



# TOWN OF KILL DEVIL HILLS

*Land Where Flight Began*

MEMORANDUM

May 24, 2023

TO: Mayor and Board of Commissioners

FROM: Debora P. Díaz, Town Manager 

REF: Consent Agenda

**1. Minutes (Attached CA-1A)**

A. May 8, 2023

**2. Budget Amendments and Transfers (Attached CA-2A and CA-2B)**

A. #16 – To appropriate funds for the Street, Drainage, and Right-of-Way Improvements Projects as approved at the May 8, 2023 meeting

B. #17 – To record contributions received to the Police and Fire Departments

**3. Amendment of Grant Project Ordinance for the Town of Kill Devil Hills American Rescue Plan Act of 2021: Coronavirus State and Local Fiscal Recovery Funds (Attached CA-3)**

Through its consultation with the UNC School of Government, the Town initially structured its ARP Grant Project Ordinance for expenditures of ARP funds to conclude by December 31, 2023. The Board approved Ordinance 19-10 on April 27, 2022.

The expenditures of the ARP funds are on track to conclude on or before June 30, 2023. This amendment to Ordinance 19-10 will adjust the project closure date to June 30, 2023, and will direct Staff to transfer \$26,579.76 in account interest to the General Fund.

Approval of the Consent Agenda will approve the amendment to Ordinance 19-10 and direct Staff to transfer \$26,579.76 in interest revenue to the General Fund.

**4. Partnership Reports (Attached CA-4A)**

A. Interfaith Community Outreach

A requirement of the Town's partnership is an annual report of the organization's activities and service to the community. Executive Director Jenniffer Albanese has submitted ICO's annual report, which highlights the services directly provided to Kill Devil Hills citizens.

**5. Centenarian Society Resolution (Attached CA-5)**

KDH resident Bette DeGabrielle celebrated her 100<sup>th</sup> birthday on May 16, 2023. In honor of this milestone birthday, the Town of Hill Devil Hills, through resolution, has inducted Lady Bette into its Centenarian Society. Approval of the Consent Agenda will record the Board's approval of this resolution and her induction into the Society.

**6. Schedule public hearings (Attached CA-6A and CA-6B)**

At its May 16, 2023, meeting, the Planning Board voted to forward these two items to the Board of Commissioners, with a favorable recommendation; specifically, the Planning Board recommended approval of the site plan review, with minor revisions, which have been addressed by the applicant on the attached plans.

**A. Site Plan Review — 207 W. Martin Street — Proposed Cluster Home Development in the Low Density Residential Zone — Including 10 “3-bedroom” and 11 “2-Bedroom” Long-Term Residential Units**

Senior Planner Ryan Lang's attached memorandum details House Engineering's submittal for the proposed construction of a 10 3-bedroom and 11 2-bedroom single-family dwelling Cluster Home development for 207 West Martin Street. As the proposed development is a Special Use, a public hearing is required as a part of the Board's consideration.

**B. Zoning Amendment Request – §153.180(C) Commercial Zone Density – Change Density Measurement to Floor Area Ratio (FAR)**

Assistant Planning Director Cameron Ray's attached memorandum highlights the requested zoning amendment submitted by Eddie Goodrich. If adopted, the amendment would change the density measurement for multi-family dwellings, cottage courts, and cluster homes in the Commercial Zoning District to Floor Area Ratio (FAR) from units per acre. In addition, FAR adjustments can be made with additional side yard setbacks and buffers.

Staff recommends scheduling public hearings for Wednesday, June 14, 2023, at 6:00 p.m. Approval of the Consent Agenda will schedule these items for public hearing.

Staff recommends approval of the Consent Agenda and a motion would be in order.