



## 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, August 20, 2019 at 4:00 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 March 20, 2018 meeting

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

#### Old Business

#### New Business

1. Request to allow parking on East Arch Street from US158 to Briggs or Bickett Street.
2. Request to allow parking on Anchor Court (off Landing Drive).
3. Request to pave West Third Street and West Durham Street.
4. Request to add a four way stop at the intersection of Harrington Avenue and Ocean Acres Drive and Bell Avenue and Ocean Acres Drive.
5. Request to add a sidewalk to West Helga Street and US158
6. Sidewalk Recommendation 2019/2020 – Baum Street (Sixth Avenue to Fox Street)

#### Adjournment

All citizens are cordially invited to attend.

Posted this 15<sup>th</sup> day of August 2019.

Rachel Tackett  
Office 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 March 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, Jerry Froehlich, and Skip Jones

**Members Absent:** Chris Stoessner, Alternate

**Others Present:** Meredith Guns, Planning Director; Steve Albright, Public Services Director; and Harriet Banner, Administrative Assistant

**Call to Order**

Chair Mike Hogan called this meeting to order at 4:30 p.m., and thanked everyone for attending.

**Agenda Approval**

Stan Clough moved to approve the agenda for the meeting as presented. Jerry Froehlich seconded the motion, which was approved by a unanimous, 3-0, vote.

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

Mr. Clough moved to approve the minutes of the February 20, 2018, SISPC meeting as presented. Mike Hogan provided a second, and the minutes were approved as presented, with a unanimous 3-0, vote.

Skip Jones entered the meeting at 4:31 pm.

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

**Marcia Johnson, 1401 Harpoon Court, Kill Devil Hills** – Ms. Johnson said she had concerns about the new subdivision and requested that the Town consider installing three sets of speed bumps on what is now called Harpoon Court. She also would like a 7 mile per hour speed limit implemented with signs going both ways on that stretch. These two measures will maintain traffic since it will become a thoroughfare and will not be a court anymore. Ms. Johnson said all her neighbors in the court are supporting these requests. There are three houses on the court. Mr. Froehlich asked if there were currently speed issues. Ms. Johnson noted that the new

subdivision will add 75 homes and making the court a thoroughfare. Ms. Johnson also was concerned about the water table and any possible drainage issues or flooding that would arise because of adding 75 homes. When the court was paved she said whatever was done concerning drainage had made the problem worse. She said a swale needs to be put along the property line. Her last concern was not to have street lights.

**Dale Winslow, 1400 Harpoon Court, Kill Devil Hills** – Mr. Winslow said he had been a resident since 1984 on Harpoon Court and paid taxes since then. He has worked in construction for thirty years and said it is a proven fact as far as speed limit signs is that a 7 or 9 mile per hour sign will attract more attention than a 10 mile per hour sign. His grandchildren play in the yard there. They want 3 signs posted on each side of the road. They also want speed bumps. They know that the road will have heavy usage when the subdivision is built and it will be a shortcut to Landing Drive. They want the speed limit and bumps for safety. Mr. Winslow also questioned why the name of the street would become “Harpoon Drive.” The mailing address and that which the post office recognizes is “Harpoon Court.” The last request was that during construction the road would not be used at all for parking or delivery. The main access should be used. Mr. Winslow said he was aware that a water line and sewer line would be installed, but on a daily use before it is paved he wanted no public access on this road.

Planning Director Meredith Guns explained that originally the street was platted as Harpoon Drive, all Town maps show it as Harpoon Drive, and the Town could not control the post office. A gentleman from SAGA Construction said that the speed limit had not been discussed although it was agreed that there should be through traffic and he understood why the property owners wanted it to be low.

Mr. Clough said the Town does address drainage within the rights of way. Public Services Director Steve Albright said when the paving project was done there, his recollection was that there was a series of driveway inverts and a shallow swale that runs to Landing Drive. The drainage was extended from First Street up Landing Drive to receive the shallow swales coming off Harpoon Drive. Regarding speed bumps, Mr. Albright said that he would not support them on a residential street. Typically a residential streets have a 25 mile per hour speed limit. Speed bumps are appropriate for parking lots, not on a 25 mile per hour road. The actual limit of the speed on a street is deferred to the Police Department. The Old Nags Head Woods Road on the gravel portion was the only street where Mr. Albright recalled there being a 15 mile per hour speed limit; the remainder of streets have a 25 mile per hour speed limit on residential streets. On Canal Drive and Landing Drive, there are some warning placards indicating 15 miles per hour where the curves are.

Commissioner Hogan inquired if there was anything unique about Harpoon Drive from the other many streets that access a larger neighborhood. Ms. Guns said she understood the neighbors feelings after having the luxury of having this large acreage empty for many years and it is difficult to accept development. The items have been requested during an opening meeting and therefore have not been staffed, the Town Engineer has not looked at them, and the Police Department has not looked at a speed limit. If the residents on Harpoon Drive would like to

make a formal request then she recommended that they do so by means of a letter to the Mayor or Town Manager outlining their specific requests so input from other departments can be received. Changes to the Official Traffic Map are made as part of a formal process. Ms. Guns suggested that the Town Attorney be consulted for any restrictions on the usage of a public street. Mr. Albright said that the developer has submitted a sedimentation and erosion control plan that shows construction entrances and he thought the entrances were all of First Street. Andy Deal, P.E., the developer's engineer verified this statement.

## **Old Business**

## **New Business**

### **1. Right of Way Improvement Plan for Water Oak Subdivision**

Mr. Froehlich left the meeting at 4:53 p.m.

Ms. Guns explained that the Board of Commissioners has already approved the plat. The road configuration has not changed since that approval. The right of way improvement plan depicts the specific phases to be constructed. This will allow as phases are completed for them to be approved and for the Town to accept the streets in phases so that not everything has to be built before a building permit can be issued to build a house. Mr. Deal explained that Phase 1 as depicted on the plan will be built first. It has the main lift station and Phase 3 has the other lift station. Ms. Guns continued that presently this development is private. The developers have the desire for them to become public when they are completed, making this process necessary. If they do not meet the Town's requirements during construction, the streets do not have to become public. The final plat could also be done in phases.

Kevin Cox entered the meeting at 4:59.

Mr. Jones asked about stormwater. Mr. Deal explained that there is a Town system in West First Street that drains out to Kitty Hawk Bay. That system will be extended throughout. There is a ground lowering pipe, a deep perforated pipe. It is the same approach that was retrofitted into Ocean Acres. There is a highly fluctuating ground table in this area. On both sides of the road for all of the roads in the subdivision, there will be perforated pipe buried four feet below grade that is pulling groundwater down. It will have an expansive effect. It terminates at the property line but will be close enough to Ms. Johnson's house to have an impact there as well. Mr. Albright added that all this effect is below the ground surface. It will constantly be pulling groundwater out so that when it does rain there will be somewhere for the water to go. There will be a swale system on top of that all drains away from Mr. Johnson's

house. The covenants for all these lots and the State permit require that all improvements drain to the road.

Mr. Jones made a motion to forward to the Board of Commissioners the right of way improvement plan approving the phasing and construction of the roads to the Town's standards which would require the Public Services Department and Town Engineer to sign off on them, and the developer retaining all local and State permits for the development. Mr. Clough seconded that motion, and the vote was 4-0.

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

**Marcia Johnson, 1401 Harpoon Court, Kill Devil Hills** – Ms. Johnson asked while construction is taking place to prevent any thoroughfare of the vehicles and trucks to put construction barricades. Chair Hogan instructed Ms. Johnson to put this request in the letter that would be submitted to the Mayor or Town Manager. Ms. Johnson's closing comment was that she did have the luxury of living in a wooded area but the fact was that she did buy her home with the understanding that it was on a court. That is why the development is upsetting – the court becoming a thoroughfare. She asked about the timing on the stoplight at Landing Drive and Ms. Guns asked her to put this in the letter as well. The Town does not control stoplights but the Board of Commissioners would have to correspond with N.C. Department of Transportation.

**Dale Winslow, 1400 Harpoon Court, Kill Devil Hills** – Mr. Winslow said plan sounds good for construction. He liked that the construction entrances would be on West First Street. They will request a 15 mile per hour speed limit in the letter and acknowledged that speed bumps are "out." He appreciated the discussion and having the group listen to him.

### **Adjournment**

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

It was 5:15 p.m.

Submitted by:

Harriet Banner  
Administrative Assistant

These minutes were approved at the \_\_\_\_, 2019, meeting of the Street Improvement and Special Projects Committee.

Director of  
Planning and Inspections  
MEREDITH GUNS

Building Inspector  
MARTY SHAW  
CHARLES THUMAN

Code Enforcement Officer  
JORDAN BLYTHE



Assistant Director of  
Planning and Inspections  
CAMERON RAY

Senior Planner  
RYAN LANG

Zoning Administrator  
DONNA ELLIOTT

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

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**PLANNING DEPARTMENT**

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August 20, 2019

Memorandum

To: Street Improvement/ Special Project Subcommittee

From: Meredith Guns, Planning Director *MRG*

Subject: Request from Margaret Neal – Allow parking along East Arch Street

Attached is a request from Margaret Neal to allow parking along East Arch Street on the north side from US158 east to Briggs Street. She indicates a willingness to grade the shoulder and/or gravel if necessary. Staff comments are also attached.

Public Services does not support this request because of the infrastructure located in the ROW specifically drainage. There is not enough space on the shoulder to park a vehicle without being in the roadside swale. Additionally, vehicle parking will damage the shoulder of the road ultimately causing damage to the pavement. There is also a question if emergency vehicles will be able to traverse pasts car parked on the side of the road. It will also impact vehicles traveling west on Arch Street if the parked vehicle is not completely off the paved surface.

Parking will also cause a pedestrian hazard for people walking along East Arch Street having to go into the roadway or onto private property to walk around the cars. Car doors will also extend into the right of way when opened and closed creating additional hazards.

With the infrastructure and safety concerns staff does not recommend allowing parking on the north side of East Arch Street.

Commissioner Gray directed the subcommittee to look into streets in Town that improved on street parking would be possible. On street parking will be similar to the parking installed on West Carlton Avenue (picture attached). Staff will evaluate streets and bring possible candidates to the next street meeting.

## Guns, Meredith

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**From:** Margaret Neal <maggineal@live.com>  
**Sent:** Saturday, July 13, 2019 11:08 AM  
**To:** Guns, Meredith  
**Cc:** Diaz, Debbie  
**Subject:** Fw: Please review letter to planning director of KDH

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From: Margaret Neal <maggineal@live.com>  
Sent: Wednesday, July 10, 2019 11:39 AM  
To: Jessica Wineland; Derek Wineland; Nathan Neal  
Subject: Please review letter to planning director of KDH

Good afternoon Meredith.

Thank you for seeing me last Tuesday morning at the spur of the moment. I am following up on that meeting per your suggestion. I will also copy Debbie in on this email.

To summarize the situation discussed : My Daughter and her husband , Derek and Jessica Wineland recently bought the commercial building at 3213 West Croatan Highway (corner of 158 and Arch Street )to relocate their business, Moms Sweet Shop. They have invested a tremendous amount of money and time renovating and remodeling according to the Towns codes.

As you can see from the finished results that they do everything with excellence and with great pride. The town of Kill Devil Hills even presented them with an award for Community Excellence in Business last year.

During this 7 month process no one mentioned there may be a problem with parking or that Arch street was actually deemed a No Parking street. Rob , the previous owner of this building and Israel ( owner of empty lot and G Holding LIC) both led them to believe that parking was not an issue. Unfortunately , being first time commercial owners , they failed to do their due diligence and took everyone at their word.

In their defense, having lived here for 48 years myself and seeing several businesses at this location and never seeing a problem or " no parking" signs, I also never gave it a thought. Also ,many local surfers have used the paper road ( Briggs St. ) as long as I can remember to park. Now , because of one person complaining all the no parking signs have gone up over night.

Therefore , the purpose of this letter, is to respectfully request that the 'no parking' block of West Arch street , on the north side, along the empty lot, between the 158 By Pass and Bickett Street or Briggs Street only, be changed to a street deemed Parking and that the said , no parking signs be removed so that their small local business may survive and flourish. We understand and encourage that there be a safe section just before the stop sign having a " no parking to corner" sign ,so as not to be a safety hazard for those cars turning on and off Arch Street. We also agree to keep the shoulder graded and maintained so as to not damage the integrity of the shoulder. Even gravel if necessary. We feel this is not a safety hazard in any way as there are no houses along that section and it is not a thorough-way to the beach road because most cars turn at the light located at Helga Street.

The Town of Kitty Hawk has done some similar parking along the NW shoulder of Kitty Hawk Rd across from the Post Office and it has been a great benefit to the tourists and local businesses located there. It has never caused any safety hazards as far as I know. Most if the towns allow parking on dude streets when possible as parking is at a premium on

the OBX . There will Need to be some concessions made if we wish to continue attracting the tourist to our area and see businesses flourish. More tax dollars for the towns.

Thank you for allowing us to present our view before the board. We will be waiting to hear from you.

Also,if I may be so bold as to one last request. If at all possible , can the no parking signs on that block be temporarily removed , if the owners of G Holding LLC, do not have a problem with parking along their land, and everyone parks off road as the law requires, until this issue is resolved ? The summer season is half over and this will impede Moms Sweet Shop traffic greatly and seriously hurt their first season in business. If not, we understand will follow the course set out.

Sincerely ,

Margaret Neal  
921 W Kitty Hawk Rd.  
Kitty Hawk, NC 27949  
252- 261-3412  
maggineal@live.com



## KILL DEVIL HILLS POLICE DEPARTMENT

Post Office Box 1605, 102 Town Hall Drive  
Kill Devil Hills, North Carolina 27948  
252-449-5337  
[www.kdhnc.com](http://www.kdhnc.com)

### Memorandum

Gary L. Britt  
Chief

Dana E. Harris  
Asst. Chief

John Towler  
Captain

David Pierce  
Lieutenant

Date: August 7, 2019

To: Meredith Guns, Planning Director

From: Dana Harris, Assistant Chief of Police

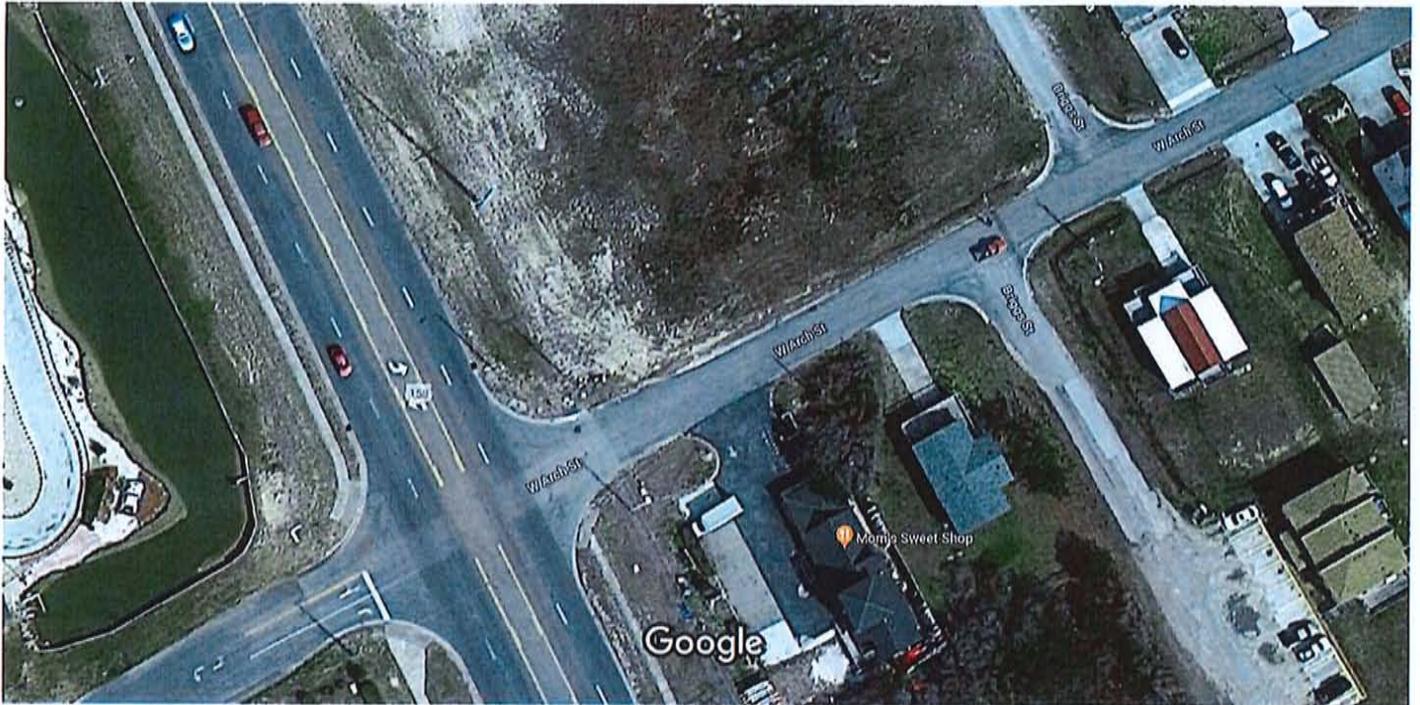
Reference: "No Parking" designation on East Arch St.

