. If the project is constructed during the hot/dry summer months, it will be of the utmost importance for the contractor to water the new seeding at least once a day, if not more, in order to get growth and stabilization.
5. Provide a ground cover (temporary or permanent) on disturbed areas following completion of any phase of grading and a permanent ground cover for all disturbed areas within the time frames set forth in the ground stabilization time requirements provisions on this sheet.
6. If said activities occur outside temporary vegetation seeding dates (April 1 thru Sept 30) the temporary vegetation seeding specifications shall be followed for planting until the next appropriate permanent seeding period, at which time permanent vegetation shall be established according to permanent vegetation seeding specifications as noted on this sheet.
7. Erosion and wind erosion control measures shall be installed and maintained as directed by the Engineer. Soil erosion and sedimentation controls to be inspected, maintained and repaired as necessary until permanent vegetation or other effective stabilization is established.



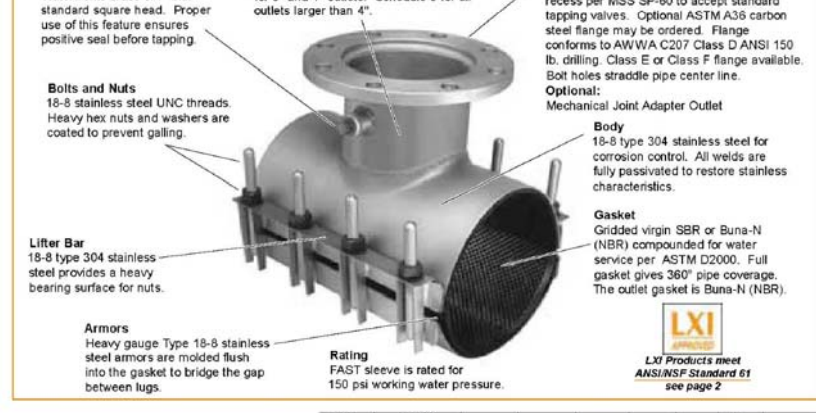
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DESIGNED: MWR	DRAWN: MWR
SHEET: 6 OF 10	
CAD FILE:	
PROJECT NO: 110424	

Ford Stainless Steel Tapping Sleeve
Style FAST Tapping Sleeve, 360° Gasket, Stainless Steel, Carbon Steel Flange or Mechanical Joint Adapter Outlet

Ford FAST Tapping Sleeve takes the guesswork out of large pipe taps. A giddid gasket surrounds the pipe and not only cushions the pipe during the tap, but also helps prevent pipe leakage. The large outlet is welded inside and out.

The sleeve is constructed of Grade 18-8 type 304 stainless steel to provide corrosion protection. Sleeves are available in pipe sizes from 1/2" through 12" with outlets from 3" through 12". Detailed specifications and critical dimensions are outlined below.

Specifications



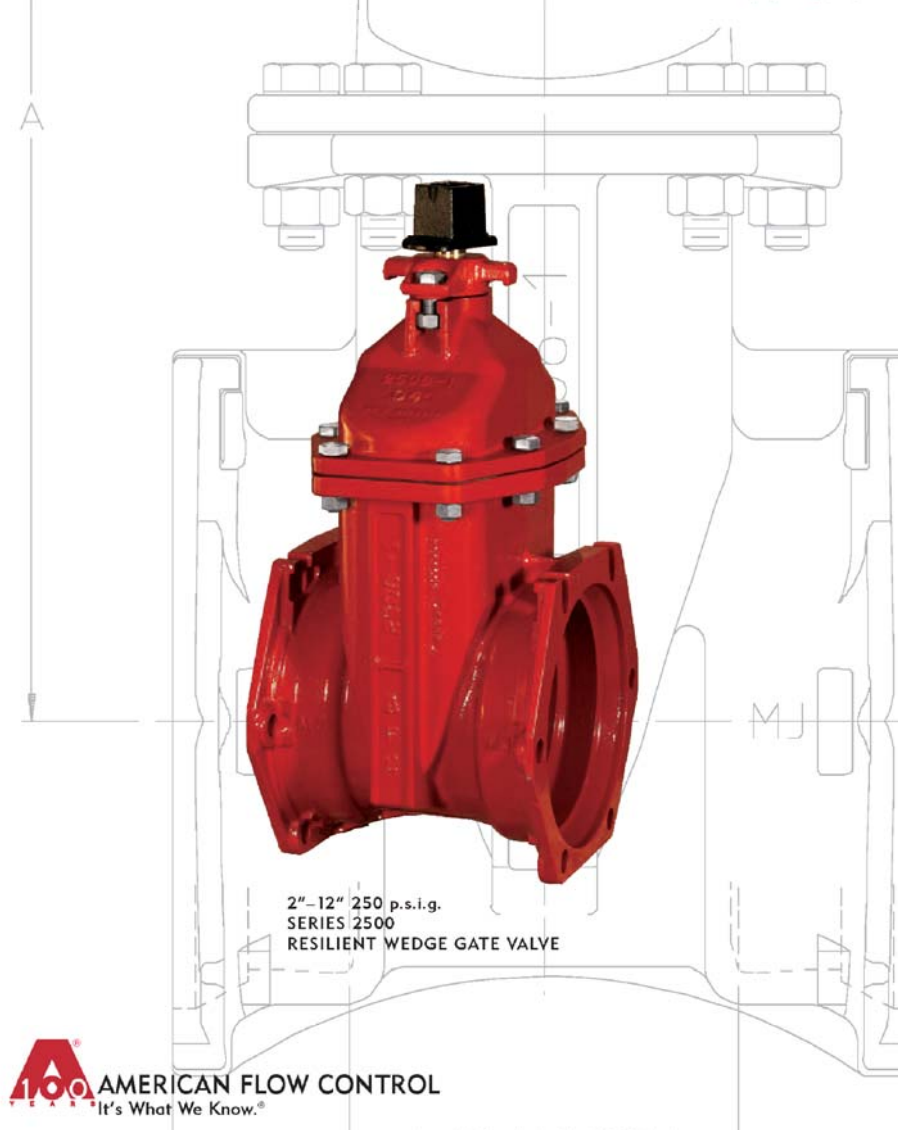
FAST Dimensions

Size	1/2"	3/4"	1"	1 1/2"	2"	3"	4"	6"	8"	10"	12"
Length	10"	10"	10"	10"	10"	10"	10"	10"	10"	10"	10"
Outlet Size	3"	3"	3"	3"	3"	3"	3"	3"	3"	3"	3"
Weight	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5

Outlet Options: "Class B" or "Class F" flange available, contact factory. "12" 1/2" 1/2" adapter available, contact factory for dimensions.

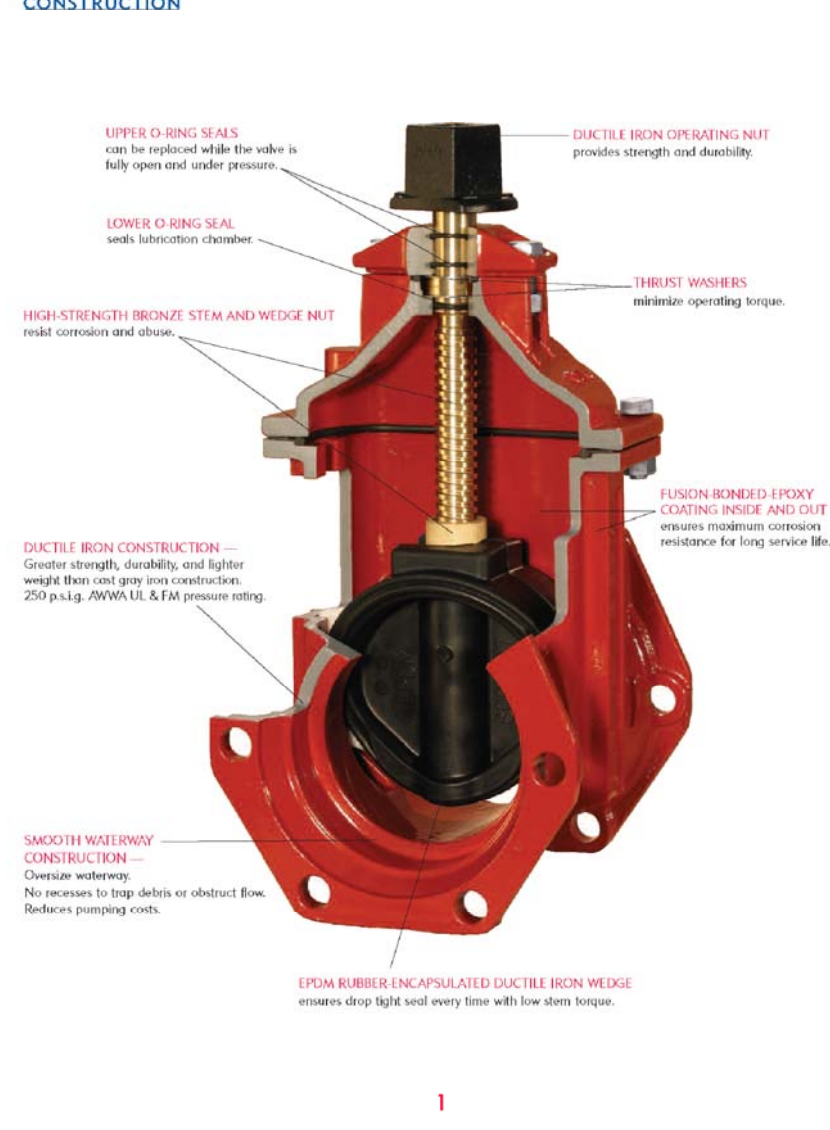
FORD STAINLESS STEEL TAPPING SLEEVE

SERIES 2500 RESILIENT WEDGE GATE VALVE RWGV1



AMERICAN FLOW CONTROL SERIES 2500 RESILIENT SEATED GATE VALVE

SERIES 2500 RESILIENT WEDGE GATE VALVE RWGV1



WATERLINE CONNECTION DETAIL - PLAN
SCALE: NONE

ALL WATER LINE MATERIALS, INSTALLATION, TESTING AND DISINFECTION SHALL COMPLY WITH THE TOWN OF NAGS HEAD STANDARD SPECIFICATIONS. SUBMITTALS REQUIRED FOR ALL MATERIALS WITH WRITTEN APPROVAL BY ENGINEER AND TOWN OF NAGS HEAD IS REQUIRED

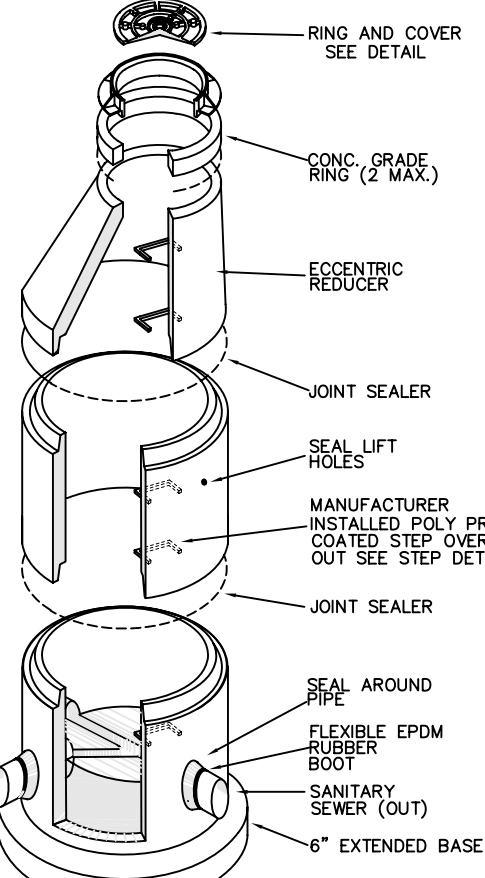
WATER LINE TESTING AND DISINFECTION:

- Flushing.**
The water shall be flushed by providing taps in sufficient size or number to provide a velocity of 2.5 feet per second in the line being flushed. Hydrants may be used, provided that the requirements listed as follows are met:
A. Procedure, procedure schedule shall be submitted to the town outlining the method proposed to be used for flushing water lines. Lines shall be flushed at a maximum of one-quarter mile intervals.
B. Time for flushing, flushing may be done prior to pressure testing or following pressure testing, but in any case, prior to chlorination of the water line.
C. Chlorination, all newly laid lines shall be chlorinated. The contractor shall furnish all necessary equipment and materials and shall furnish all necessary assistance for effective disinfection of the water lines.
- Testing and inspection shall be as follows:**
Generally, the town will be observing the testing and inspecting the lines on construction progress.
H. All testing shall be completed before connecting to existing water lines.
I. The contractor must notify the town 24 hours in advance when he will be ready for inspection and testing.
F. All appropriate tests shall be completed before notifying the town.
G. The contractor shall provide all equipment and assistance for performing the test in accordance with AWWA standard m23.
- Pressure test.**
All newly laid pipe, or any welded section thereof, shall be subjected to hydrostatic pressure of not less than 150 psi at the lowest elevation.
H. After completion of pipeline installation, including backfill, but prior to final connection to existing system, conduct in presence of town water department concurrent hydrostatic pressure and leakage tests in accordance with AWWA C600.
I. Prior to pressure testing of buried piping, backfill shall have been placed and tamped to provide adequate support for all pipe and fittings, and reaction backing shall have been in place at least 3 days.
J. Provide equipment required to perform leakage and hydrostatic pressure tests.
K. Test pressure: not less than 150 psi or 50 psi in excess of maximum static pressure, whichever is greater.
L. Conduct hydrostatic test for at least two-hour duration.
M. No pipeline installation will be approved when pressure varies by more than 5 psi at completion of hydrostatic pressure test.
N. Before applying test pressure, test pipe or section of piping under test provide corporation cocks so air can be expelled as pipeline is filled with water. After air has been expelled, close corporation cocks and apply test pressure. At conclusion of tests, remove corporation cocks and plug the resulting piping openings.
O. Slowly bring piping to test pressure and allow system to stabilize prior to conducting leakage test. Do not open or close valves at differential pressure above rated pressure.
P. Examine exposed piping, fittings, valves, hydrants, and joints carefully during hydrostatic pressure test. repair or replace damaged or defective pipe, fittings, valves, hydrants, or joints discovered, following pressure test.
Q. The test will be made to determine the leakage, or the amount of water required to maintain test pressure.

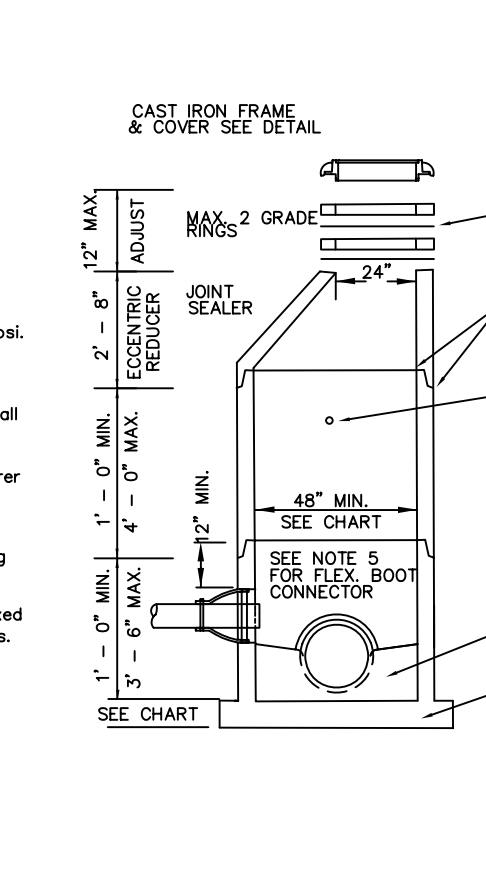
The allowable leakage is less than:
L = allowable leakage (gph)
S = length of pipeline tested
D = nominal diameter of pipe
P = test pressure (psi)

 $L = \frac{50 \cdot Y \cdot P}{148,000}$
- Disinfection:**
After the water line has been pressure tested and flushed, the contractor shall pump a chlorine solution into the water line in such a manner and at such strength that the residual free chlorine shall be 50 ppm.
T. High test calcium hypochlorite ("bleach," "perchlorine," "chlorine"), the contractor shall prepare a 10,000 parts per million solution in water and pump at a constant rate into the water line while bleeding off the water at the extreme end, the bleed rate will determine the feed rate of the chlorine in order to arrive at 50 ppm solution in the water line.
U. Liquid chlorine, the contractor shall prepare a 50 milligrams per liter (or ppm) solution in water and pump at the constant rate into the water line while bleeding off the water at the extreme end, the rate of application will be adjusted for the degree of concentration of the liquid chlorine.
V. Point of application, the chlorinating agent shall be applied at the supply end of the line through a corporation cock, the water for injecting the chlorine into the new line may be taken from the pressure side of the isolation valve or by utilizing a pressure pump, the strong chlorine solution shall not enter the existing waterline.
W. Retention period, the chlorinated water shall be retained in the new water line for a period of 24 hours, while the chlorine solution is in the line, the contractor shall operate valves in the chlorinated solution to ensure the completed disinfection thereof.

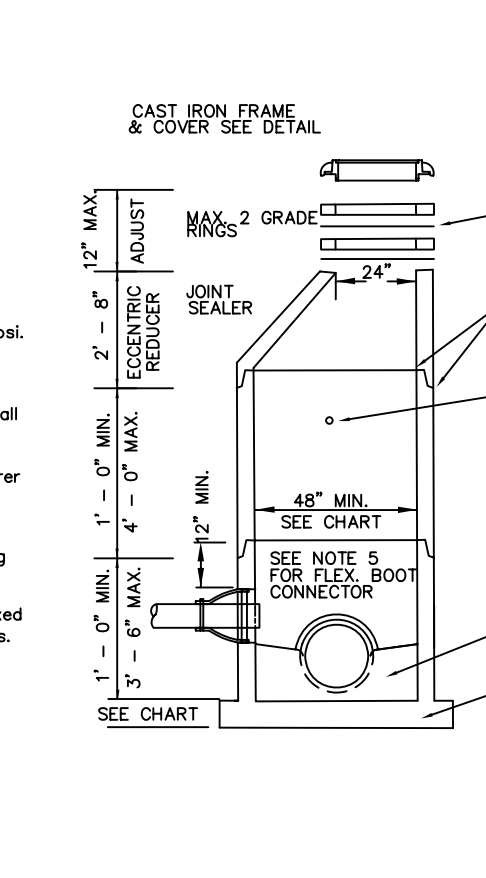
Chlorinated water shall be flushed from the line at the end of the retention time so that the entire line is clear of any residual chlorine. a sample will be taken from the line after the line is flushed. the bacteriological test must result in a negative bacterial reading before approval can be granted by the town. all bacteriological samples collected shall be analyzed by a state certified laboratory.
X. Pressure tests and chlorinating reports: all information relative to pressure tests and chlorinating procedures and the results shall be reported to the public works department, water division, these reports shall be submitted immediately upon the completion of such tests and disinfecting. All pressure, leakage, flushing, & chlorination testing shall be coordinated and witnessed by the nags head representatives.



