

**Minutes of the March 17, 2020 meeting of the Kill Devil Hills Planning Board held at 5:30 p.m. in the Meeting Room of the Administration Building, 102 Town Hall Drive, off Colington Road.**

**Members Present:** Chair Howard Buchanan, James Almonee, Mark Evans, Mike Lowack, Ron Seidman, II, and Eddie Valdivieso

**Members Absent:** Mary Simpson

**Others Present:** Cameron Ray, Assistant Planning Director; and Harriet Banner, Administrative Assistant

**Call to Order**

At 5:30 p.m., Chair Howard Buchanan called this meeting of the Kill Devil Hills Planning Board to order and welcomed everyone present.

**Agenda Approval**

Mark Evans moved to approve the agenda for this meeting, as presented. Ron Seidman, II seconded that motion, and the motion carried by 5-0 vote.

**Approval of the Minutes of the February 11, 2020 meeting**

Mr. Evans moved to approve the minutes of the February 11, 2020, meeting as presented. Mr. Seidman seconded that motion, and the motion carried by 5-0 vote.

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

**Response to Public Comment**

**Old Business**

**New Business**

**1. Recommended Zoning Amendment – § 153.076 Off-Street Parking and Loading – Marked Access Aisle (No Parking) For Structures with Eleven or More Bedrooms**

At the January 22, 2020, Board of Commissioners joint work session with the Planning Board, staff was given direction to re-draft an amendment to address off-street parking issues and loading related to large single-family dwellings that had previously been reviewed by the

Board of Commissioners. A draft memorandum with several options was presented to the Board of Commissioners at the March 9, 2020, meeting. At the conclusion of the discussion, the Board of Commissioners directed staff to forward the recommended amendment to the Planning Board for input. The amendment requires an additional setback for driveways and parking areas of two feet per single-family development with required parking greater than eleven spaces; however the amendment proposes an exemption for the additional setback if a marked access aisle is included within twenty feet of the front of the dwelling. The intent of the amendment is to provide additional circulation and safety measures for the development.

Mr. Ray called the Planning Board's attention to the second page of his packet memorandum under (10)3.b., the language reads "Parking setback shall be a minimum of seven feet from the property line for driveways, access aisles, and parking areas." "Access aisles" were included in error. It is supposed to read there is a 7-foot setback if an access aisle is not included; however under (10)3.c., there is an exception that if an access aisle is included then the original 5-foot setback can be maintained. He said he would remove this wording before the amendment was forwarded to the Board of Commissioners.

Mr. Evans made a motion to forward the recommended amendment with the correction outlined above along with the consistency statement to the Board of Commissioners recommending approval. Mr. Seidman seconded that motion, and the vote was 5-0.

**2. Recommended Zoning Amendment – § 153 Setbacks (Each Zoning District) – Additional two-foot Side Yard Setback for Single-Family and Duplex Dwellings Greater than 6,000 Square Feet**

This amendment would affect each zoning district. This amendment recommends an additional two feet of side yard setback for single-family and duplex dwellings greater than 6,000 square feet. Direction was also given at the January 22, 2020 Board of Commissioners/Planning Board joint work session to draft an amendment to address community fire safety issues on these large single-family developments. A draft amendment intended to incentivize installation of fire suppression systems in these types of dwellings was presented at the March 9, 2020 meeting. The Board of Commissioners directed staff to forward an amendment to the Planning Board. However, such dwellings can be exempt from this requirement provided a fire suppression system is reviewed, approved, and inspected by the Fire Marshal. The intent of the amendment is to provide safeguard for persons occupying such dwellings, in addition to adjacent properties, and the overall community.

Mr. Seidman noted that his experience in a similar situation was that a company would make a recommendation to the Fire Marshal after performing an annual inspection. Mr. Buchanan suggested the wording be changed to "the Fire Chief or his designee."

Mr. Seidman made a motion to forward the recommended amendment along with the consistency statement and change outlined above to the Board of Commissioners with a favorable recommendation. Mr. Almoney seconded the motion and the vote was 5-0.

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

**Response to Public Comment**

**Board Member Comment**

Chair Buchanan cautioned everyone to be safe and practice good hygiene during the COVID-19 pandemic.

**Other Business**

**Adjournment**

There being no further business before the Planning Board at this time, Mr. Evans moved to adjourn this meeting. James Almoney seconded that motion, and the vote was 5-0.

It was 5:44 p.m.

Submitted by:

Harriet B. Banner  
Administrative Assistant

These minutes were approved at the ----- meeting of the Planning Board.

Howard Buchanan  
Planning Board Chair