As I would like to see all businesses grow and thrive, the concerns that need to be addressed with changing the "No Parking" area on East Arch St. on the North Side of the new business Mom's Sweet Shop are:

1. The width of East Arch St. may be a concern for emergency vehicles to transverse if vehicles were parked on the shoulder close to the pavement or even on the pavement
  - a. Parking across from the driveways may cause some problems with vehicles leaving the residence or business and turning left.
  - b. Vehicles driving West would have to drive close to or even left of center to clear the parked vehicles by several feet.
2. Vehicles would park close to or even on the paved portion of East Arch St.
  - a. This would cause pedestrians walking on the Northside to have to walk onto Arch St. into traffic, creating a hazard.
  - b. Drivers would be opening their doors that would extend several feet onto Arch St. and cause the potential for a collision.
    - i. With pedestrian, bicyclist, another motor vehicle or the West bound vehicles would swerve to miss the door and strike oncoming vehicles.
3. The parked vehicles would obstruct the view of people crossing Arch St. to get to the business, especially during the times of the year that dusk comes early.
4. How close to the intersections would they park? Would stopped Westbound Arch St. traffic cause vehicles turning onto Arch St. to have to stop and wait until the vehicles on Arch St. clear out because they were close to or across center?

Again, I want to see the business thrive, but these are some of the concerns that would need to be addressed before changing the designation from No Parking to allowing parking.

Google Maps arch st kdh nc



Imagery ©2019 Google, Map data ©2019 20 ft

W Arch St

Kill Devil Hills, NC 27948



E Arch St

Kill Devil Hills, NC 27948



Showing results 1 - 2

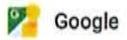


Google Maps W Arch St



Image capture: Jan 2008 © 2019 Google

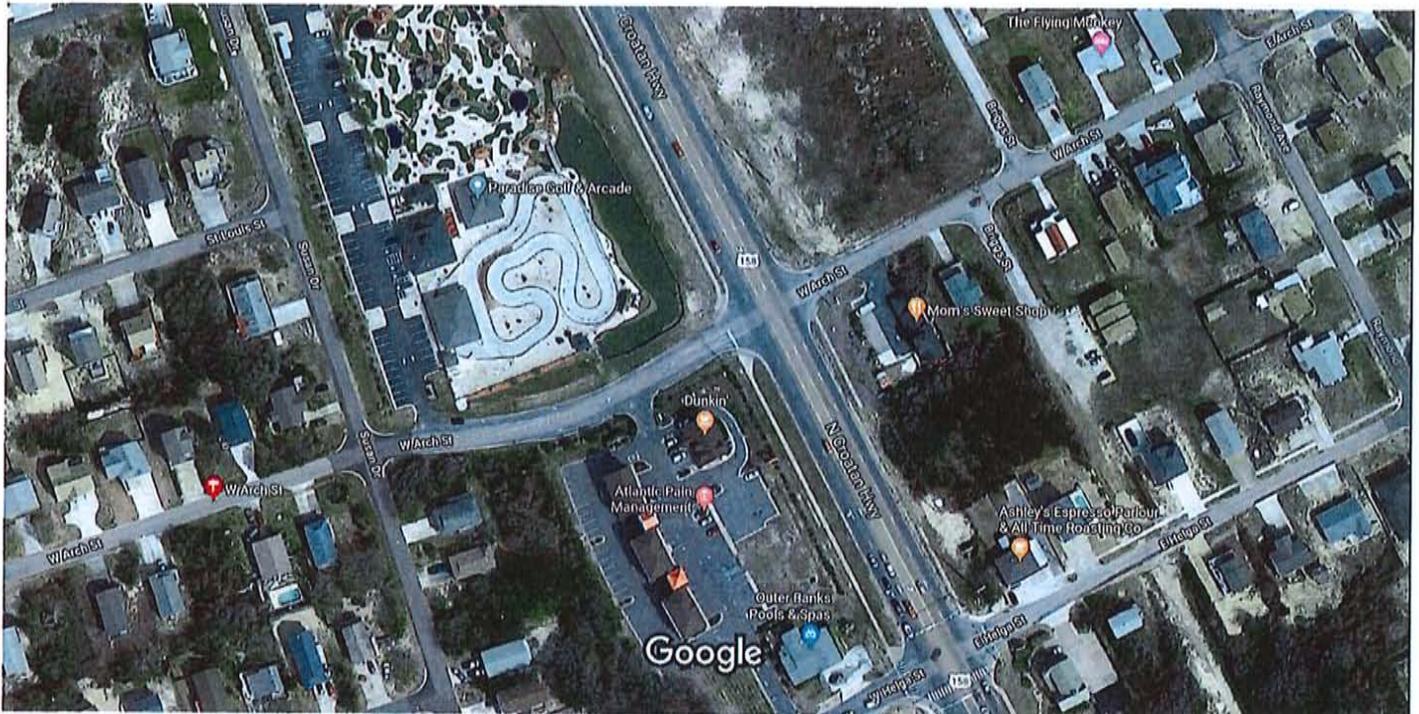
Kill Devil Hills, North Carolina



Street View - Jan 2008



Google Maps arch st kdh nc



Imagery ©2019 Google, Map data ©2019 100 ft

W Arch St

Kill Devil Hills, NC 27948



E Arch St

Kill Devil Hills, NC 27948



Showing results 1 - 2





# TOWN OF KILL DEVIL HILLS PUBLIC SERVICES

Post Office Box 1719, 107 Town Hall Drive  
Kill Devil Hills, NC 27948  
Administration (252) 480-4080 Fax (252) 441-6136  
Office Hours: 8:00 a.m. – 5:00 p.m. Mon. – Fri.  
Water Plant (252) 480-4090  
www.kdhnc.com

**STEPHEN F. ALBRIGHT**  
Director

**DEREK A. DAIL**  
Assistant Director

**MARCIA SCARBOROUGH**  
Administrative Services

**ALFRED W. BURTON**  
Water Plant

**WILLIAM H. WATERFIELD**  
Water Systems

**L. RANDOLPH TURNER**  
Streets

**LYNN E. LINDSEY**  
Solid Waste

August 12, 2019

To: Meredith B. Guns, Planning Director

From: Derek A. Dail, Assistant Public Services Director

Re: SISPC Meeting August 20, 2019  
Public Services Comments to Agenda Items

*ASAS*

### **Item 1: Citizen request to allow roadside parking along Anchor Ct.**

If vehicles are allowed to park within the Anchor Ct. right-of-way, vehicles would be required to park completely off of the road surface as to not restrict access for emergency and Town service vehicles. Public services notes that there are only five properties adjoining the Anchor Ct. right-of-way and three of which have driveways on Anchor Ct. These three properties have very limited road frontage for parking in the right-of-way. It is likely that any roadside parking from owners or guests or these properties will be parking in areas that are maintained by other neighbors along the court. We recommend that all the neighbors along the court are petitioned for this request.



**Item 2: Requests for four-way stop signs to be placed at the intersection of Ocean Acres Drive and Harrington Avenue and the intersection of Ocean Acres Drive and Bell Avenue to reduce speeding along Ocean Acres Drive.**

On September 8, 2008 the Kill Devil Hill Board of Commissioners adopted the policy to use the MUTCD as the Town's guide for placement of all traffic control devices within Town rights-of-ways. The MUTCD Sections 2B.04 – 2B.07 provides detailed guidance on the use of stop signs at intersecting rights-of-way. The MUTCD section 2B.04.05 specifically states that *STOP signs should not be used for speed control*. Based on the MUTCD guidance Public Services does not support a four-way stop at the intersections based on the need to control speed along Ocean Acres Drive.

The referenced MUTCD sections are attached to this letter.

**Item 3: Citizen request to repair potholes and pave West Third Street and West Durham Street.**

Public services received the request to repair potholes in West Third Street and West Durham Street this past spring. Public services inspected these streets and the Streets Division repaired potholes back in May. With regards to repaving the streets, the streets were evaluated in the winter of 2017/2018. W. Third Street received a Fair 3 to Poor rating and W. Durham Street received a Fair 2. W. Third Street has been identified as an anticipated Street Improvement project within the next five years. There are no current plans to repave W. Durham Street in the next five years, but the street will be re-evaluated during the next streets rating assessment in 2022/2023.



*Pavement Repairs on West Durham Street*

**Item 4: Request to allow parking on north side of E. Arch Street or on Briggs Street.**

Public Services does not support parking along the north side of E. Arch Street between Briggs Street and US 158 because there is a roadside drainage swale along this portion of roadway the department maintains and there is not enough room on the shoulder to park a vehicle without it being in the swale and staying off the edge of pavement. Furthermore, the shoulder vegetation is not well established in this area. Vehicles parking on the shoulder will likely rut the shoulder along the edge of pavement and eventually cause damage to the pavement.

In regards to parking along Briggs Street, Public Services received complaints from a resident on Briggs Street this past spring about overflow parking in the right-of-way between E. Arch Street and E. Helga Street from a neighboring business and the property owner at 103 Arch Street has installed flags along Briggs Street assumingly to deter parking along the shoulder adjacent to the property.



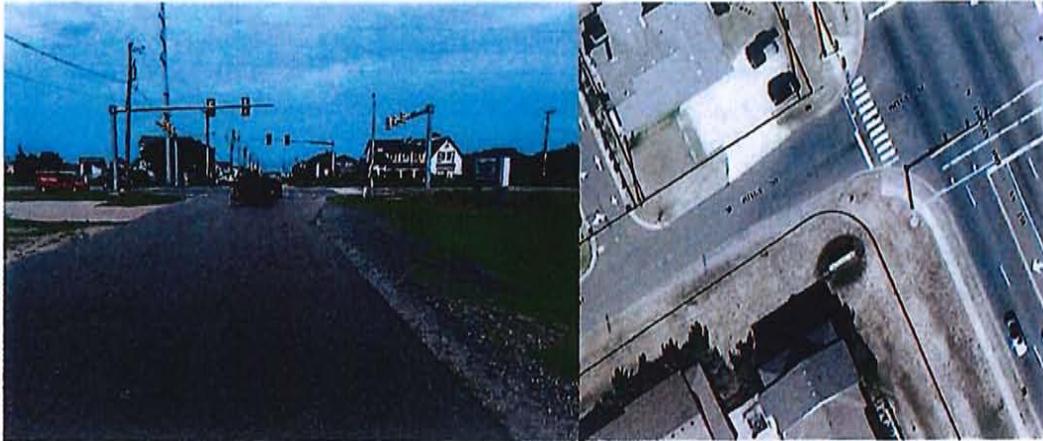
*W. Arch Street between Briggs St. and US 158(left) and Briggs Street at 103 E. Arch St. (right)*

**Item 5: Request to install sidewalk on W. Helga Street 50 to 100 feet west of the intersection of W. Helga Street and US 158.**

The 2012 Kill Devil Hills Pedestrian Plan does identify the entire W. Helga Street as a future sidewalk project along with several other east west streets connecting Bay Drive to US 158 including W. Hayman Boulevard, W. Fifth Street, W. Third Street, and W. First Street. The W. Helga Street project was recognized as a “long-term” project that was outside of the initial 10 year planning window with higher priorities given to the other sidewalk projects listed. Any construction of the W. Helga sidewalk or portion thereof would be at the direction of the Board of Commissioners based on the prioritizations and recommendations by the SISPC and available funding.

With regards to the stone placed on the shoulder, The ABC (aggregate base course) stone is placed on shoulder of the road to fill in ruts and repair the shoulder of the road damaged by delivery vehicles that are parking on the shoulder and/or other vehicles driving off the road to get around east bound left turning traffic stopped or yielding at the light. This stone is the same stone that is used to maintain our unpaved streets in town.

This is a maintenance item that has been attended to for years. Below is a photo taken this past week (left) showing the ABC stone repair and a 2012 aerial photo (right) showing ABC stone in the same general location.



August 2019

2012 Aerial Photo

If a W. Helga Street sidewalk is recommended, we anticipate involvement with NCDOT to:

- Consider turn lane(s) for Helga Street. This would likely require the existing curb returns to be modified.
- Coordinate the location of crosswalks and associated push buttons in relation to proposed and existing sidewalks.

NCDOT involvement will likely extend the process for any future improvements.

## Guns, Meredith

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**From:** Tilley, Troy  
**Sent:** Monday, August 12, 2019 3:54 PM  
**To:** Guns, Meredith  
**Subject:** RE: Street Improvement Subcommittee items

Meredith, good afternoon...

We would like to maintain a 20 foot clearance for accessibility for our fire apparatus.

Troy N. Tilley  
Fire Chief  
Town of Kill Devil Hills, NC  
252-480 4060 ext. 5222

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**From:** Guns, Meredith <MEREDITH@kdhnc.com>  
**Sent:** Tuesday, August 06, 2019 3:44 PM  
**To:** Harris, Dana <dharris@kdhnc.com>; Albright, Steve <Steve@kdhnc.com>; Dail, Derek <derek@kdhnc.com>; Ray, Cameron <Cameron@kdhnc.com>; Pete Burkheimer (PBurkheimer@american-ea.com) <PBurkheimer@american-ea.com>; Tilley, Troy <troy@kdhnc.com>  
**Cc:** Banner, Harriet <Harriet@kdhnc.com>  
**Subject:** Street Improvement Subcommittee items

Attached are four items for the upcoming Street Improvement Subcommittee meeting set for August 20, 2019 at 4:00. The following items are requested

1. Request from Margret Neal – Allow parking on East Arch street from us158 to Briggs or Bickett street. This request is made to accommodate parking at the new Mama's Sweet Shop.
2. Request from Jennifer Bland – Allow parking on Anchor Court (off Landing Drive).
3. Request by Dayna Denton - To pave West Third Street and West Durham Street.
4. Request from Meredith Crockett – To add a four way stop at the intersection of Harrington Ave and Ocean Acres Drive and Bell Ave and Ocean Acres Drive. Ms. Crockett has spoken to the Board of Commissioners twice about this issue. The minutes of the meeting are also attached.

Please provide your comments on each request by **MONDAY, AUGUST 12, 2019** to be included in the Street Subcommittee packet. Thank you.

Meredith Guns  
Town of Kill Devil Hills  
Planning Director  
PO Box 1719  
Kill Devil Hills, NC 27948  
252-449-5318

West Caulton Ave.



West Caulton Ave.



Director of  
Planning and Inspections  
MEREDITH GUNS

Building Inspector  
MARTY SHAW  
CHARLES THUMAN

Code Enforcement Officer  
JORDAN BLYTHE



Assistant Director of  
Planning and Inspections  
CAMERON RAY

Senior Planner  
RYAN LANG

Zoning Administrator  
DONNA ELLIOTT

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

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**PLANNING DEPARTMENT**

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August 20, 2019

Memorandum

To: Street Improvement/Special Project Subcommittee

From: Meredith Guns, Planning Director *MBG*

Subject: Request from Jennifer Bland – Allow parking on Anchor Court (off Landing Drive)

Attached is a request from Jennifer Bland to change Anchor Court to allow on street parking. Staff comments are attached. Staff has concerns about request. The Fire Department will need to maintain a 20-foot clearance for accessibility of fire apparatus. The street will need to be assessed to see if this could be accommodated with cars parked on the edge. Vehicles will need to be completely off the road. With the three driveways on Anchor Court the parking will be limited and parking will primarily be on the properties fronting Landing Drive. The request indicates agreement of all the neighbors on Anchor Court. Staff feels that this consensus needs to be in writing and include the two properties adjacent that will likely be most impacted by parked vehicles on the side of their property.

Staff recommends allowing for staff to look into the safety issue and petition the adjacent property owners formally for the consensus. Staff will bring this back to the committee with more details.

## Guns, Meredith

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**From:** Bland, Jennifer A. <Jennifer.A.Bland@nccourts.org>  
**Sent:** Tuesday, June 04, 2019 2:58 PM  
**To:** Guns, Meredith  
**Cc:** Harris, Dana; obxjozi@aol.com  
**Subject:** RE: No parking area

I have conferred with the homeowner of 528 Anchor Ct. and she would like to make this a formal request for staff review and to the Street Improvement Subcommittee for recommendation to the Board of Commissioners. Should you need anything else of her I have cc'ed her in this email. She has spoken with the other homeowners in this cul-de-sac and everyone is in agreement. Thank you for your attention to this matter.