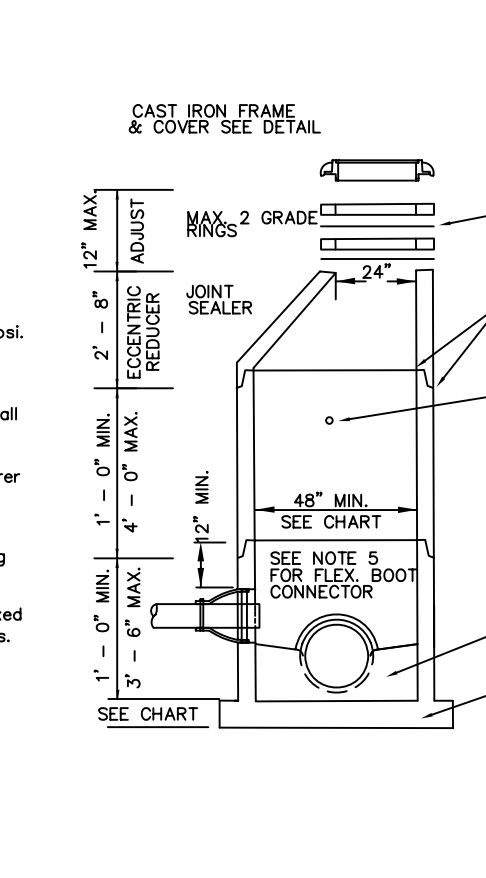
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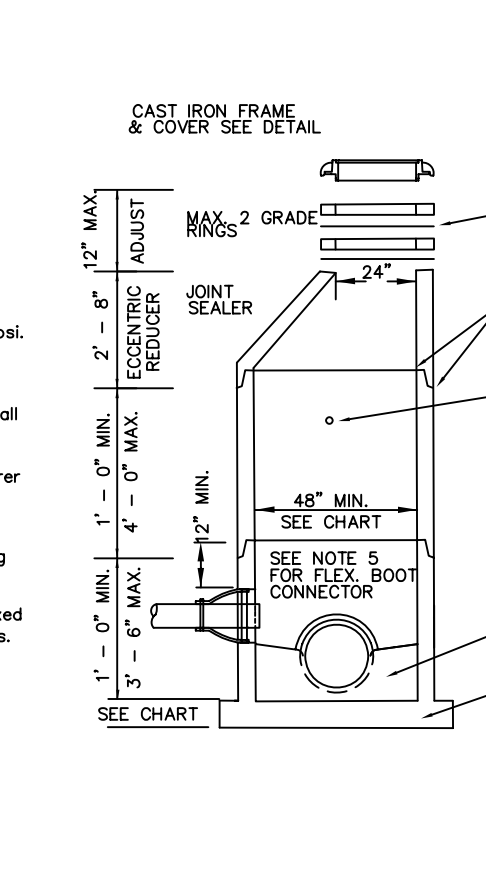
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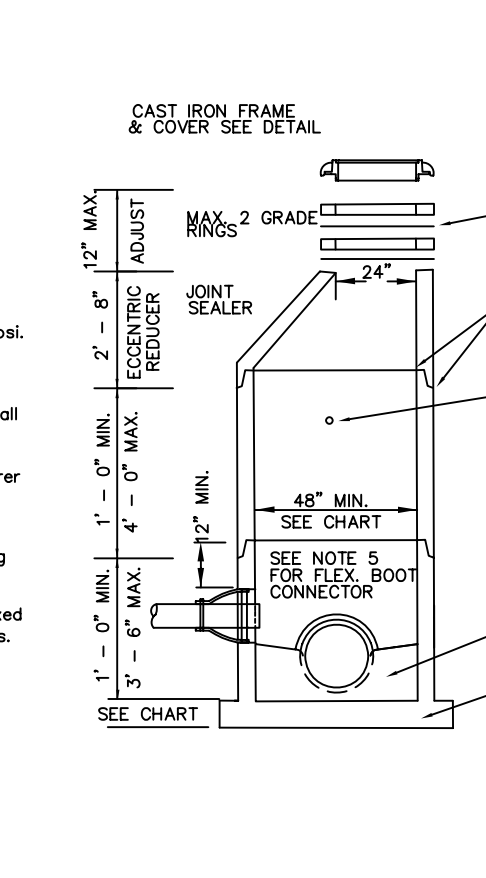
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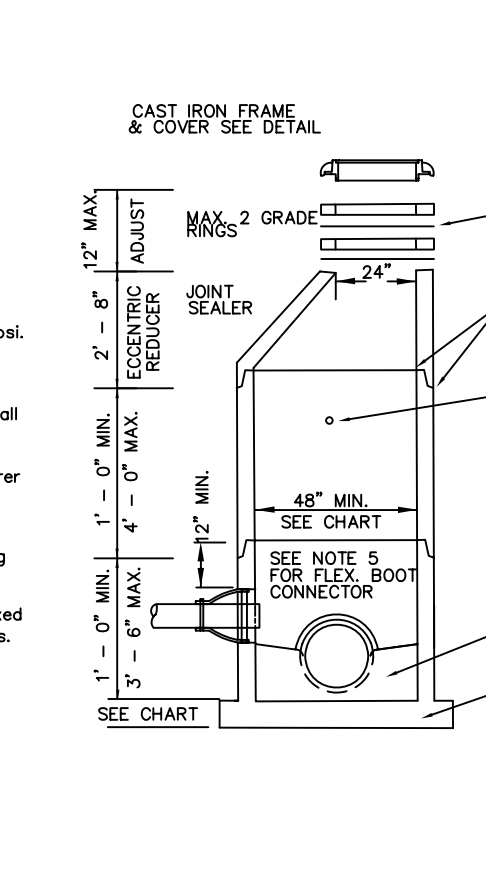
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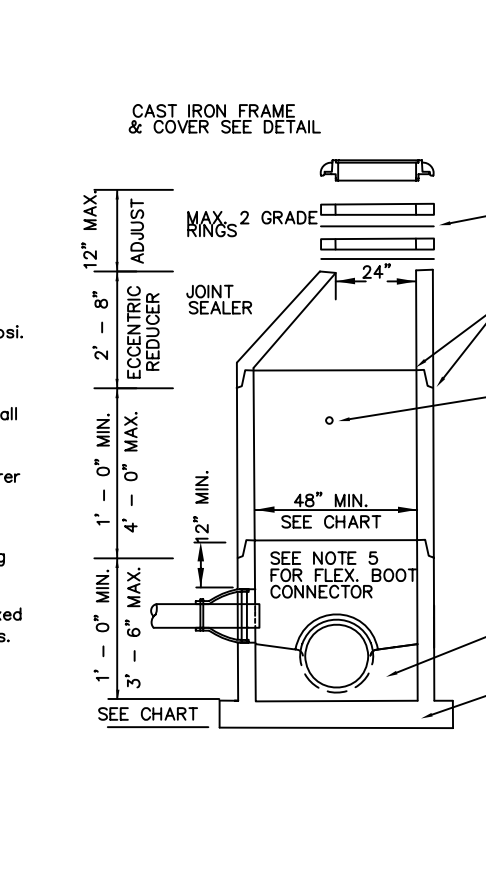
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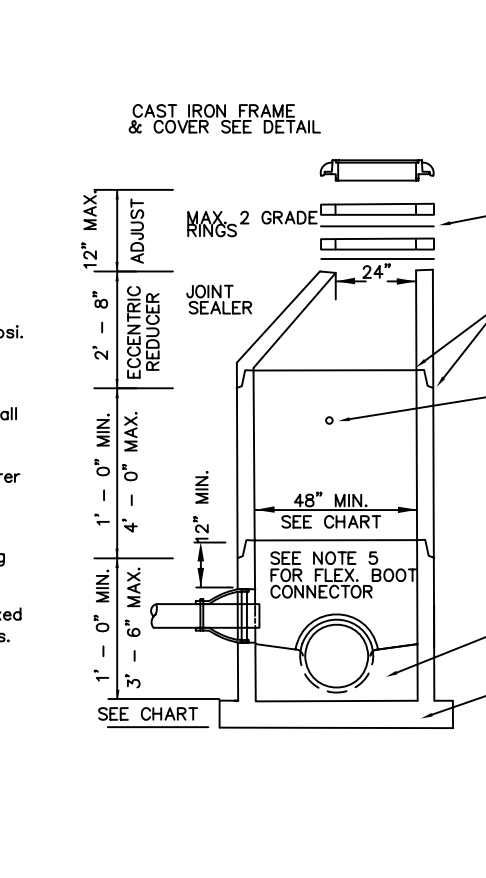
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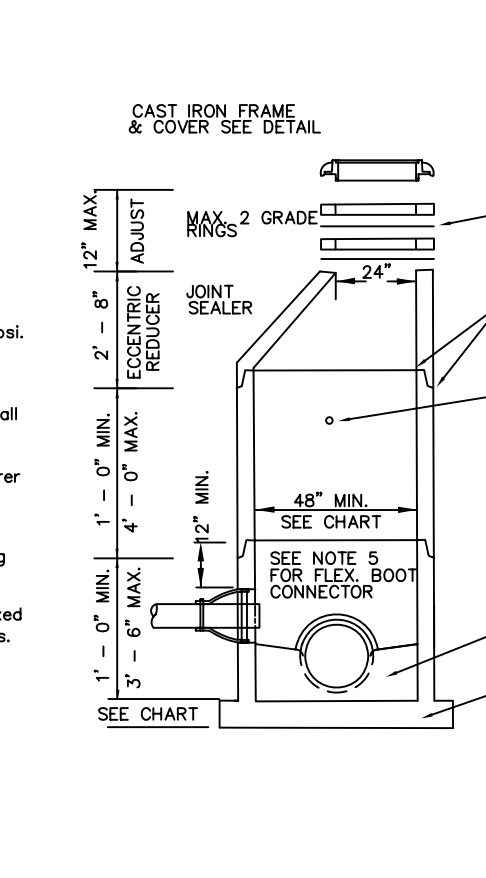
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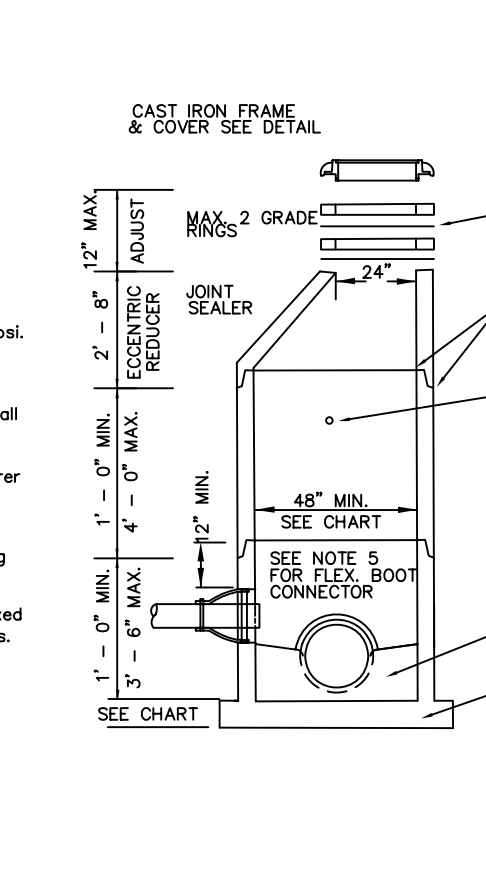
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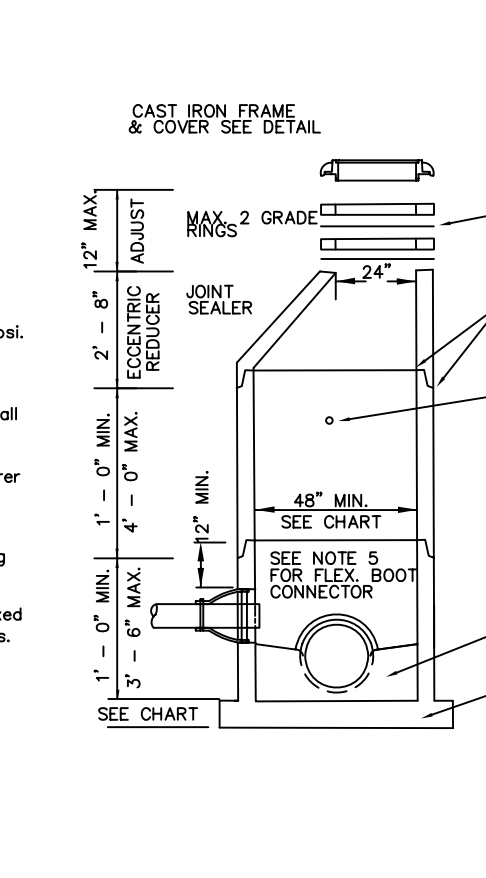
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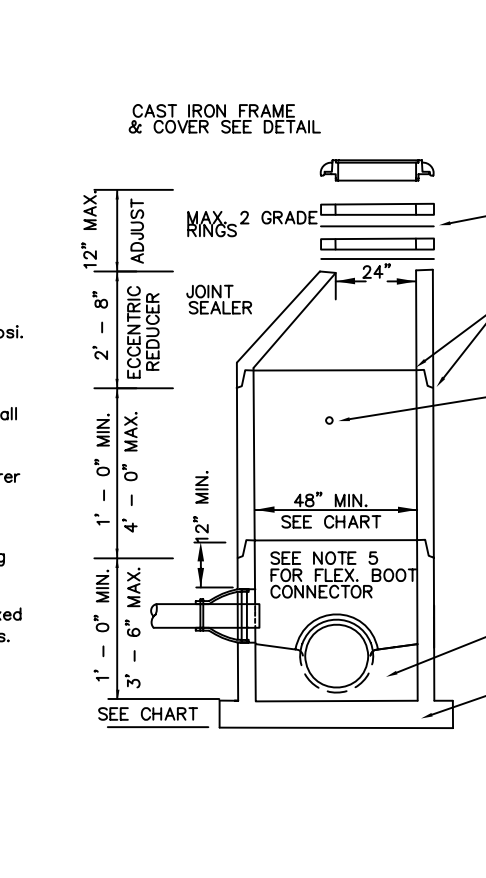
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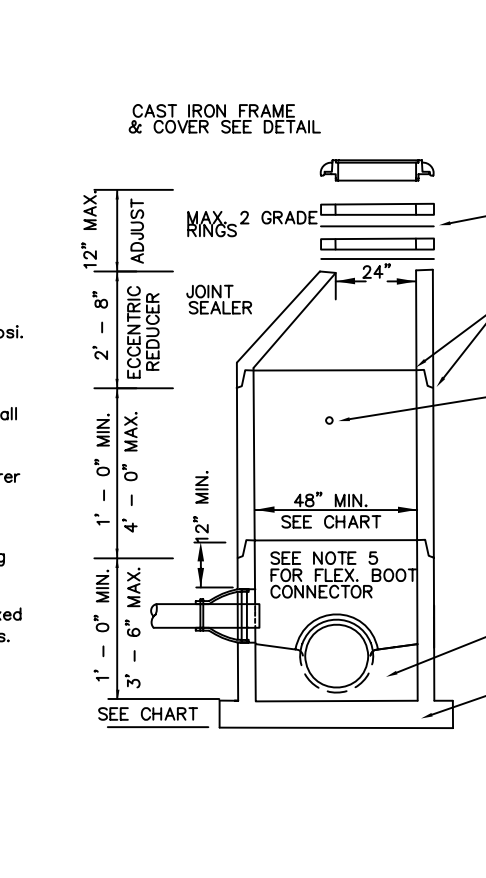
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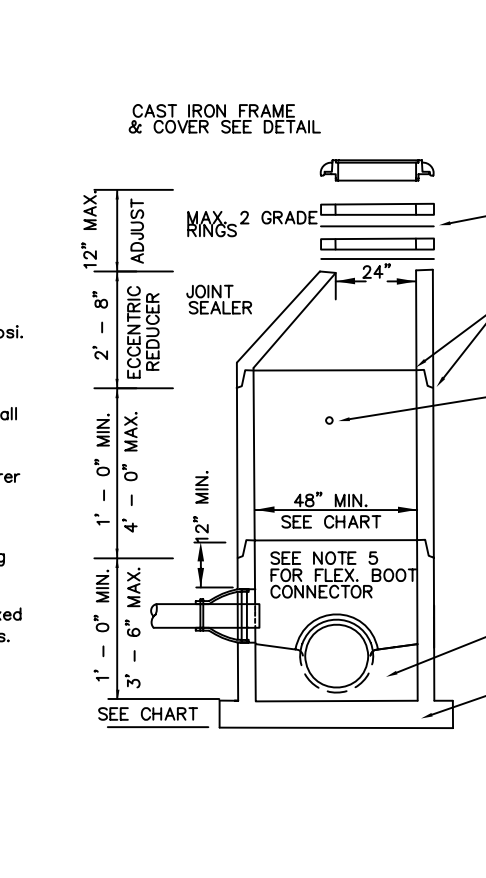
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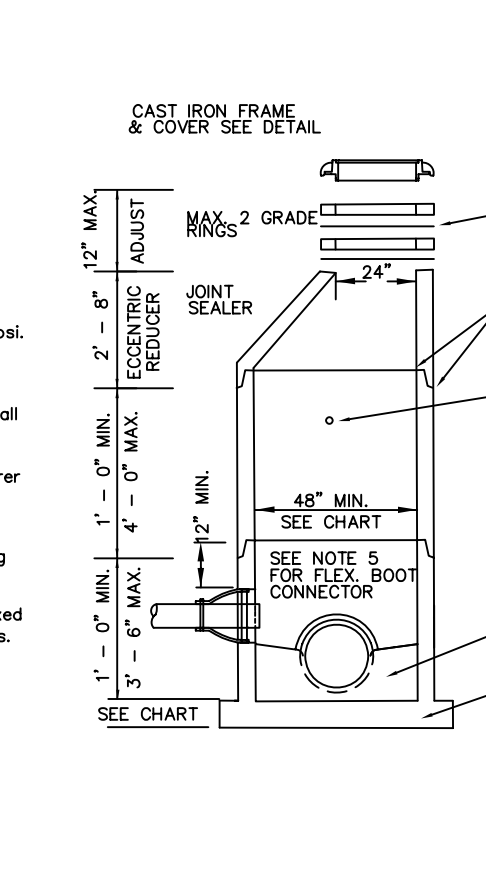
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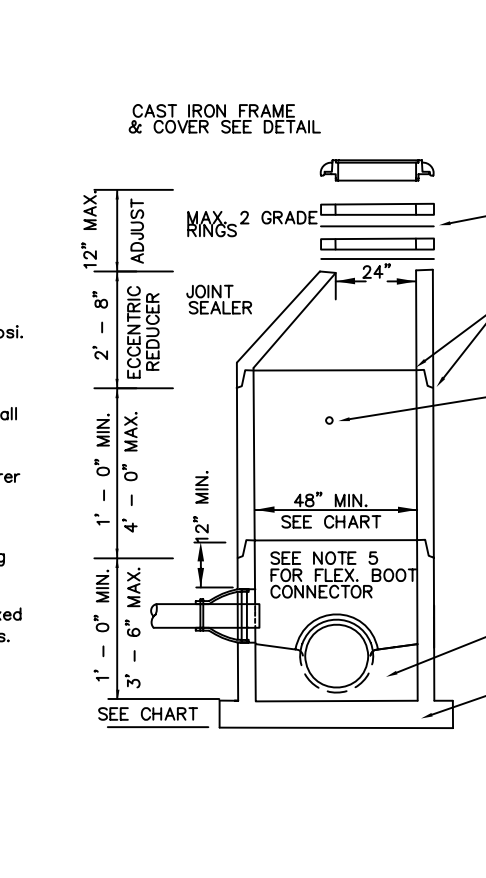
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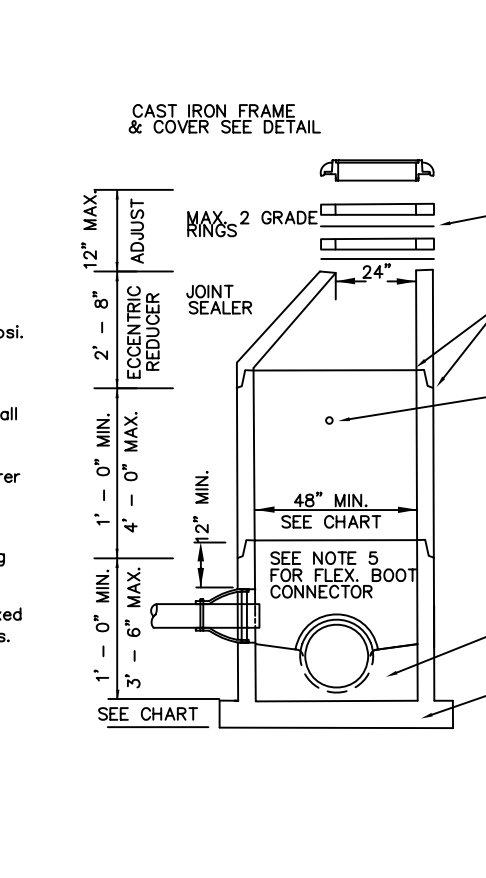
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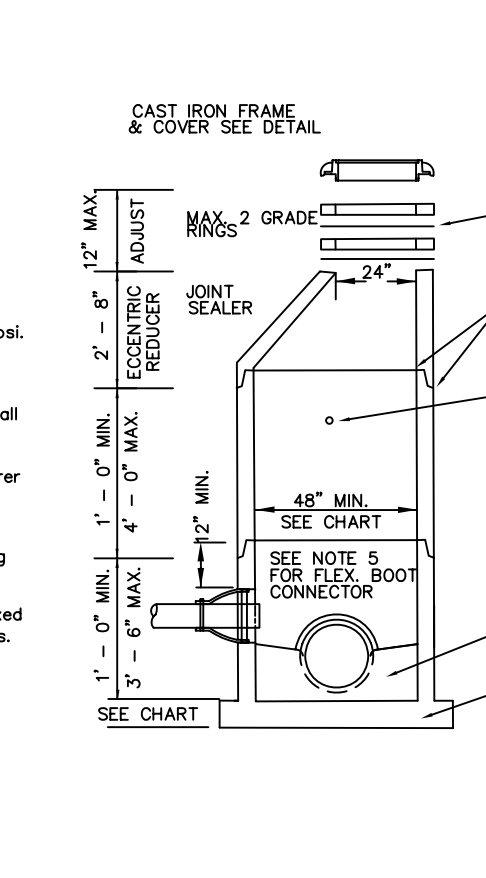
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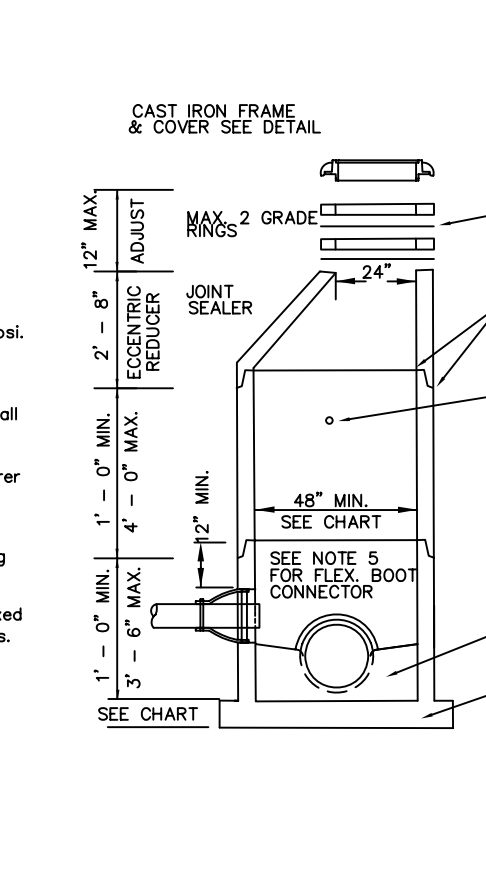
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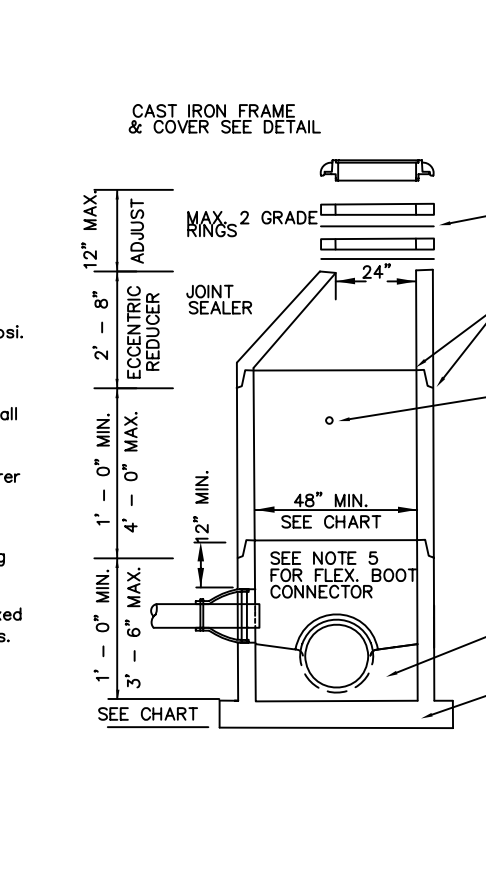
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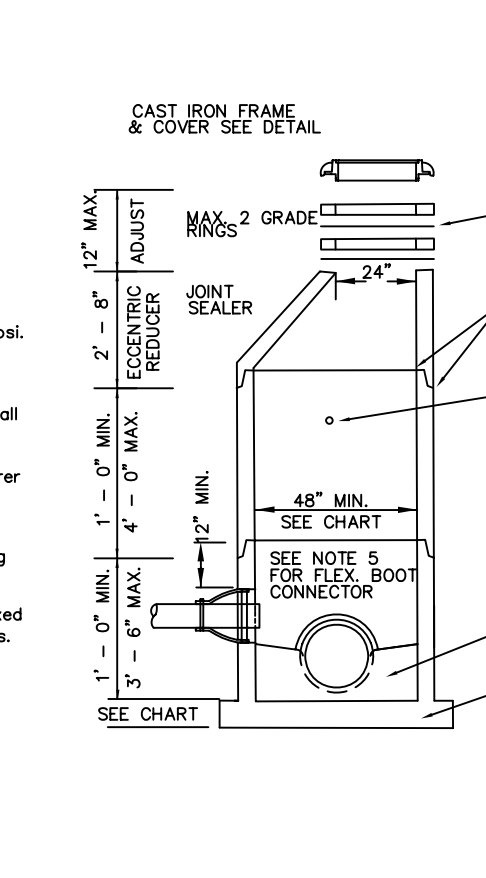
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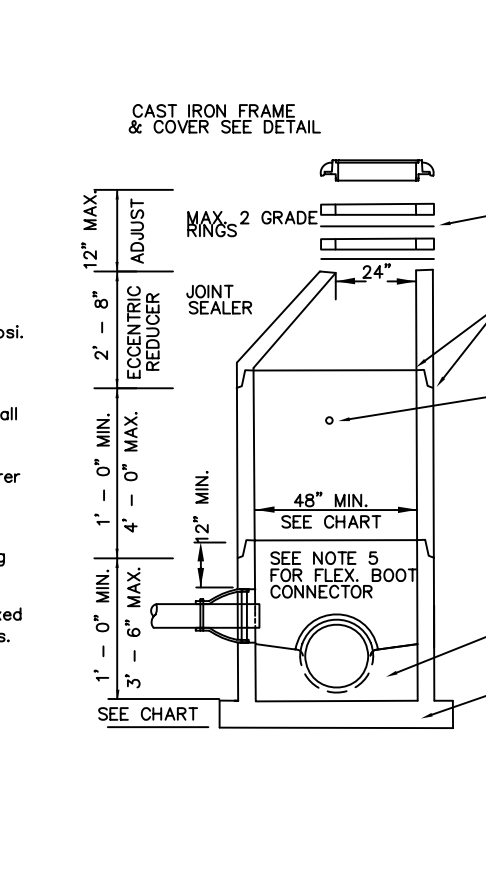
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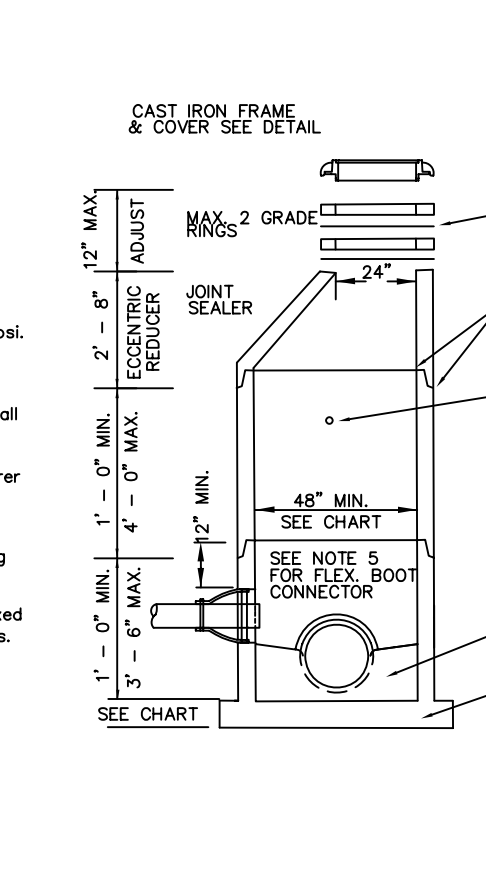
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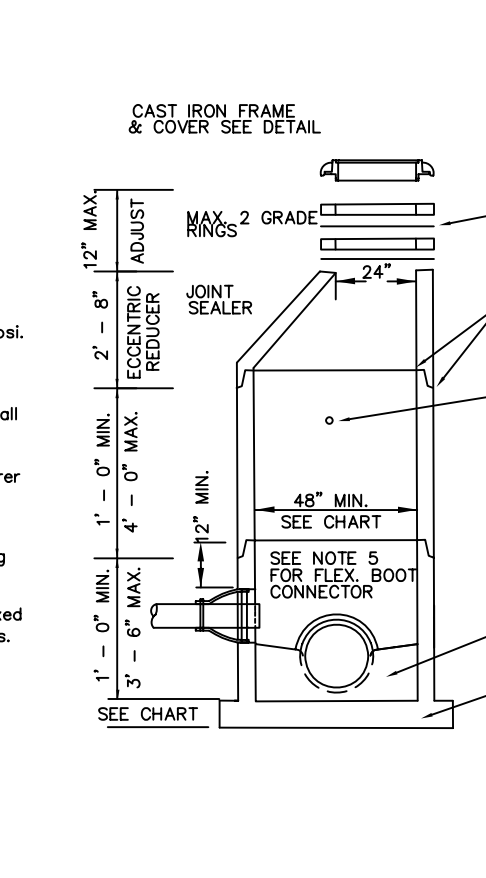
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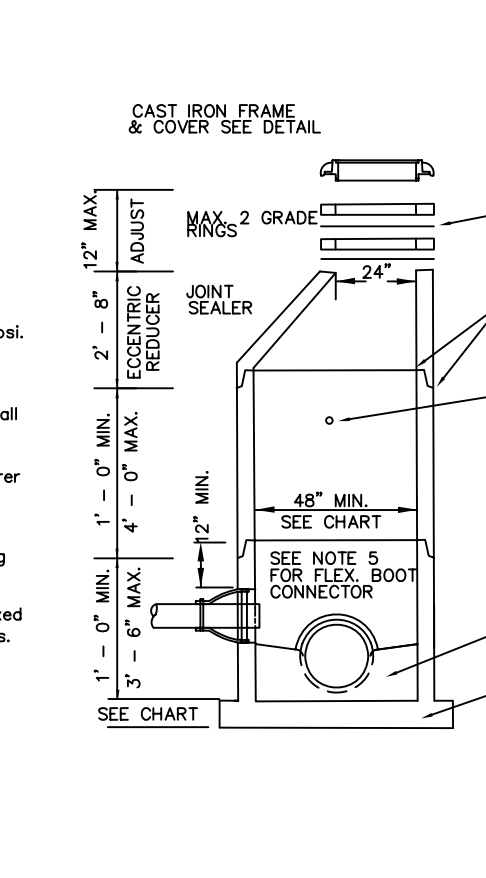
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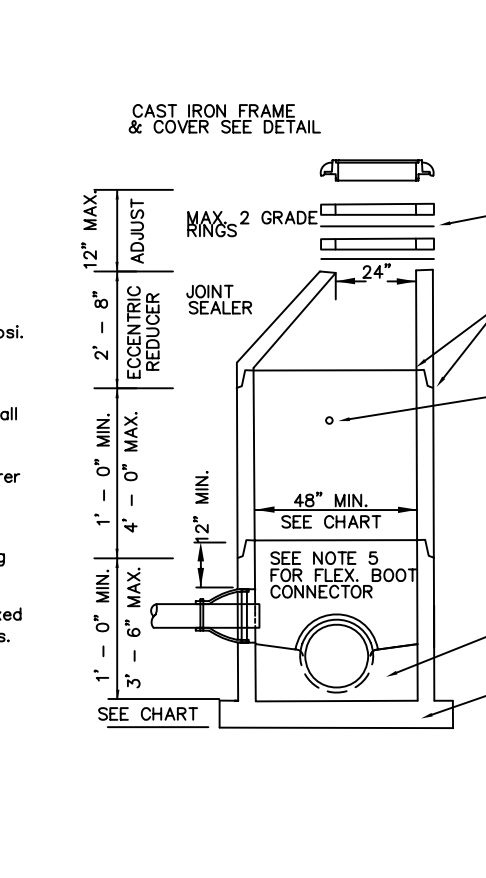
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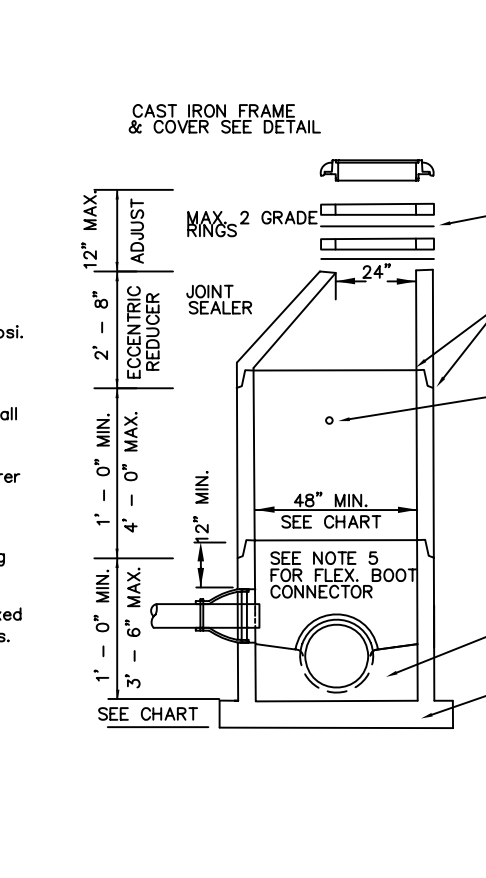
