



## TOWN OF KILL DEVIL HILLS

*Land Where Flight Began*

### PUBLIC NOTICE

NOTICE IS HEREBY GIVEN that the Town of Kill Devil Hills Street Improvement and Special Projects Committee will hold a meeting on Tuesday, March 20, 2018 at 4:30 p.m. in the Meeting Room of the Administration Building, 102 Town Hall Drive, off Colington Road. The items to be discussed are listed below:

### AGENDA

**Call to Order**

**Agenda Approval**

**Approval of the Minutes of the February 20, 2018 meeting**

**Public Comment (Time limit of 3 minutes per person; 5 minutes per group)**

**Old Business**

**New Business**

1. Right of Way Improvement Plan for Water Oak Subdivision

**Adjournment**

All citizens are cordially invited to attend.

Posted this 15th day of March 2018.

Harriet Banner  
Administrative Assistant

Copies to: *Street Improvement and Special Projects Committee members in their meeting materials; Mayor & Board of Commissioners; Town Manager; all Town bulletin boards; KDH Sunshine List including all local news media; KDH Electronic Distribution List; website, social media; file*

**Minutes of the February 20, 2018 Meeting of the Kill Devil Hills Street Improvement and Special Projects Committee (SISPC) held at 4:30 p.m. in the Meeting Room of the Administration Building, 102 Town Hall Drive, off Colington Road.**

**Members Present:** Chair Mike Hogan, Stan Clough, Kevin Cox, and Skip Jones

**Members Absent:** Jerry Froehlich and Chris Stoessner, Alternate

**Others Present:** Meredith Guns, Planning Director; Steve Albright, Public Services Director; Derek Dail, Assistant Public Services Director; Pete Burkheimer, Town Engineer; and Harriet Banner, Administrative Assistant

**Call to Order**

Chair Mike Hogan called this meeting to order at 4:32 p.m., and thanked everyone for attending.

**Agenda Approval**

Skip Jones moved to approve the agenda for the meeting as presented. Stan Clough seconded the motion, which was approved by a unanimous, 4-0, vote.

**Approval of the Minutes of the January 24, 2017 Meeting**

Kevin Cox moved to approve the minutes of the January 24, 2017, SISPC meeting as presented. Mr. Clough provided a second, and the minutes were approved as presented, with a unanimous 4-0, vote.

**Public Comment (Time limit of 3 minutes per person; 5 minutes per group)**

**Old Business**

**New Business**

**1. Street Improvement Recommendation for Fiscal Year 2018-2019 and Plan Year 2019-2020**

Planning Director Meredith Guns said that as in years past, with the Town Engineer's recommendation for street improvements, if there is a citizen request for assistance, then it is

included with the packet materials. Ms. Guns called attention to correspondence in the materials from a citizen request to address standing water on West Sportsman Drive including pavement. Previously when West Sportsman Drive was scheduled for improvement, the citizenry on that street filed a petition with over 100 names opposing the work. Additionally, the citizen who was now requesting assistance with drainage had signed the petition.

Ms. Guns said the decision to proceed or not after citizen objection has happened on several occasions. One example included the north end of Bay Drive being scheduled for paving and the first phase of the multi-use path was not done after objection; two years later, that area of Bay Drive was falling apart and the work was performed. Drainage improvements on Seaswept Drive were not initiated because citizenry did not want the type that was proposed (culverts and deep swales). The third example was West Sportsman, which is a concrete road and therefore it is sturdy.

Public Services Director Steve Albright said he would recommend West Sportsman remain on the list but if other neighborhoods with equally "Poor" categorized streets and having drainage problems want the improvements then their streets should be approved. Mr. Burkheimer said West Sportsman needs roadside drainage for many reasons. It also needs a new surface, which is not the most immediate of priority. The water main consists of over 3,000 feet of asbestos. Asbestos is not a health hazard but it does not age well. For these reasons, it would be a good road to improve. The biggest issue Mr. Burkheimer heard nine years ago when there was a protest to improve West Sportsman was 20 feet of width, the standard minimum, would cause it to become a speedway. Mr. Burkheimer said reducing the width to 16 feet does not leave enough room for a school bus or trash truck. Some kind of 20-foot road and replacing the water main is what is needed.