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**From:** Guns, Meredith [mailto:MEREDITH@kdhnc.com]  
**Sent:** Tuesday, June 04, 2019 2:51 PM  
**To:** Bland, Jennifer A. <Jennifer.A.Bland@nccourts.org>  
**Cc:** Harris, Dana <dharris@kdhnc.com>  
**Subject:** RE: No parking area

Thank you for your email. Would you like to make this a formal request to be considered by the Street Improvement Subcommittee? This process would send your request for staff review and to the Street Improvement Subcommittee for recommendation to the Board of Commissioners.

Please let me know how you would like to proceed.

Meredith B. Guns  
Planning Director  
PO Box 1719  
Kill Devil Hills, NC 27948  
Phone: 252-449-5318  
Fax: 252-441-4102

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**From:** Bland, Jennifer A. <[Jennifer.A.Bland@nccourts.org](mailto:Jennifer.A.Bland@nccourts.org)>  
**Sent:** Monday, June 03, 2019 3:43 PM  
**To:** Guns, Meredith <[MEREDITH@kdhnc.com](mailto:MEREDITH@kdhnc.com)>  
**Subject:** No parking area

Ms. Guns,

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Jennifer Karpowicz Bland

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## TOWN OF KILL DEVIL HILLS PUBLIC SERVICES

Post Office Box 1719, 107 Town Hall Drive  
Kill Devil Hills, NC 27948  
Administration (252) 480-4080 Fax (252) 441-6136  
Office Hours: 8:00 a.m. – 5:00 p.m. Mon. – Fri.  
Water Plant (252) 480-4090  
www.kdhnc.com

**STEPHEN F. ALBRIGHT**  
Director

**DEREK A. DAIL**  
Assistant Director

**MARCIA SCARBOROUGH**  
Administrative Services

**ALFRED W. BURTON**  
Water Plant

**WILLIAM H. WATERFIELD**  
Water Systems

**L. RANDOLPH TURNER**  
Streets

**LYNN E. LINDSEY**  
Solid Waste

August 12, 2019

To: Meredith B. Guns, Planning Director

From: Derek A. Dail, Assistant Public Services Director

Re: SISPC Meeting August 20, 2019  
Public Services Comments to Agenda Items

### **Item 1: Citizen request to allow roadside parking along Anchor Ct.**

If vehicles are allowed to park within the Anchor Ct. right-of-way, vehicles would be required to park completely off of the road surface as to not restrict access for emergency and Town service vehicles. Public services notes that there are only five properties adjoining the Anchor Ct. right-of-way and three of which have driveways on Anchor Ct. These three properties have very limited road frontage for parking in the right-of-way. It is likely that any roadside parking from owners or guests or these properties will be parking in areas that are maintained by other neighbors along the court. We recommend that all the neighbors along the court are petitioned for this request.



**Item 2: Requests for four-way stop signs to be placed at the intersection of Ocean Acres Drive and Harrington Avenue and the intersection of Ocean Acres Drive and Bell Avenue to reduce speeding along Ocean Acres Drive.**

On September 8, 2008 the Kill Devil Hill Board of Commissioners adopted the policy to use the MUTCD as the Town's guide for placement of all traffic control devices within Town rights-of-ways. The MUTCD Sections 2B.04 – 2B.07 provides detailed guidance on the use of stop signs at intersecting rights-of-way. The MUTCD section 2B.04.05 specifically states that *STOP signs should not be used for speed control*. Based on the MUTCD guidance Public Services does not support a four-way stop at the intersections based on the need to control speed along Ocean Acres Drive.

The referenced MUTCD sections are attached to this letter.

**Item 3: Citizen request to repair potholes and pave West Third Street and West Durham Street.**

Public services received the request to repair potholes in West Third Street and West Durham Street this past spring. Public services inspected these streets and the Streets Division repaired potholes back in May. With regards to repaving the streets, the streets were evaluated in the winter of 2017/2018. W. Third Street received a Fair 3 to Poor rating and W. Durham Street received a Fair 2. W. Third Street has been identified as an anticipated Street Improvement project within the next five years. There are no current plans to repave W. Durham Street in the next five years, but the street will be re-evaluated during the next streets rating assessment in 2022/2023.



*Pavement Repairs on West Durham Street*

**Item 4: Request to allow parking on north side of E. Arch Street or on Briggs Street.**

Public Services does not support parking along the north side of E. Arch Street between Briggs Street and US 158 because there is a roadside drainage swale along this portion of roadway the department maintains and there is not enough room on the shoulder to park a vehicle without it being in the swale and staying off the edge of pavement. Furthermore, the shoulder vegetation is not well established in this area. Vehicles parking on the shoulder will likely rut the shoulder along the edge of pavement and eventually cause damage to the pavement.

In regards to parking along Briggs Street, Public Services received complaints from a resident on Briggs Street this past spring about overflow parking in the right-of-way between E. Arch Street and E. Helga Street from a neighboring business and the property owner at 103 Arch Street has installed flags along Briggs Street assumingly to deter parking along the shoulder adjacent to the property.



*W. Arch Street between Briggs St. and US 158(left) and Briggs Street at 103 E. Arch St. (right)*

**Item 5: Request to install sidewalk on W. Helga Street 50 to 100 feet west of the intersection of W. Helga Street and US 158.**

The 2012 Kill Devil Hills Pedestrian Plan does identify the entire W. Helga Street as a future sidewalk project along with several other east west streets connecting Bay Drive to US 158 including W. Hayman Boulevard, W. Fifth Street, W. Third Street, and W. First Street. The W. Helga Street project was recognized as a “long-term” project that was outside of the initial 10 year planning window with higher priorities given to the other sidewalk projects listed. Any construction of the W. Helga sidewalk or portion thereof would be at the direction of the Board of Commissioners based on the prioritizations and recommendations by the SISPC and available funding.

With regards to the stone placed on the shoulder, The ABC (aggregate base course) stone is placed on shoulder of the road to fill in ruts and repair the shoulder of the road damaged by delivery vehicles that are parking on the shoulder and/or other vehicles driving off the road to get around east bound left turning traffic stopped or yielding at the light. This stone is the same stone that is used to maintain our unpaved streets in town.

This is a maintenance item that has been attended to for years. Below is a photo taken this past week (left) showing the ABC stone repair and a 2012 aerial photo (right) showing ABC stone in the same general location.



August 2019

2012 Aerial Photo

If a W. Helga Street sidewalk is recommended, we anticipate involvement with NCDOT to:

- Consider turn lane(s) for Helga Street. This would likely require the existing curb returns to be modified.
- Coordinate the location of crosswalks and associated push buttons in relation to proposed and existing sidewalks.

NCDOT involvement will likely extend the process for any future improvements.

## Guns, Meredith

---

**From:** Pete Burkhimer <PBurkhimer@american-ea.com>  
**Sent:** Tuesday, August 13, 2019 4:56 AM  
**To:** Dail, Derek; Guns, Meredith; Harris, Dana; Albright, Steve; Ray, Cameron; Tilley, Troy  
**Cc:** Banner, Harriet  
**Subject:** RE: Street Improvement Subcommittee items

Town Engineer concurs with the report from Public Services, with the following additional note:

Regarding Anchor Court, the diameter of the pavement in the cul-de-sac is not sufficient to allow parking partially or fully on the pavement and still allow proper turning. The requester indicated that there was concurrence among the property owners on Anchor Court to allow on-street parking; we feel it should be verified that not just the three whose driveways are on Anchor Court concur, but also the two corner lots, since their frontage is where the on-street parking would have to take place.



## KILL DEVIL HILLS POLICE DEPARTMENT

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Gary L. Britt  
Chief

Dana E. Harris  
Asst. Chief

John Towler  
Captain

David Pierce  
Lieutenant

### Memorandum

Date: August 8, 2019

To: Meredith Guns, Planning Director

From: Dana Harris, Asst. Chief of Police

Reference: "No Parking" change request Anchor Ct.

Before changing the "No Parking" designation on Anchor Ct., some safety concerns are:

1. Sanitation, fire and EMS will have to advise as to whether their emergency equipment would be able to properly respond/function as needed if parking is allowed.
2. If the "No Parking" is lifted, the home owners will have to allow anyone, locals or out of towners who want to go to another area where they cannot park, to park on the grass right of way in front of their homes any time of the day or night and the people in the legally parked vehicles will be able to sit in the cars and we cannot make them leave.
3. Increases the chances of a child not being seen running out between the parked vehicles into the path of a vehicle traveling around the cul-de-sac.

If the "No Parking" is lifted, it will still be unlawful for vehicles to park in/on any of the paved portion of the street itself if it may affect traffic.

Again, we will enforce what the town decides.

## Guns, Meredith

---

**From:** Bland, Jennifer A. <Jennifer.A.Bland@nccourts.org>  
**Sent:** Tuesday, June 04, 2019 2:58 PM  
**To:** Guns, Meredith  
**Cc:** Harris, Dana; obxjozi@aol.com  
**Subject:** RE: No parking area

I have conferred with the homeowner of 528 Anchor Ct. and she would like to make this a formal request for staff review and to the Street Improvement Subcommittee for recommendation to the Board of Commissioners. Should you need anything else of her I have cc'ed her in this email. She has spoken with the other homeowners in this cul-de-sac and everyone is in agreement. Thank you for your attention to this matter.

**From:** Guns, Meredith [mailto:MEREDITH@kdhnc.com]  
**Sent:** Tuesday, June 04, 2019 2:51 PM  
**To:** Bland, Jennifer A. <Jennifer.A.Bland@nccourts.org>  
**Cc:** Harris, Dana <dharris@kdhnc.com>  
**Subject:** RE: No parking area

Thank you for your email. Would you like to make this a formal request to be considered by the Street Improvement Subcommittee? This process would send your request for staff review and to the Street Improvement Subcommittee for recommendation to the Board of Commissioners.

Please let me know how you would like to proceed.

Meredith B. Guns  
Planning Director  
PO Box 1719  
Kill Devil Hills, NC 27948  
Phone: 252-449-5318  
Fax: 252-441-4102

**From:** Bland, Jennifer A. <Jennifer.A.Bland@nccourts.org>  
**Sent:** Monday, June 03, 2019 3:43 PM  
**To:** Guns, Meredith <MEREDITH@kdhnc.com>  
**Subject:** No parking area

Ms. Guns,

I am inquiring as to what is necessary to fill out a request to make parking at Anchor Ct. permissible as long as it doesn't restrict emergency access or access for anyone else. A resident of that court has reached out to me and has been ticketed several times by KDH PD. Her along with several other homeowners of the court will park along the side of the street or their yards and now there are street signs restricting parking. Since they are homeowners and tax payers they wish to contest this. What do you advise?

## Harris, Dana

---

**From:** Harris, Dana  
**Sent:** Tuesday, June 04, 2019 3:13 PM  
**To:** Britt, Gary  
**Subject:** FW: No parking area

Just fyi

**From:** Guns, Meredith  
**Sent:** Tuesday, June 04, 2019 3:06 PM  
**To:** Harris, Dana <dharris@kdhnc.com>; Albright, Steve <Steve@kdhnc.com>; Roepcke, Frank <frank@kdhnc.com>; Pete Burkheimer (PBurkheimer@american-ea.com) <PBurkheimer@american-ea.com>  
**Cc:** Ray, Cameron <Cameron@kdhnc.com>; Lang, Ryan <rlang@kdhnc.com>  
**Subject:** FW: No parking area

Please review this request and provide comments. WE will need to set up a SISPC in the near future to address this and several other request.

Meredith

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**To:** Guns, Meredith <[MEREDITH@kdhnc.com](mailto:MEREDITH@kdhnc.com)>  
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**Subject:** RE: No parking area

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## Harris, Dana

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**From:** Harris, Dana  
**Sent:** Tuesday, June 04, 2019 3:52 PM  
**To:** Guns, Meredith  
**Subject:** RE: No parking area

Meredith

The Police Department will enforce whichever code (law) that the town decides on.

Sanitation, fire and EMS will have to advise on the fact(s) as to their equipment not being able to properly function as need if parking is allowed, thus possibly affecting the safety response on Anchor Ct..

If the No Parking is lifted, it will still be unlawful for them to park in/on the street if it may affect traffic. Also, if the no parking is lifted, the home owners will have to allow anyone, locals or out of towners who want to go to another area where they cannot park, to park on the grass right of way in front of their homes any time of the day or night and the parkers will be able to sit in the cars and we cannot make them leave if parking is allowed.

Other cul-de-sacs all through the town will be following the outcome of this.

Again, we will enforce what the town decides.

Dana

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**To:** Harris, Dana <dharris@kdhnc.com>; Albright, Steve <Steve@kdhnc.com>; Roepcke, Frank <frank@kdhnc.com>; Pete Burkheimer (PBurkheimer@american-ea.com) <PBurkheimer@american-ea.com>  
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Google Maps

556 W Landing Dr

Anchor Ct.



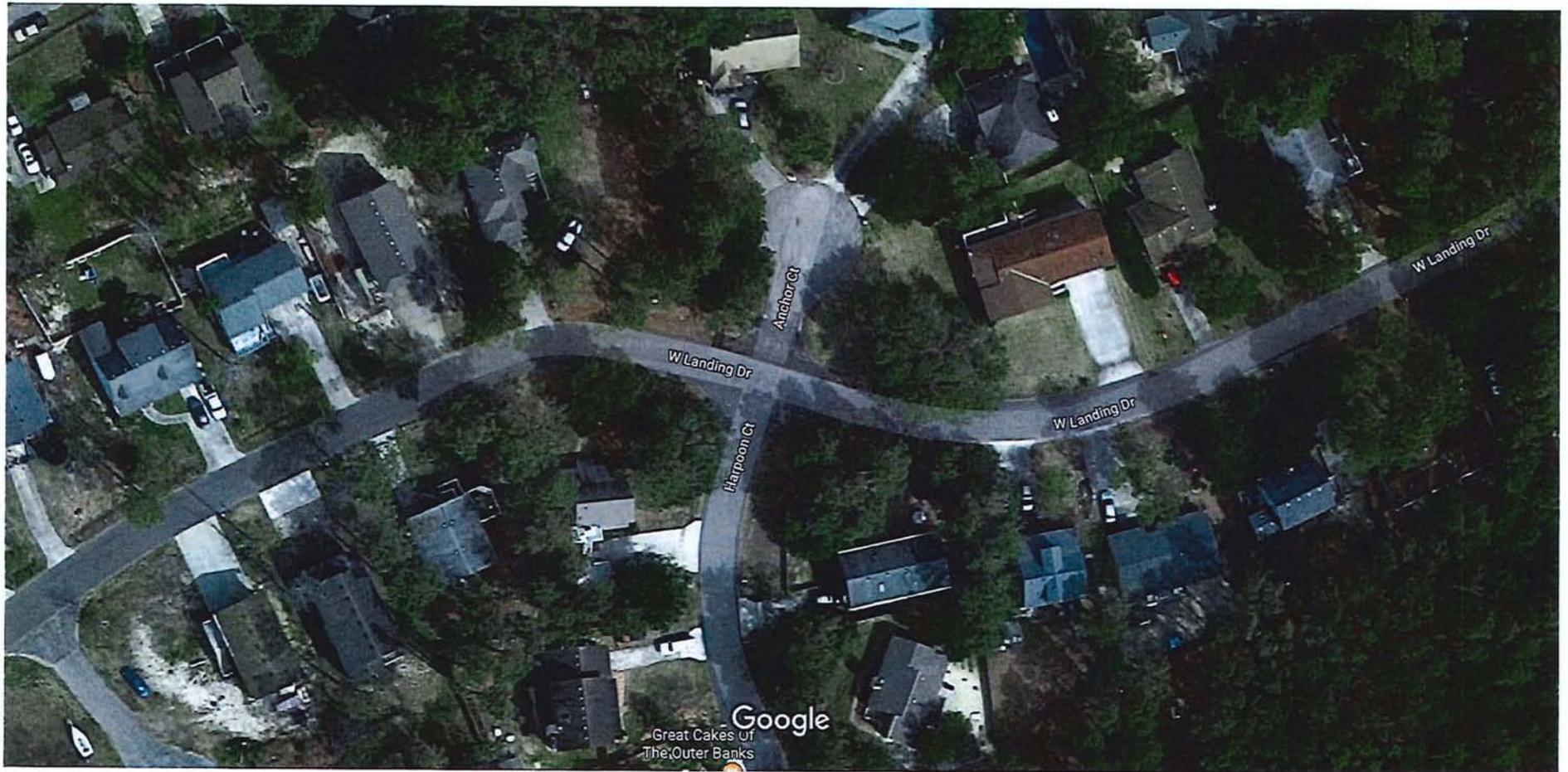
Image capture: Jan 2008 © 2019 Google

Kill Devil Hills, North Carolina



Street View - Jan 2008





Imagery ©2019 Google, Map data ©2019 50 ft

## Guns, Meredith

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**From:** Tilley, Troy  
**Sent:** Monday, August 12, 2019 3:54 PM  
**To:** Guns, Meredith  
**Subject:** RE: Street Improvement Subcommittee items

Meredith, good afternoon...