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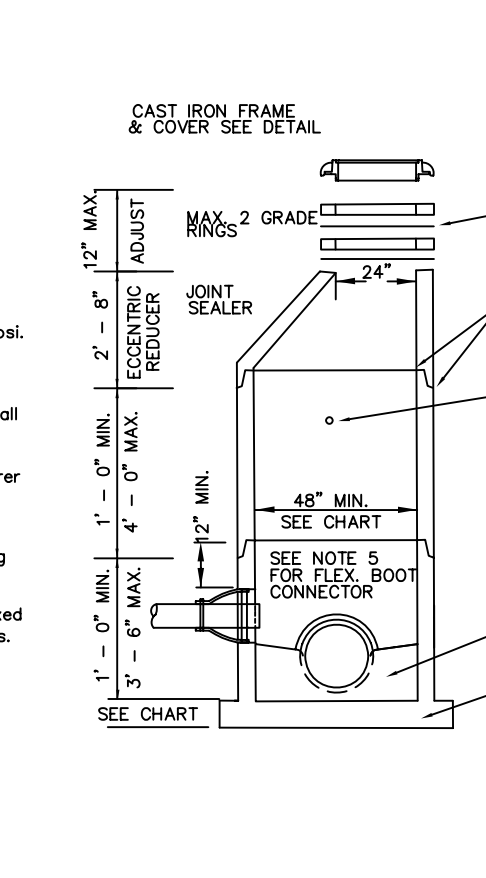
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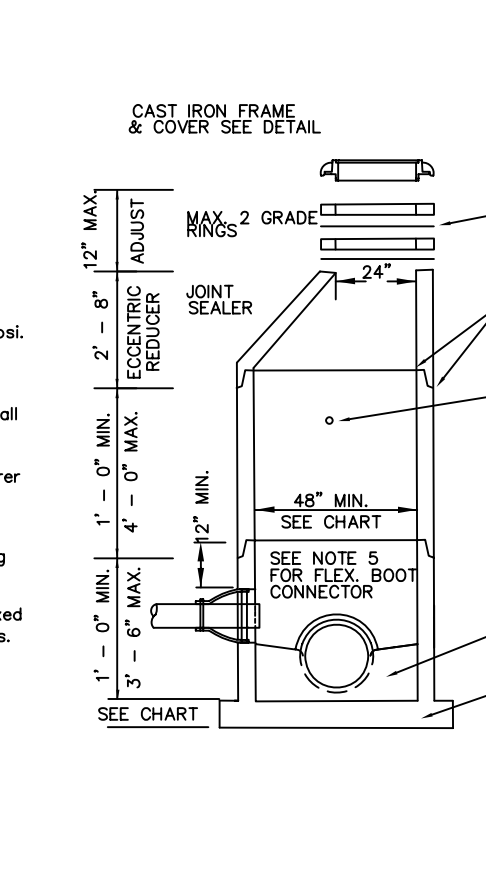
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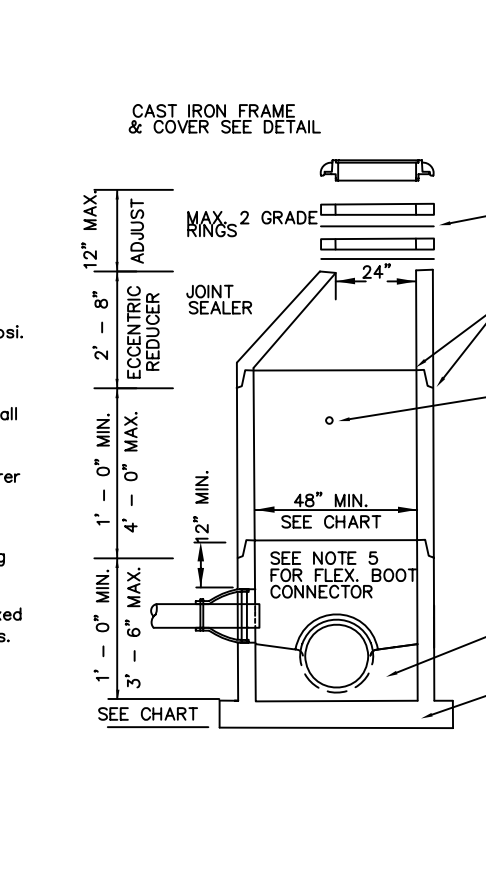
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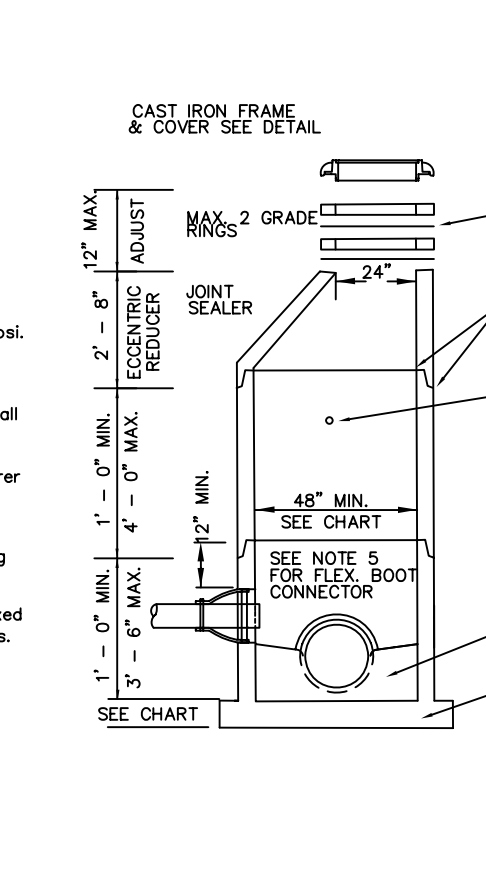
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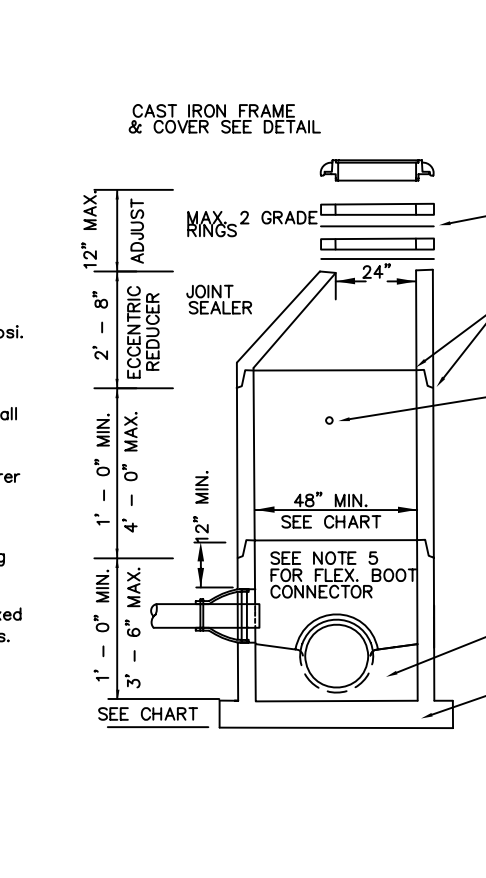
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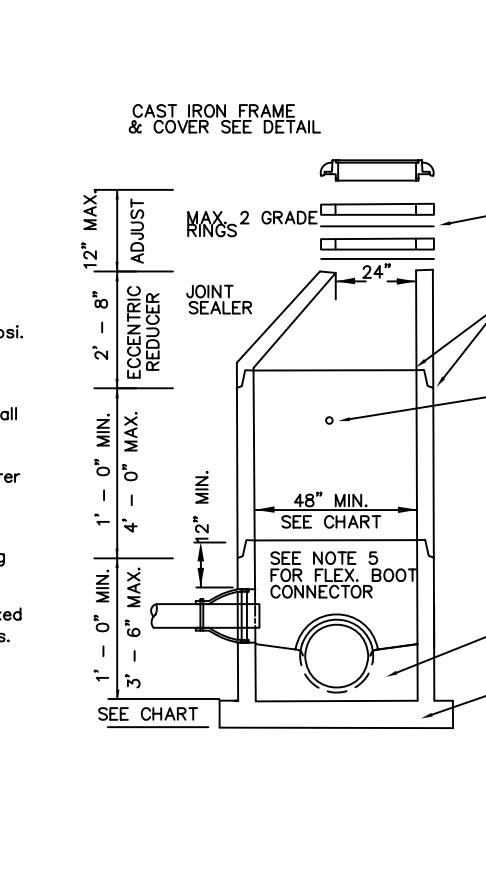
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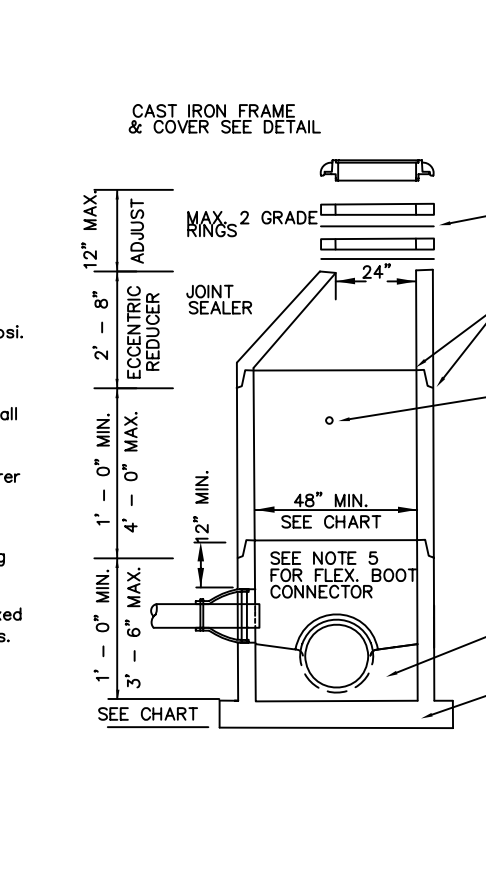
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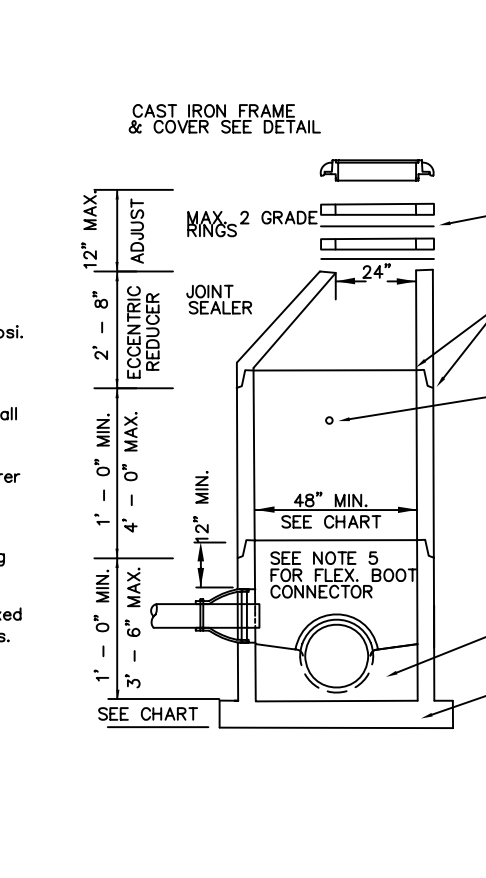
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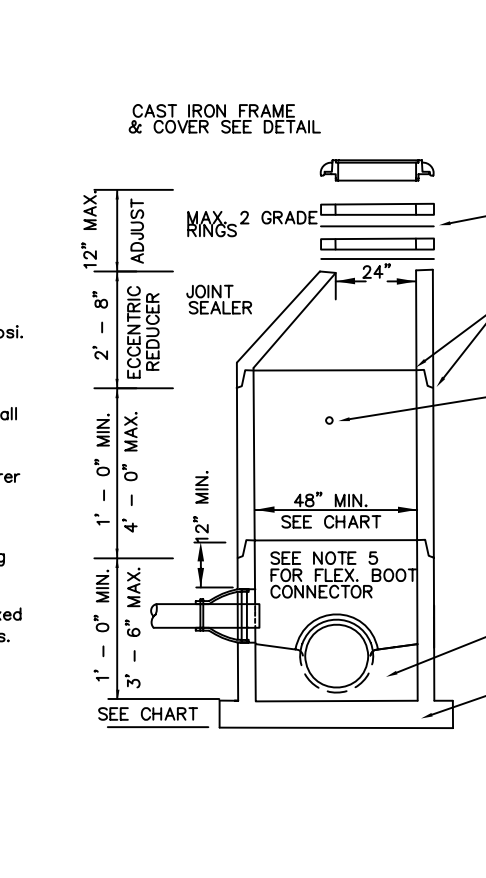
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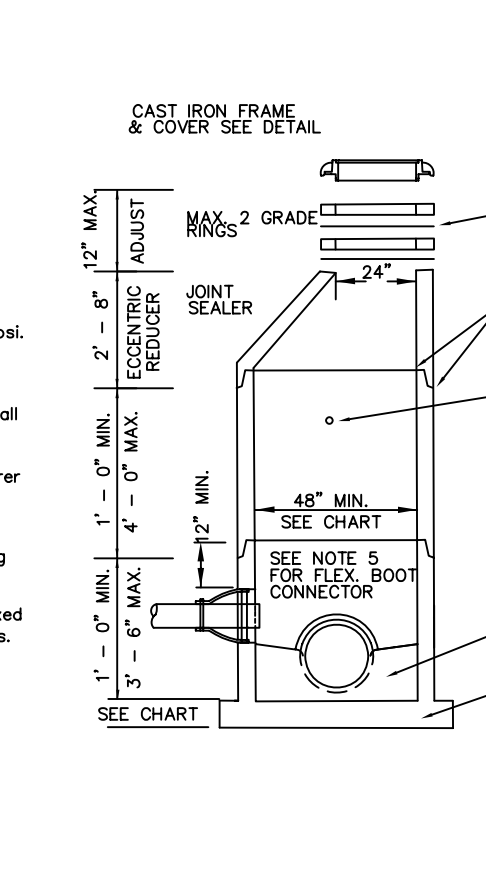
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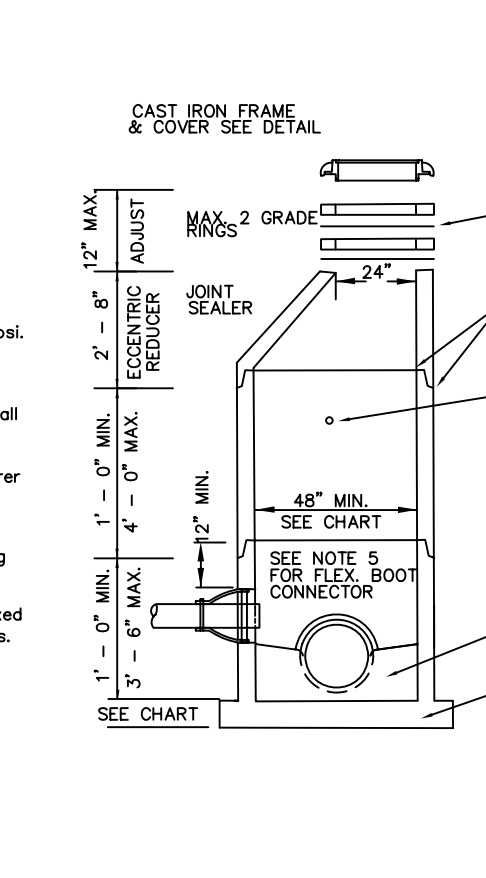
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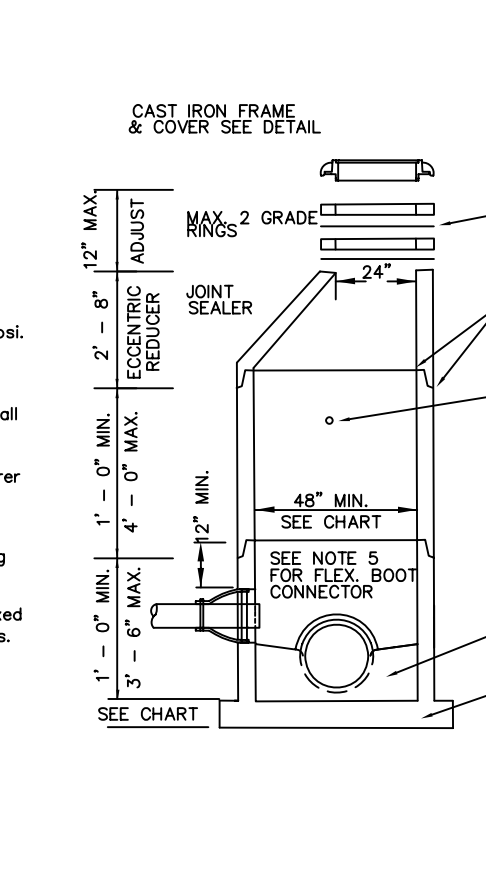
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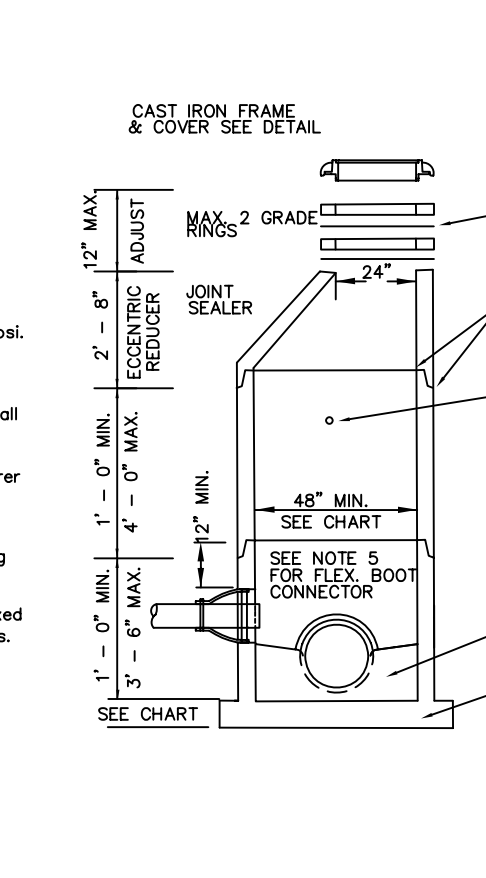
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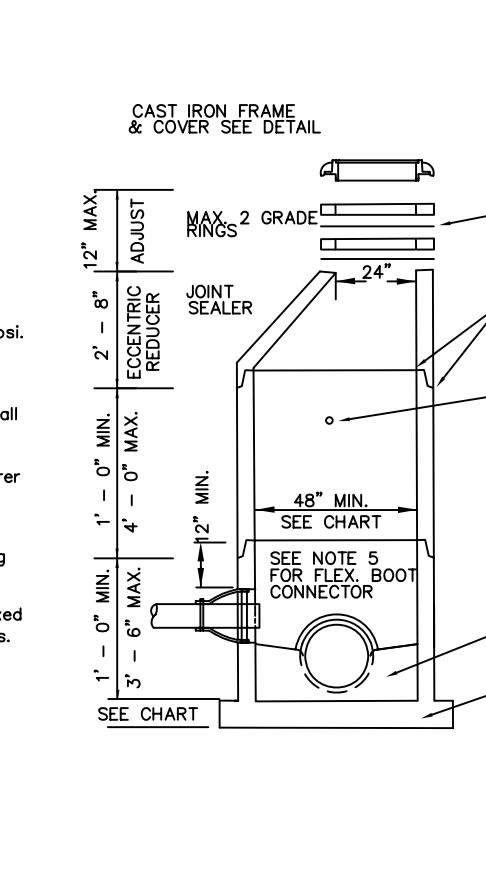
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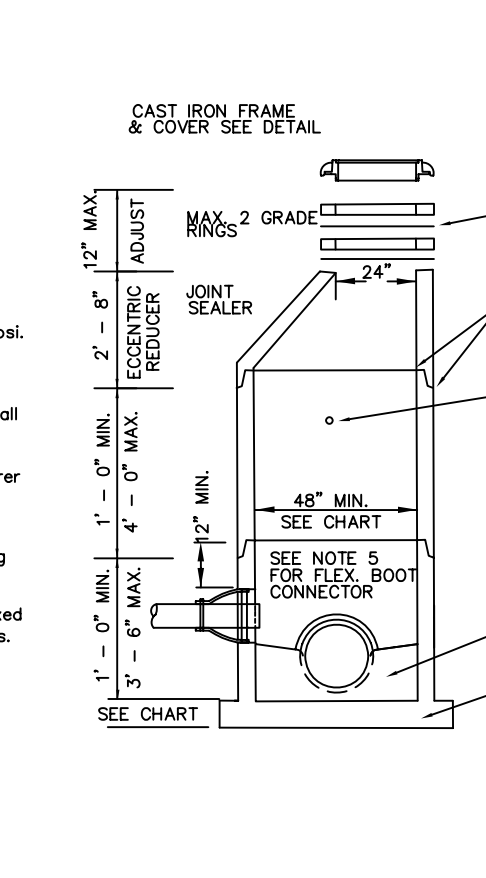
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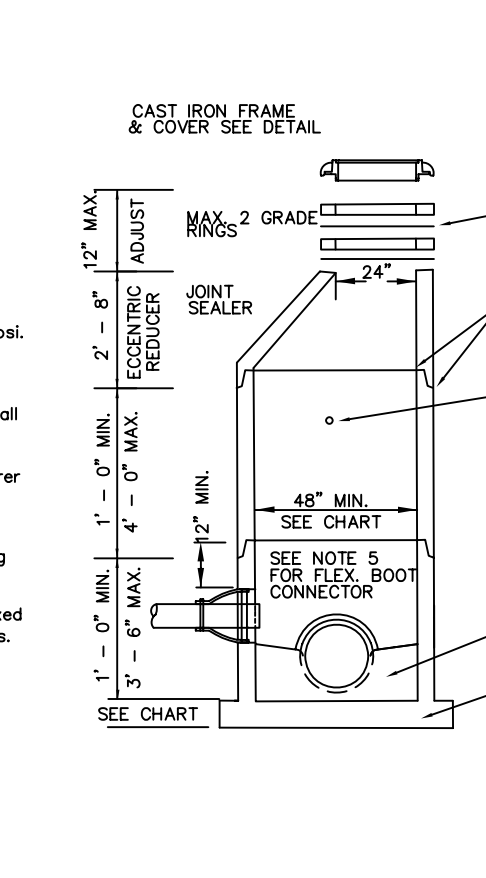
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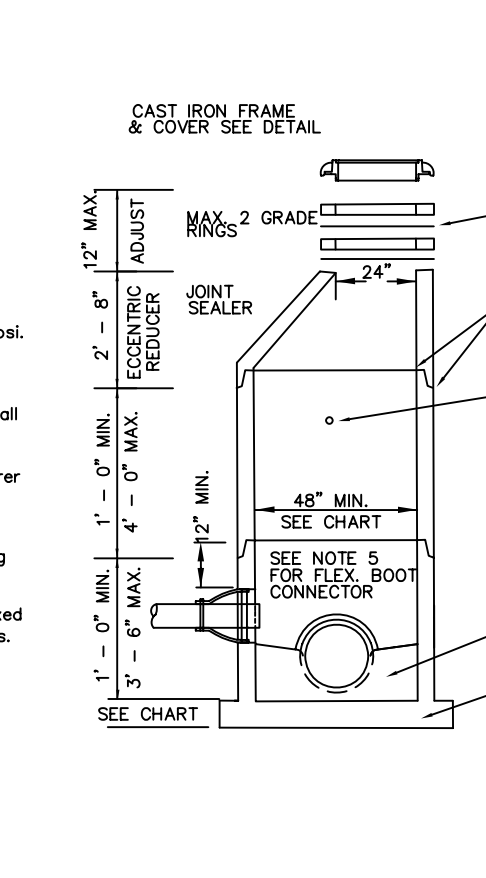
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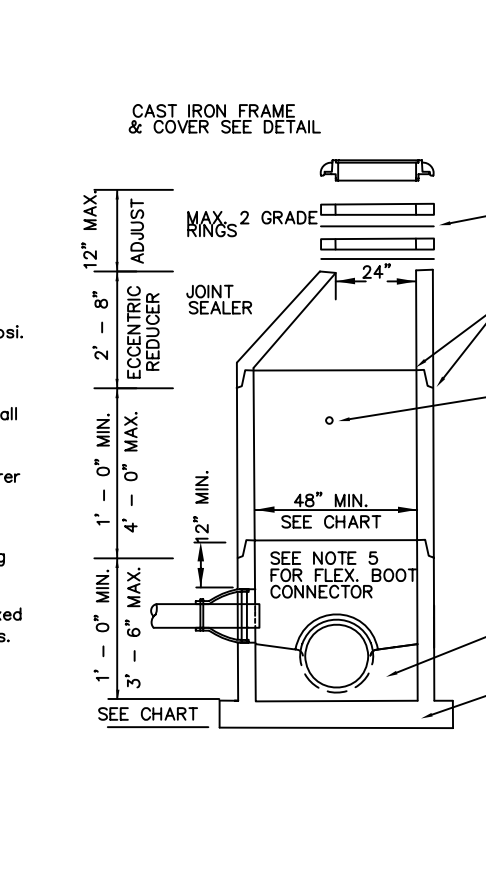
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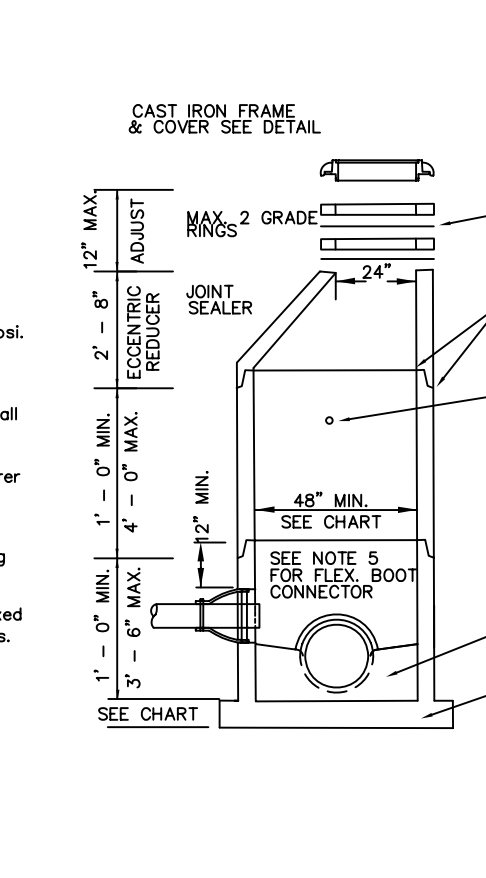
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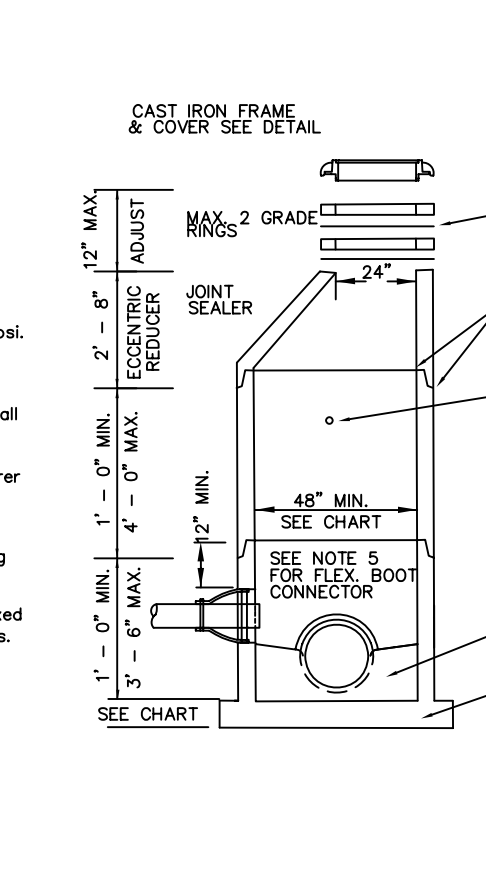
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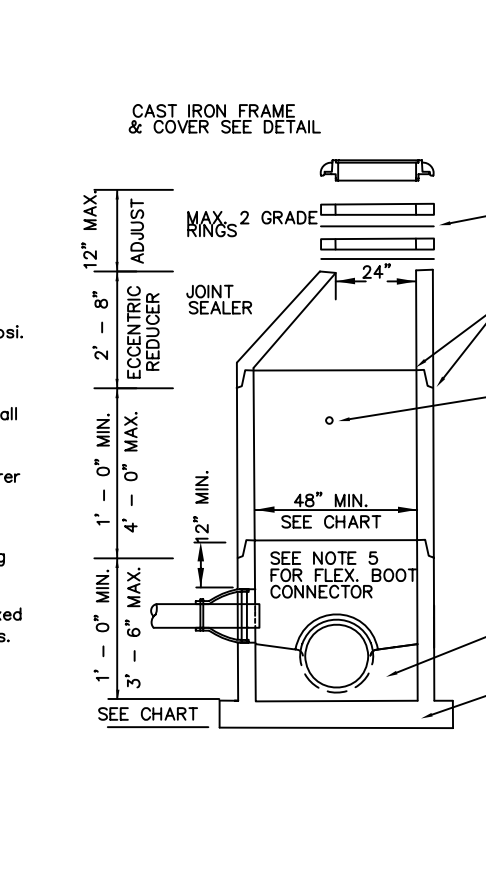
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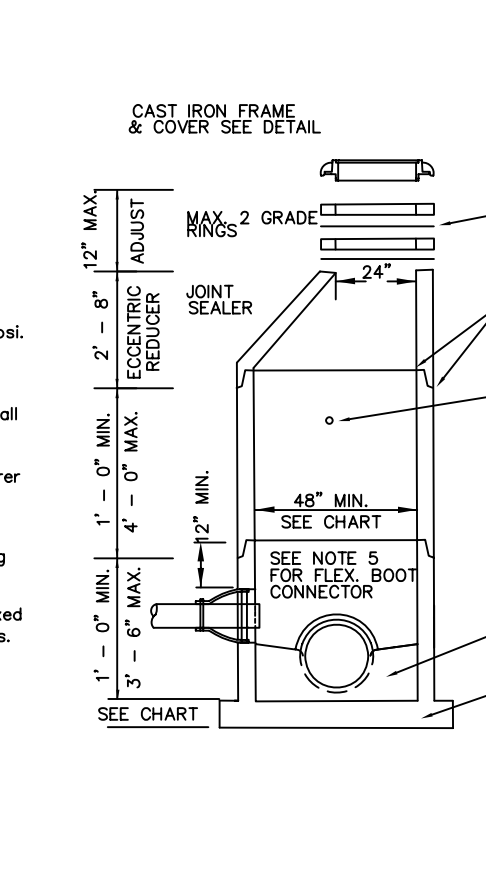
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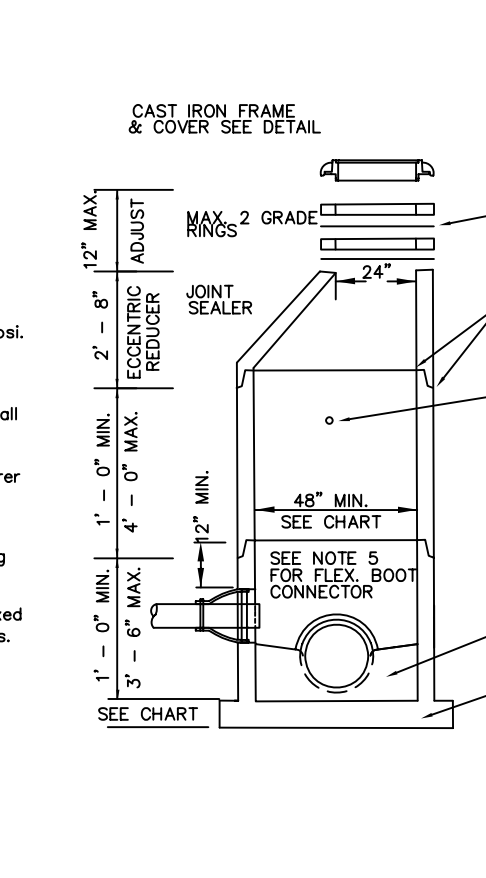
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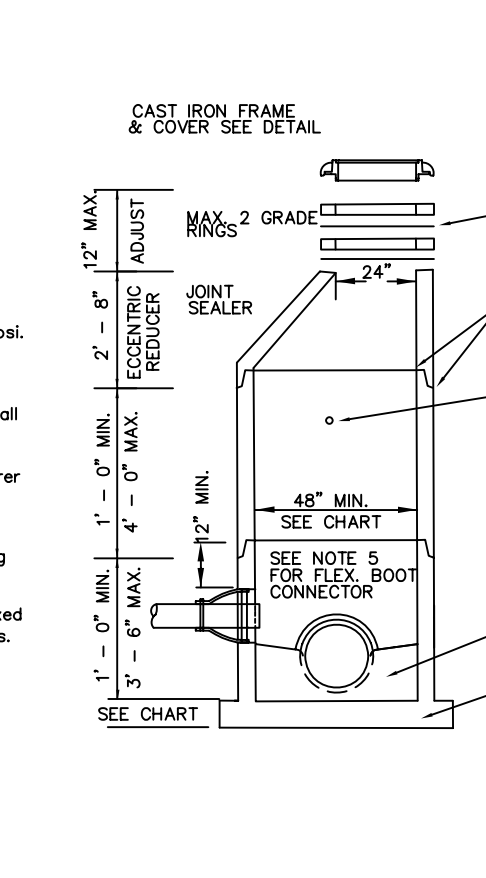