Addressing the recommendation for FY 2018-2019, Whispering Pines has pavement that is weak. The sock drain keeps the groundwater out of the base road a higher percentage of time and thereby prolongs the life of the pavement. The "Poor" ratings support the recommendation for next year's project. It is a large project with a cost estimate of \$921,000. Most of the cost will come from street and drainage and it will require additional funding from the Board of Commissioners from the current level. Ms. Guns reminded the group that at the last meeting, it was decided to proceed with Phases 3 and 4 of the multi-use path. At that time, it was further decided that if no grant funding for the path was received, then the Whispering Pines project would be next.

The plan contained in Mr. Burkheimer's memorandum includes every street categorized as "Poor" with the exception of Random Street, which is a 16-foot right of way leaving no room to build, and Pond Street near the Water Plant. The Memorial trunk drainage system does not include any street work except for patching where cross drains are done. The north end drainage was installed several years ago including a 48-inch pipe which helps with the drainage on around Goddard and Baum Streets. To get the full benefit for the lower area, two more phases need to be implemented. Mr. Burkheimer said that a way to fund drainage situations only needs to be

found as they benefit many people. He continued with a summary of all the recommendations for the “Poor” streets.

Ms. Guns reminded the group that a fiscal year budget and a plan year budget are done each year. She suggested that a recommendation come from the group to look ahead to the second year for potential funding. If the Board of Commissioners does not fund the FY 2019-2020 recommendation, then the SISPC will be asked for a two-year recommendation that is less than what was presented at this meeting.

Mr. Cox made a motion to recommend that the Board of Commissioners move forward with the Whispering Pines subdivision as it is outlined in Mr. Burkheimer’s memorandum for FY 2018-2019 and additionally to recommend FY 2019-2020 and FY 2020-2021 projects for purposes of budgeting only. Mr. Jones seconded that motion, and the vote was a favorable 4-0.

**2. STOP Sign and Street Light Request – Indian Drive and Canal Drive and along West Third Street**

A request was received from Mr. Calvin A. Glover, Jr. to install a three-way STOP at the intersection of Indian Drive and Canal Drive. Additionally, Mr. Glover requested installation of street lights on existing utility poles at each intersection along West Third Street. Mr. Glover does not live on West Third Street, but his belief is that lighting will keep people from speeding because they will be held accountable without “...a sense of anonymity and invisibility and a perceived license to speed” without darkness.

This intersection has been studied previously by Mr. Burkheimer and the information was included with the packet materials. The *Manual on Uniform Traffic Control Devices* (MUTCD) has been adopted by the State and is the standard for use of all public roadways. The Board of Commissioners has directed staff and the SISPC to use it as a guide for determining regulatory traffic signs. The study, along with information contained within the MUTCD, did not support a three-way STOP. Indian Drive is a subordinate street to a collector street, and the collector street should not have to stop to a subordinate street, especially when it does not go all the way through. Staff’s recommendation is not to install a three-way STOP at the intersection of Indian Drive and Canal Street.

Concerning the street lights on West Third Street, there is a procedure in place for installing streetlights in front of homeowners’ property. The individual requesting the streetlight in front of his or her property, that person pays for the installation in the right of way. After installation, the property owner pays the monthly fee for two years and then a request can be submitted for the Town to take over the monthly payments. This procedure has been in place for over 20 years and is therefore a historical procedure. Mr. Albright’s attached memorandum explains the procedure. There is no history of installing streetlights in front of someone else’s property. Staff would recommend a canvas or campaign to see if people desire street lights on West Third Street.

Mr. Burkheimer speculated that speeding at the Canal and West Third Street area will be reduced when curb and gutter is installed with the current street project. It will give definition to the intersection. The “Curve Ahead” signage will remain.