We would like to maintain a 20 foot clearance for accessibility for our fire apparatus.

Troy N. Tilley  
Fire Chief  
Town of Kill Devil Hills, NC  
252-480 4060 ext. 5222

---

**From:** Guns, Meredith <MEREDITH@kdhnc.com>  
**Sent:** Tuesday, August 06, 2019 3:44 PM  
**To:** Harris, Dana <dharris@kdhnc.com>; Albright, Steve <Steve@kdhnc.com>; Dail, Derek <derek@kdhnc.com>; Ray, Cameron <Cameron@kdhnc.com>; Pete Burkheimer (PBurkheimer@american-ea.com) <PBurkheimer@american-ea.com>; Tilley, Troy <troy@kdhnc.com>  
**Cc:** Banner, Harriet <Harriet@kdhnc.com>  
**Subject:** Street Improvement Subcommittee items

Attached are four items for the upcoming Street Improvement Subcommittee meeting set for August 20, 2019 at 4:00. The following items are requested

1. Request from Margret Neal – Allow parking on East Arch street from us158 to Briggs or Bickett street. This request is made to accommodate parking at the new Mama's Sweet Shop.
2. Request from Jennifer Bland – Allow parking on Anchor Court (off Landing Drive).
3. Request by Dayna Denton - To pave West Third Street and West Durham Street.
4. Request from Meredith Crockett – To add a four way stop at the intersection of Harrington Ave and Ocean Acres Drive and Bell Ave and Ocean Acres Drive. Ms. Crockett has spoken to the Board of Commissioners twice about this issue. The minutes of the meeting are also attached.

Please provide your comments on each request by **MONDAY, AUGUST 12, 2019** to be included in the Street Subcommittee packet. Thank you.

Meredith Guns  
Town of Kill Devil Hills  
Planning Director  
PO Box 1719  
Kill Devil Hills, NC 27948  
252-449-5318

Director of  
Planning and Inspections  
MEREDITH GUNS



Assistant Director of  
Planning and Inspections  
CAMERON RAY

Building Inspector  
MARTY SHAW  
CHARLES THUMAN

Senior Planner  
RYAN LANG

Code Enforcement Officer  
JORDAN BLYTHE

Zoning Administrator  
DONNA ELLIOTT

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

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**PLANNING DEPARTMENT**

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August 20, 2019

Memorandum

To: Street Improvement/ Special Project Subcommittee

From: Meredith Guns, Planning Director *MBG*

Subject: Request from Dayna Denton – Repave West Third Street and West Durham Street

Attached is a request from Dayna Denton to repave West Third Street and West Durham street. Since this request the Public Service Department has repaired potholes on both streets. The last street evaluation rated West Thirds Street Fair 3 to Poor and has been identified for improvement within the next three years. West Durham Street was rated Fair 2 and is not currently scheduled for improvements. The next street evaluation was will be completed in 2022/2023 and West Durham Street can be reconsidered.

Since the immediate safety concerns have been addressed, staff recommends following the current capital improvement recommendation which includes West Third Street in the next three years. The subcommittee will be reviewing the street recommendation in the next few months.

## Guns, Meredith

---

**From:** Quidley, Mary  
**Sent:** Tuesday, April 30, 2019 10:39 AM  
**To:** Guns, Meredith; Albright, Steve  
**Cc:** daydenton93@gmail.com  
**Subject:** FW: Paving streets

Tuesday, April 30, 2019

Good morning, all –

Please have this request brought to the Street Improvements and Special Projects Committee; and/or, if there are potholes that can be repaired in-house, let Ms. Denton know.

Thanks very much.

Mary (E. Quidley)  
KDH Town Clerk  
[mary@kdhnc.com](mailto:mary@kdhnc.com)  
252.449.5302

**From:** Dayna D <daydenton93@gmail.com>  
**Sent:** Sunday, April 28, 2019 11:21 AM  
**To:** Quidley, Mary <MARY@kdhnc.com>  
**Subject:** Paving streets

Good morning,

I am emailing you for information on how to get the city to pave Highly trafficked streets that are in awful condition. West Third Street and West Durham Street are very busy streets full of deep potholes and very rough pavement. Please pass this on to whoever it needs to be passed on to, or please give me the information for the right person to get this done.

Thank you,

Dayna Denton

409 W Durham Street  
KDH



# TOWN OF KILL DEVIL HILLS PUBLIC SERVICES

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**STEPHEN F. ALBRIGHT**  
Director

August 12, 2019

**DEREK A. DAIL**  
Assistant Director

To: Meredith B. Guns, Planning Director

From: Derek A. Dail, Assistant Public Services Director

**MARCIA SCARBOROUGH**  
Administrative Services

Re: SISPC Meeting August 20, 2019  
Public Services Comments to Agenda Items

**ALFRED W. BURTON**  
Water Plant

**Item 1: Citizen request to allow roadside parking along Anchor Ct.**

**WILLIAM H. WATERFIELD**  
Water Systems

If vehicles are allowed to park within the Anchor Ct. right-of-way, vehicles would be required to park completely off of the road surface as to not restrict access for emergency and Town service vehicles. Public services notes that there are only five properties adjoining the Anchor Ct. right-of-way and three of which have driveways on Anchor Ct. These three properties have very limited road frontage for parking in the right-of-way. It is likely that any roadside parking from owners or guests or these properties will be parking in areas that are maintained by other neighbors along the court. We recommend that all the neighbors along the court are petitioned for this request.

**L. RANDOLPH TURNER**  
Streets

**LYNN E. LINDSEY**  
Solid Waste



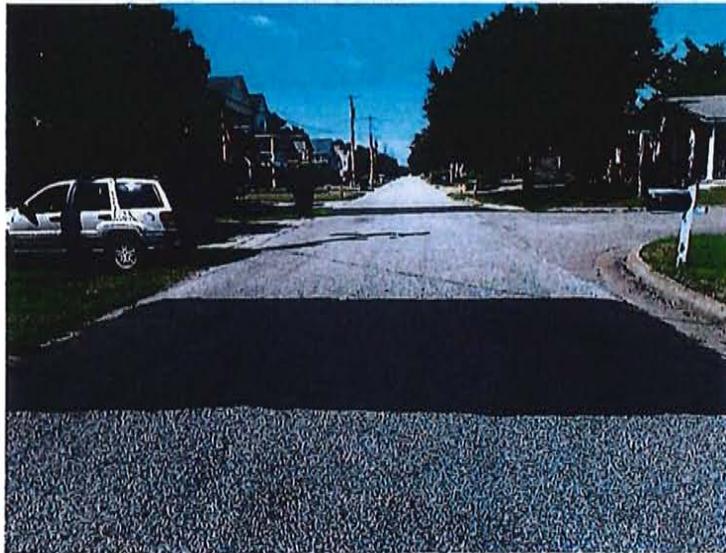
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The referenced MUTCD sections are attached to this letter.

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*Pavement Repairs on West Durham Street*

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*W. Arch Street between Briggs St. and US 158(left) and Briggs Street at 103 E. Arch St. (right)*

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With regards to the stone placed on the shoulder, The ABC (aggregate base course) stone is placed on shoulder of the road to fill in ruts and repair the shoulder of the road damaged by delivery vehicles that are parking on the shoulder and/or other vehicles driving off the road to get around east bound left turning traffic stopped or yielding at the light. This stone is the same stone that is used to maintain our unpaved streets in town.

This is a maintenance item that has been attended to for years. Below is a photo taken this past week (left) showing the ABC stone repair and a 2012 aerial photo (right) showing ABC stone in the same general location.



August 2019

2012 Aerial Photo

If a W. Helga Street sidewalk is recommended, we anticipate involvement with NCDOT to:

- Consider turn lane(s) for Helga Street. This would likely require the existing curb returns to be modified.
- Coordinate the location of crosswalks and associated push buttons in relation to proposed and existing sidewalks.

NCDOT involvement will likely extend the process for any future improvements.



# KILL DEVIL HILLS POLICE DEPARTMENT

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Kill Devil Hills, North Carolina 27948  
252-449-5337  
[www.kdhnc.com](http://www.kdhnc.com)

## Memorandum

Gary L. Britt  
Chief

Dana E. Harris  
Asst. Chief

John Towler  
Captain

David Pierce  
Lieutenant

Date: August 8, 2019

To: Meredith Guns, Planning Director

From: Dana Harris, Asst. Chief of Police

Reference: Repaving request for West Third Street and West Durham St.

A request to repave West Third St and West Durham was received.

### Observations/Concern:

1. The streets appear to not have an immediate Safety concern, but there are Potholes and cracks that may need to be patched to prevent them from becoming larger and an immediate safety Hazard/concern.

The paving of the streets in their entirety would fall under Public Services purview and expertise.

## Guns, Meredith

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**From:** Quidley, Mary  
**Sent:** Tuesday, April 30, 2019 10:39 AM  
**To:** Guns, Meredith; Albright, Steve  
**Cc:** daydenton93@gmail.com  
**Subject:** FW: Paving streets

Tuesday, April 30, 2019

Good morning, all –

Please have this request brought to the Street Improvements and Special Projects Committee; and/or, if there are potholes that can be repaired in-house, let Ms. Denton know.

Thanks very much.

Mary (E. Quidley)  
KDH Town Clerk  
[mary@kdhnc.com](mailto:mary@kdhnc.com)  
252.449.5302

**From:** Dayna D <daydenton93@gmail.com>  
**Sent:** Sunday, April 28, 2019 11:21 AM  
**To:** Quidley, Mary <MARY@kdhnc.com>  
**Subject:** Paving streets

Good morning,

I am emailing you for information on how to get the city to pave Highly trafficked streets that are in awful condition. West Third Street and West Durham Street are very busy streets full of deep potholes and very rough pavement. Please pass this on to whoever it needs to be passed on to, or please give me the information for the right person to get this done.

Thank you,

Dayna Denton

409 W Durham Street  
KDH

Elizabeth City



Highview



Phoebus



Elizabeth City



Highview



Phoebus



Edenton



Hampton



Phoebus



Third St.



Smithfield



Portsmouth



Yorktown

## Guns, Meredith

---

**From:** Tilley, Troy  
**Sent:** Monday, August 12, 2019 3:54 PM  
**To:** Guns, Meredith  
**Subject:** RE: Street Improvement Subcommittee items

Meredith, good afternoon...

We would like to maintain a 20 foot clearance for accessibility for our fire apparatus.

Troy N. Tilley  
Fire Chief  
Town of Kill Devil Hills, NC  
252-480 4060 ext. 5222

---

**From:** Guns, Meredith <MEREDITH@kdhnc.com>  
**Sent:** Tuesday, August 06, 2019 3:44 PM  
**To:** Harris, Dana <dharris@kdhnc.com>; Albright, Steve <Steve@kdhnc.com>; Dail, Derek <derek@kdhnc.com>; Ray, Cameron <Cameron@kdhnc.com>; Pete Burkheimer (PBurkheimer@american-ea.com) <PBurkheimer@american-ea.com>; Tilley, Troy <troy@kdhnc.com>  
**Cc:** Banner, Harriet <Harriet@kdhnc.com>  
**Subject:** Street Improvement Subcommittee items

Attached are four items for the upcoming Street Improvement Subcommittee meeting set for August 20, 2019 at 4:00. The following items are requested

1. Request from Margret Neal – Allow parking on East Arch street from us158 to Briggs or Bickett street. This request is made to accommodate parking at the new Mama's Sweet Shop.
2. Request from Jennifer Bland – Allow parking on Anchor Court (off Landing Drive).
3. Request by Dayna Denton - To pave West Third Street and West Durham Street.
4. Request from Meredith Crockett – To add a four way stop at the intersection of Harrington Ave and Ocean Acres Drive and Bell Ave and Ocean Acres Drive. Ms. Crockett has spoken to the Board of Commissioners twice about this issue. The minutes of the meeting are also attached.

Please provide your comments on each request by **MONDAY, AUGUST 12, 2019** to be included in the Street Subcommittee packet. Thank you.

Meredith Guns  
Town of Kill Devil Hills  
Planning Director  
PO Box 1719  
Kill Devil Hills, NC 27948  
252-449-5318

Director of  
Planning and Inspections  
MEREDITH GUNS



Assistant Director of  
Planning and Inspections  
CAMERON RAY

Building Inspector  
MARTY SHAW  
CHARLES THUMAN

Senior Planner  
RYAN LANG

Code Enforcement Officer  
JORDAN BLYTHE

Zoning Administrator  
DONNA ELLIOTT

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

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**PLANNING DEPARTMENT**

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August 20, 2019

Memorandum

To: Street Improvement/Special Project Subcommittee

From: Meredith Guns, Planning Director *MG*

Subject: Request from Meredith Crockett – To add a four way stop at the intersection of Harrington Avenue and Ocean Acres Drive and Bell Ave and Ocean Acres Drive

Attached is a request from Meredith Crockett to create a four way stop at the intersection of Harrington Avenue and West Ocean Acres Drive and at the intersection of Bell Avenue and West Ocean Acres Drive. Her concern is a neighborhood speeding problem. Ms. Crockett spoke at the Board of Commissioners twice and those minutes are also attached.

Staff comments are attached and do not support this request. The Town adopted the MUTCD in 2008 as the Town's guidance for placement of all traffic control devices. As stated by Public Services and the Police Department the MUTCD specifically states the stop signs should NOT be used for speed control. There is also concern that the additional stop signs may increase chance of collisions and will slow emergency response times.

Staff recommends denying the request for additional stop signs on West Ocean Acres Drive.

---

# MEREDITH CROCKETT

308 W Ocean Acres Dr, Kill Devil Hills, NC 27948 | 252-305-1499 | [merekdh@gmail.com](mailto:merekdh@gmail.com)

January 17, 2019

Town of Kill Devil Hills  
Cc: Mayor Sheila Davies, Board of Commissioners

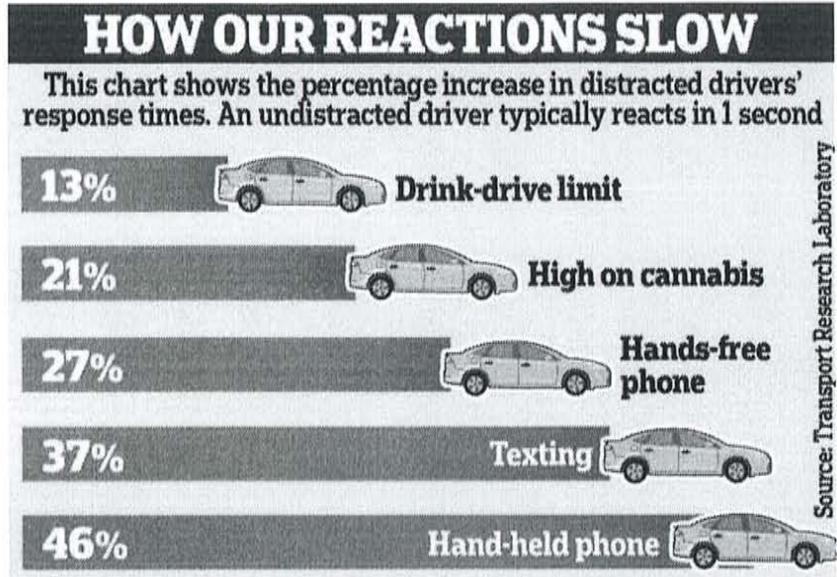
Dear Town of Kill Devil Hills:

This letter is a formal request for stop signs to be placed at the corners of Harrington Ave and Ocean Acres Dr and also at Bell Ave and Ocean Acres Drive turning these intersections into 4 way stops.