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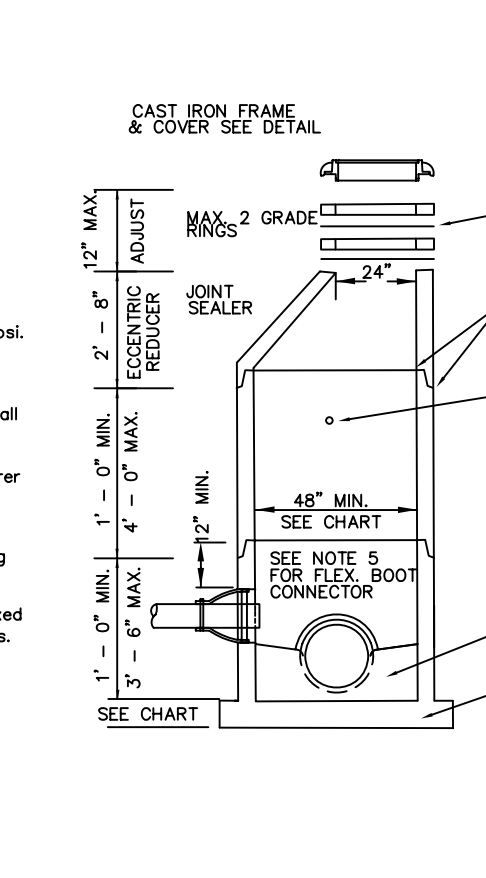
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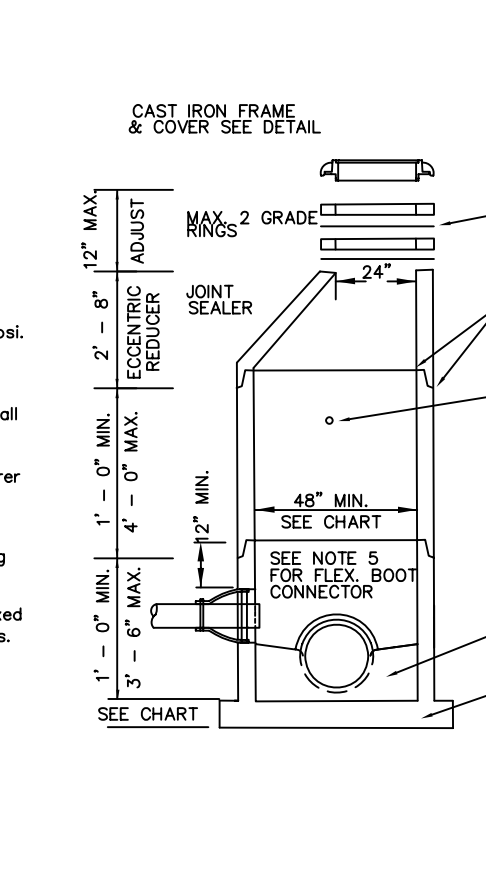
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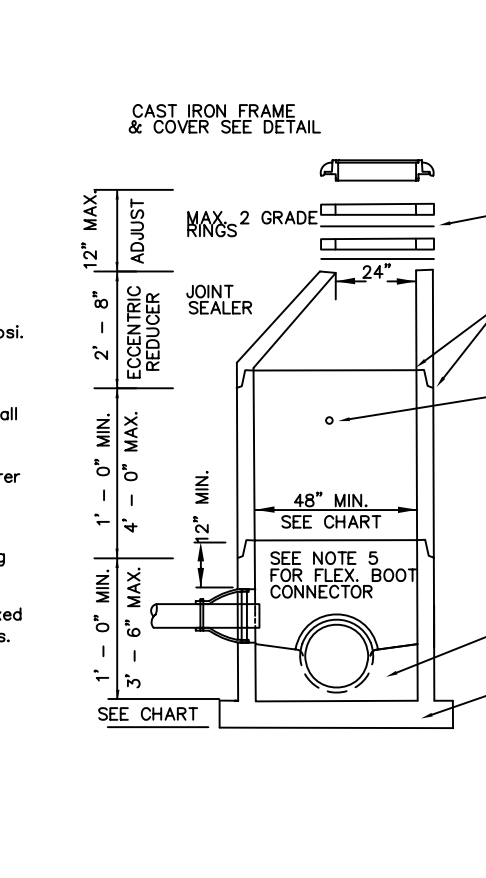
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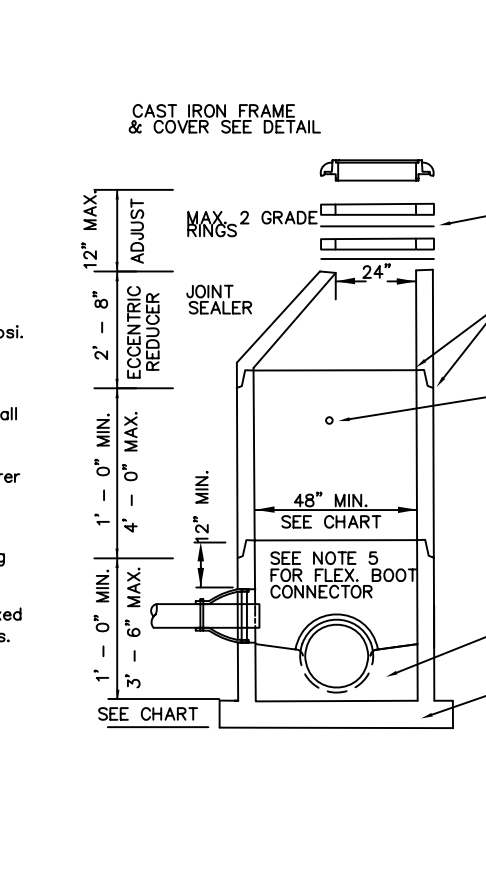
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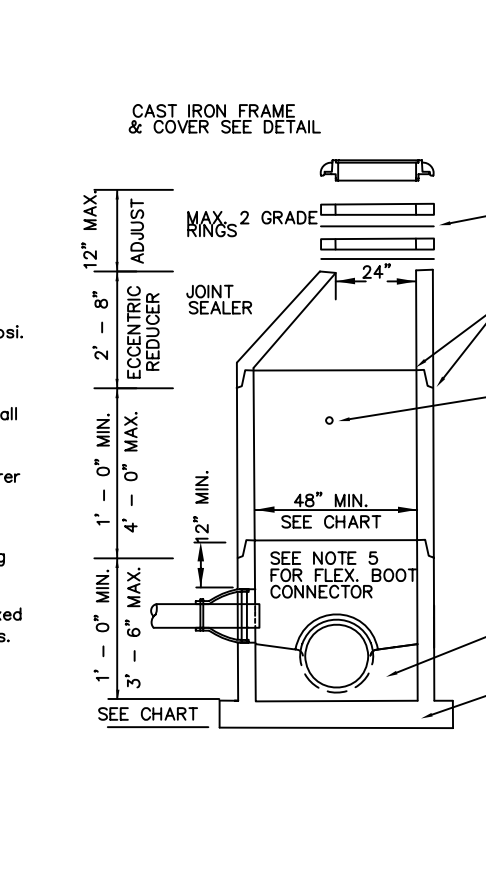
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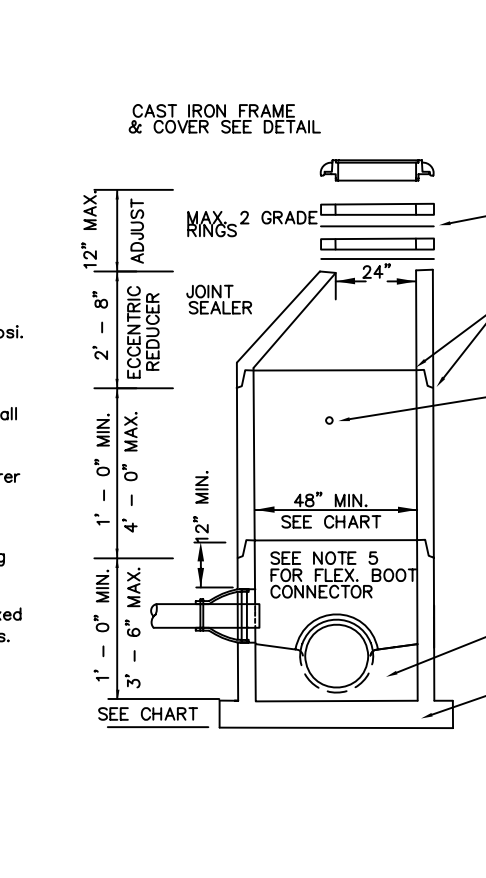
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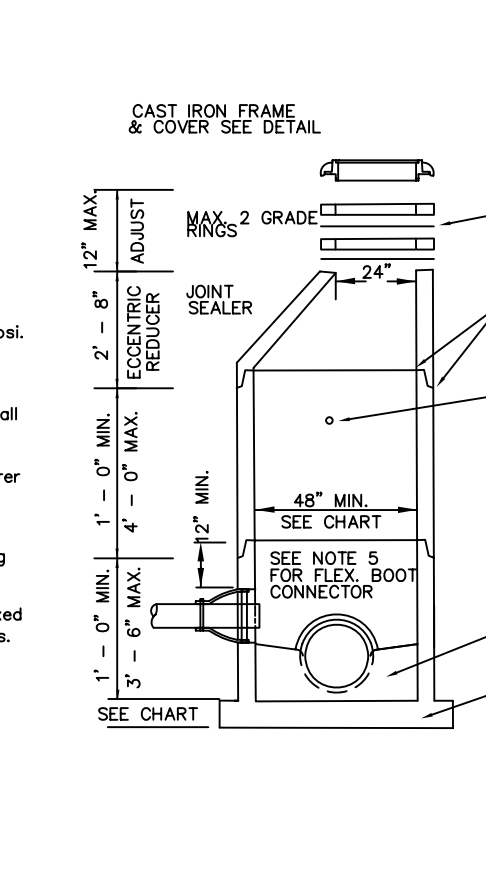
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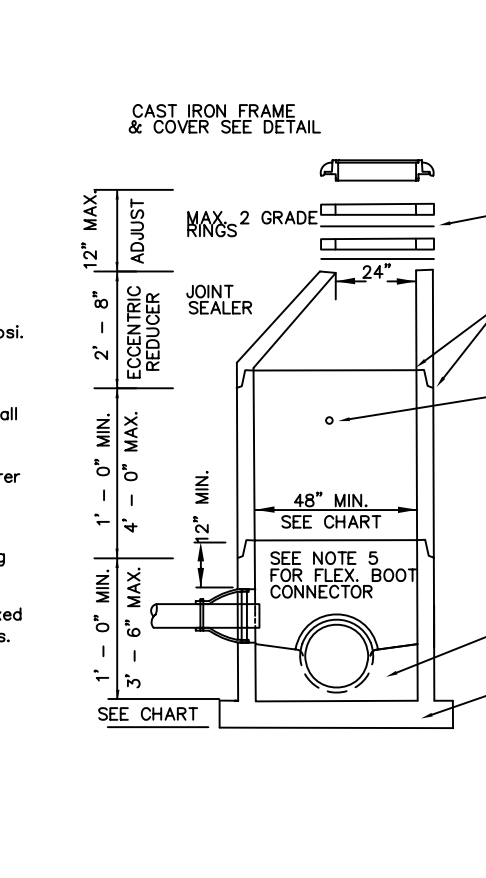
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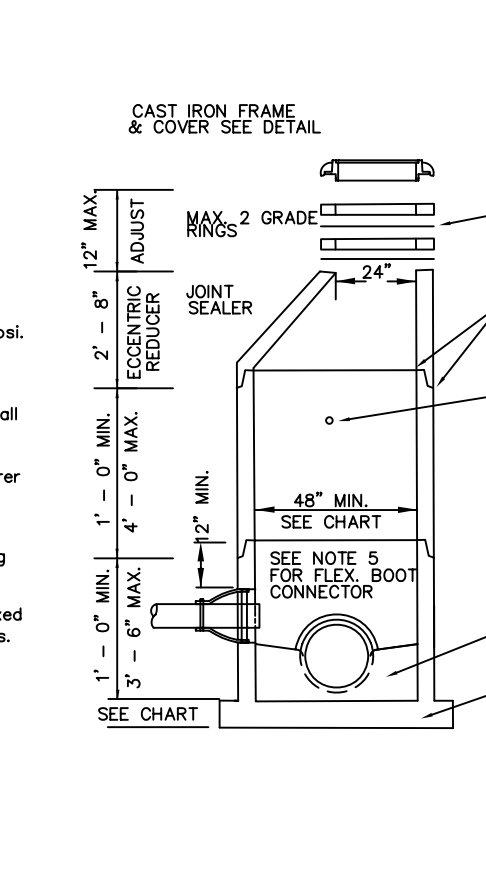
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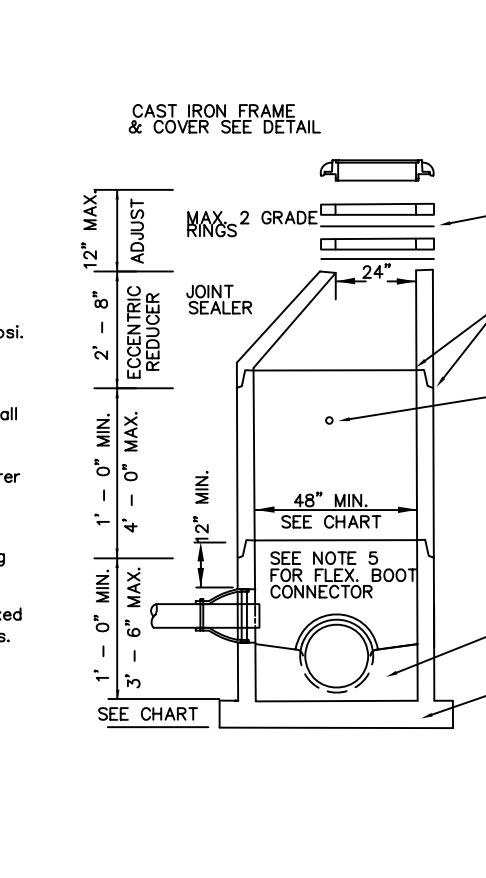
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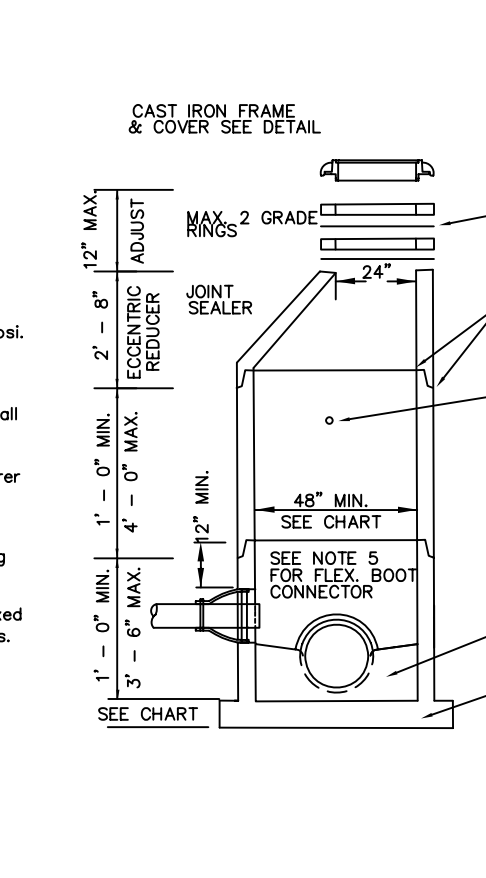
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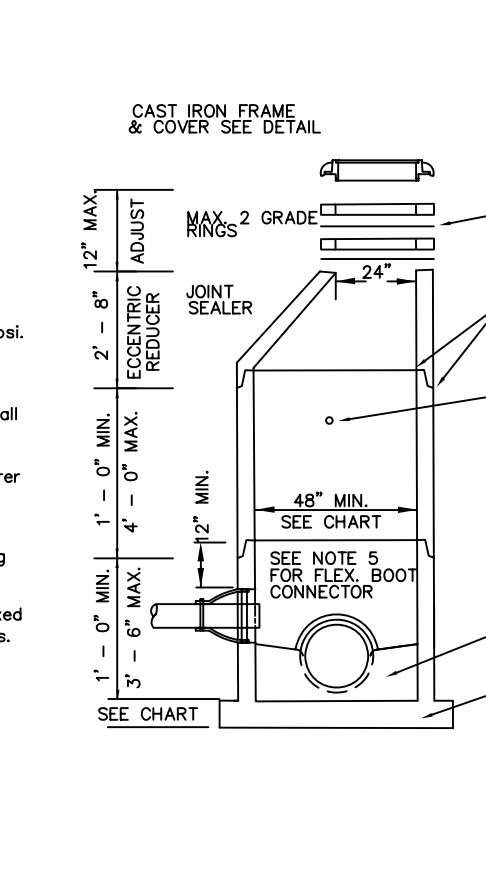
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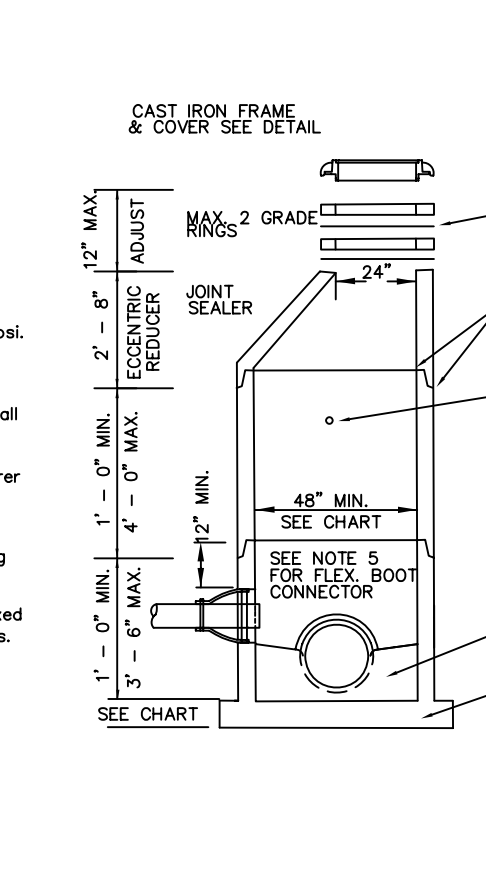
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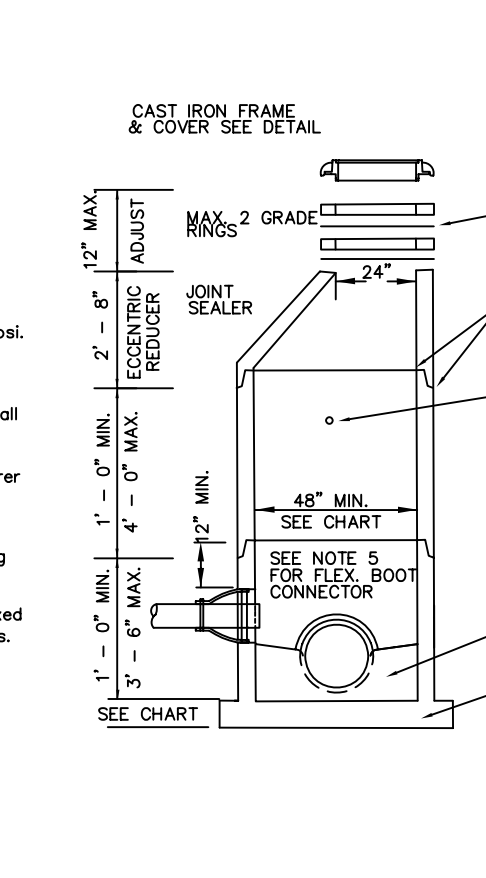
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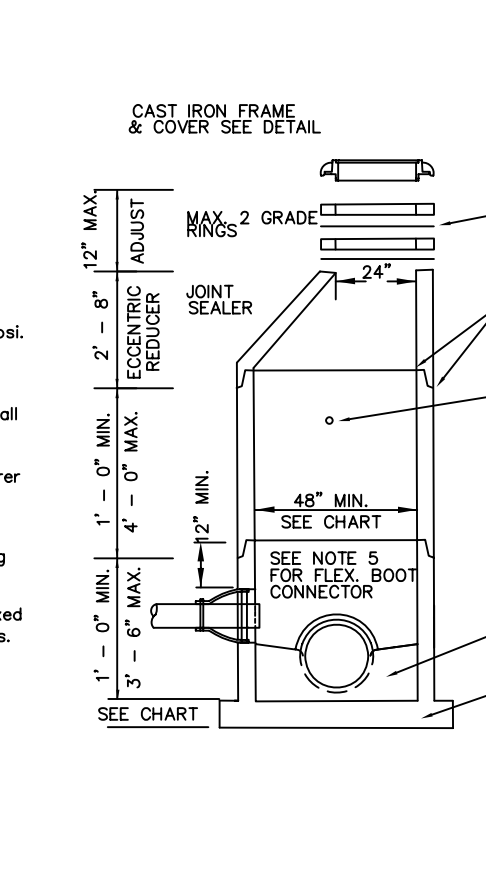
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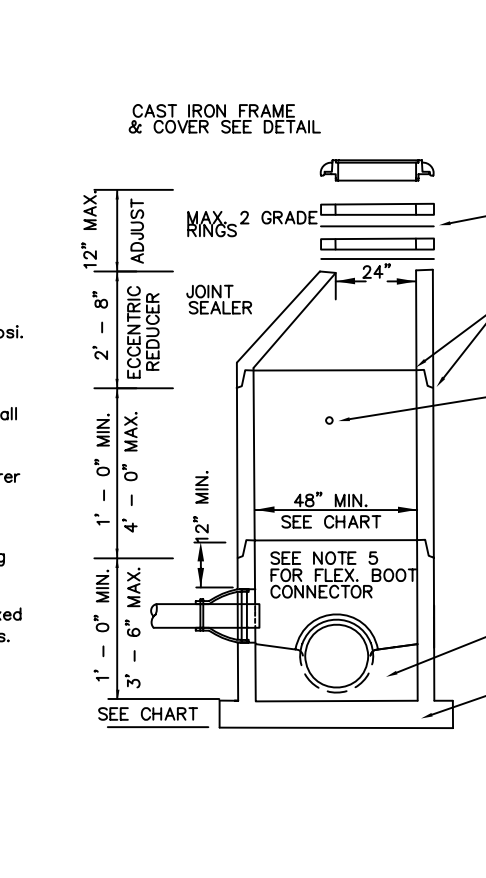
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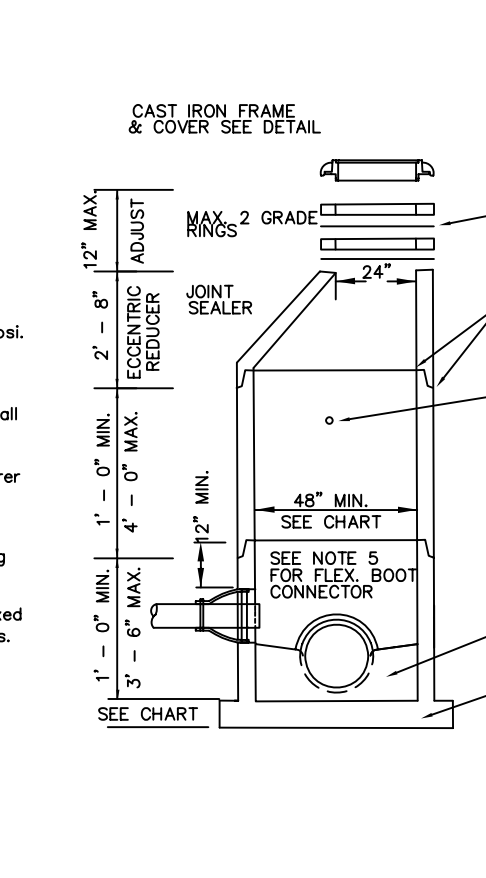
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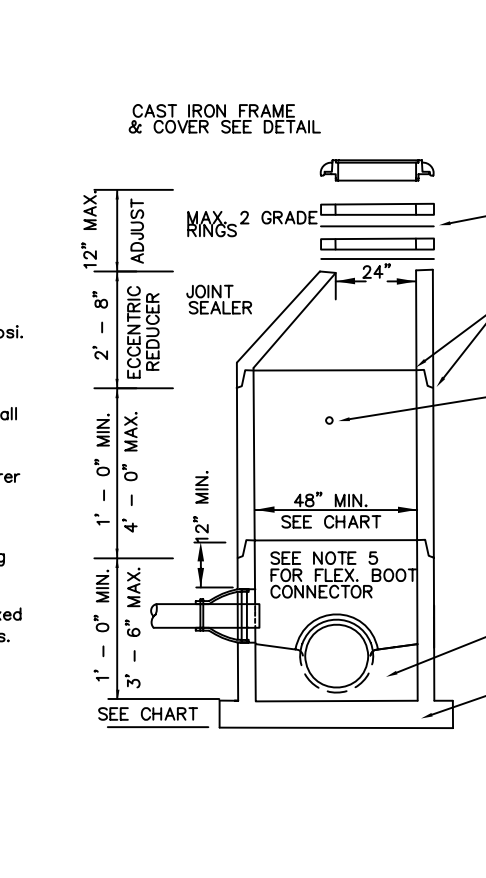
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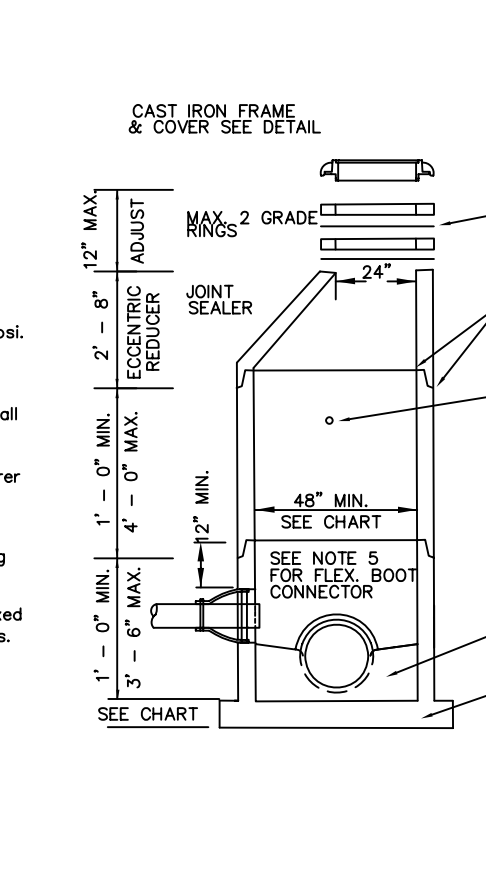
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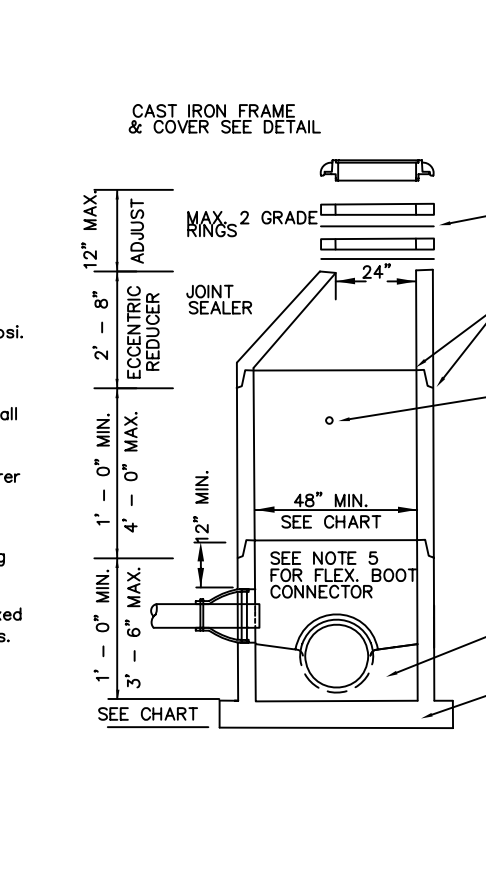
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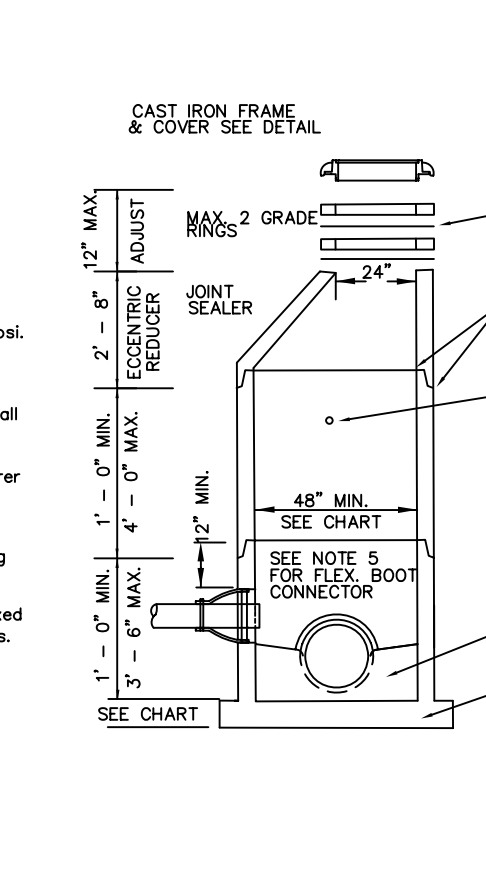
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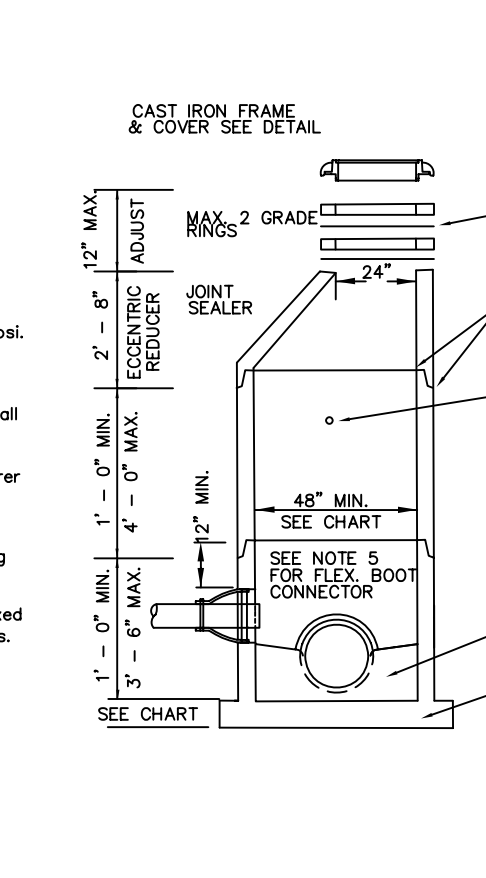
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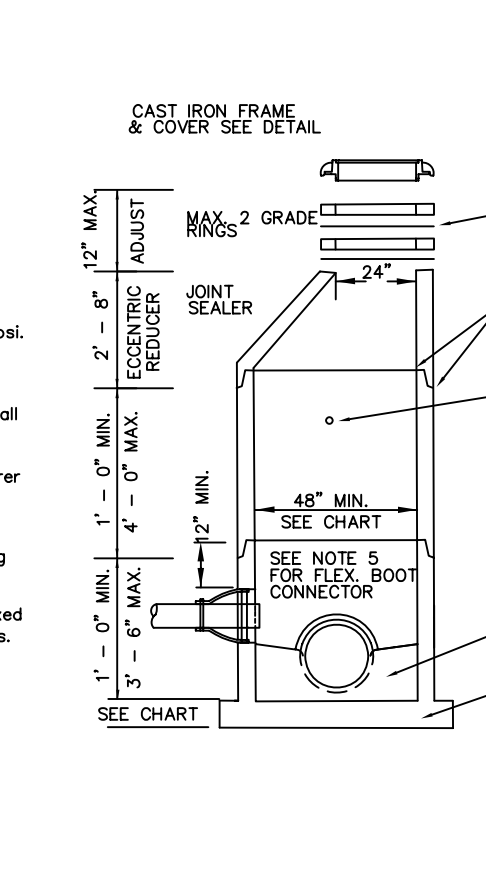
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TYPICAL MANHOLE
SCALE: NONE