Commissioner Hogan made a motion to deny the request to install a three-way STOP at the intersection of Indian Drive and Canal Drive. Mr. Clough seconded that motion, and the vote was 4-0.

Mr. Cox made a motion to deny the request for streetlights along West Third Street due to Town procedure. Mr. Clough seconded that motion, and the vote was 4-0.

### **Adjournment**

There being no other business before the Street Improvement and Special Projects Committee at this time, Mr. Jones moved to adjourn, and Mr. Cox provided a second. The motion carried by a unanimous, 4-0 vote, and the meeting adjourned.

It was 5:28 p.m.

Submitted by:

Harriet Banner  
Administrative Assistant

These minutes were approved at the \_\_\_\_, 2018, meeting of the Street Improvement and Special Projects Committee.

Commissioner Mike Hogan, Chair

Director of  
Planning and Inspections  
MEREDITH GUNS

Chief Building Inspector  
MATT LOWCHER

Building Inspector  
MARTY SHAW

Code Enforcement Officer  
CHARLES THUMAN



Assistant Director of  
Planning and Inspections  
BRYAN BRIGHTBILL

Senior Planner  
CAMERON RAY

Zoning Administrator  
DONNA ELLIOTT

**THE TOWN OF KILL DEVIL HILLS**  
NORTH CAROLINA

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**PLANNING DEPARTMENT**

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March 20, 2018

Memorandum

To: Street Improvement/Special Project Committee

From: Bryan Brightbill, Assistant Planning Director 

Subject: Right of Way Improvement Plan for Water Oak Subdivision

Attached is a conceptual right of way improvement plan for the Water Oak Subdivision submitted by Mike Robinson, PE/PLS on behalf of SAGA Construction and Development. The conceptual plan calls for the development of all right of ways within the proposed subdivision. As you recall, the preliminary plat for this subdivision was approved by the Board of Commissioners at their January 8, 2018 meeting.

Staff recommends forwarding the conceptual right of way improvement plan to the Board of Commissioners recommending approval subject to the following conditions:

1. Public Services Department and Town Engineer will approve final engineering plans prior to construction.
2. All state and local permits will be secured prior to construction.

A motion will be in order.

Engineering and Surveying  
Mailing Address: P.O. Box 2852 (104 Jester Court)  
Kill Devil Hills, North Carolina 27948  
mrobinson@obxengineering.com  
Phone: 252-255-8026

Michael W. Robinson, P.E., P.L.S.

February 25, 2018

Bryan Brightbill, Assistant Planning Director  
Town of Kill Devil Hills Planning and Inspections  
102 Town Hall Drive  
Kill Devil Hills, NC 27948

**Re: Water Oak Subdivision, Kill Devil Hills, Dare County, NC**

Dear Bryan,

On behalf of SAGA Construction and Development, I hereby request that the streets within the proposed Water Oak Subdivision be placed on the next available agenda for review by the Street Improvement Committee.

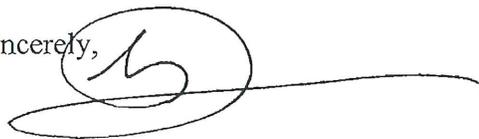
All the proposed streets for Water Oak Subdivision are included in this request including:

1. Water Oak Drive
2. Ayaan Drive
3. Kartik Way
4. Canard Lane
5. Harpoon Drive (Extended)
6. Anika Way

A copy of the street alignment plan is included. Please let me know if additional copies are needed and we'll print and deliver.

Thank you in advance for your assistance. If you have any questions or need additional information, please free to call me at 252-255-8026 or email at [mrobinson@obxengineering.com](mailto:mrobinson@obxengineering.com).

Sincerely,

A handwritten signature in black ink, appearing to be 'MWR', enclosed in a circular scribble. A long horizontal line extends from the bottom of the signature to the right.

Michael W. Robinson P.E., P.L.S.

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