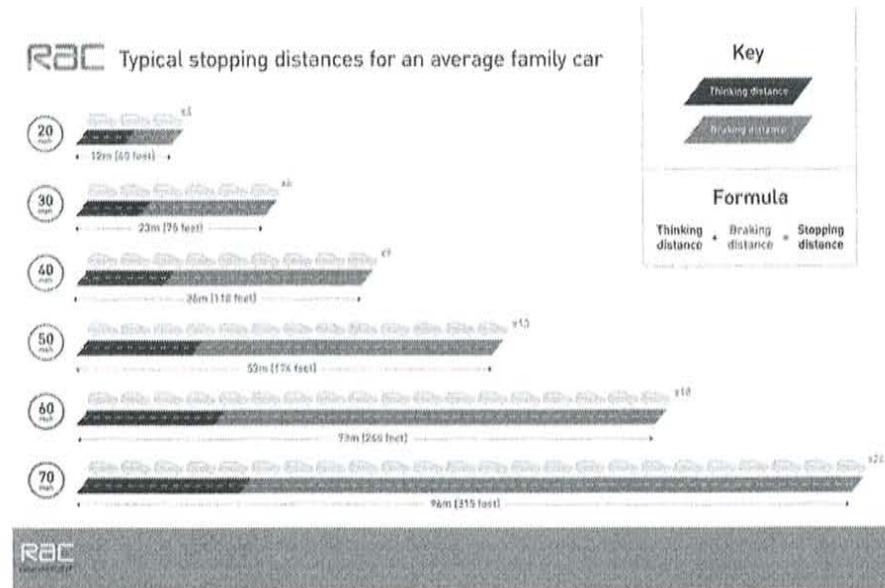
It is no secret that we have a neighborhood speeding problem on the long road of Ocean Acres Drive. There have also been multiple times where drivers are passing other drivers and also racing on the street during various hours of the day and night. While police presence and a speed box have been greatly appreciated, we cannot expect the police to stay on our road 24 hours a day. In addition, more houses have been built in our neighborhood over the last 6 years I have lived at my address; which is causing an increase in traffic on the already heavily travelled road.

I would also like to say that with today's technology, distracted driving is a major contributor to safety on our roadways. So many times I watch drivers go by my house and they are looking at their phones or texting; completely ignorant to what is going on outside of their vehicles. There are more families and young kids living in the neighborhood adding to the pedestrian traffic by way of walkers, dog walkers and folks on bicycles, etc., and it is becoming increasingly difficult to feel safe doing these activities on our street due to the speeding and distracted driving.

An undistracted driver typically reacts in 1 second; while using a phone slows reaction time by 27-46% depending on activity (see chart below by the Transport Research Laboratory).



Now look at speeding whereas typical stopping distances for an average family car nearly double from going 20mph to 30 mph, see chart below.



---

It is my belief that turning the two aforementioned intersections into 4-way stops will significantly increase the safety of Ocean Acres Drive for all. It will force drivers to slow down and pay attention to the environment outside of their vehicles. I have attended Town meetings in 2018 and voiced my concerns. Several of the neighbors have also voiced their concerns either to the police department directly or in letters or emails as well. I urge you at this time to approve the stop signs immediately for the safety and care of our residents.

Sincerely,



**Meredith Crockett**  
**252-305-1499**  
[merekdh@gmail.com](mailto:merekdh@gmail.com)  
**308 W Ocean Acres Drive**  
**Kill Devil Hills, NC 27948**

**Minutes of the Monday, April 25, 2018, regular meeting and public forum of the Kill Devil Hills Board of Commissioners held at 5:30 o'clock p.m. in the Meeting Room at the Administration Building, 102 Town Hall Drive, off Colington Road.**

**Members Present:** Mayor Sheila F. Davies; Commissioners Terry Gray, Mike Hogan, and John Windley

**Members Absent:** Brandi Rheubottom

**Others Present:** Debora P. Díaz, Town Manager; Meredith Guns, Planning Director; Casey Varnell, Town Attorney; and Michael O'Dell, Deputy Town Clerk

**Call to Order**

At 5:32 p.m., Mayor Sheila Davies opened this meeting of the Kill Devil Hills Board of Commissioners and welcomed all present.

**Pledge of Allegiance and Moment of Silence**

**Agenda Approval**

Commissioner Hogan moved to approve the agenda for this meeting as presented. Commissioner Gray seconded the motion, which passed by a unanimous, 4-0 vote.

**Public Comment**

**Meredith Crockett, 308 West Ocean Acres Drive, Kill Devil Hills** – Ms. Crockett shared that she and her neighbors were concerned with speeding on West Ocean Acres Drive throughout the year. They have filed complaints with the Police Department, which has utilized electronic speed display devices and increased officer patrols. Ms. Crockett said that with the increased development of the neighborhood, there were more children living in the area, and the continued speeding was a concern for parents. The neighborhood was considering starting a petition requesting speed bumps and lower speed limits in an attempt to address the situation.

Ms. Crockett's second concern was the high wastewater rates. Being on the wastewater system, she noted that her wastewater rates were already high and have increased recently. She asked for assistance in identifying solutions to the two issues.

**Minutes of the Monday, October 8, 2018, regular meeting of the Kill Devil Hills Board of Commissioners held at 5:30 o'clock p.m. in the Meeting Room at the Administration Building, 102 Town Hall Drive, off Colington Road.**

**Members Present:** Mayor Sheila F. Davies; Commissioners Terry Gray, Mike Hogan, Brandi Rheubottom, and John Windley

**Members Absent:** none

**Others Present:** Debora P. Díaz, Town Manager; Meredith Guns, Planning Director; Casey Varnell, Town Attorney; and James Michael O'Dell, Deputy Town Clerk

**Call to Order**

At 5:30 p.m., Mayor Sheila Davies opened this meeting of the Kill Devil Hills Board of Commissioners and welcomed all present.

**Pledge of Allegiance and Moment of Silence**

Mayor Davies noted that Town flags were at half-staff and would be the following day as well. She said that Monday, October 8, 2018, was National Firefighters Memorial Day, which recognizes the many firefighters who have lost their lives in the line of duty.

Flags will be at half-staff on Tuesday, October 9, 2018, in honor of North Carolina Army National Guard Sergeant James Allen Slape of Morehead City, who was killed in Afghanistan on October 4, 2018.

**Agenda Approval**

Commissioner Windley moved to approve the agenda for this meeting. Commissioner Rheubottom seconded the motion, which passed by a unanimous, 5-0, vote.

**Public Comment**

**Meredith Crockett, 308 Ocean Acres Drive, Kill Devil Hills** – Ms. Crockett shared her concerns about speeding vehicles on Ocean Acres Drive. She stated that the Police Department had made a great effort over the summer monitoring motorists with regular patrols. Ms. Crockett said that while she preferred speed bumps, her neighbors support the addition of STOP signs at any side street intersections with Ocean Acres to attempt to slow traffic down. Residents along Ocean Acres Drive want STOP signs or some

additional speed control along the road, and Ms. Crockett concluded that many residents cannot attend Board meetings to express their concerns.

**Randy Appleton, 2024 N. Virginia Dare Trail, Kill Devil Hills** – Mr. Appleton stated that his property was one of seven houses west of Virginia Dare Trail that are included in the Town’s Beach Erosion Control and Flood and Hurricane Works Municipal Service District (MSD). He submitted a written request to the clerk to have his property removed from the MSD.

### **Response to Public Comment**

### **Introductions and Presentations**

### **Old Business**

### **New Business**

#### **1. Draft Water Shortage Response Plan (Attached NB-1)**

Town Manager Debora Diáz provided an overview of the process: North Carolina General Statute 143-355(1) requires each unit of government that provides water service to the public periodically update its water shortage response plan (WSRP). All WSRPs are required to be submitted to the Department of Environmental Quality, and must be adopted by each unit’s governing board. Kill Devil Hills’ plan closely follows Dare County’s WSRP as the County is the sole water supplier, while also addressing needs specific to the Town.

The draft WSRP has been reviewed by Environmental Quality staff and deemed complete to the standards and criteria established by statutory requirements. A 30-day public comment period is required before the plan can be adopted. The plan will be distributed and placed in strategic locations for public inspection. It will return to the Board’s November 14, 2018 meeting with a recommendation for adoption. She noted that Assistant Public Services Director Derek Dail and Water Plant Supervisor Al Burton were present to answer any questions.

Commissioner Windley inquired how often the plan was updated. Mr. Dail stated there was a minimum criterion of five years, or less if any changes are made, including personnel or technology. He noted the WSRP was mainly updated to address technology updates in community outreach.

Commissioner Windley asked whether the WSRP has ever been implemented. Neither Mr. Dail nor Ms. Diáz were aware of the plan being implemented. Ms. Diáz replied that it would likely be implemented during a catastrophic event like a transmission main break or a damaged water tower, in conjunction with a large fire where water was needed. Mr. Dail posed a scenario of Roanoke Island water supplies threatened by salt-water inundation from a storm, which could potentially halt all safe water delivery to the Town.

Approval of the Consent Agenda will record the Board's approval of *A Resolution Regarding the Proposed Construction and Financing Arrangement of the Final Phase of Construction of the Public Works Complex: Direction to Staff to Request Financing Proposals from Banks.*

**B. Schedule public hearing for November 14, 2018 at 5:30 p.m.**

Finance Director Beverly Kissinger has discussed this project at length with representatives of the North Carolina Local Government Commission (LGC). The required public hearing on recommended financing can be held on November 14, 2018, which will allow the financing application to be submitted to the LGC prior to December 7, 2018, and heard at its January 7, 2019, meeting. The Board of Commissioners will meet on January 14, 2019, at which time, subject to approval by the LGC, award of the bid will be recommended.

Financing proposals will be submitted to the Finance Director by Friday, October 19, 2018. Staff recommended the Board of Commissioners schedule the financing public hearing for November 14, 2018, at 5:30 p.m., subject to the Town Manager's and Finance Director's favorable recommendation on a specific financing package, which will be provided to the Board of Commissioners. Approval of the Consent Agenda will record the Board's authorization to proceed as recommended.

Ms. Díaz presented the Consent Agenda and recommended approval as presented. Commissioner Windley moved to approve the Consent Agenda. Commissioner Gray provided a second, and the motion passed with a unanimous, 5-0 vote.

**Public Forum**

Mayor Davies opened the Public Forum, and shared that this less formal gathering was conducted twice a year to provide the public a chance to interact with the Board. She noted there are no time limits for the speakers in the Forum.

**Skip Jones, 1508 Captains Lane, Kill Devil Hills** – Mr. Jones stated that the Town's Ice Cream Social was an incredible event, and he enjoyed the music from the middle and high school jazz bands.

Mayor Davies then asked Assistant Police Chief Dana Harris to update the group on the speeding issue on Ocean Acres Drive. Mr. Harris reported that in addition to regular vehicular patrols, the Police Department had placed speed-recording signage on Ocean Acres Drive. The signage recorded the time and date of each passing vehicle in either direction and its speed, twenty-four hours a day. The initial data that Assist. Chief Harris presented was from August 2 to August 22, 2018, and logged 12,520 vehicles passing the recording signage. The report has been included with the minutes of the meeting. He shared the example that a vehicle leaving Ocean Acres in the morning and returning in the evening would be counted as two separate vehicles. Approximately 1% of the vehicles tracked during the period were exceeding

30mph. He said that the monitor did not make allowances for any emergency vehicles, which would be recorded as potentially speeding.

Assist. Chief Harris noted that officers in vehicular patrols wrote four tickets for speeding, and one warning. He also said that the department received complaints for the officers being in the area so much.

**Meredith Crockett, 308 Ocean Acres Drive, Kill Devil Hills** – Ms. Crockett expressed concern about nighttime speeding, and shared that there had been drag racing at 2:30 a.m. in her neighborhood the night before. She was also worried about the vehicular traffic from those visiting the “Christmas House” at the Poulis residence on Ocean Acres Drive during the holidays. Ms. Crockett thanked Assist. Chief Harris for the Police Department’s support.

Commissioner Windley inquired about the process for requesting regulatory signage. Planning Director Meredith Guns provided an overview of the process for review: a written request would be submitted to the Town’s Street Improvement and Special Projects Committee (SISPC). All appropriate Town departments, including Public Services, Police, Fire, and Planning, and the Town Engineer, would review the request and provide comment. Kill Devil Hills has adopted the Manual on Uniform Traffic Control Devices (MUTCD), which includes specific parameters for roadside signage. Following departmental comments and a qualified opinion of the Town Engineer on whether the request meets the MUTCD parameters, the SISPC then would make a recommendation to the Board of Commissioners.

Commissioner Hogan, who serves as the SISPC chairperson, noted the MUTCD does not recommend using STOP signs for speed control. Ms. Crockett stated she has read the MUTCD and knows it does not recommend a STOP sign; however, she wanted to override it. All of her neighbors would like something done.

**Brandon Jenkins, 306 Ocean Acres Drive, Kill Devil Hills** – Mr. Jenkins stated he has a co-worker living on Quail Lane who is experiencing similar speeding issues.

**Bobby Veir, 1421 Shay Street, Kill Devil Hills** – Mr. Veir stated he lives on the corner of Shay and Dean Streets, noting it was a cut-through for school traffic, and that speeding was an issue.

Mayor Davies suggested that the Neighborhood Watch group could provide a messaging awareness and informational campaign, similar to the Community Appearance Commission’s initiatives on cigarette butts and litter.

**Colleen Almone, 900 Ninth Avenue, Kill Devil Hills** – Ms. Almone, in representing the Neighborhood Watch group, stated it was not a policing organization, but could certainly share information through social media. She said there have been two meetings, with 49 people registered throughout Kill Devil Hills. One of its goals is to visit neighborhoods throughout Town, making the public aware of the Neighborhood Watch group and how to report suspicious activity. She noted it would be beneficial for the members to have matching t-shirts or hats to easily identify them as group members.



## TOWN OF KILL DEVIL HILLS PUBLIC SERVICES

Post Office Box 1719, 107 Town Hall Drive  
Kill Devil Hills, NC 27948  
Administration (252) 480-4080 Fax (252) 441-6136  
Office Hours: 8:00 a.m. – 5:00 p.m. Mon. – Fri.  
Water Plant (252) 480-4090  
www.kdhnc.com

**STEPHEN F. ALBRIGHT**  
Director

August 12, 2019

**DEREK A. DAIL**  
Assistant Director

To: Meredith B. Guns, Planning Director

**MARCIA SCARBOROUGH**  
Administrative Services

From: Derek A. Dail, Assistant Public Services Director

**ALFRED W. BURTON**  
Water Plant

Re: SISPC Meeting August 20, 2019  
Public Services Comments to Agenda Items

**WILLIAM H. WATERFIELD**  
Water Systems

### **Item 1: Citizen request to allow roadside parking along Anchor Ct.**

**L. RANDOLPH TURNER**  
Streets

If vehicles are allowed to park within the Anchor Ct. right-of-way, vehicles would be required to park completely off of the road surface as to not restrict access for emergency and Town service vehicles. Public services notes that there are only five properties adjoining the Anchor Ct. right-of-way and three of which have driveways on Anchor Ct. These three properties have very limited road frontage for parking in the right-of-way. It is likely that any roadside parking from owners or guests or these properties will be parking in areas that are maintained by other neighbors along the court. We recommend that all the neighbors along the court are petitioned for this request.

**LYNN E. LINDSEY**  
Solid Waste



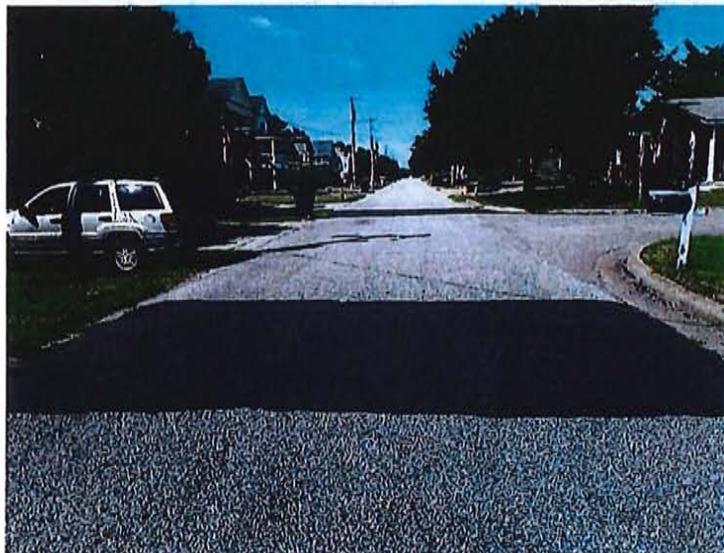
**Item 2: Requests for four-way stop signs to be placed at the intersection of Ocean Acres Drive and Harrington Avenue and the intersection of Ocean Acres Drive and Bell Avenue to reduce speeding along Ocean Acres Drive.**

On September 8, 2008 the Kill Devil Hill Board of Commissioners adopted the policy to use the MUTCD as the Town's guide for placement of all traffic control devices within Town rights-of-ways. The MUTCD Sections 2B.04 – 2B.07 provides detailed guidance on the use of stop signs at intersecting rights-of-way. The MUTCD section 2B.04.05 specifically states that *STOP signs should not be used for speed control*. Based on the MUTCD guidance Public Services does not support a four-way stop at the intersections based on the need to control speed along Ocean Acres Drive.