- PAVEMENT MARKINGS SHALL BE THERMOPLASTIC
- ALL PAVEMENT MARKING SYMBOLS SHALL BE WHITE IN COLOR.
- PAVEMENT MARKING SYMBOLS SHALL NOT BE LOCATED AS TO ENCRUSCH INTO INTERSECTION AREAS.
- ON PORTLAND CEMENT CONCRETE PAVEMENTS, PAVEMENT MARKING SYMBOLS SHALL NOT BE PLACED ACROSS JOINTS, TRANSVERSE EXPANSION JOINTS, UNLESS APPROVED BY THE ENGINEER.
- ALL SYMBOLS SHALL CONFORM TO THE FHWA "STANDARD ALPHABET" FOR HIGHWAY SIGNS AND PAVEMENT MARKINGS" REFER TO SHEET THRU 7. SYMBOL DIMENSIONS MAY VARY ALONG MANUFACTURERS THEREFORE SLIGHT VARIANCES ARE ACCEPTABLE. HOWEVER, ALL DIMENSIONS ARE REQUIRED TO BE WITHIN THE TOLERANCES.

PAVEMENT MARKING-ARROW SYMBOLS



NOT TO SCALE

- (1) NCDOT ABC materials compacted to a dry density of at least 100% of the Standard Proctor maximum dry density (ASTM D698)
- (2) Subgrade soils compacted to a dry density of at least 100% of the Standard Proctor maximum dry density (ASTM D698)
- (3) Optional, surface course may be placed with original intermediate paving



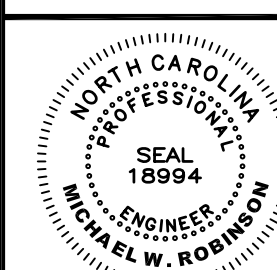
NOT TO SCALE

Keep vehicles off the slab for at least 7 days, or until the concrete reaches a minimum strength of 3,000 psi.



MICHAEL W. ROBINSON, P.E., P.L.S.
ENGINEERING AND SURVEYING

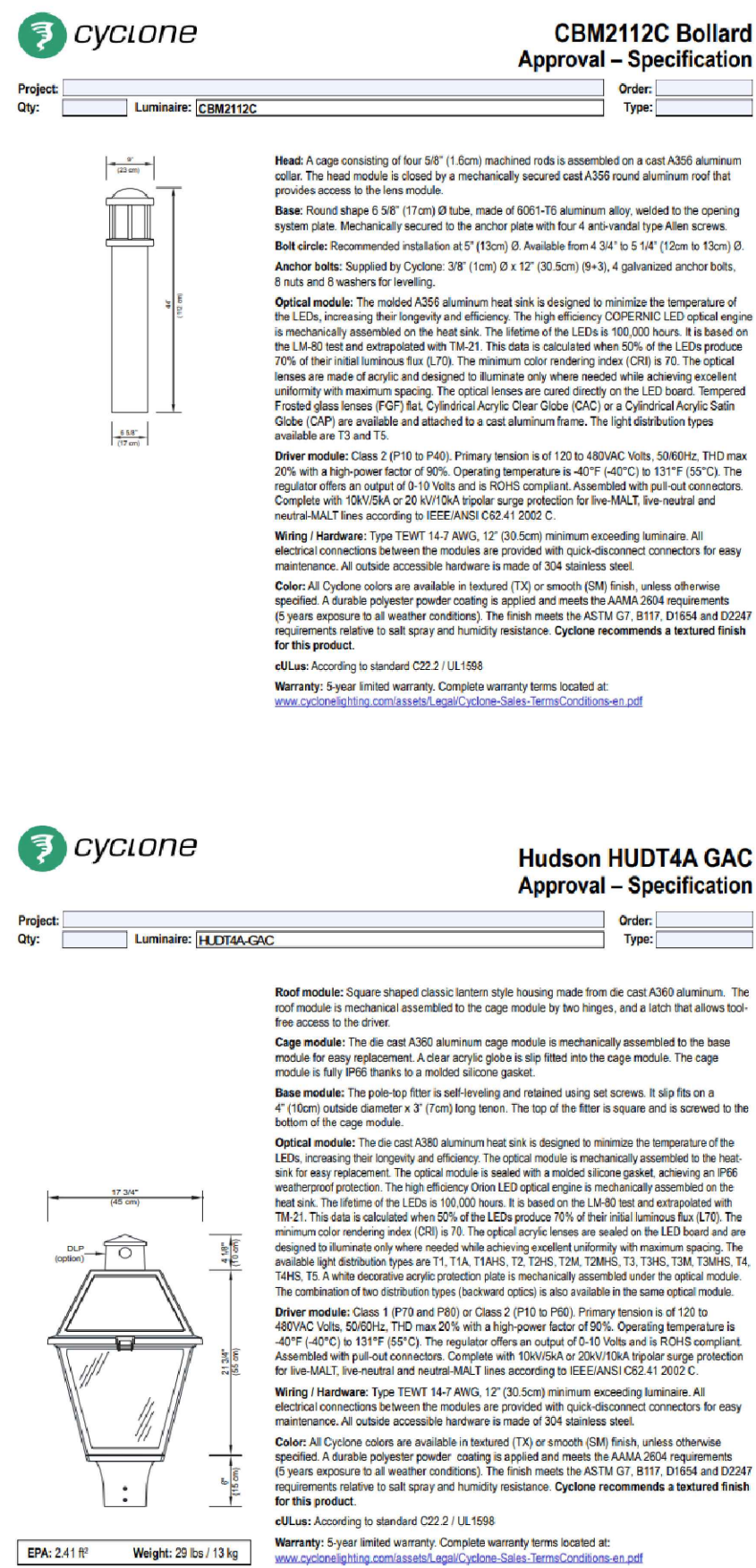
GENERAL DETAIL
SHEET

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TARHEEL MOTEL
DARE COUNTY
NORTH CAROLINA

7001 SOUTH CROATAN HIGHWAY, NAGS HEAD

DATE: 05-12-26	SCALE: 1"=20'
DESIGNED: MWR	DRAWN: MWR
SHEET: 8 OF 10	
CAD FILE:	
PROJECT NO: 110424	



SCALE: 1" = 20'-0"	REV.	DATE	COMMENTS
DESIGN: RSR	1		
DRAWN: RSR	2		
CHECKED: RSR	3		
PROJ. #: 2539	4		
DATE: 3-19-26	5		
	6		

1. ALL POLE FIXTURES ARE TO BE MOUNTED AT 12' HEIGHT ABOVE GRADE. CONTRACTOR TO PROVIDE POLE COMPATIBLE WITH EACH FIXTURE SHOWN ON PLANS. POLES TO HAVE BLACK FINISH TO MATCH FIGURE POLES TO MEET STATE AND MUNICIPAL WIND LOAD REQUIREMENTS. CONTRACTOR TO SUBMIT SHOP DRAWINGS AND PRODUCT DATA FOR REVIEW AND APPROVAL PRIOR TO ORDERING AND INSTALLATION.
2. SEE ELECTRICAL PLANS FOR WIRING / CIRCUITRY / LOW VOLTAGE TRANSFORMER(S) WHERE APPLICABLE.

Schedule															
Symbol & Label	Image	QTY	Manufacturer	Catalog	Description	Number Lamps	Lamp Output	Symbol & Label	Image	QTY	Manufacturer	Catalog	Description	Number Lamps	Lamp Output
A 		4	Cyclone Lighting	HUDT4A-GAC-T3MHS-P10-30K	Hudson LED Full Cutoff with House Side Shield, P10 Performance Package, 3000K Type 3 Distribution Dimmable option selected	1	2644	C 		10	Cyclone Lighting	CBM2112C-FGF-T3-P10-3K	Full Cut Off LED Bollard Light 44" Ht. Dimmable option selected.	1	768
			Pole Mounted												
B 		9	Cyclone Lighting	HUDT4A-GAC-T5-P10-30K	Hudson LED Full Cutoff Shield, P10 Performance Package, 3000K Type 5 Distribution Dimmable option selected	1	2622								

RDA Landscape Architecture, PC
Site Planning • Sports Design • Landscape Design

220 Lake Ave., Suite 2, St. James, NY 11780
Tel: (631) 979-5600 ~ Fax: (631) 979-8590
E-mail: info@rdala.com
Web Site: www.rdala.com

Robert S. Retnauer, RLA
NYS Lic. No. 1504



The Tar Heel Motel

7010 S Virginia Dare Trail, Nags Head, NC 27959

LIGHTING PLAN

L-1



To whom it may concern,

RBA Architects has fully reviewed the Nags Head Design Guidelines found within the Unified Development Ordinance and believe we are in alignment in all areas. The proposed building shares a vertical scale with the surrounding houses and uses a rhythm of wall face offsets to break up the larger horizontal dimensions, as well as multiple tower elements serving as focal points from NC-12. Roofs are sloped design and incorporate both hip and gable types to add variation. Windows are hung residential design at all areas, with cabana type shutters at key points on the elevations. Porch columns, railings, porch brackets, and screen elements are all a residential style and blend well with the established traditional Nags Head detailing. Shake and board and batten siding, as well as substantial trim bands and corner boards, accomplish the same.



RBA ARCHITECTS

Architecture | BIM | Visualizations

432 Battlefield Blvd. S., Suite 101, Chesapeake, Virginia 23322

PHONE: 757-546-2471

E-mail: info@rbapc.com | website: www.rbapc.com



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



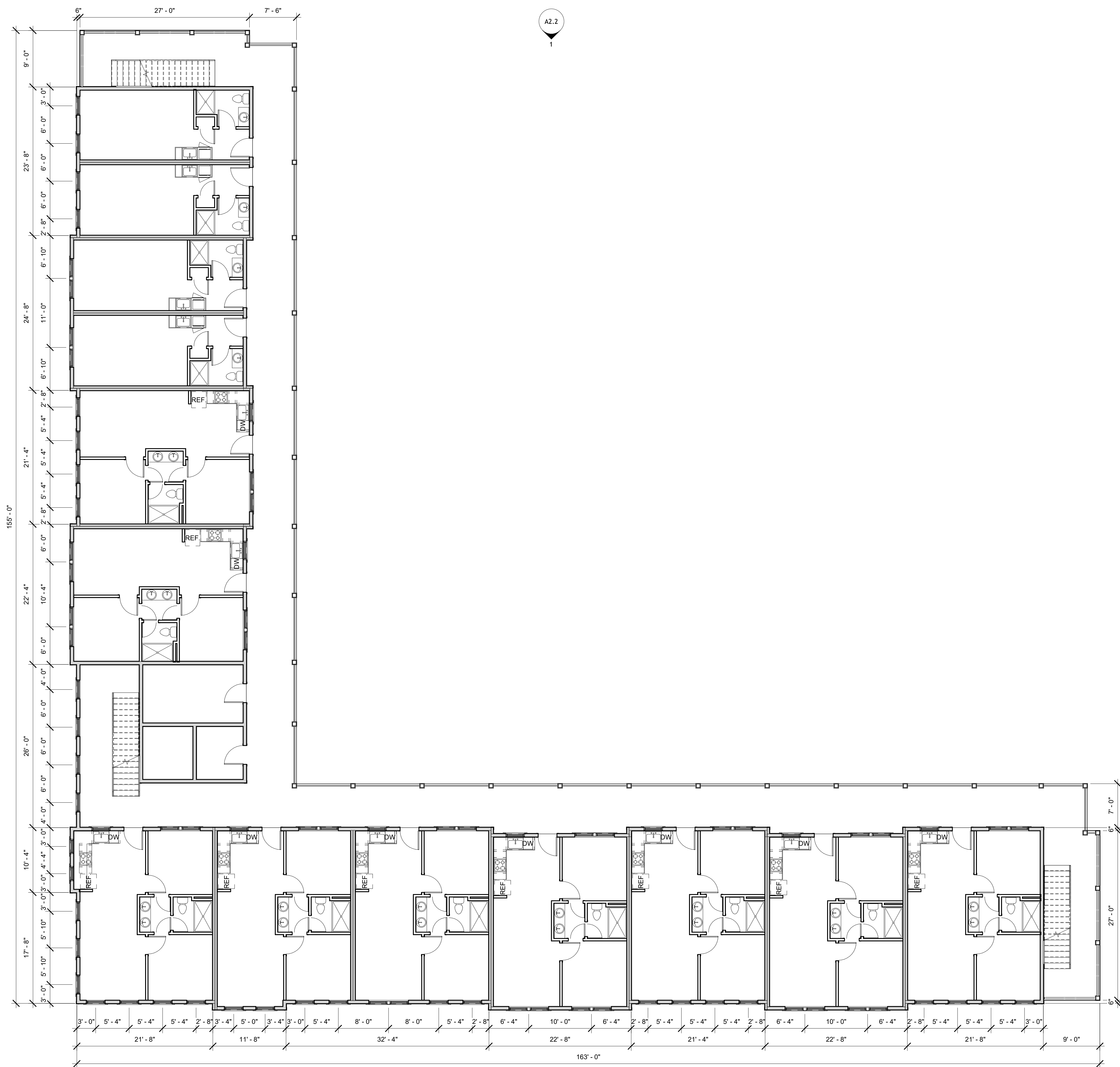
Project Name	GRADE PLAN
Enter address here	

SHEET ISSUE DATE:

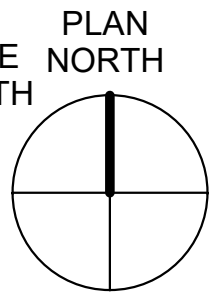
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JOB NUMBER: Project
Number-

SHEET NUMBER:	
A1.1	
SHEET	OF

[illegible]

1 FIRST FLOOR PLAN
A1.2 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



Project Status

Project Name

Enter address here

EXTERIOR ELEVATIONS

SHEET ISSUE DATE:

[illegible]

JOB NUMBER: Projec
____Numbe

A2.1

SHEET OF



Project Status

Enter address here

EXTERIOR ELEVATIONS

SHEET ISSUE DATE:
09/22/25

[illegible]

JOB NUMBER: Project _____
Number: _____

A2.2

SHEET 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



Project Status

Enter address here

ENLARGED UNIT PLANS

SHEET ISSUE DATE:

[illegible]

JOB NUMBER: Project _____
Number _____

SHEET NUMBER:

A4.1

SHEET OF

Section 7.12.1 – Hotel Supplemental Regulations – Staff Review Notes

	CR	C-1	C-2	HO
Lot Width	150 feet	100 feet	150 feet (proposed lot 200' x 223' – compliant)	
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. (Existing motel front adjacent to SVDT is nonconforming, no increase proposed, expansion adjacent to US 158 meets both C-2 and Overlay requirements)
Rear Setback	25 feet (double frontage, existing building adjacent to SVDT is nonconforming, no changes proposed)			
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-	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. (Compliant)

Section 7.12.1 – Hotel Supplemental Regulations – Staff Review Notes

	CR	C-1	C-2	HO
	five (35) feet. For any side property lines along a street right-of-way, the minimum required yard shall be no less than the minimum required front yard or side yard, whichever is greater.			
Height	60 feet		35 feet	60 feet (Compliant)
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. (Compliant)
Lot Coverage	40%		55%	65% (56.1% - Compliant)
Density	None	Maximum 20 units per site.	None	None

Section 7.12.1 – Hotel Supplemental Regulations – Staff Review Notes

	CR	C-1	C-2	HO
Unit Size (Room)	Minimum 300 sq. ft.	Minimum 300 sq. ft. Maximum 700 sq. ft. (364 sf & 664 sf – compliant)		
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. (Suites are 664 sf and 30% - compliant)	
Minimum Units Per Building	2	2 (Compliant)		
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. (Existing and proposed new building have 30-foot separation; pedestrian crosswalks proposed to be striped at key sidewalk connections – compliant)			
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. (Compliant, directly across from Glidden Street Beach Access)	

Section 7.12.1 – Hotel Supplemental Regulations – Staff Review Notes

	CR	C-1	C-2	HO
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. (Compliant)	
		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.	



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.**

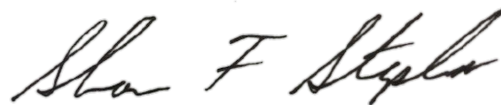
Section 404 of the Clean Water Act requires a Department of the Army (DA) permit be obtained prior to the discharge of dredged or fill material into waters of the United States, including wetlands. Section 10 of the Rivers and Harbors Act of 1899 requires a DA permit be obtained for any work in, on,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

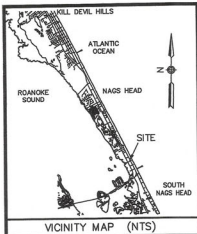
Sincerely,

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)



- LEGEND**
- EX. 1" PINCH PIPE
 - EX. 3/8" REBAR
 - EX. 1/2" REBAR
 - EX. 4" X 4" CONC. MON.
 - CONC. MON. SET
 - EX. MAG. NAIL
 - MAG. NAIL SET
 - EX. 1" OPEN PIPE
 - WATER METER
 - PHONE PEDESTAL
 - C.A.T.V.
 - UTILITY POLE
 - GUY WIRE
 - FIRE HYDRANT
 - ELECT. TRANS.
 - AG - ABOVE GRADE
 - BO - BELOW GRADE
 - PROPERTY LINE
 - WATER VALVE
 - SET * X IN CONCRETE
 - DROP INLET
 - EX. SPOT ELEVATION
 - EX. STREET SIGN
 - EX. SPEED LIMIT SIGN
 - EX. STOP SIGN

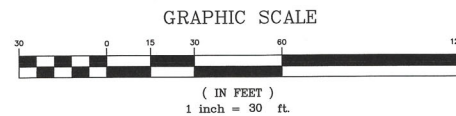
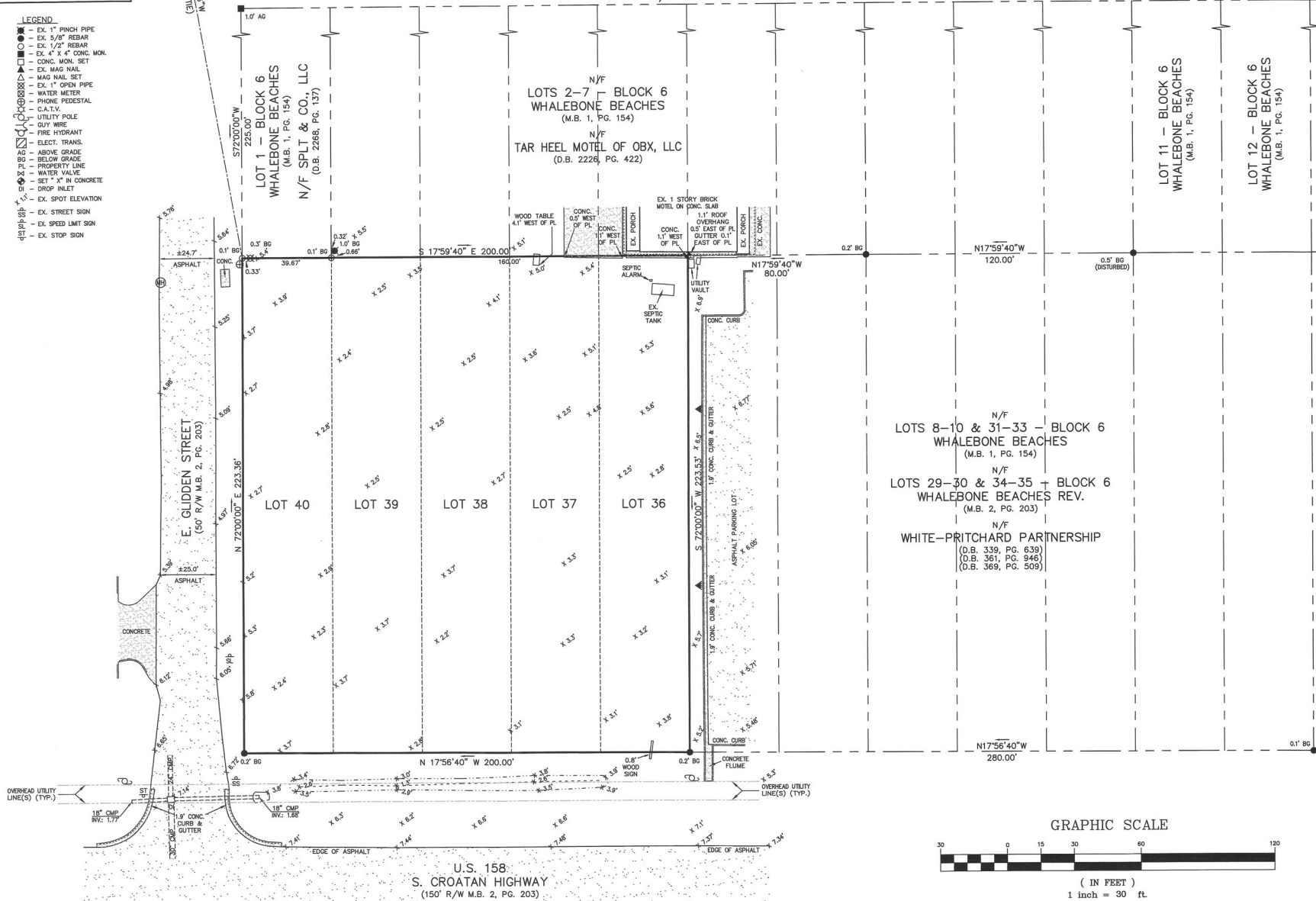
- NOTES:**
1. THIS SURVEY IS SUBJECT TO ANY FACTS THAT MAY BE DISCLOSED BY A FULL AND ACCURATE TITLE SEARCH AND EASEMENTS & RESTRICTIONS OF RECORD.
 2. AREA BY COORDINATE COMPUTATION = 44,689 S.F.
 3. F.I.R.M. ZONE "X" (R.L.P.E.: 9.0)
 4. PIN N.C. 080015 64 1955
 5. RECORDED REF. M.B. 2, PG. 203, D.B. 2226, PG. 422, (D.B. 1952, PG. 79 SEPTIC EMT.)
 6. MINIMUM BUILDING LINES (M.B.), 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 1986): 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 2226, PAGE 422) 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 (BY NCAC 56-100). THIS 20TH DAY OF JUNE, 2024.