The referenced MUTCD sections are attached to this letter.

**Item 3: Citizen request to repair potholes and pave West Third Street and West Durham Street.**

Public services received the request to repair potholes in West Third Street and West Durham Street this past spring. Public services inspected these streets and the Streets Division repaired potholes back in May. With regards to repaving the streets, the streets were evaluated in the winter of 2017/2018. W. Third Street received a Fair 3 to Poor rating and W. Durham Street received a Fair 2. W. Third Street has been identified as an anticipated Street Improvement project within the next five years. There are no current plans to repave W. Durham Street in the next five years, but the street will be re-evaluated during the next streets rating assessment in 2022/2023.



*Pavement Repairs on West Durham Street*

**Item 4: Request to allow parking on north side of E. Arch Street or on Briggs Street.**

Public Services does not support parking along the north side of E. Arch Street between Briggs Street and US 158 because there is a roadside drainage swale along this portion of roadway the department maintains and there is not enough room on the shoulder to park a vehicle without it being in the swale and staying off the edge of pavement. Furthermore, the shoulder vegetation is not well established in this area. Vehicles parking on the shoulder will likely rut the shoulder along the edge of pavement and eventually cause damage to the pavement.

In regards to parking along Briggs Street, Public Services received complaints from a resident on Briggs Street this past spring about overflow parking in the right-of-way between E. Arch Street and E. Helga Street from a neighboring business and the property owner at 103 Arch Street has installed flags along Briggs Street assumingly to deter parking along the shoulder adjacent to the property.



*W. Arch Street between Briggs St. and US 158(left) and Briggs Street at 103 E. Arch St. (right)*

**Item 5: Request to install sidewalk on W. Helga Street 50 to 100 feet west of the intersection of W. Helga Street and US 158.**

The 2012 Kill Devil Hills Pedestrian Plan does identify the entire W. Helga Street as a future sidewalk project along with several other east west streets connecting Bay Drive to US 158 including W. Hayman Boulevard, W. Fifth Street, W. Third Street, and W. First Street. The W. Helga Street project was recognized as a “long-term” project that was outside of the initial 10 year planning window with higher priorities given to the other sidewalk projects listed. Any construction of the W. Helga sidewalk or portion thereof would be at the direction of the Board of Commissioners based on the prioritizations and recommendations by the SISPC and available funding.

With regards to the stone placed on the shoulder, The ABC (aggregate base course) stone is placed on shoulder of the road to fill in ruts and repair the shoulder of the road damaged by delivery vehicles that are parking on the shoulder and/or other vehicles driving off the road to get around east bound left turning traffic stopped or yielding at the light. This stone is the same stone that is used to maintain our unpaved streets in town.

This is a maintenance item that has been attended to for years. Below is a photo taken this past week (left) showing the ABC stone repair and a 2012 aerial photo (right) showing ABC stone in the same general location.



August 2019

2012 Aerial Photo

If a W. Helga Street sidewalk is recommended, we anticipate involvement with NCDOT to:

- Consider turn lane(s) for Helga Street. This would likely require the existing curb returns to be modified.
- Coordinate the location of crosswalks and associated push buttons in relation to proposed and existing sidewalks.

NCDOT involvement will likely extend the process for any future improvements.



# KILL DEVIL HILLS POLICE DEPARTMENT

Post Office Box 1605, 102 Town Hall Drive  
Kill Devil Hills, North Carolina 27948  
252-449-5337  
[www.kdhnc.com](http://www.kdhnc.com)

## Memorandum

Gary L. Britt  
Chief

Dana E. Harris  
Asst. Chief

John Towler  
Captain

David Pierce  
Lieutenant

Date: August 8, 2019

To: Meredith Guns, Planning Director

From: Dana Harris, Asst. Chief of Police

Reference: Four (4) way Stop signs on Ocean Acres request.

A request to have four (4) way stop signs on Ocean Acres Drive at the intersections of Harrington Ave. and Bell Ave. The request was for the signs to slow down traffic.

### Concerns:

1. MUTCD Section 2B.04 Right-of-Way at Intersections 05 - YIELD or STOP signs should not be used for speed control.
2. Placing Stop signs at these locations may slow traffic, but may increase the chance of a collision with a vehicle/Pedestrian starting onto/across Ocean Acres expecting the vehicle on Ocean Acres to stop and it does not.
3. The extra stop signs on Ocean Acres Dr. will slow emergency response time.

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## MEREDITH CROCKETT

308 W Ocean Acres Dr, Kill Devil Hills, NC 27948 | 252-305-1499 | [merekdh@gmail.com](mailto:merekdh@gmail.com)

January 17, 2019

Town of Kill Devil Hills  
Cc: Mayor Sheila Davies, Board of Commissioners

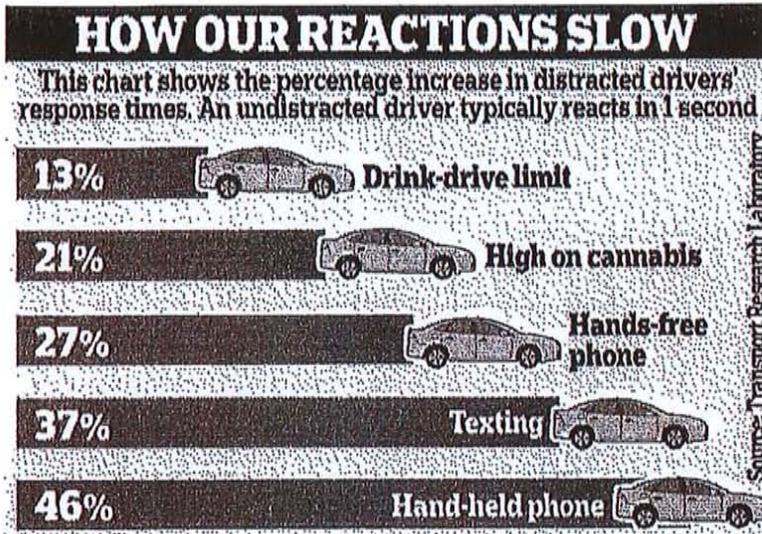
Dear Town of Kill Devil Hills:

This letter is a formal request for stop signs to be placed at the corners of Harrington Ave and Ocean Acres Dr and also at Bell Ave and Ocean Acres Drive turning these intersections into 4 way stops.

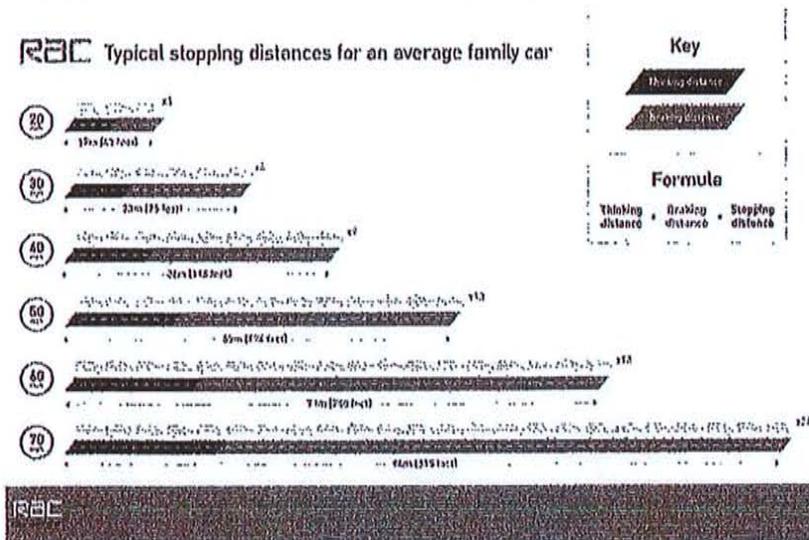
It is no secret that we have a neighborhood speeding problem on the long road of Ocean Acres Drive. There have also been multiple times where drivers are passing other drivers and also racing on the street during various hours of the day and night. While police presence and a speed box have been greatly appreciated, we cannot expect the police to stay on our road 24 hours a day. In addition, more houses have been built in our neighborhood over the last 6 years I have lived at my address; which is causing an increase in traffic on the already heavily travelled road.

I would also like to say that with today's technology, distracted driving is a major contributor to safety on our roadways. So many times I watch drivers go by my house and they are looking at their phones or texting; completely ignorant to what is going on outside of their vehicles. There are more families and young kids living in the neighborhood adding to the pedestrian traffic by way of walkers, dog walkers and folks on bicycles, etc., and it is becoming increasingly difficult to feel safe doing these activities on our street due to the speeding and distracted driving.

An undistracted driver typically reacts in 1 second; while using a phone slows reaction time by 27-46% depending on activity (see chart below by the Transport Research Laboratory).



Now look at speeding whereas typical stopping distances for an average family car nearly double from going 20mph to 30 mph, see chart below.



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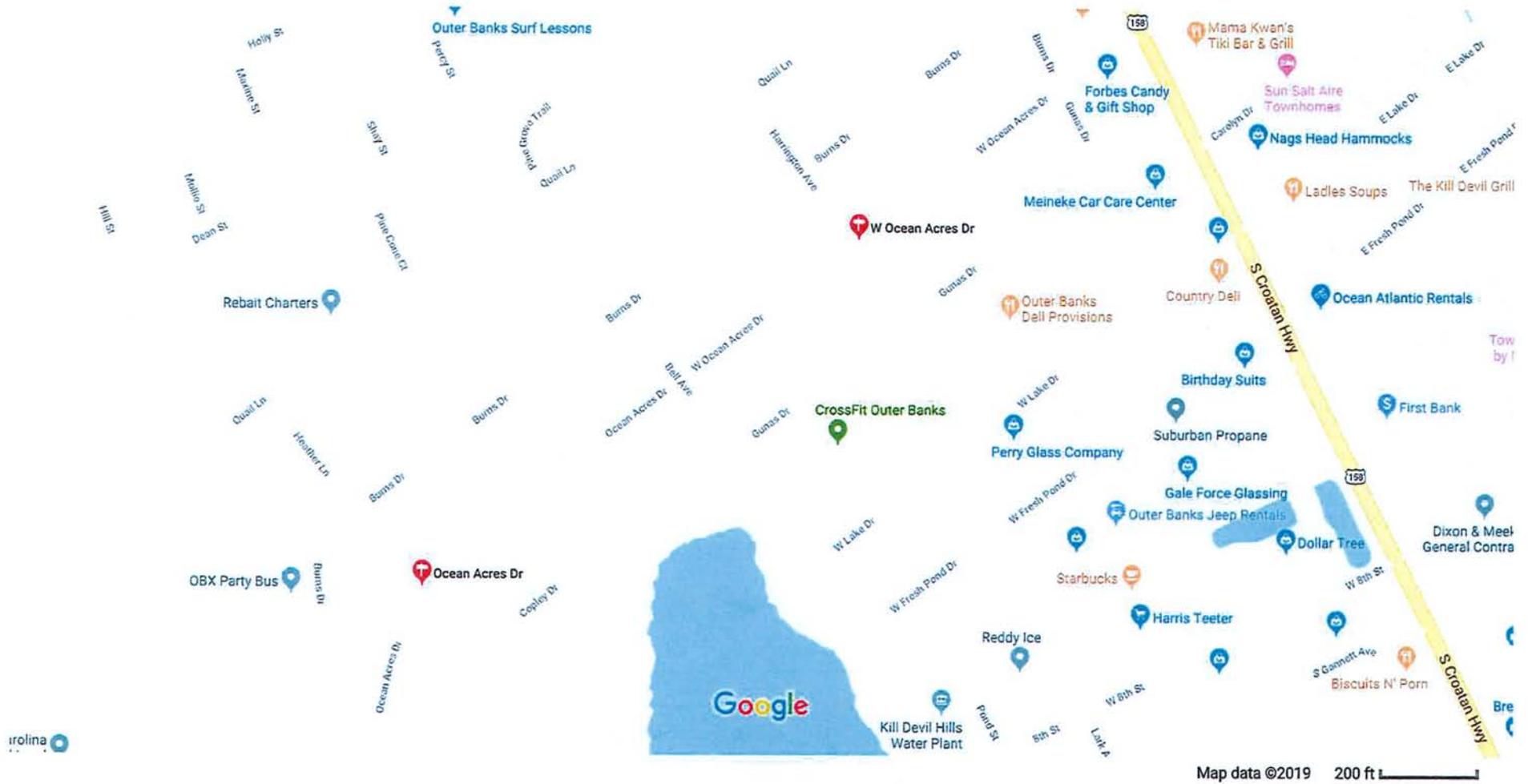
It is my belief that turning the two aforementioned intersections into 4-way stops will significantly increase the safety of Ocean Acres Drive for all. It will force drivers to slow down and pay attention to the environment outside of their vehicles. I have attended Town meetings in 2018 and voiced my concerns. Several of the neighbors have also voiced their concerns either to the police department directly or in letters or emails as well. I urge you at this time to approve the stop signs immediately for the safety and care of our residents.

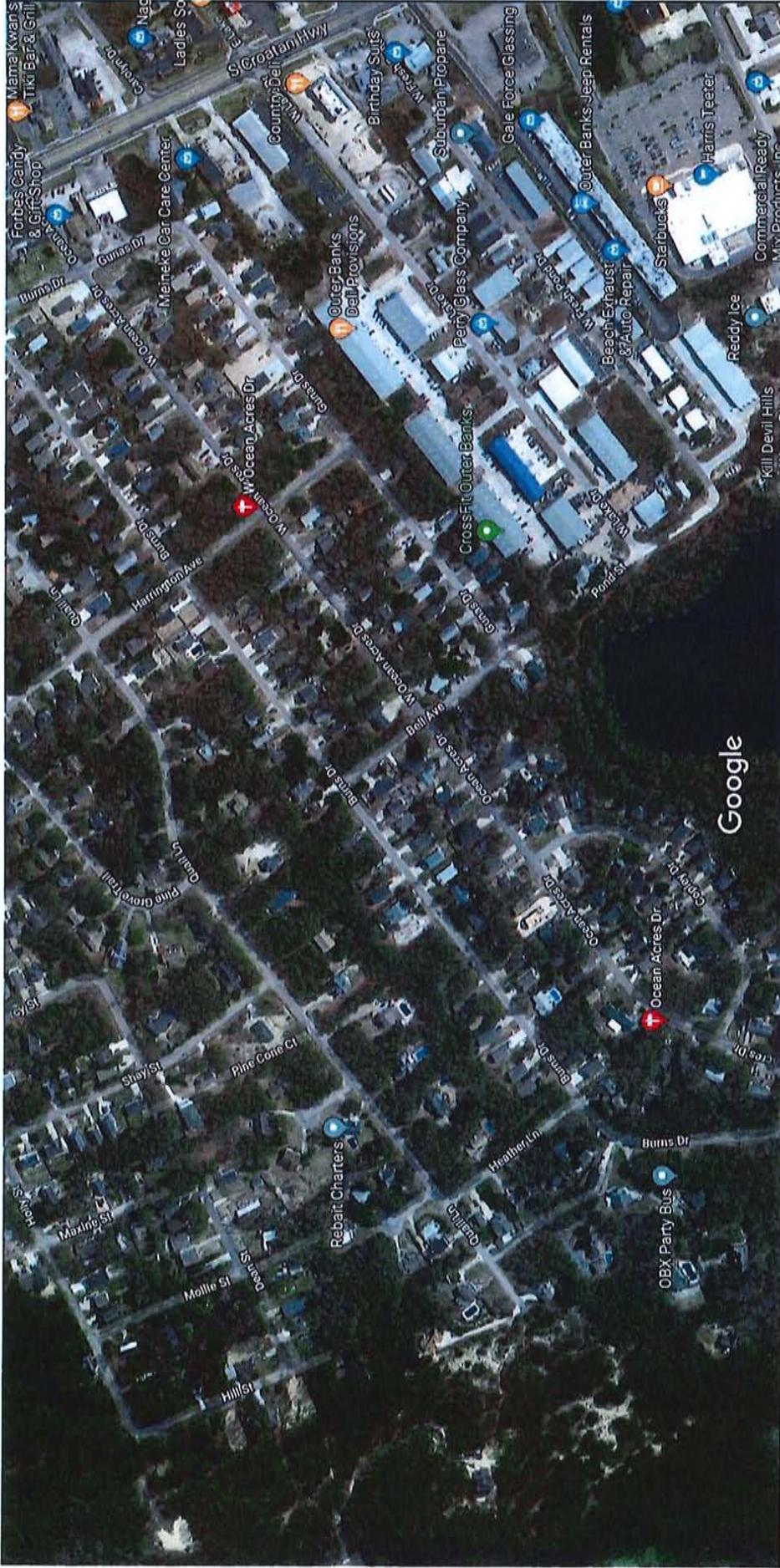
Sincerely,



**Meredith Crockett**  
**252-305-1499**  
[merekdh@gmail.com](mailto:merekdh@gmail.com)  
**308 W Ocean Acres Drive**  
**Kill Devil Hills, NC 27948**

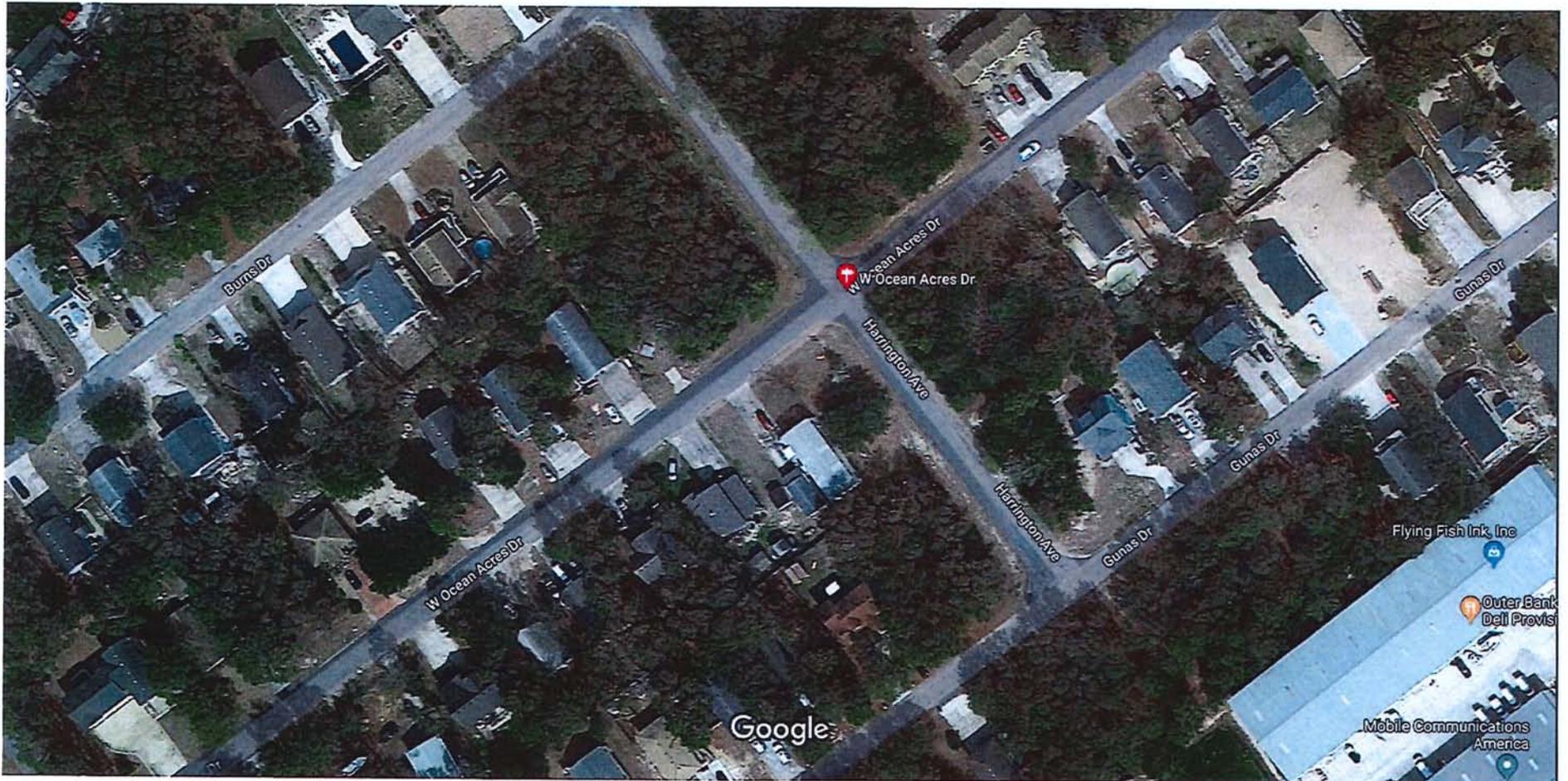
Google Maps ocean acres kdh nc





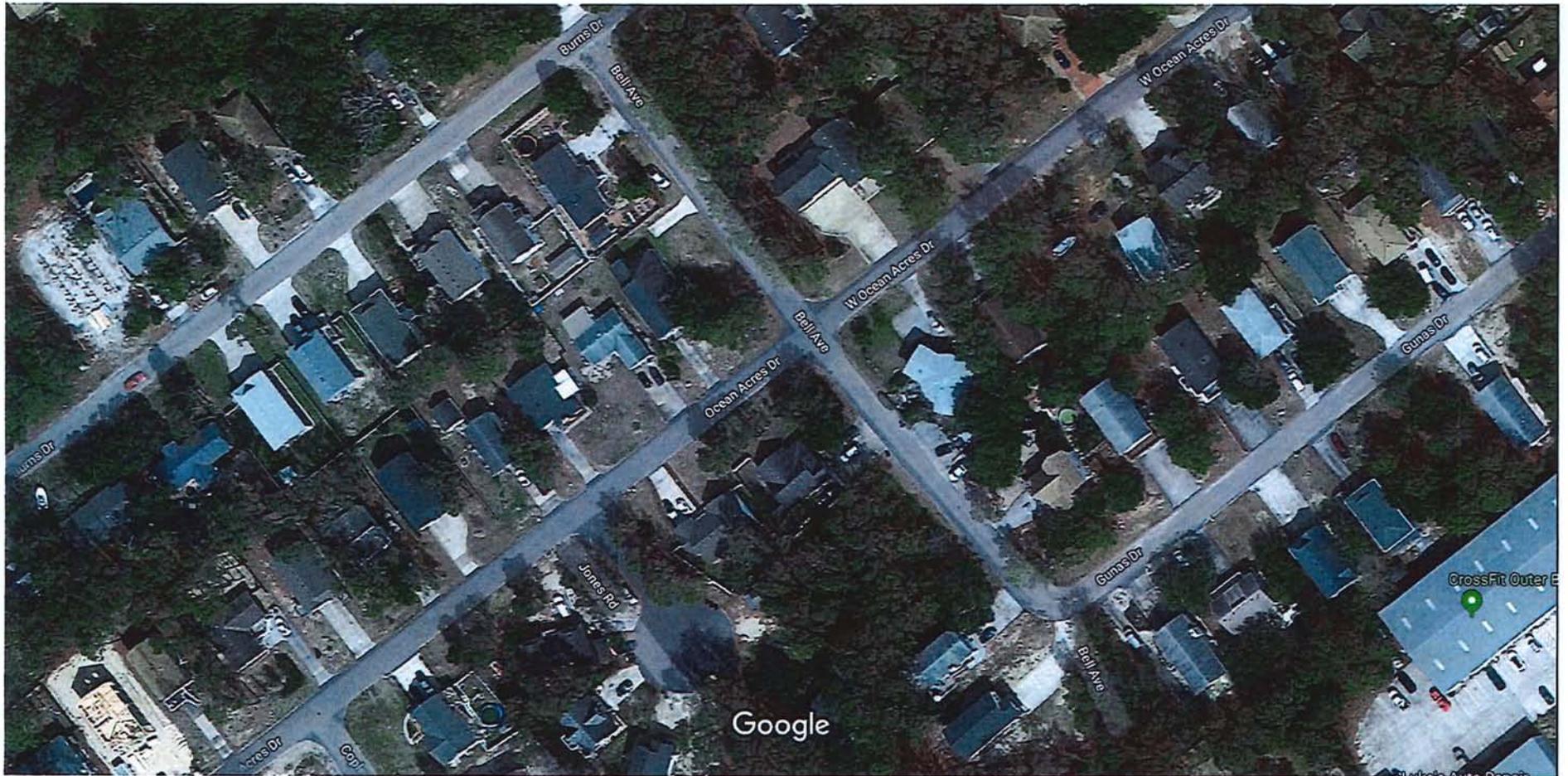
Imagery ©2019 Google, Map data ©2019 200 ft

Google Maps ocean acres kdh nc



Imagery ©2019 Google, Map data ©2019 50 ft

Google Maps ocean acres kdh nc



Imagery ©2019 Google, Map data ©2019 50 ft

## Guns, Meredith

---

**From:** Tilley, Troy  
**Sent:** Monday, August 12, 2019 3:54 PM  
**To:** Guns, Meredith  
**Subject:** RE: Street Improvement Subcommittee items

Meredith, good afternoon...

We would like to maintain a 20 foot clearance for accessibility for our fire apparatus.

Troy N. Tilley  
Fire Chief  
Town of Kill Devil Hills, NC  
252-480 4060 ext. 5222

---

**From:** Guns, Meredith <MEREDITH@kdhnc.com>  
**Sent:** Tuesday, August 06, 2019 3:44 PM  
**To:** Harris, Dana <dharris@kdhnc.com>; Albright, Steve <Steve@kdhnc.com>; Dail, Derek <derek@kdhnc.com>; Ray, Cameron <Cameron@kdhnc.com>; Pete Burkheimer (PBurkheimer@american-ea.com) <PBurkheimer@american-ea.com>; Tilley, Troy <troy@kdhnc.com>  
**Cc:** Banner, Harriet <Harriet@kdhnc.com>  
**Subject:** Street Improvement Subcommittee items

Attached are four items for the upcoming Street Improvement Subcommittee meeting set for August 20, 2019 at 4:00. The following items are requested

1. Request from Margret Neal – Allow parking on East Arch street from us158 to Briggs or Bickett street. This request is made to accommodate parking at the new Mama’s Sweet Shop.
2. Request from Jennifer Bland – Allow parking on Anchor Court (off Landing Drive).
3. Request by Dayna Denton - To pave West Third Street and West Durham Street.
4. Request from Meredith Crockett – To add a four way stop at the intersection of Harrington Ave and Ocean Acres Drive and Bell Ave and Ocean Acres Drive. Ms. Crockett has spoken to the Board of Commissioners twice about this issue. The minutes of the meeting are also attached.

Please provide your comments on each request by **MONDAY, AUGUST 12, 2019** to be included in the Street Subcommittee packet. Thank you.

Meredith Guns  
Town of Kill Devil Hills  
Planning Director  
PO Box 1719  
Kill Devil Hills, NC 27948  
252-449-5318

Director of  
Planning and Inspections  
MEREDITH GUNS

Building Inspector  
MARTY SHAW  
CHARLES THUMAN

Code Enforcement Officer  
JORDAN BLYTHE



Assistant Director of  
Planning and Inspections  
CAMERON RAY

Senior Planner  
RYAN LANG

Zoning Administrator  
DONNA ELLIOTT

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

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**PLANNING DEPARTMENT**

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-August 20, 2019

Memorandum

To: Street Improvement/ Special Project Subcommittee

From: Meredith Guns, Planning Director *MBG*

Subject: Request from John DiCalogero – Add Sidewalk to West Helga Street and US158

Attached is a request from John DiCalogero requesting a sidewalk be installed on the south side of West Helga Street at the Pedestrian Traffic Signal. He shares several safety concerns with the lack of sidewalks in the area. Staff comments are also attached.

At the West Helga Intersection, NCDOT installed a pedestrian crossway on the south side of the road; however, the Town has an existing sidewalk on the north side of East Helga Street. The Town will need to coordinate with NCCOT to move the Pedestrian crossing to the north side of West Helga to create a safe crossing area, without NCDOT cooperation the project would not be beneficial.

The Kill Devil Hills Pedestrian Plan list West Helga Street for sidewalk improvements in the long term. The project recommendations from the 2012 Pedestrian Plan are attached. Staff concurs with the current prioritization. There are many short term priority projects that are ahead of West Helga but at Board of Commissioners direction the prioritization could change.

Finally, the gravel installed on the south side of the road was done to eliminate an unsafe condition. The trucks turning out of the shopping center and pool business creating dangerous ruts and damaged the road edge. ABC was install to fill the ruts and stabilize the shoulder which is common practice in this situation.

Staff recommends keeping West Helga Street on the long term priority list as presented in the 2012 Pedestrian Plan. Sidewalk construction is based on funding and evaluated each year by the Street Subcommittee and Board of Commissioners.

## Guns, Meredith

---

**From:** Guns, Meredith  
**Sent:** Tuesday, June 25, 2019 3:07 PM  
**To:** John.DiCalogero@hmshost.com  
**Cc:** Casey Varnell; Albright, Steve; Ray, Cameron  
**Subject:** W. Helga st. Sidewalk Request

Good afternoon Mr. DiCalogero,

Steve Albright, Public Services Director forwarded me your email to reply. I will forward your request to the Street Improvement Special Project Subcommittee for consideration. This subcommittee reviews all request for street and sidewalk improvements. Their recommendation is reviewed by the Town Engineer for cost estimates and sent to the Board of Commissioners for consideration.

All request are evaluated based on available funds and engineer recommendation based on condition of the streets. The subcommittee's recommendation typically spans a two year budget with other projects that are recommended listed as longer term projects. The current street and special project recommendation does not include improvements to Helga Street in the next 2 years.

I will contact you when the subcommittee meeting is being scheduled if you would like to attend and with their recommendation.

Thank you for your suggestion,

Meredith B. Guns  
Planning Director  
PO Box 1719  
Kill Devil Hills, NC 27948  
Phone: 252-449-5318  
Fax: 252-441-4102

\*\*\*\*\*

**From:** DiCalogero, John <[John.DiCalogero@hmshost.com](mailto:John.DiCalogero@hmshost.com)>  
**Sent:** Tuesday, June 18, 2019 11:14 AM  
**To:** Donski, Stephen <[stephen@kdhnc.com](mailto:stephen@kdhnc.com)>  
**Cc:** Albright, Steve <[Steve@kdhnc.com](mailto:Steve@kdhnc.com)>  
**Subject:** W. Helga st. Sidewalk Request

Thanks for taking the time this morning to discuss the need for a defined right of way for pedestrians approaching the cross-walk from the west side of Helga Street to the beach. I have attached several pictures that exhibit the current situation of rocks that have been placed (recently) along Helga where cars and pedestrians attempt to approach the sidewalk. The area where the rocks have been placed needs to be created into a sidewalk or walking/biking path to ensure the safety of the pedestrians approaching the cross-walk.

Currently, my neighbors, wife, daughter, and countless residents must walk dangerously close to the vehicles that are speeding through the intersection to make the light with absolutely no designated area to walk. The town created the cross-walk and added a cross-walk button for the pedestrians to safely cross the bypass. However, in doing so they have

created a situation where the town has invited pedestrians to a designated area without providing a safe entrance/easement to get to the cross-walk from the west side of Helga Street.

I believe a simple solution would be to create a side-walk or a path that extends roughly 50 to 100 yards prior to the cross walk from Helga.

I look forward to your assistance in correcting this situation that is a safety concern to the residents and visitors of KDH.

John DiCalogero, Sandra Kamin, and Sabelle DiCalogero  
304 Wallace Street KDH

John DiCalogero  
Assistant General Counsel  
HMSThost Corporation  
Cell 301.204.2314  
Office 240.694.4323

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## TOWN OF KILL DEVIL HILLS PUBLIC SERVICES

Post Office Box 1719, 107 Town Hall Drive  
Kill Devil Hills, NC 27948  
Administration (252) 480-4080 Fax (252) 441-6136  
Office Hours: 8:00 a.m. – 5:00 p.m. Mon. – Fri.  
Water Plant (252) 480-4090  
www.kdhnc.com

**STEPHEN F. ALBRIGHT**  
Director

**DEREK A. DAIL**  
Assistant Director

**MARCIA SCARBOROUGH**  
Administrative Services

**ALFRED W. BURTON**  
Water Plant

**WILLIAM H. WATERFIELD**  
Water Systems

**L. RANDOLPH TURNER**  
Streets

**LYNN E. LINDSEY**  
Solid Waste

August 12, 2019

To: Meredith B. Guns, Planning Director

From: Derek A. Dail, Assistant Public Services Director

Re: SISPC Meeting August 20, 2019  
Public Services Comments to Agenda Items

### **Item 1: Citizen request to allow roadside parking along Anchor Ct.**

If vehicles are allowed to park within the Anchor Ct. right-of-way, vehicles would be required to park completely off of the road surface as to not restrict access for emergency and Town service vehicles. Public services notes that there are only five properties adjoining the Anchor Ct. right-of-way and three of which have driveways on Anchor Ct. These three properties have very limited road frontage for parking in the right-of-way. It is likely that any roadside parking from owners or guests or these properties will be parking in areas that are maintained by other neighbors along the court. We recommend that all the neighbors along the court are petitioned for this request.