SURVEYOR *John R. Wayne* L-4567

R/W N.C. 12 - S. VIRGINIA DARE TRAIL



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NO.	DATE	REVISIONS	BY

TAR HEEL MOTEL OF OBX, LLC
LOTS 36-40 - BLOCK 6 - WHALEBONE BEACHES REVISED - NAGS HEAD
NAGS HEAD TOWNSHIP - DARE COUNTY - NORTH CAROLINA
Seaboard Surveying & Planning, Inc. C-1536
103 W. WOOD HILL DRIVE - UNIT F P.O. BOX 58 NAGS HEAD, N.C. 27959 252-480-9998

FILE NO.:	2411050
SURVEYED:	05/13/24 CA
DRAWN:	06/12/24 TG
CHECKED:	06/25/24 JRM
SCALE:	1" = 30'
SHEET NO.	1
OF 1 SHEETS	

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

Tarheel Motel
LPP Field Soil & Hydrogeological Investigation
Nags Head, Dare County, North Carolina
January 26, 2026

Prepared for

Mr. Mike W. Robinson P.E., P. L. S.

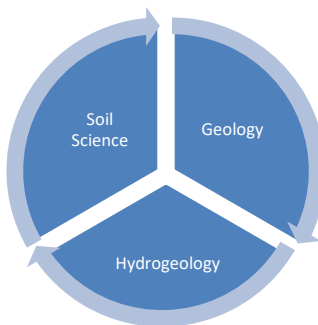
Engineering & Surveying

Post Office Box 2852

Kill Devil Hills, NC 27948

Prepared by

Protocol Sampling Service, Inc.



4114 Laurel Ridge Drive

Raleigh, North Carolina 27612

Protocol Project No. 25-154



David E. Meyer, N.C.L.S.S.

Soil Scientist/President



Contents

1	Introduction	1
1.1	Location	1
1.5	Scope	1
1.3	Site History/Previous Investigations	1
1.4	Site Topography/Potential Receptors	1
2	Soils and Geology.....	1
2.1	Regional Geology.....	1
2.2	Site Soils, Geology	2
3	Site Hydrogeology	2
3.1	Aquifer Test Methodology	3
3.2	Mound Modeling.....	3
4	Conclusions	4
5.0	Limits of Investigation	4
	References	5

Figures

Figure 1	Site Map
Figure 2	Ground Water Potentiometric Map

Tables

Table 1	Ground Water Elevation Data
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Appendices

Appendix A	Aquifer Test Data
Appendix B.....	Colorado Mound Model
Appendix C.....	Soil Profile/Drilled Boring Logs

Executive Summary

Protocol Sampling Service, Inc. (Protocol) was asked to perform a Soils and Hydrogeologic Study on proposed additional LPP fields. The purpose of the study is to determine if the two proposed TS-II pressure-dosed LPP fields with a loading rate of 1.2 gpd/ft² for a daily design flow of 3,810 gallons/day in addition to the current daily disposal of 4,080 gallons/day in four standard LPP fields for a total of 7,890 gallons/day is conducive to site specific ground water conditions.

A soil mapping and subsurface inspection was conducted by Protocol on November 6, 2025 to describe the soils and test the subsurface aquifer adjacent to the two proposed LPP fields. Protocol advanced two (2) five-foot-deep soil borings and two (2) twenty-two-foot drilled borings to describe subsurface lithology and installed 1 ¼" pvc well screen and riser in the drilled borings to determine depth to water, unsaturated thickness and aquifer coefficients (24-hour aquifer test) across the study area. Constant-head permeameters were not run to determine the hydraulic conductivity of the most restrictive or limiting soil horizon because the subsurface is comprised of extremely well sorted fine to medium sands. Information collected from the aquifer test was used to determine transmissivity and run the Colorado Mound Model. The seasonal high-water table was found at an average elevation of 2.59-feet msl with surface elevations averaging 5.34-feet msl in the study area.

Protocol concludes that the two additional LPP fields can accept the proposed loading of 3,810 gpd at 1.2 gpd/ft². This loading rate should be considered a reasonable long-term acceptance rate (LTAR) for a well-sorted fine to medium sand surficial aquifer. After the removal of the pool footprint the addition of clean sand fill to an estimated elevation of 5.50-feet msl in the two new LPP disposal fields will be required to satisfy separation requirements.

Hydrogeologic Study
Tarheel Motel
Two (2) New LPP Fields
Nags Head, Dare County, North Carolina 27959
January 26, 2026

Introduction

Location

The Tarheel Motel project is located at 7001 South Croatan Highway in Nags Head, Dare County, North Carolina (Site Plan - Figure 1). The proposed LLP fields are located at 35.914805° N latitude and -75.600639° W longitude at elevations ranging from of 4.94 to 5.73 feet above mean sea level. The site is located in the Lower Coastal Plain physiographic region east of the centerline of a barrier island deposit with the graded remains of low dunes throughout the site.

Scope

Protocol was asked to perform a Soils and Hydrogeologic Study on the two new proposed LPP fields. The purpose of the study is to determine if the proposed TS-II pressure-dosed LPP fields with a loading rate of 1.2 gpd/ft² for a daily design flow of 3,810 gallons/day in addition to the current daily disposal of 4,080 gallons/day in standard LPP fields for a total of 7,890 gallons/day is conducive to site specific ground water conditions.

Site History/Previous Investigations

The subject property is currently a hotel with 34 hotel rooms and an office which will be increased with the addition of 19 2-bedroom suites and 8 standard hotel rooms.

Site Topography/Potential Receptors

The site is located in the Lower Coastal Plain physiographic region east of the centerline of a barrier island deposit with the remains of low dunes throughout the site. Elevations increase from 4.94 feet msl in the proposed LPP field to 5.73-feet msl in the northeast portion of the site. The local ground water flow direction is northeast towards the Atlantic Ocean (662 feet).

Soils and Geology

Regional Geology

The site is located on the Lower Coastal Plain Physiographic Province of North Carolina. According to the Geologic Map of North Carolina (1985), the site lies in an area characterized by the undifferentiated surficial sediments of Quaternary age.

2.2 Site Soils and Geology

Two (2) hand auger borings were made throughout the study area and their surveyed locations are shown on the Site Map (Figure 1). The soils on the subject property belong to the Corolla fine sand (Thermic, uncoated Typic Quartzipsamments) according to the Soil Survey of Dare County, North Carolina. The soil encountered was found to match those mapped in 1986. Permeabilities range from 18 to >20 inches/hour in the Corolla soil series throughout the top 72-inches of the soil profile. The seasonal high-water table was found to range from 30 to 36-inches below land surface at an elevation of 4.94 to 5.73-feet msl (2.44 to 2.73 feet msl); the average depth to the ground water table surface ranged from 4.41 to 4.50 feet bls (0.42 to 0.81 feet msl) showing the effect of the existing LPP fields disposal mounding during our November 2025 investigation. A typical description of the Corolla soil series is included in Appendix C. The geology encountered during drilling at the site consists mainly of a well-sorted fine to medium sand to a depth of 22 feet below land surface (bls). The localized and regional ground water flow direction has been shown to be to the northwest towards the Albemarle Sound.

Protocol advanced two 22-foot-deep lithologic borings and converted the borings into 1 1/4 -inch diameter monitor wells for aquifer testing. Soil samples were collected at 2.5-foot intervals to characterize the underlying soils. No restrictive layer was found to a depth of twenty-two feet bls in the borings. A deep boring advanced to 250' bls at Jennette's Pier located 2,276 feet to the southeast of the study area showed the first clay layer from 35 to 38-feet bls; additional clay layers were encountered from 85-86 feet-bls, 110-111-feet bls, 140-150' bls and the first substantial clay layer from 225-250 feet bls (Drilling Log – attached).

Site Hydrogeology

The potentiometric surface of the water table was mapped by Protocol as part of this effort. Synoptic water levels were collected on November 25, 2025. Localized ground water flow has been calculated to flow towards the Atlantic Ocean located approximately 662 feet to the east/northeast of the study area. The hydraulic gradient ranges from 0.001 to 0.002 ft. /ft across the site outside of the mounding from the existing waste water disposal fields.

Aquifer Test Methodology

Aquifer parameters were obtained by conducting a 24-hour aquifer test at 6-gallons/minute on the 18-foot deep well (designated PW). The aquifer test was performed on the pumping well (PW) on November 6 & 7, 2025. PW was screened below the water table with a five-foot section of 1.25-inch 0.010" slotted well screen set from 13.0 to 18-feet bls. The 1.25-inch diameter observation well OW, was installed eight-feet west of the PW and was screened from 12. to 16.0-feet bls. The response in the OW was measured by a HOB0 Water Level Logger pressure transducer and by hand with a Solinst water level meter. Pressure transducers measure pressure changes within the well's water column and the information is stored in the logger, which converted and recorded the pressure reading to changes in the static water level.

The test data was analyzed using a computer type-curve matching program called Aqtesolve developed by HydroSolve, Inc. (1996-2007). The match was made using the Neuman solution for an unconfined aquifer using the early time data. Drawdown data and the curve generated from the aquifer test are presented in Appendix A.

Aquifer Properties

Using the aforementioned methods, the transmissivity value was determined to be 7,593 ft²/day in an aquifer known to be at least 35-feet thick for PW-1, and has been documented to be up to 140-feet thick (first impermeable clay layer; 10-feet thick) during a geothermal heat pump well installation in 2008 at Jennette's Pier located 0.43-miles southeast of the site. Specific yield for a water table aquifer in this geologic setting ranges between 0.10 to 0.30 (Groundwater and Wells, Driscoll, 1986). This range is confirmed from site lithologic descriptions.

Ground water seepage velocity (v) is calculated from the formula $V = k(I)/n$ where k refers to the hydraulic conductivity, I refers to the hydraulic gradient and n equals the effective porosity of the aquifer. Because these parameters can vary within the aquifer, the resultant velocities can also change. Using an average K value of 214 ft/day (7,500 ft²/day/35 feet), an average horizontal gradient of 0.001 ft. /ft. based on the November 25, 2025 potentiometric calculations), and an effective porosity of .30, a reasonable estimate of average seepage velocity would be 0.71 ft/day or 260 ft/year across the site. Transit time (t) is calculated from the formula $t = d/V$ where d refers to the number of feet to surface water and v is the velocity. The Atlantic Ocean is located 662-feet northeast of the proposed LPP fields. The diluted effluent can be expected to intersect the Ocean in approximately 2.54 years (662 feet/260 feet/year).

Mound Modelling

Hydraulic conductivity is a measure of the rate at which water will pass through a soil in response to a given gradient. Hydraulic conductivity is most directly related to the texture and structure of a given soil. Relatively homogeneous soils with small pores or small particle size, such as clays, typically exhibit low hydraulic conductivity rates. Conversely, coarse textured soils with large pores or large particle size, such as sands or fluvial material which were encountered in the study area can exhibit extremely high conductivity rates.

At the time of the field investigation (November 2025), the water table depth ranged from 4.41 to 4.50 feet bls. The field data along with a very conservative seasonal high water table elevation of 3.0-feet bls was entered into the Artificial Recharge computer program authored by Dave Molden, D.K. Sunada and Jim Warner with Colorado State University also known as the Colorado Mound Model, (January 1984). The transmissivity of 7,500 ft²/day, which is typical for this geologic setting (Barrier Island) produced a mound height which should be considered extremely conservative. The attached result printouts for a daily design flow of 7,890 gallons/day show that the proposed total daily loading of 1.2 gpd/ft² will create a mound height of less than 0.22 feet at 720 days and equilibrium was reached in less than 30-days in all six fields combined. The relatively high transmissivity of the underlying sands accounts for the low mound height. The specific yield was entered as 0.15 (sand ranges from .10 to .30) and the distance to the nearest stream (Atlantic Ocean) was entered as 665 feet. A negligible mound should form beneath the LPP fields before the effluent begins to migrate toward the nearest line sink.

Conclusions

Protocol concludes that the study area can accommodate the existing four (4) LPP fields discharging at 0.6 gpd/ft² along with the proposed two (2) new LLP fields discharging a total of 7,890 gallons/day at an LTAR of 1.2 gpd/ft² with minimal mounding (0.2') at 720 days. This loading rate should be considered a reasonable long-term acceptance rate (LTAR) for the well-sorted fine to medium sand surficial aquifer.

After removal of the pool structure, clean sand fill will need to be placed in the former pool footprint and brought to a final elevation of 5.50'-msl to ensure separation requirements are met.

5.0 Limits of Investigation

Conclusions and recommendations of this report are based on best available data, collected within budgetary and time constraints of the scope of services. It is the premise of this effort that the information collected and analyzed is representative of a reasonable effort to understand an existing problem. No guarantee is expressed or implied that new or additional data will not be required later. The findings presented herein represent Protocol's professional opinion based on our site and soils evaluation and knowledge of the current laws and rules governing on-site wastewater systems in North Carolina. The North Carolina On Site Water Protection Branch must make final approval of the subsurface discharge system. Any concurrence with the findings of this report would be made at that time.

References

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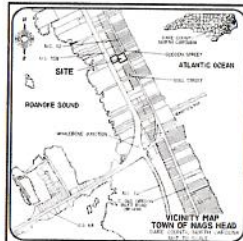
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Hantush, M. S., 1967. Growth and decay of groundwater mounds in response to uniform percolation, Water Resources Research. V. 3. pp 227-234.

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Molden, D., Sunada, D. K., and Warner, J. W., 1984, Microcomputer Model of Artificial Recharge Using Glover's Solution, Ground Water, v. 22. No. 1, pp 73-79

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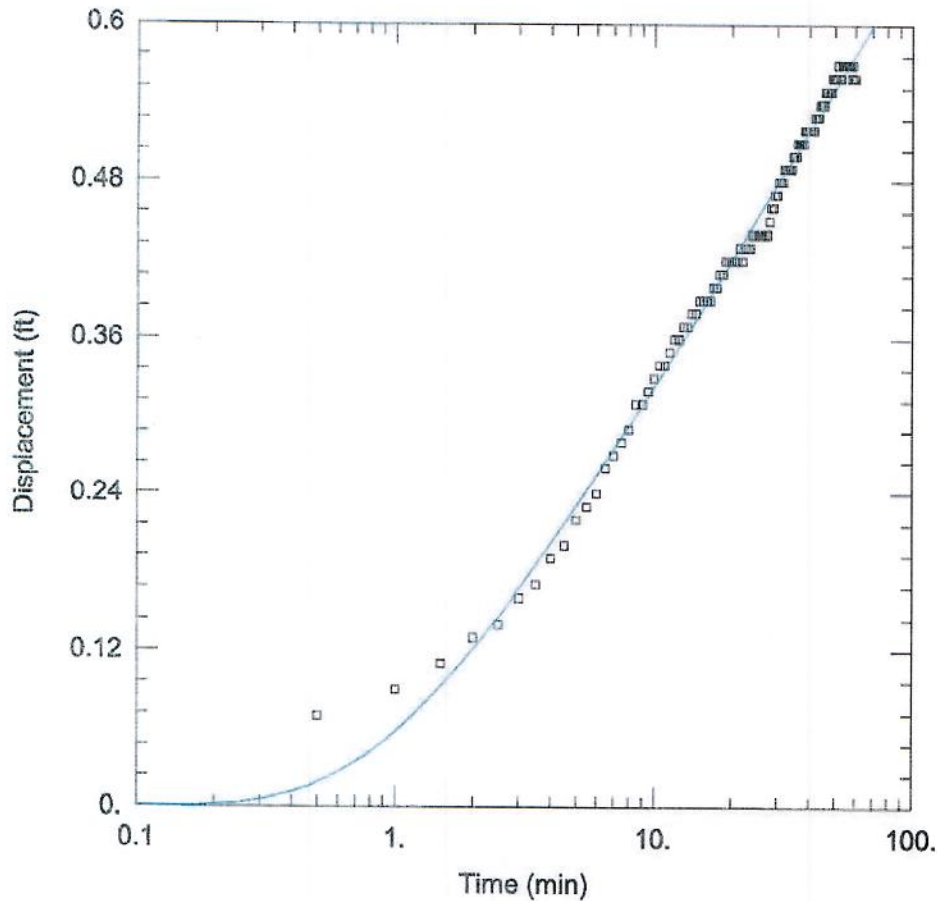
- LEGEND**
- - METER
 - - PUMPING WELL
 - - OBSERVATION WELL
 - 0.04' - GW ELEVATION (MSL)



- NOTES AND DEVELOPMENT DATA**
1. General Notes: See also Notes 101-104, 106-108, 110-112, 114-116, 118-120, 122-124, 126-128, 130-132, 134-136, 138-140, 142-144, 146-148, 150-152, 154-156, 158-160, 162-164, 166-168, 170-172, 174-176, 178-180, 182-184, 186-188, 190-192, 194-196, 198-200, 202-204, 206-208, 210-212, 214-216, 218-220, 222-224, 226-228, 230-232, 234-236, 238-240, 242-244, 246-248, 250-252, 254-256, 258-260, 262-264, 266-268, 270-272, 274-276, 278-280, 282-284, 286-288, 290-292, 294-296, 298-300, 302-304, 306-308, 310-312, 314-316, 318-320, 322-324, 326-328, 330-332, 334-336, 338-340, 342-344, 346-348, 350-352, 354-356, 358-360, 362-364, 366-368, 370-372, 374-376, 378-380, 382-384, 386-388, 390-392, 394-396, 398-400, 402-404, 406-408, 410-412, 414-416, 418-420, 422-424, 426-428, 430-432, 434-436, 438-440, 442-444, 446-448, 450-452, 454-456, 458-460, 462-464, 466-468, 470-472, 474-476, 478-480, 482-484, 486-488, 490-492, 494-496, 498-500, 502-504, 506-508, 510-512, 514-516, 518-520, 522-524, 526-528, 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Appendix A

Aquifer Test Data



WELL TEST ANALYSIS

Data Set: \\Mac\Cloud\Eagle_Resources\Projects\31008.1 PSS Whalebone PT\Whalebone pt.aqt
 Date: 08/11/22 Time: 14:54:59

PROJECT INFORMATION

Company: Eagle Resources
 Client: PSS
 Project: 31008.1
 Location: Whalebone
 Test Well: PW
 Test Date: 7/13/2022

AQUIFER DATA

Saturated Thickness: 50. ft

WELL DATA

Pumping Wells			Observation Wells		
Well Name	X (ft)	Y (ft)	Well Name	X (ft)	Y (ft)
PW-1	0	0	OW-1	10	0

SOLUTION

Aquifer Model: Unconfined

Solution Method: Neuman

$T = 7593.7 \text{ ft}^2/\text{day}$

$S = 0.144$
 $\sigma = 1.055$

Appendix B

Colorado Mound Model

COLORADO MOUND MODEL
Wastewater LPP Fields

Recharge Rate = 0.16 ft/day (1.2 gpd/ft²)
Transmissivity = 1,044 ft²/day
Specific Yield = 0.15
Beginning Time= 30 days
Final Time = 720 days
Beginning Distance = 0 feet
Final Distance = 400 feet
Depth = 3 feet (SHWT)
Field Width = 100'
Field Length = 200 feet
Angle = 0 degrees
Stream Distance = 665 feet (Atlantic Ocean)

		Wastewater System Combined
Time (Days)	Distance (feet)	Projected Mound Height (feet)
30	0	0.21
30	100	0.17
30	200	0.11
30	300	0.079
30	400	0.054
720	0	0.219
720	100	0.178
720	200	0.119
720	300	0.084
720	400	0.058

Appendix C

Soil Profile

- A1 0 – 24 inches; yellowish brown (10YR 5/4) fine sand; single grained; loose.
- C1 24 – 30 inches; light yellowish brown (10YR 6/4) fine sand; single grained; loose.
- C2 30 – 60 inches; light brownish yellow (10YR 6/4) fine sand with strong brown (7.5YR 5/6) concentrations; single grained; loose.

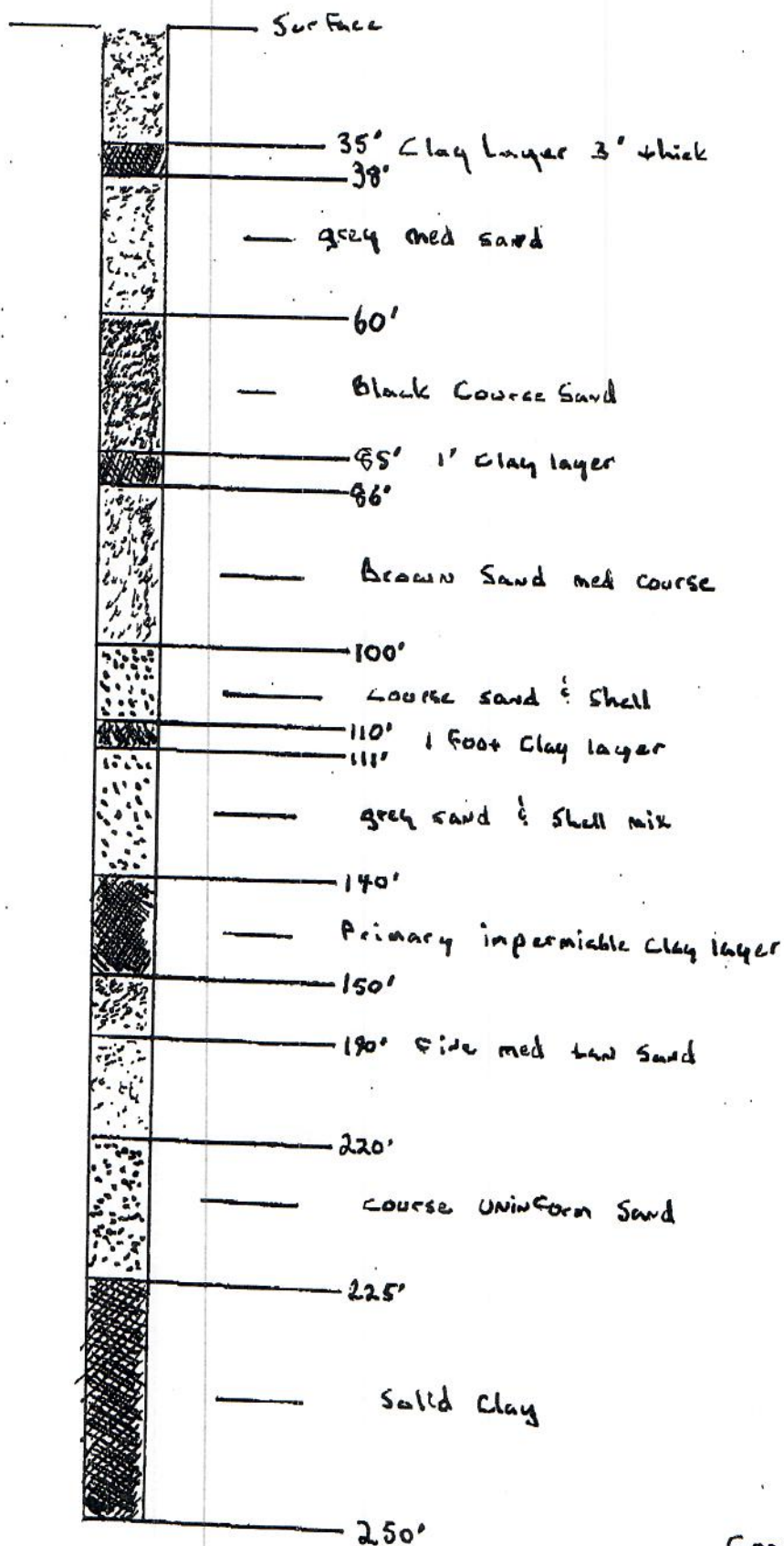
Soil Series: Newhan
Landscape: Coastal Plain
Landform: dune
Parent Material: Marine sediments
Drainage Class: well drained
Particle Size Class: sandy
Temperature Regime: thermic
Subgroup Classification: Typic Udipsamment
Examination Method: auger boring
Date: November 25, 2025
Weather: Sunny, 65°
Investigators: David Meyer
Shwt: 30"
Measured water table depth: 54"

Drilled Boring Logs

<u>Boring</u>	<u>Depth (feet)</u>	<u>Description</u>
PW	0.0 – 1.0'	Dark yellowish brown (10YR 3/4) fine sand (SM); single grained; loose.
	1.0 – 3.0'	Yellowish brown (10YR 5/4) fine sand (SM); single grained; friable.
	3.0 – 10.0'	Dark yellowish brown (10YR 4/4) fine to medium sand (SM); single grained; loose
	5.0 – 10.0'	Gray (10YR 5/1) fine to medium sand (SM); single grained; loose with shell fragments
	10.0 – 22.0'	Gray (10YR 5/1) medium to coarse sand (SM); single grained; loose with shell hash static water level: 4.5' bls.
OW	0.0 – 1.0'	Dark yellowish brown (10YR 3/4) fine sand (SM); single grained; loose.
	1.0 – 3.0'	Yellowish brown (10YR 5/4) fine sand (SM); single grained; friable.
	3.0 – 10.0'	Dark yellowish brown (10YR 4/4) fine to medium sand (SM); single grained; loose
	5.0 – 10.0'	Gray (10YR 5/1) fine to medium sand (SM); single grained; loose with shell fragments
	10.0 – 22.0'	Gray (10YR 5/1) medium to coarse sand (SM); single grained; loose with shell hash static water level: 4.40' bls.