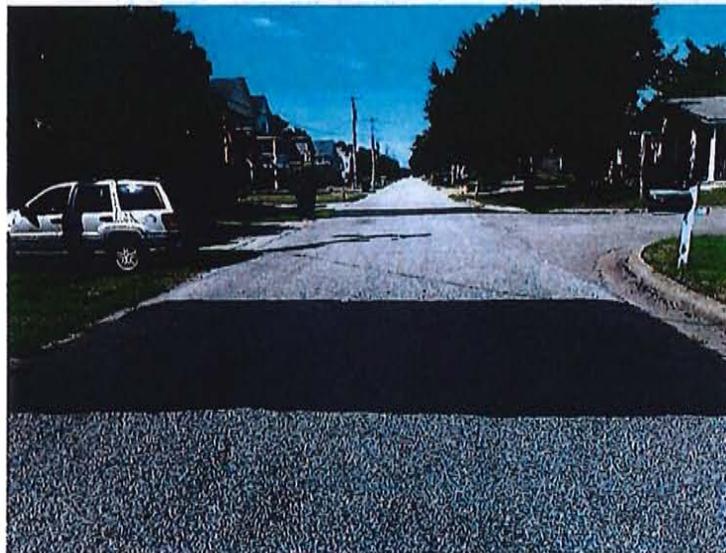
**Item 2: Requests for four-way stop signs to be placed at the intersection of Ocean Acres Drive and Harrington Avenue and the intersection of Ocean Acres Drive and Bell Avenue to reduce speeding along Ocean Acres Drive.**

On September 8, 2008 the Kill Devil Hill Board of Commissioners adopted the policy to use the MUTCD as the Town's guide for placement of all traffic control devices within Town rights-of-ways. The MUTCD Sections 2B.04 – 2B.07 provides detailed guidance on the use of stop signs at intersecting rights-of-way. The MUTCD section 2B.04.05 specifically states that *STOP signs should not be used for speed control*. Based on the MUTCD guidance Public Services does not support a four-way stop at the intersections based on the need to control speed along Ocean Acres Drive.

The referenced MUTCD sections are attached to this letter.

**Item 3: Citizen request to repair potholes and pave West Third Street and West Durham Street.**

Public services received the request to repair potholes in West Third Street and West Durham Street this past spring. Public services inspected these streets and the Streets Division repaired potholes back in May. With regards to repaving the streets, the streets were evaluated in the winter of 2017/2018. W. Third Street received a Fair 3 to Poor rating and W. Durham Street received a Fair 2. W. Third Street has been identified as an anticipated Street Improvement project within the next five years. There are no current plans to repave W. Durham Street in the next five years, but the street will be re-evaluated during the next streets rating assessment in 2022/2023.



*Pavement Repairs on West Durham Street*

**Item 4: Request to allow parking on north side of E. Arch Street or on Briggs Street.**

Public Services does not support parking along the north side of E. Arch Street between Briggs Street and US 158 because there is a roadside drainage swale along this portion of roadway the department maintains and there is not enough room on the shoulder to park a vehicle without it being in the swale and staying off the edge of pavement. Furthermore, the shoulder vegetation is not well established in this area. Vehicles parking on the shoulder will likely rut the shoulder along the edge of pavement and eventually cause damage to the pavement.

In regards to parking along Briggs Street, Public Services received complaints from a resident on Briggs Street this past spring about overflow parking in the right-of-way between E. Arch Street and E. Helga Street from a neighboring business and the property owner at 103 Arch Street has installed flags along Briggs Street assumingly to deter parking along the shoulder adjacent to the property.



*W. Arch Street between Briggs St. and US 158(left) and Briggs Street at 103 E. Arch St. (right)*

**Item 5: Request to install sidewalk on W. Helga Street 50 to 100 feet west of the intersection of W. Helga Street and US 158.**

The 2012 Kill Devil Hills Pedestrian Plan does identify the entire W. Helga Street as a future sidewalk project along with several other east west streets connecting Bay Drive to US 158 including W. Hayman Boulevard, W. Fifth Street, W. Third Street, and W. First Street. The W. Helga Street project was recognized as a “long-term” project that was outside of the initial 10 year planning window with higher priorities given to the other sidewalk projects listed. Any construction of the W. Helga sidewalk or portion thereof would be at the direction of the Board of Commissioners based on the prioritizations and recommendations by the SISPC and available funding.

With regards to the stone placed on the shoulder, The ABC (aggregate base course) stone is placed on shoulder of the road to fill in ruts and repair the shoulder of the road damaged by delivery vehicles that are parking on the shoulder and/or other vehicles driving off the road to get around east bound left turning traffic stopped or yielding at the light. This stone is the same stone that is used to maintain our unpaved streets in town.

This is a maintenance item that has been attended to for years. Below is a photo taken this past week (left) showing the ABC stone repair and a 2012 aerial photo (right) showing ABC stone in the same general location.



August 2019

2012 Aerial Photo

If a W. Helga Street sidewalk is recommended, we anticipate involvement with NCDOT to:

- Consider turn lane(s) for Helga Street. This would likely require the existing curb returns to be modified.
- Coordinate the location of crosswalks and associated push buttons in relation to proposed and existing sidewalks.

NCDOT involvement will likely extend the process for any future improvements.

## Guns, Meredith

---

**From:** Harris, Dana  
**Sent:** Tuesday, August 13, 2019 1:16 PM  
**To:** Guns, Meredith  
**Subject:** RE: W. Helga st. Sidewalk Request  
**Attachments:** helga st crosswalk intersection approach.pdf

Meredith,

I agree a sidewalk would make it safer for pedestrians approaching the intersection, especially with a marked crosswalk in place and pedestrian switch. But I feel sidewalks on all the streets would make it safer on all the streets, thus the street subcommittee has a plan for sidewalks throughout the town, so I defer to the subcommittee's recommendations/plan..

Dana

---

**From:** Guns, Meredith  
**Sent:** Tuesday, August 13, 2019 11:41 AM  
**To:** Dail, Derek <derek@kdhnc.com>; Albright, Steve <Steve@kdhnc.com>; Tilley, Troy <troy@kdhnc.com>; Harris, Dana <dharris@kdhnc.com>; Pete Burkheimer (PBurkheimer@american-ea.com) <PBurkheimer@american-ea.com>; Ray, Cameron <Cameron@kdhnc.com>  
**Subject:** FW: W. Helga st. Sidewalk Request

Hello everyone,

I have one more request for the street subcommittee. Please send me your comments on this ASAP.

Sorry to make you rush  
Meredith

---

**From:** Albright, Steve  
**Sent:** Tuesday, June 18, 2019 11:53 AM  
**To:** Guns, Meredith <[MEREDITH@kdhnc.com](mailto:MEREDITH@kdhnc.com)>  
**Cc:** Donski, Stephen <[stephen@kdhnc.com](mailto:stephen@kdhnc.com)>  
**Subject:** FW: W. Helga st. Sidewalk Request

Good Morning Meredith,

Can you respond to this regarding your pedestrian plan. I also believe, NCDOT, not the town installed the pedestrian crosswalk in coordination with the signal light.

Please let me know if you can respond.

Thanks,

**Steve Albright**  
Public Services Director  
Town of Kill Devil Hills

## Guns, Meredith

---

**From:** Harris, Dana  
**Sent:** Tuesday, August 13, 2019 1:28 PM  
**To:** Guns, Meredith  
**Subject:** RE: W. Helga st. Sidewalk Request

Meredith

Just FYI, according to her pictures they were walking on wrong side of road, which is very unsafe.

§ 20-174. Crossing at other than crosswalks; walking along highway.

(d) Where sidewalks are provided, it shall be unlawful for any pedestrian to walk along and upon an adjacent roadway. Where sidewalks are not provided, any pedestrian walking along and upon a highway shall, when practicable, walk only on the extreme left of the roadway or its shoulder facing traffic which may approach from the opposite direction. Such pedestrian shall yield the right-of-way to approaching traffic.

---

**From:** Guns, Meredith  
**Sent:** Tuesday, August 13, 2019 11:42 AM  
**To:** Tilley, Troy <troy@kdhnc.com>; Harris, Dana <dharris@kdhnc.com>; Albright, Steve <Steve@kdhnc.com>; Dail, Derek <derek@kdhnc.com>; Pete Burkheimer (PBurkheimer@american-ea.com) <PBurkheimer@american-ea.com>  
**Subject:** FW: W. Helga st. Sidewalk Request

Below is my response to the Helga Street request just as FYI

---

**From:** Guns, Meredith  
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**To:** [John.DiCalogero@hmshost.com](mailto:John.DiCalogero@hmshost.com)  
**Cc:** Casey Varnell <[varnell@ncobxlaw.com](mailto:varnell@ncobxlaw.com)>; Albright, Steve <[Steve@kdhnc.com](mailto:Steve@kdhnc.com)>; Ray, Cameron <[Cameron@kdhnc.com](mailto:Cameron@kdhnc.com)>  
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Troy N. Tilley  
Fire Chief  
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**Cc:** Banner, Harriet <Harriet@kdhnc.com>  
**Subject:** Street Improvement Subcommittee items

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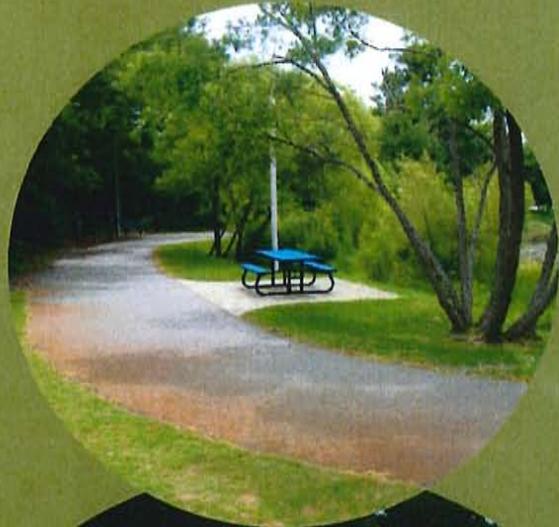
Meredith Guns  
Town of Kill Devil Hills  
Planning Director  
PO Box 1719  
Kill Devil Hills, NC 27948  
252-449-5318

March 2012

# KILL DEVIL HILLS



# PEDESTRIAN PLAN



Adopted XXX X, 2011 • Draft Report • Kill Devil Hills, North Carolina

NCDOT Division of Bicycle & Pedestrian Transportation • Henderson Consulting and The Louis Berger Group.



Division of  
Bicycle &  
Pedestrian  
Transportation

**Table 6.1. Short-term (within 10 years) Project Recommendations**

<b>SHORT-TERM PROJECT RECOMMENDATIONS</b>					
<b>Map ID</b>	<b>Schedule</b>	<b>Location</b>	<b>Type</b>	<b>Length (in miles)</b>	<b>Construction Cost (2011 \$)</b>
1	Short	Install streetlights at pedestrian crosswalks on NC 12 at: Fifth St, Woodmere Av, Calvin St, and Neptune Dr. Relocate existing streetlights to position directly at crossings on NC 12 at: Hayman Blvd, Avalon Dr, Third St, and First St.	Streetlights	n/a	To be determined
2	✓ Short	US 158 east side: Ocean Bay Blvd to Eighth Street	Sidewalk	0.438	\$250,000
3	Short	Sixth Ave one side: Baum St. to Airstrip Rd.	Sidewalk	0.333	150,000
4	Short	Airstrip Rd one side: Sixth Ave. to Swan St.	Sidewalk	0.065	30,000
5	Short	Swan St one side: Airstrip Rd. to Martin St.	Sidewalk	0.083	35,000
6	Short	Martin St one side: Eighth Ave. to NC 12	Sidewalk	0.67	300,000
7	Short	Baum St. one side: Sixth Ave. to NC 12	Sidewalk	0.32	145,000
8	✓ Short	W. First St one side: Canal Drive to US 158 and Canal Drive one side: W. First St. to Indian Drive	Sidewalk	0.6	650,000
9	Short	E. First St south side: US 158 to NC 12	Sidewalk	0.237	107,000
10	✓ Short	✓ Bay Dr. trail: Nixonton St. to Avalon Drive	Trail	0.60	240,000
11	Short	Blue Jay St: Baum St. to Hillside Dr. & Hillside Dr: Blue Jay St. to Mustian St.	Sidewalk	0.32	145,000
See Table 6.2 for Map ID numbers 12 and 13					
14	✓ Short	✓ Bay Dr. trail: Avalon Dr. to Third St.	Trail	0.63	250,000
15	Short	US 158 east side: Kitty Hawk limit to First St.	Sidewalk	0.850	390,000
<b>Subtotal</b>				5.1	\$ 2.69 Million

Note: projects are not in priority order or in sequence of construction

Table 6.2. Long-term (10 or more years) Project Recommendations

LONG-TERM PROJECT RECOMMENDATIONS					
Map ID	Schedule	Location	Type	Length (in miles)	Construction Cost (2011 \$)
12	Long	Fifth St. south side: Bay Dr. to NC 12	Sidewalk	0.855	385,000
13	Long	Hayman Blvd one side: Bay Dr. to US 158	Sidewalk	0.507	230,000
16	Long	US 158 east side: First St. to Ocean Bay Blvd.	Sidewalk	0.941	\$ 380,000
17	Long	Build Trail extending Eighth Avenue: Martin to Holly St.	Trail	0.116	60,000
18	Long	Shay St. one side: Holly St. to Quail Lane	Sidewalk	0.167	75,000
19	Long	Quail Ln. one side: Shay St. to Heather Ln.	Sidewalk	0.145	65,000
20	Long	Heather Ln. one side: Quail Ln. to Ocean Acres Dr.	Sidewalk	0.087	40,000
21	Long	Ocean Acres Dr one side: Heather Ln. to US 158	Sidewalk	0.65	305,000
22 ✓	Long	US 158 west side: Colington Rd. to Eighth St.	Sidewalk	0.669	305,000
23	Long	Build curb/gutter/sidewalk on one side NC 12: Kitty Hawk limit to Eighth Street	Sidewalk	4.75	\$2.2 million
24	Long	Third St. one side: Bay Dr. to US 158	Sidewalk	0.424	190,000
25	Long	Helga St. one side: Bay Dr. to US 158	Sidewalk	0.337	150,000
26 ✓	Long	US 158 west side: Kitty Hawk limit to First St.	Sidewalk	1.154	450,000
27	Long	US 158 west side: First St. to Colington Rd.	Sidewalk	0.983	335,000
<b>Subtotal</b>				10.8	\$ 2.65 Million

Director of  
Planning and Inspections  
MEREDITH GUNS



Assistant Director of  
Planning and Inspections  
CAMERON RAY

Building Inspector  
MARTY SHAW  
CHARLES THUMAN

Senior Planner  
RYAN LANG

Code Enforcement Officer  
JORDAN BLYTHE

Zoning Administrator  
DONNA ELLIOTT

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

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**PLANNING DEPARTMENT**

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August 20, 2019

Memorandum

To: Street Improvement/Special Project Subcommittee

From: Meredith Guns, Planning Director 

Subject: Sidewalk Recommendation 2019/20 – Baum Street (Sixth Avenue to Fox Street)

The Board of Commissioners generously funded the sidewalk fund in the 2019/20 FY budget. Staff reviewed several options and recommends installing a sidewalk on Baum Street from Sixth Avenue to Fox Street and Fox Street to Hillside Drive (See attached map).

This portion of sidewalk will finish the Centennial Path loop which extends from Colington Road through the school areas and along Mustian Street with its terminuses at Sixth Avenue and Baum Street (edge of First Flight campus) and Mustian and Hillside Dive (Dare County Parks and Recreation). There is a tremendous amount of pedestrian traffic in this area and completing the path will complete a safe non-motorized path around a very busy, high traffic area with the schools, government buildings, and shopping centers.

Additionally, these paths connect to the Wright Brothers Path, leading to the west side neighborhoods and Wright Brothers National Memorial; the Veterans Drive Path which leads to the three First Flight Schools, the athletics fields and the new disc golf course; and the Ocean Bay Boulevard path which leads to the Regional Bathhouse and the NC12 bicycle path.

Staff is working with the Town Engineer for a cost estimate and with Board of Commissioners' approval will apply for a Dare County Tourism Board, Tourism Impact Grant which could fund up to 75% of the project cost. Staff recommends forwarding a favorable recommendation to install a sidewalk on Baum Street and Fox Street to the Board of Commissioners for approval.