Pumping well (PW) set at 18.0' below land surface with 1.25" pvc with 5' 0.010 slot screen; observation well (OW) set at 18.0' below land surface with 5' 0.010 slot screen.

S.5 Bore hole log installed 500' 1" Geo Wap
 Old Jewett's Fishing Pier South side parking lot



Coastal Drilling 10/02/08



Non RESIDENTIAL WELL CONSTRUCTION RECORD North Carolina Department of Environment and Natural Resources- Division of Water Quality WELL CONTRACTOR CERTIFICATION # 2205

1. WELL CONTRACTOR:

Carlton Lynn Morris Sr.
Well Contractor (Individual) Name
Coastal Drilling
Well Contractor Company Name
165 Happy Indian Ln
STREET ADDRESS
Southern Shores N.C. 29849
City or Town State Zip Code
(252) 202-9849
Area code- Phone number

2. WELL INFORMATION:

SITE WELL ID # (if applicable)
WELL CONSTRUCTION PERMIT # (if applicable)
OTHER ASSOCIATED PERMIT # (if applicable)
3. WELL USE (Check Applicable Box) Monitoring ☐ Municipal/Public ☐
Industrial/Commercial ☐ Agricultural ☐ Recovery ☐ Injection ☐
Irrigation ☐ Other ☐ (list use) Geothermal loop - test
DATE DRILLED 10-2-08
TIME COMPLETED 5:30 AM/ PM

4. WELL LOCATION:

CITY: Nags head COUNTY: Dare
Old Jewetts Fishing Pier - Nags head
(Street Name, Number, Community, Subdivision, Lot No., Parcel, Zip Code)
TOPOGRAPHIC / LAND SETTING:
☐ Slope ☐ Valley ☐ Flat ☐ Ridge ☐ Other
(check appropriate box)
LATITUDE _____
LONGITUDE _____
Latitude/longitude source: ☐ GPS ☐ Topographic map
(location of well must be shown on a USGS topo map and
attached to this form if not using GPS)

5. FACILITY- Is the name of the business where the well is located.

FACILITY ID # (if applicable)
NAME OF FACILITY Jewetts Fishing Pier
STREET ADDRESS
Nags head N.C.
City or Town State Zip Code
CONTACT PERSON Dave Myer
MAILING ADDRESS
Raleigh N.C.
City or Town State Zip Code
(919) 810-6547
Area code - Phone number

6. WELL DETAILS:

a. TOTAL DEPTH: 250'
b. DOES WELL REPLACE EXISTING WELL? YES ☐ NO ☒
c. WATER LEVEL Below Top of Casing: 6' FT.
(Use "+" if Above Top of Casing)

d. TOP OF CASING IS 15" FT. Above Land Surface*

*Top of casing terminated at/or below land surface may require
a variance in accordance with 15A NCAC 2C .0118.

e. YIELD (gpm): N/A METHOD OF TEST N/A

f. DISINFECTION: Type N/A Amount N/A

g. WATER ZONES (depth):

From 6 To 35 From 111 To 140
From 38 To 85 From 150 To 225
From 86 To 110 From _____ To _____

7. CASING: Depth Diameter Thickness/Weight Material

From Surface To 250' Ft. 1" Geo tech Poly Ethylene
From _____ To _____ Ft. _____
From _____ To _____ Ft. _____

8. GROUT: Depth Material Method

From 250' To Surface thermo grout pumped
From _____ To _____ Ft. _____ from bottom
From _____ To _____ Ft. _____ up

9. SCREEN: Depth Diameter Slot Size Material

From _____ To _____ Ft. _____ in. _____ in.
From _____ To _____ Ft. _____ in. _____ in.
From _____ To _____ Ft. _____ in. _____ in.

10. SAND/GRAVEL PACK:

Depth Size Material
From _____ To _____ Ft. _____
From _____ To _____ Ft. _____
From _____ To _____ Ft. _____

11. DRILLING LOG

From	To	Formation Description
<u>Surface</u>	<u>35'</u>	<u>typical beach quartz</u>
<u>35</u>	<u>38</u>	<u>clay</u>
<u>38</u>	<u>60</u>	<u>gray med sand</u>
<u>60</u>	<u>85</u>	<u>black coarse sand</u>
<u>85</u>	<u>86</u>	<u>clay</u>
<u>86</u>	<u>100</u>	<u>Brown med coarse sand</u>
<u>100</u>	<u>110</u>	<u>coarse sand & shell</u>
<u>110</u>	<u>111</u>	<u>clay</u>
<u>111</u>	<u>120</u>	<u>gray sand & shell</u>
<u>120</u>	<u>150</u>	<u>clayey clay sand</u>
<u>150</u>	<u>180</u>	<u>fine med tan sand</u>
<u>180</u>	<u>220</u>	<u>coarse uniform sand</u>
<u>220</u>	<u>225</u>	<u>very coarse sand</u>
<u>225 to 250</u>		<u>clay</u>

12. REMARKS:

I DO HEREBY CERTIFY THAT THIS WELL WAS CONSTRUCTED IN ACCORDANCE WITH
15A NCAC 2C, WELL CONSTRUCTION STANDARDS, AND THAT A COPY OF THIS
RECORD HAS BEEN PROVIDED TO THE WELL OWNER.

Carlton Lynn Morris Sr. 10-5-08
SIGNATURE OF CERTIFIED WELL CONTRACTOR DATE

Carlton Lynn Morris Sr.
PRINTED NAME OF PERSON CONSTRUCTING THE WELL

Submit the original to the Division of Water Quality within 30 days. Attn: Information Mgt.,
1617 Mail Service Center - Raleigh, NC 27699-1617 Phone No. (919) 733-7015 ext 589.

Form GW-1b
Rev.12/07



BOC ACTIONS
WEDNESDAY, MAY 6, 2026

1. Call to order - Mayor Cahoon called the meeting to order at 09:00 a.m. at Dowdy Park.
2. The board participated in a grant check presentation from Trillium Health Resources and held a ribbon-cutting ceremony for the new We-Go-Swing® at Dowdy Park, funded by the grant.
3. The board recessed at 09:09 a.m. to make their way to the Board of Commissioners Room.
4. The board reconvened in the Board of Commissioners Room at 09:29 a.m. A moment of silence was followed by the Pledge of Allegiance.
5. Agenda – The board adopted the May 6th agenda as presented.
6. Recognition –
FIFTEEN YEARS – Police Chief Perry Hale introduced Senior Police Officer/K-9 Matthew Huntingford, who was recognized by the board for fifteen years of service.

RETIREMENT – Public Services Director Nancy Carawan introduced former Water Plant Operator Marvin "Buddy" Beacham, who was thanked and congratulated by the board on his retirement.

PROCLAMATION – National Police Officer's Week – The board adopted the Proclamation declaring May 10 – 16, 2026 National Police Officer's Week as presented.

PROCLAMATION – National Public Works Week – The board adopted the Proclamation declaring May 17 – 23, 2026 National Public Works Week as presented.
7. Public Comment – There was no one present who wished to speak at public comment.
8. Consent Agenda – The Consent Agenda was approved as presented and consisted of the following:
 - Consideration of Budget Amendment #11 to FY 25/26 Budget
 - Consideration of Tax Adjustment Report
 - Approval of Minutes
 - Adoption of the Classification and Compensation Study
 - Consideration of Personnel Policy Updates
 - Updated Motor Vehicle Record (MVR) Check Policy
 - Addition of Generative Artificial Intelligence (GenAI) Policy
 - Request for Public Hearing to Consider Citizen Comments on the Town Manager's Proposed Operating Budget for July 1, 2026 – June 30, 2027, Proposed CIP Requests for FY 26/27 through FY 30/31, and Updated Consolidated Fee Schedule
9. Public Hearing – The board unanimously approved the Vested Right/Special Use Permit/Site Plan Amendment to reduce the number of required parking spaces by three submitted by WithersRavenel on

behalf of Outer Banks Hospital for the Cancer Center located at 4927 S Croatan Hwy.

- 10.** Public Hearing – The board unanimously approved the UDO text amendment establishing new allowable uses, “Wine Bar” and “Taproom”, with associated supplemental regulations.
- 11.** Public Hearing – The board denied the UDO text amendment establishing a new accessory use, “Restaurant Waiting Facility”, with associated supplemental regulations.
- 12.** RECESS/RECONVENE – The board took a brief recess at 11:02 a.m. and reconvened at 11:13 a.m.
- 13.** Planning Director – Planning Director Kelly Wyatt summarized her monthly report and was thanked by the board for her efforts, with members also complimenting the recent mailer that combined information on Septic Health and Dark Skies initiatives.
- 14.** 2026 Beach Nourishment Project Financing – The board approved the Interlocal Agreement with Dare County for Funding the Project, the Special Obligation Bond Issuance Resolution, the Beach Nourishment Capital Project Ordinance Amendment #19, and Budget Amendment #11.4 as presented.
- 15.** Committee Reports
Comr. Vaughan – reported on the April 16th meeting of the Dare County Tourism Board. They welcomed new member Dillon Heikens, a Kill Devil Hills commissioner, which increases municipal representation on the board. Their draft FY 2026–2027 budget was reviewed, and a public hearing on the budget is scheduled for May 21, 2026. She also noted the recent ribbon cutting ceremony for the Soundside Event Site boardwalk, describing the event as well attended and the facility as a valuable addition to Nags Head.

Comr. Sanders – stated he had no additional updates beyond what Director Wyatt reported regarding the Estuarine Shoreline Committee.

Mayor Pro Tem Lambert – acknowledged Planning Director Wyatt’s report on the Septic Health Committee and complimented the work staff is doing.

Comr. Harrison – reported that the GEACC will not meet again until June. In the meantime, members are continuing work on developing videos and sharing ways to represent their respective towns through local television programming.

Mayor Cahoon – reported that Jennette’s Pier has finished its renovation project.
- 16.** Dare Housing Foundation – The board appointed Comr. Sanders to the Dare Housing Foundation to replace Manager Garman.
- 17.** Water Distribution Technician Operator – The board approved the pay plan revision to reflect the Water Distribution Technician Operator position and the associated organization chart change.
- 18.** Appointment/Reappointment to Town Board/Committee - The board reappointed David Elder to the

Planning Board for a three-year term.

19. Appointment/Reappointment to Town Board/Committee - The board reappointed Jean Flanigan to the Personnel Grievance Panel for a three-year term.
20. Attorney Leidy – provided an update on the litigation brought by Cherry, Inc. against the town related to the 2023 removal of an oceanfront cottage. The lawsuit was dismissed last summer and is now under appeal before the North Carolina Court of Appeals, with briefing currently underway and a decision expected sometime between this fall and next spring.
21. Town Manager – The board received hard copies of the Town Manager’s Recommended Budget. Manager Garman provided a few highlights to include:
 - Construction of multi-use path – will link Carolista Dr. to Soundside Rd.
 - 2026 Beach Nourishment Project debt service payment 1 of 5
 - Beach access walkover replacements at Albatross and Glidden Streets
 - Design of the Hargrove bath house replacement
 - Year 7 of Street and Stormwater Work
 - Replacement of a culvert cleaner for stormwater management
 - Replacement of a drone and 3 vehicles in the police dept.
 - Upgrade of KNOX key management system and forcible entry training prop for the fire dept.
 - Purchase of vacuum trailer for water dept.
 - 5% water rate increase
 - Water main extensions between Finch and Forbes Streets and Dune St to E. Soundside Rd
 - A 10% increase in water bill credits for septic tank pumping and a \$10,000 septic health marketing campaign
 - Implementation of NCDWI funded 0% interest loan for septic repair/replacement
 - Schematic Design of fire station (Phase 2 of Town Hall Campus Master Plan)
 - Update of the Parks and Recreation Master Plan
 - Implementation Classification and Compensation Study
 - COLA scheduled at 3%; Continue with employee within-grade increases, career progression programs, and performance-based merit structure
 - Health insurance coverage to remain at 100% for employees and 80% for dependents
 - Continuing with employee 401K contributions at 5% with no match requirement
 - Grant applications and grant project completion to continue
 - New heavy equipment operator and P/T, year-round, event asst positions
 - Reconfiguration of existing roles to create a Human Resources Assistant
 - Mental Health Counseling Services for staff
 - No tax rate increase is proposed

Deputy Town Manager/Finance Officer Amy Miller presented the board with information on revenue, tax rates, and forecasting.

22. 2026 Beach Nourishment Project – The board received an update from Town Engineer David Ryan on the 2026 Beach Nourishment Project.
23. Mayor Cahoon introduced Josselyn Brown, who will be shadowing him this summer through an informal

internship focused on public policy and town government operations.

- 24.** Mayor Cahoon reported that he, the town manager, and other board members will travel to Raleigh next week for meetings with state legislators, scheduled by the town's lobbyist, to discuss key legislative priorities.
- 25.** Mayor Cahoon reported on attendance at the North Carolina Beaches, Inlets and Waterways Association (NCBIWA) meeting, where sustainable beach nourishment and its increasing financial demands on coastal communities were discussed.
- 26.** Mayor Cahoon reported on attendance at a Coastal Leadership Institute session on sustainable shorelines and noted plans to explore public outreach opportunities to better share the Town's shoreline project efforts and successes.
- 27.** Closed Session – The board entered Closed Session to consider applications for the Nags Head Lightkeeper and Nags Header Awards pursuant to GS 143-318.11(a)(2). The time was 12:17 p.m.
- 28.** Open Session - The board re-entered Open Session at 12:26 p.m. Attorney Leidy reported that the board had discussed and taken action regarding the Lightkeeper and Nags Header Awards, but no actions needed to be disclosed at this time.
- 29.** Adjournment - The board recessed to the mid-month meeting followed by the FY 26/27 Budget Workshop on Wednesday May 20,2026. The time was 12:27 p.m.



AGENDA ITEM SUMMARY

Town of Nags Head Planning Board

REGULAR SESSION: May 19, 2026

AGENDA ITEM H.1.

Planning & Development Directors Report, May 6th, 2026.

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 that includes permitting and code enforcement data through March 2026.

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, May 6, 2026.

Monthly Activity Report

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 April:

- Wednesday, April 1st — Board of Commissioners Meeting and Budget Workshop
- Tuesday, April 7th — Technical Review Committee Meeting
- Wednesday, April 8th — Committee for Arts and Culture Meeting
- Thursday, April 9th — Board of Adjustment Meeting (no hearings)
- Saturday, April 11th — Dowdy Park Winter Market 9am - noon
- Wednesday, April 15th — Board of Commissioners Mid-Month Meeting and Stormwater Master Plan Workshop
- Saturday, April 18th — Dark Skies, Bright Stars Stargazing Event, Barnes Street Town Park 7:30pm - 9:30pm
- Tuesday, April 21st — Planning Board Meeting
- Monday, April 27th — Septic Health Advisory Committee Meeting

Planning Board — Pending Applications and Discussions

The Planning Board most recently met on Tuesday, April 21, 2026. At that meeting, the Board took the following actions:

- Considered a Board of Commissioners-initiated UDO text amendment to establish new allowable uses for

“Wine Bar” and “Taproom,” together with associated supplemental regulations. The Planning Board voted unanimously to recommend approval of the proposed text amendment, with several revisions that have been incorporated into the ordinance now before the Board of Commissioners for consideration at their May 6, 2026, meeting.

- Considered revised language for a previously submitted UDO text amendment by Albemarle & Associates, Ltd., on behalf of Blue Moon Five-2, LLC (Blue Moon Restaurant), to establish a new use titled “Restaurant Waiting Facility,” together with associated supplemental regulations, parking requirements, and definition clarifications. While the Planning Board did not issue a new formal recommendation following its April discussion, there was consensus on a number of revisions and general support for the ordinance as revised, with direction to move the item forward for Board of Commissioners consideration.

The next Planning Board meeting is scheduled for Tuesday, May 19, 2026. At this time, the agenda is anticipated to include consideration of a Site Plan Review submitted by Michael Robinson, P.E., on behalf of Tar Heel Motel of OBX, LLC (The Tar Heel Motel), for construction of a two-story, 26-guest room hotel. The property is zoned C-2, General Commercial, is located within the Hotel Overlay District, and is addressed as 7001 S. Croatan Highway, Nags Head. The agenda is also expected to include an update on the Strategic Plan following the February 2026 Board of Commissioners Retreat, specifically addressing action items related to Planning.

Board of Adjustment – Recent and Pending Applications — There were no items for the Board of Adjustment's consideration in April 2026.

Additional Updates

- DWMP/Septic Health Advisory Committee — The Septic Health Advisory Committee met on Monday, April 27th. The committee continues to advance implementation of the Town’s septic health initiatives, with a strong focus on outreach, participation, and program expansion. A new combined Septic Health and Dark Skies mailer was recently distributed to Nags Head property owners and has already generated a measurable response, with approximately 30 new inspection requests attributed to the mailing and five pump-out credits requested to date. Overall program participation remains steady, with over 138 inspections completed, 117 pump-outs performed, and eight loans issued, with additional applicants currently in discussion.

The Committee continues to explore additional outreach strategies to further expand participation, including updates to existing materials, targeted engagement with property owners, and consideration of expanded marketing efforts. The Committee and staff are also preparing to roll out the Division of Water Infrastructure (DWI) zero-interest loan program following formal approval of the scope of work.

- Estuarine Shoreline Management Plan — Work continues to advance on multiple components of the Estuarine Shoreline Management Plan (ESMP), with several projects progressing through design, permitting, and coordination phases.
 - The Harvey/Soundside Event Site Living Shoreline project remains in the permitting phase, with a revised design submitted following wetland delineation updates. Due to permitting timelines, approvals are now anticipated in Fall 2026, with construction expected to begin in early 2027.
 - For the Villa Dunes Drive project area, the Town has engaged Environmental Professionals, Inc. to work directly with property owners to better understand site-specific concerns and identify feasible implementation strategies.
 - At the Soundside Road project area, staff has requested a scope modification to focus on a resiliency berm and associated stormwater improvements in lieu of offshore breakwaters. Project kickoff has

occurred, with easement development and initial stakeholder engagement anticipated this spring and summer. Design and permitting are expected to continue into 2027.

- Staff has also proposed a scope revision to include a living shoreline project at the Catfish Farm/Causeway area as an alternative priority location. This effort would focus on protecting critical infrastructure and environmentally sensitive areas through nature-based shoreline stabilization approaches.
- Sand Relocation and Dune Management Cost Share Program – The application deadline for Sand Relocation Authorizations was April 15, with all authorized work required to be completed by April 30 and equipment removed from the beach in advance of the sea turtle nesting moratorium. Staff issued 270 Sand Relocation Authorizations and approximately 10 CAMA Repair and Maintenance permits for work outside the nourishment area (north of Bonnett Street). To date, approximately \$363,000 of the \$400,000 allocated for these programs has been committed. With an estimated 17 applications still pending, total demand is expected to meet or exceed available funding this season, underscoring the continued need for this program.
- Dowdy Park Events/Farmers Market/Holiday Markets/Art & Culture — Preparation for the 2026 summer season at Dowdy Park is largely complete, with the Farmers Markets, Summer Concert Series, and fitness programming all scheduled and ready to launch. Staff is currently finalizing promotional materials, including posters for both the market and concert series, and coordinating details for upcoming Family Fun events, with programming to include partners such as the Corolla Wild Horse Fund and Ascension Music.

In advance of the season, two informational meetings were held with Farmers Market vendors to review expectations, clarify rules, and provide an opportunity for questions. These meetings were well received and are intended to support a smooth and well-coordinated start to the season.

Additionally, the Town was awarded \$2,000 through the SAFE Monarch Habitat Grant Program to support enhancements to the Dowdy Park pollinator garden. Rachel Veal with the NC Aquariums has assisted with the grant application and will continue to support project preparation, with planting anticipated in October.

Upcoming Meetings and Other Dates

- Tuesday, May 5th — Technical Review Committee Meeting
- Tuesday, May 5th — Conner Twiddy attending and presenting at Septic Health Think Tank in Columbia, SC
- Wednesday, May 6th — Board of Commissioners Meeting
- Wednesday, May 13th — Committee for Arts and Culture Meeting
- Thursday, May 14th — Board of Adjustment Meeting (no hearings)
- Monday, May 18th — Discuss DWI Loan Roll Out Meeting
- Tuesday, May 19th — Planning Board Meeting
- Wednesday, May 20th — Board of Commissioners Mid-Month Meeting

Protect your home. Protect our water.

Approximately 80% of properties in Nags Head rely on septic systems. These systems can fail due to age, high occupancy, or improper maintenance, and repairs can cost thousands. The Town of Nags Head offers affordable solutions to help maintain a healthy septic system.

Don't let this happen to you!

Routine inspection and pumping help prevent failure.



How the Town can help:

- **FREE On-Site Septic Inspection**
- **\$250 Water Bill Credit** with pump-out
- **Low-Interest Loans** for repairs
- **Staff assistance** locating and evaluating your system

Inspections are focused solely on your septic system and are educational and preventative in nature.

Preventative maintenance typically costs \$300-\$500. Full system replacement can cost thousands.



TOWN OF NAGS HEAD

Todd D. Krafft
Septic Health Initiative

To take advantage of this voluntary program, contact Conner Twiddy at **252-449-6047** or conner.twiddy@nagsheadnc.gov

You can also visit the Town's website at nagsheadnc.gov or scan the code at right to learn more.



Attachments

1. 5 J1 Planning Monthly Report

**TOWN OF NAGS HEAD PLANNING AND DEVELOPMENT
MONTHLY REPORT
MARCH 2026**

DATE SUBMITTED: April 7, 2026

	Mar-26	Mar-25	Feb-26	2025-2026 FISCAL YTD	2024-2025 FISCAL YTD	FISCAL YEAR INCREASE/ DECREASE
BUILDING PERMITS ISSUED - RESIDENTIAL						
New Single Family	1	2	0	11	15	(4)
New Single Family, 3000 sf or >	1	0	0	5	8	(3)
Duplex - New	0	0	0	0	0	0
Sub Total - New Residential	2	2	0	16	23	(7)
Miscellaneous (Total)	59	75	55	402	384	18
<i>Accessory Structure</i>	2	6	3	21	35	(14)
<i>Addition</i>	2	2	2	15	12	3
<i>Demolition</i>	0	0	0	6	5	1
<i>Move</i>	0	0	0	2	1	1
<i>Remodel</i>	13	15	12	91	84	7
<i>Repair</i>	42	52	38	267	247	20
Total Residential	61	77	55	418	407	11
BUILDING PERMITS ISSUED - COMMERCIAL						
Multi-Family - New	0	0	0	0	0	0
Motel/Hotel - New	0	0	0	0	1	(1)
Business/Govt/Other - New	0	0	0	0	1	(1)
Subtotal - New Commercial	0	0	0	0	2	(2)
Miscellaneous (Total)	9	10	10	76	63	13
<i>Accessory Structure</i>	2	4	1	18	21	(3)
<i>Addition</i>	0	0	0	2	0	2
<i>Demolition</i>	0	0	0	0	0	0
<i>Move</i>	0	0	0	3	0	3
<i>Remodel</i>	5	3	6	30	17	13
<i>Repair</i>	2	3	3	23	25	(2)
Total Commercial	9	10	10	76	65	11
Grand Total	70	87	65	494	472	22
SUB-CONTRACTOR PERMITS						
Electrical	90	64	56	417	427	(10)
Gas	3	2	1	18	14	4
Mechanical	56	38	37	274	284	(10)
Plumbing	19	6	11	80	84	(4)
Fire Sprinkler	2	0	1	5	1	4
VALUE						
New Single Family	\$570,000	\$1,220,000	\$0	\$5,762,030	\$6,906,157	(\$1,144,127)
New Single Family, 3000 sf or >	\$1,773,049	\$0	\$0	\$9,217,982	\$7,333,200	\$1,884,782
Duplex - New	\$0	\$0	\$0	\$0	\$0	\$0
Misc (Total Residential)	\$2,158,904	\$1,720,070	\$1,954,610	\$15,529,093	\$12,645,802	\$2,883,291
Sub Total Residential	\$4,501,953	\$2,940,070	\$1,954,610	\$30,509,105	\$26,885,159	\$3,623,946
Multi-Family - New	\$0	\$0	\$0	\$0	\$0	\$0
Motel/Hotel - New	\$0	\$0	\$0	\$0	\$18,000,000	(\$18,000,000)
Business/Govt/Other - New	\$0	\$0	\$0	\$0	\$1,400,000	(\$1,400,000)
Misc (Total Commercial)	\$561,318	\$1,059,420	\$654,279	\$12,162,923	\$3,994,855	\$8,168,068
Sub Total Commercial	\$561,318	\$1,059,420	\$654,279	\$12,162,923	\$23,394,855	(\$11,231,932)
Grand Total	\$5,063,271	\$3,999,490	\$2,608,889	\$42,672,028	\$50,280,014	(\$7,607,986)

**TOWN OF NAGS HEAD PLANNING AND DEVELOPMENT
MONTHLY REPORT
MARCH 2026**

DATE SUBMITTED: April 7, 2026

	Mar-26	Mar-25	Feb-26	2025-2026 FISCAL YTD	2024-2025 FISCAL YTD	FISCAL YEAR INCREASE/ DECREASE
ZONING						
Zoning Permits	72	85	68	527	489	38
Soil & Erosion	1	2	0	15	27	N/A
Stormwater Plans	0	2	2	13	17	N/A
CAMA						
CAMA LPO Permits	3	3	1	28	16	11
CAMA LPO Exemptions	15	16	17	85	59	0
Sand Relocations	65	75	45	235	191	N/A
CODE COMPLIANCE						
Cases Investigated	33	48	20	193	269	63
Warnings	14	9	6	64	36	13
NOVs Issued	19	23	14	129	214	50
Civil Citations (#)	0	0	0	0	0	0
Civil Citations (\$)	\$0	\$0	\$0	\$0	\$0	\$0
SEPTIC HEALTH						
Tanks inspected	25	20	5	111	94	28
Tanks pumped	20	7	5	105	61	28
Water quality sites tested	2	2	1	155	116	125
Personnel Hours in Training/School	50	32	40	472	284	126



Kelly Wyatt, Planning Director



AGENDA ITEM SUMMARY

Town of Nags Head Planning Board

REGULAR SESSION: May 19, 2026

AGENDA ITEM H.2.

Update on Strategic Plan from February 2026 Board of Commissioners Retreat.

Prepared by

Joseph Costello, Deputy Planning Director

Reviewed by

Joseph Costello

Lily Nieberding

Staff Comments/Recommendation

Discussion

Specific Action Requested

This item is provided for Board information and update.

Summary

The Board of Commissioners adopted the 2026 strategic plan update as presented at their mid-month meeting on April 15, 2026. There are multiple planning related initiatives outlined in the recently passed strategic plan. The strategic plan contains a prioritized list of action items shown below:

Rank	Action Item	Item #
1	Update the Town's Parks and Recreation Plan	2.7
2	Determine if the Board wants to pursue a Boardwalk in the Commercial Outdoor Recreation Overlay District	2.8
3	Complete Stormwater Management Master Plan and develop an implementation plan with a list of projects for the annual Capital Improvement Program	1.3
4	Complete Water System Master Plan and develop an implementation plan with a list of projects for the annual Capital Improvement Program	1.4
5	Develop Phase 2 of the Town Campus Master Plan	4.3
6	Develop strategies to increase participation in the Septic Health Initiative	1.6
7	Create a communication campaign highlighting Town accomplishments, staff, and services	4.4
8	Continue legislative advocacy	4.10
9	Create Organizational Development Strategies	4.6

Of the prioritized list, three of these are distinct planning items, including the two highest ranked items. Many of the other active action items are planning initiatives. Below is a comprehensive list of active planning related strategic

plan items.

Goal Area 1: Environment

- 1.2 Implement the Estuarine Shoreline Management Plan
- 1.5 Implement the Decentralized Wastewater Management Plan with guidance from the Septic Health Advisory Committee
- 1.6 Develop creative strategies to increase participation in the Septic Health Initiative

Goal Area 2: Development

- 2.1 Identify and correct areas of land use incompatibility within the town; correct inconsistencies between the Comprehensive Plan and the UDO
- 2.2 Review the character areas set forth in the Comprehensive Plan and suggest strategies for implementation
- 2.3 Develop and present an accessory dwelling unit (ADU) ordinance
- 2.4 Recommend non-regulatory approaches to minimize residential lighting impacts
- 2.5 Explore and pursue grant opportunities to leverage Town resources for infrastructure planning, maintenance and enhancements
- 2.6 Advocate to NCDOT for a corridor study of US 158 to improve safety while considering access, function and efficiency
- 2.7 Update the Town's Parks and Recreation Plan
- 2.8 Determine if the Board wants to pursue a boardwalk; work to implement strategies to activate the Commercial Outdoor Recreation Overlay District (CORD)

Goal Area 3: Economy

- 3.1 Create strategies to connect the Town to local businesses, including ways to strengthen communication, resources, and partnerships
- 3.2 Create clarity in Town Code regarding the prohibition of beach commercialization, ensuring the beach remains a free accessible, and family-friendly resource

Goal Area 4: Community Services

- 4.5 Create formal mechanisms to work with other local or state agencies including the National Park Service and NCDOT
- 4.9 Enhance the Arts & Culture program to celebrate and promote Nags Head's unique heritage and community identity

This list constitutes a rough work plan of items to be addressed over the next two years.

Attachments

- 1. 4 mm F1 Strategic Plan Revised Feb 2026



TOWN OF NAGS HEAD, NC

Strategic Plan 2026

Adopted, February 7, 2024 | Updated, February 27, 2026



Board of Commissioners

Nags Head's Board of Commissioners is the town's governing body, made up of a mayor and four elected commissioners. Together, they are responsible for setting the policies that guide how the town operates, including adopting local ordinances, approving the town's budget, and making key decisions about land use, infrastructure, and community services. All decisions are made in accordance with procedures established under North Carolina law.

Once the Board sets policy, the Town Manager is responsible for carrying out those directives through the town's professional staff. This structure ensures that elected officials remain accountable to residents while day-to-day operations are managed by experienced professionals.



(Pictured above from left to right: Mayor Ben Cahoon, Commissioner Molly Harrison, Commissioner Megan Vaughan, Mayor Pro Tem Megan Lambert, Commissioner Bob Sanders)

2026 Town of Nags Head Strategic Plan

Introduction

Welcome to the 2024–2026 Town of Nags Head Strategic Plan. A strategic plan is a formal document that describes where an organization wants to go and how it intends to get there. It is not a day-to-day operations guide; rather, it defines the most important priorities and long-term goals that will shape the community's future over the coming years.

This plan was developed collaboratively with input from community members, and through a joint effort of the Board of Commissioners and town staff. The starting point was the mission, vision, and goals from the 2021 Strategic Plan. We are grateful to everyone who contributed to that earlier work and to this updated version.



Strategic Plan Process

Community Involvement

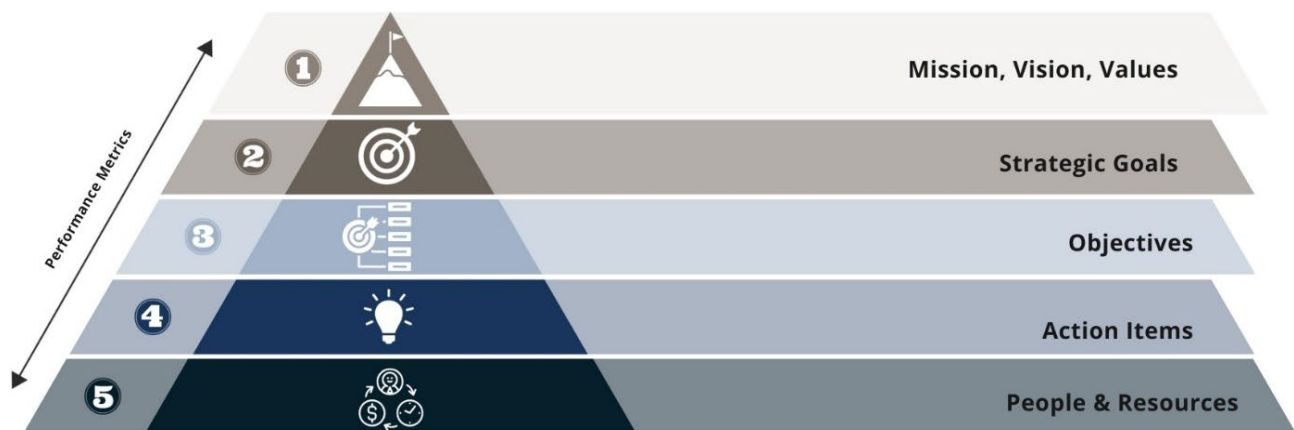
The foundation of this plan lies in the collective wisdom of Nags Head’s residents and property owners. In addition to reviewing strategic guidance from prior plans, the Town actively sought community input through the 2023 Community Survey to better understand residents’ needs, concerns, and aspirations for the town’s future. The insights gathered in the survey played a pivotal role in shaping the strategic priorities outlined in this plan.

Joint Board and Staff Retreat

To ensure alignment between community expectations and administrative resources, the Board of Commissioners and Town staff held a planning retreat on November 16–17, 2023. The retreat gave the Board and staff the opportunity to review Community Survey results and other data, share ideas, and work collaboratively to set priorities.

The result is a strategic plan that reflects a shared vision and commitment to the town’s future. Staff and Board met again on October 18, 2024, and on February 27, 2026, to review progress and make updates to the plan.

What’s Included in the Plan



Goals, Objectives, and Strategic Action Items

The strategic plan goes beyond routine day-to-day operations. It defines a specific set of goals, objectives, and action items that guide the Town’s longer-term direction. These are forward-thinking and designed to address both current challenges and future opportunities.

Think of it this way: Goals are the broad outcomes the Town wants to achieve. Objectives are more specific areas of focus within each goal. Action items are the concrete steps the Town will take to make progress toward those objectives.



Beyond Business as Usual

The strategic plan intentionally focuses on action items that go beyond routine government functions, things that require dedicated resources, planning, and leadership to accomplish. This helps ensure that the Town channels its energy efficiently and makes a lasting impact on Nags Head's future.

This does not mean that daily operations are unimportant. The work that Town staff perform every day, maintaining roads, providing public safety, managing utilities, and serving residents, is the essential foundation that everything else is built upon.

Conclusion

The Town of Nags Head Strategic Plan is a dynamic roadmap that reflects the shared aspirations of our community, the dedication of our Board and staff, and a commitment to strategic action that will shape our town's future. As we continue on this journey together, we invite all residents and property owners to actively participate and contribute to the realization of our collective vision.



Mission, Vision, and Goals

As part of the strategic planning process, the Board of Commissioners reviewed and revised the Town's foundational statements. These statements provide the philosophical underpinning for everything in this plan.

MISSION

To support the well-being of our citizens, property owners, and visitors by delivering municipal services in an open, respectful, and responsive manner.

VISION

To thoughtfully preserve our unique coastal environment, heritage, and lifestyle now and for the future.

Vision Statement — In Full

The Town of Nags Head is a unique coastal community built upon a legacy rooted in shared values, including our most recognized common bond, a love for the Outer Banks. We recognize that the town must be a good place to live before it can be a good place to visit. We strive to preserve and protect the Nags Head character, environment, tourism-based economy, and sense of place to ensure a high quality of life for residents and a memorable family vacation experience for present and future generations.

Legacy

We uphold our legacy by protecting and promoting our small-town character that includes a sustainable local economy based on family vacation tourism, a high-quality beach experience, and small, locally owned businesses. Fundamental to our legacy and quality of life are preserving the historic architecture and culture that distinguishes our town; providing residents and visitors with excellent public services and well-maintained recreational amenities; and ensuring access to a well-protected natural coastal environment. Our legacy will be strengthened and preserved by a focused, transparent decision-making process that is comprehensive and consistent with the community's vision.



Goals Overview

The following goals reflect the Town's highest-level strategic priorities. Each goal is broken down into specific objectives and action items in the section that follows. The four strategic goal areas are:

ENVIRONMENT



To safeguard our critical natural resources and coastal ecosystem.

DEVELOPMENT



To achieve responsible, adaptive development that aligns with our community vision.

ECONOMY



To promote a sustainable economy that supports residents and visitors.

COMMUNITY SERVICES



To maintain an efficient government that provides high quality and cost-effective services.



Town of Nags Head Core Values

Core values define how the Town of Nags Head conducts itself, the principles and behaviors that guide our staff in serving the community every day. These values were developed collaboratively and reflect a shared commitment to excellence, integrity, and community service.

Attitude is Key • The right attitude is critical to our success • We recognize that positivity is a force multiplier • We treat our community and each other with kindness and respect • We are honest and transparent with each other, even when it is uncomfortable	Our People are in the Know • We share relevant and timely information at all levels of the organization • Our community deserves to know what we are doing • We actively seek and value feedback • We communicate and follow-up; this is how we establish credibility
We Do What's Right, for the Right Reasons • Accountability and integrity are principles we hold dearly • We honor our commitments and do what we say we are going to do • Each team member participates in decision making and takes ownership of the outcomes • We operate with a sense of urgency and get things done	We Are Community Stewards • Our goal is to provide top-tier community services • Our Town assets, our environment, and our people deserve our greatest effort and undivided attention • Nags Head has a legacy of strong leadership and values, and we carefully consider how this can be strengthened and upheld
Our People Matter • We recognize that the Town's workforce, our team, is the Town's greatest asset • We value different backgrounds, perspectives, and cultures • We create an environment where people can do their best work	Excellence Requires Innovation & Curiosity • Growth is accomplished by challenging the status quo • We encourage new ideas that positively impact how we do things



Goals, Objectives, and Action Items

The following section outlines each strategic goal area in detail. For each goal, you will find a brief explanation of why that area matters to Nags Head, a set of specific objectives that define what success looks like, and a list of action items, the concrete steps the Town will take to make progress.

Action items are divided into two groups: Active items currently in progress and Completed & Ongoing items that have been accomplished or are now part of regular Town operations.

GOAL AREA 1: ENVIRONMENT

Nags Head's natural environment, its beaches, dunes, estuaries, and water systems, is not only what makes the town beautiful, it is the economic engine that drives tourism and the quality of life that residents value. Protecting these resources requires proactive planning, public education, and significant infrastructure investment. This goal area focuses on the stewardship of Nags Head's natural assets for current and future generations.

Goal: To safeguard our critical natural resources and coastal ecosystem.

Objectives

Objective #1 Maintain the natural resources that we have	Objective #2 Mitigate the risk of natural disasters	Objective #3 Educate the public about their natural environment	Objective #4 Have a comprehensive strategy for clean water
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Active Action Items

#	Action Item	Description	Related Objectives
1.1	Create water rates that incentivize water stewardship	The Town engaged a consultant to complete a cost of service and water rate study, to determine an appropriate rate structure to fund both operating and capital costs to sustain the town's water service. The consultant has suggested several scenarios for the Board's consideration, including separating residential and non-residential customer classes, creating a seasonal rate structure, and charging irrigation at the peak rate. The rate study was conducted as part of the Water Master Plan Asset and Inventory Assessment (AIA) grant. Staff is working to complete the project in conjunction with a water system master plan with the goal of finalizing recommendations for the FY 2027-28 budget.	#1
1.2	Implement the Estuarine Shoreline Management Plan	The Town is moving forward with several "living shoreline" projects, using natural materials to reduce erosion and flooding, at key sites, with grants, partnerships, and designs already in progress. The town is also considering offering an advisory service to property owners interested	#1, #2, #4



#	Action Item	Description	Related Objectives
		in completing nature-based shoreline stabilization solutions.	
1.3	Complete Stormwater Management Plan and develop an implementation plan with a list of projects for the annual Capital Improvement Program (CIP)	The Town is updating its stormwater plan to assess drainage systems and create a long-term strategy for managing flooding and water runoff, funded by a state grant from the NC DEQ Division of Water Infrastructure. Early assessment work is complete, and the next steps include finalizing improvement plans, prioritizing projects, and gathering public input before presenting recommendations.	#1, #2, #4
1.4	Complete Water System Master Plan and develop an implementation plan with a list of projects for the annual Capital Improvement Program (CIP)	The Town is creating a Water System Master Plan to assess its water infrastructure and prioritize needed upgrades, with ongoing fieldwork to map pipe sizes and materials. This information will help guide future improvement projects once the study is completed.	#1, #2, #4
1.5	Implement the Decentralized Wastewater Management Plan with guidance from the Septic Health Advisory Committee	The Town is working on a plan to better manage septic systems to protect local water quality, including preparing a zero-interest repair loan program with support from the NC DEQ Division of Water Infrastructure and identifying the highest-risk properties for early action. At the same time, officials are increasing public awareness, improving system mapping, and gathering data to guide future septic improvements.	#1, #2, #4
1.6	Develop creative strategies to increase participation in the Septic Health Initiative	The Town's Septic Health Initiative encourages residents to maintain their septic systems through education, outreach, and incentives, like water bill credits for septic tank pump outs, to help protect local water quality. Staff is expanding awareness through events, media, and targeted outreach, especially as they prepare to roll out additional support programs with the NC DEQ Division of Water Infrastructure.	#3, #4
1.7	Create an education program including a video series on the major threats to water quality in Nags Head (e.g., stormwater and wastewater)	The Town created short educational videos to help residents understand water quality issues like runoff and failing septic systems and shared them on social media where they have gotten strong engagement. The videos will continue to be used online as part of ongoing outreach efforts.	#3



#	Action Item	Description	Related Objectives
1.8	Update the One Water philosophy, an integrated approach to managing all water resources (drinking water, stormwater, and wastewater) as a unified system	The Town is updating its One Water philosophy, which takes an integrated approach to managing drinking water, stormwater, and wastewater as a single, coordinated system. This update will help guide long-term planning, improve resource efficiency, and support sustainable water management across all Town infrastructure.	#1, #2, #4

Completed & Ongoing Items

The items below have been completed or are now part of the Town's regular business operations. They are recognized here as achievements and ongoing commitments.

Action Item	Status	Related Objectives
Complete and implement Beach Nourishment Master Plan, including an engineering plan, a financial plan with recommended tax rates and revenues, and springing in all future plans	Completed	#1, #2, #4
Consider the impacts of sea level rise and climate change in policies, ordinances, and planning studies	Ongoing	#1, #2, #3

GOAL AREA 2: DEVELOPMENT

How and where development occurs in Nags Head has lasting consequences for the town's character, safety, and livability. This goal area addresses land use planning, infrastructure resilience, public spaces, and transportation. The aim is to ensure that development decisions reflect the community's values and protect both the built and natural environment.

Goal: *To achieve responsible, adaptive development that aligns with our community vision.*

Objectives

Objective #1 Proactively balance appropriate types of land uses	Objective #2 Ensure resilient development and infrastructure	Objective #3 Ensure public spaces are preserved and maintained equitably	Objective #4 Ensure efficient traffic movement and pedestrian safety
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Active Action Items

#	Action Item	Description	Related Objectives
2.1	Identify and correct areas of land use incompatibility within the town; correct inconsistencies between the Comprehensive Plan and the Unified Development Ordinance.	Staff have begun reviewing mismatches between its long-term plan and zoning rules, but progress has largely been paused after Senate Bill 382 limited its ability to reduce or change property uses. Some of these inconsistencies included: revisiting the Hotel Overlay District, identifying areas where zoning and existing development patterns are misaligned, examining Beach Road vs US 158 corridor uses, and reviewing allowable uses within the Commercial Outdoor Recreation District.	#1
2.2	Review the character areas set forth in the Comprehensive Plan and suggest strategies for implementation	The town's Comprehensive Plan describes several planning areas within the town with specific strategies to achieve a desired character. The Town is focusing first on improving the Whalebone Junction and Commercial Outdoor Recreation District areas by coordinating several projects, including shoreline restoration, a soundside boardwalk, park upgrades, and efforts to improve walkability and connections to nearby destinations like Jennette's Pier and the Soundside Event site. This area is a priority because multiple related projects are already underway, with plans to review other areas later as time and resources allow.	#1, #2
2.3	Develop and present an accessory dwelling unit (ADU) ordinance	The Town has explored creating an ordinance for accessory dwelling units (ADUs), which are smaller secondary homes on the same property as a main house, with public input showing support, especially for long-term rentals and attached units, while noting concerns about neighborhood character. The ordinance would include a menu of optional provisions covering zoning districts allowed, minimum lot size, maximum square footage, height limits, deed restrictions, and parking requirements.	#1, #2
2.4	Recommend non-regulatory approaches to minimize residential lighting impacts	This may include education on dark sky benefits, a program to provide residents with free light shields, a 'keep it dark' campaign, turtle-friendly lighting guidelines, and education on security lighting that avoids nuisance impacts on neighbors. Currently the town has developed a Dark Skies, Bright Stars initiative. Staff is educating the public through demonstrations, the Town's website, local partnerships, and tracking sky quality. Future work may also consider limited regulations for residential lighting.	#1
2.5	Explore and pursue grant opportunities to leverage Town resources for	The Town actively pursues grants to support infrastructure projects, having secured millions for stormwater improvements, shoreline restoration, beach access, and conservation initiatives. Staff continue to explore	#2



#	Action Item	Description	Related Objectives
	infrastructure planning, maintenance, and enhancements	upcoming opportunities for beach access, boardwalks, solar projects, disaster relief, and coastal resilience programs, while maintaining flexibility to pursue additional grants that align with Board priorities.	
2.6	Advocate to NCDOT (NC Department of Transportation) for a corridor study of US 158 to improve safety while considering access, function, and efficiency	The Town is advocating for a corridor study to improve safety and traffic flow along US 158. This would analyze safety and efficient traffic movement within the town and could involve creating a median divided facility. This was a recommendation from the Dare County Comprehensive Transportation Plan. This study would be funded through the NCDOT State Transportation Improvement Program. State funding through the STIP is not yet confirmed. This effort may require legislative assistance to affect the timeline and priority of this project.	#4
2.7	Update the Town's Parks and Recreation Plan	The Town seeks to update its Parks and Recreation Plan, replacing the 2012 version to reflect community growth, recent park improvements, and evolving needs. The process will involve a consultant team with coastal expertise, community engagement, and a focus on practical, implementable strategies, including ocean and sound access, beach parking, and Whalebone Park amenities, resulting in a community-driven plan that guides future investments and strengthens eligibility for PARTF grants.	#1, #3
2.8	Determine if the Board wants to pursue a boardwalk; work to implement strategies to activate the Commercial Outdoor Recreation Overlay District (CORD)	The Town is exploring future options for enhancing commercial recreation and pedestrian connectivity, including a potential boardwalk extension in the town's Commercial Outdoor Recreation Overlay District (CORD). This action item includes refining and implementing strategies to achieve the development goals as described for these areas in the town's Comprehensive Plan.	#1



Completed & Ongoing Items

The items below have been completed or are now part of the Town's regular business operations.

Action Item	Status	Related Objectives
Place conservation easements on Town-owned properties, ensuring equitable public access to these lands	Completed	#3
Implement the current model for streets, water, and stormwater Capital Improvement Program (CIP) projects; incorporate projects resulting from infrastructure planning studies	Completed	#2
Develop and recommend a process for handling neighborhood requests for traffic calming measures	Completed	#4
Discuss the existing Pedestrian Plan priorities with the Board	Completed	#4
Develop an initiative to improve pedestrian safety at crosswalks and reduce user conflicts on multi-use paths	Completed	#4



GOAL AREA 3: ECONOMY

Nags Head's economy is largely driven by tourism. Maintaining a healthy local economy means supporting the businesses that depend on that tourism while also ensuring that the workforce who serve both residents and visitors have access to housing and stable employment. This goal area also addresses protecting the beach itself, the Town's most valuable economic asset, from over-commercialization.

Goal: To promote a sustainable economy that supports residents and visitors.

Objectives

Objective #1 Provide workforce housing for Town employees	Objective #2 Support and encourage small businesses	Objective #3 Maintain a free, family-friendly, non-commercial, well-maintained beach
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Active Action Items

#	Action Item	Description	Related Objectives
3.1	Create strategies to connect the Town to local businesses, including exploring ways to strengthen communication, resources, and partnerships	This could include new communication methods such as a newsletter for businesses, establishing a staff liaison to the business community, exploring new partnerships, enhancing sponsorship programs, collaborating on events, and continuing programs and services for businesses through police, fire and other departments.	#2
3.2	Create clarity in Town Code regarding the prohibition of beach commercialization, ensuring the beach remains a free, accessible, and family-friendly resource	The Town is reviewing and updating its code to reinforce the long-standing policy of keeping the ocean and estuarine beaches free, family-friendly, and non-commercial. Staff have completed an internal review of rules on rentals, concierge services, and other commercial activities, with plans to finalize and present proposed amendments to the Board.	#3



Completed & Ongoing Items

The items below have been completed or are now part of the Town's regular business operations.

Action Item	Status	Related Objectives
Participate in Dare County's Housing Taskforce; apply a menu of strategies from the Taskforce to the Town's housing needs. The town is currently participating in the Dare Housing Foundation.	Completed	#1
Evaluate optimal housing options for Ocean Rescue staff within the Town Campus Master Plan, and explore opportunities to accommodate additional employees	Completed	#1
Continue to monitor and facilitate educational opportunities regarding over-occupancy issues (including wastewater, traffic, sanitation, and noise), engaging local real estate agencies, the Outer Banks Association of Realtors, and local event planners	Ongoing	#2

GOAL AREA 4: COMMUNITY SERVICES

The quality of services delivered by the Town of Nags Head, from public safety and beach operations to administration and communications, directly shapes the experience of every resident and visitor. This goal area focuses on building the internal capacity of Town government to deliver excellent services, communicate effectively, and collaborate with partner agencies to expand what the Town can offer.

Goal: *To maintain an efficient government that provides high quality and cost-effective services.*

Objectives

Objective #1 Maintain a work environment where people feel valued, appreciated, and respected	Objective #2 Provide friendly, accommodating, and responsive customer service	Objective #3 Provide the highest quality services possible and review the needs of the community to ensure resources are available	Objective #4 Enhance internal and external communication that reflects the Town's goals, values, and heritage	Objective #5 Collaborate with other local and state agencies to align or expand services
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Active Action Items

#	Action Item	Description	Related Objectives
4.1	Develop strategies to integrate the Town's Total Rewards philosophy into daily operations	The Town's Total Rewards Program supports employees through pay, benefits, recognition, and development, aiming to create a positive, competitive, and fiscally responsible work environment. Recent updates include a new evaluation system, merit-based pay, service awards, updated health insurance, and participation in a cooperative for better medical cost management, with ongoing improvements to mental health, longevity, and wellness benefits.	#1
4.2	Discuss what department performance data is most meaningful to the Board, and determine the best way to regularly report that data	The Town has developed draft Key Performance Indicators (KPIs) for all departments to track progress and align with strategic goals. Staff will work to update and/or create new reporting mechanisms for the board and the community to track progress and provide information on town services and initiatives.	#2, #3
4.3	Develop Phase 2 of the Town Campus Master Plan, which guides the long-term development and use of Town-owned facilities and properties	The Town Campus Master Plan is guiding development of Town facilities to meet current and future needs, with construction underway on a combined Wellness Center and Ocean Rescue housing facility set for completion in September 2026. Additionally, the Town purchased property for a potential future fire station and is planning improvements to the Board meeting room and other facilities as part of long-term campus development.	#3
4.4	Create a communication campaign highlighting Town accomplishments, staff, and services to keep the community informed and engaged	This initiative involves developing a coordinated communication campaign to showcase the Town's achievements, recognize staff contributions, and explain available services, helping residents stay informed, feel connected, and engaged with local government activities.	#1, #3
4.5	Create formal mechanisms to work with other local or state agencies to align initiatives, including the National Park Service and NC Department of Transportation	The Town is working to strengthen collaboration with local and state agencies to address regional challenges more effectively. Current efforts include coordinating with NCDOT, participating in county housing and legislative initiatives, engaging in interagency groups on shoreline and coastal management, and identifying opportunities, like resuming quarterly regional shoreline meetings, to improve coordinated planning and communication.	#5
4.6	Create Organizational Development strategies	Human Resources is creating a structured approach to strengthen the workforce and leadership. Talent reviews	#1, #3



#	Action Item	Description	Related Objectives
	including talent review, succession planning, team building, and leadership training	and succession planning ensure critical roles are filled smoothly and future leaders are prepared, team-building initiatives improve collaboration and morale, and leadership training equips staff with skills to manage teams effectively, adapt to change, and deliver services more efficiently to the community.	
4.7	Enhance Ocean Rescue services and staffing to ensure the highest level of beach safety for residents and visitors	The Town is working to strengthen Ocean Rescue services by making the current captain position year-round and considering adding a lieutenant to replace the existing hybrid summer/fall-firefighting role, ensuring consistent leadership and maintaining the highest level of beach safety for residents and visitors.	#3
4.8	Consider restructuring the Water Department to improve efficiency and service delivery	The Town is considering restructuring the Water Department to improve efficiency and service. The town will evaluate strategies to most effectively utilize staff in water operations and water distribution and may even consider a long-term plan to combine the divisions.	#2, #3
4.9	Enhance the Arts & Culture program to celebrate and promote Nags Head's unique heritage and community identity	Consideration is being given to adding a part-time, year-round support position for the Arts & Culture program to help with event coordination, logistics, communications, and on-site operations. The goal would be to provide continuity beyond seasonal staff, reduce reliance on a single coordinator, and support the growing year-round event schedule, improving program efficiency, sustainability, and community engagement.	#3, #4
4.10	Continue legislative advocacy at the state and federal level to advance Nags Head's interests	The Board and staff will continue to engage in state and federal legislative advocacy, working with lobbyists and traveling to government offices to represent Nags Head's interests. These efforts help advance funding, policy, and regulatory priorities that support the Town's infrastructure, services, and long-term goals.	#3, #5

Completed & Ongoing Items

The items below have been completed or are now part of the Town's regular business operations.

Action Item	Status	Related Objectives
Highlight high-performing employees and accomplishments to the Board and the public throughout the year	Ongoing	#1
Design and implement a performance-based merit structure as part of the FY 2024–25 budget process	Completed	#1, #2



New Action Item Priorities

At the planning retreat, the Board and staff were asked to identify the action items they considered most important and most urgent. The items below represent those top priorities, listed in ranked order. These will receive focused attention and resources in the near term.

Rank	Action Item	Item #
1	Update the Town's Parks and Recreation Plan	2.7
2	Determine if the Board wants to pursue a Boardwalk in the Commercial Outdoor Recreation Overlay District	2.8
3	Complete Stormwater Management Master Plan and develop an implementation plan with a list of projects for the annual Capital Improvement Program	1.3
4	Complete Water System Master Plan and develop an implementation plan with a list of projects for the annual Capital Improvement Program	1.4
5	Develop Phase 2 of the Town Campus Master Plan	4.3
6	Develop strategies to increase participation in the Septic Health Initiative	1.6
7	Create a communication campaign highlighting Town accomplishments, staff, and services	4.4
8	Continue legislative advocacy	4.10
9	Create Organizational Development Strategies	4.6

Plan Implementation

A strategic plan is only as valuable as its implementation. To ensure that this plan drives real results, the Town has established clear accountability and tracking mechanisms.

Champions & Timelines

For each action item, Town staff have identified a responsible 'champion,' a staff member who will oversee progress and coordinate efforts. Most action items are designed to be implemented within two years. Some items are ongoing and will be addressed through the Town's annual Capital Improvement Program (CIP) and budget process.

Progress Reporting

Formal updates on the progress of implementation will be provided to the Board of Commissioners twice per year. Staff will develop tracking mechanisms to monitor each action item. The strategic plan will continue to be updated annually, typically in the fall, so that action items can be considered in the upcoming budget cycle, which begins in February/March each year.

