



TOWN OF KILL DEVIL HILLS

Land Where Flight Began

MEMORANDUM

November 13, 2023

TO: Mayor and Board of Commissioners

FROM: Debora P. Díaz, Town Manager

REF: New Business

2. Site Plan Review – 901 Tenth Avenue in the Light Industrial Two Zone – Proposed 33 Unit Multi-Family Apartment Building and associated site improvements (Attached NB-2)

Run Hill Commons, LLC has submitted a proposed site plan for the construction of a 33-unit multi-family apartment building, consisting of 27 two-bedroom units, 6 three-bedroom units, 75 parking spaces, and associated site improvements. The attached Planning Department memorandum, site plans, and associated materials detail the request, which is a permitted use in the Light Industrial Two (LR2) Zone.

At its September 19, 2023, meeting, the Planning Board voted to forward this site plan to the Board of Commissioners, recommending approval pending several conditions, which have been addressed by the applicant. Staff recommends approval of the site plan as presented, and a motion is in order.

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

PLANNING DEPARTMENT

November 13, 2023

Memorandum

To: Debbie Diaz, Town Manager

From: Ryan Lang, Senior Planner *RL*

Subject: SITE PLAN REVIEW – 901 Tenth Avenue in the Light Industrial Two Zone – Proposed 33 Unit Multi-family Apartment Building and Associated Site Improvements

Enclosed is a site plan submitted by Run Hill Commons LLC, which proposes the construction of a 33 unit multi-family apartment building, consisting of (27) two bedroom units and (6) three bedroom units, 75 parking spaces and associated site improvements. The proposed multi-family development is a permitted use in the Light Industrial Zone 2 (C) *Multi-family*. Attached you will find the commercial site plan application, proposed site plan, proposed architectural and floor plan layouts, applicants response to Staff's Tech 2 comments and willingness to serve from KDHWWTP, LLC.

The Planning Board reviewed this proposal on September 19, 2023 and forwarded it to the Board recommending approval with several conditions. The applicant has since addressed the conditions.

Staff recommends approval of the site plan as presented.

AUG 14 2023 Town of Kill Devil Hills Planning and Inspections
Commercial Site Plan Review Application*



Planning & Inspections Department

Applicant

Name: RUN HILL COMMONS LLC
Address: 46 Lakeside Cv.
The Woodlands, TX 773809
Phone: 720-939-3381
Fax: _____
Cell: _____

Property Owner

Name: Same as Applicant
Address: _____
Phone: _____
Fax: _____
Cell: _____

Property Location

Address: 901 Tenth Avenue Lot, Block: Lots 6-10, Block 55
Subdivision: Kill Devil Hills Realty Corp. Pin#: 9883 11 65 5880 and 5904 and 9883 11 64 4044

Zoning District: Commercial LI-1 LI-2 OIR
Total Lot Size: 46,078 Sq. Ft. Disturbed Area: 46,078 Sq. Ft.

Contractor

Company Name: To be determined License Number: _____
Name: _____ Phone: _____
Address: _____ Cell: _____
Fax: _____
Town Privilege License Number: _____

Construction Information

Type of Construction: WOOD FRAME ON PILING

Assembly Business Educational Factory/Industrial High Hazard
 Institutional Mercantile Residential Storage Utility/Misc.
 New Construction Addition Repair/Replace Remodel Other: _____

Square Footage Proposed:

Interior Space: 25,344 Sq. Ft. Covered Deck(s): 5,019 Sq. Ft. Storage: 510 Sq. Ft.
Garage: N/A Sq. Ft. # of Bedrooms: 72 # of Open Deck(s): 36
Proposed Square Footage: 22,823 + Existing Square Footage: _____ = 22,823 Total Sq. Ft.
% Impervious Coverage: 49.5 (adjusted) + % Pervious Coverage: _____ = 49.5 Total % Coverage
of Parking Spaces: Existing: _____ Proposed: 75 Total: 75
Septic Tank Permit #: KDHWWTP Construction Type: Wood Frame on Piling

Estimated Construction Cost (including labor and materials): _____

Flood Information

Flood Zone: VE AE X Base Flood Elevation: 8' RFPE
Proposed First Floor Elevation: 14.33' slab Sq. Ft Below Base Flood Elevation: n/a

**This form is designed as a guide for Commercial Site Plan Review.
Additional plans and information will be required prior to building permits.*

Project Description

Multi-Family Apartment Building with 33 Dwelling Units with 27 two bedroom units and 6 three bedroom units.

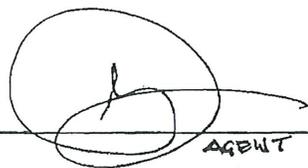
Required Site Plan Information Checklist:

- Permit Application (Completed)
- Site Plan Including the following
 - Submittal Requirements:
 - Vicinity Map
 - 15 Copies of Site Plan & Building Plan Elevations – Front, Side, and Rear
 - Tentative Health Department Approval
 - Site Plan Development Review Fee Paid in Full
 - Existing Conditions:
 - Boundary of Entire Lot
 - Width and Location of Existing Right of Ways
 - Nature, Purpose, Locations, and Size of Existing Easements
 - Iron Pins and Concrete Monuments
 - Scale (1" = 50" Minimum)
 - North Arrow
 - Streets Including Width of Pavement
 - All Underground Utilities, Gas/Propane Below or Above Grade
 - Dare Co. Register of Deeds Map Book/Subdivision Ref.
 - Street Address
 - Present Recorded Owner, Developer, Engineer contacts
 - Adjacent Property Owners, Adj. Use & Zone
 - Corp. of Engineers Report / Wetland Study
 - NFIP Flood Zone (ref: Elevation Datum (NAVD 1988))
 - Minimum, Lot Size indicated
 - Proposed Improvements:
 - Zoning Use Compliance/Setbacks labeled
 - Landscaping Plan / Buffers / Screening (per section 153.073)
 - Lighting Plan - photometric showing point output (section 153.074)
 - Sedimentation & Erosion Control Plan including details
 - Disturbed Areas delineated & areas calculated
 - Location of Sidewalks on the Croatan Highway and Curbs
 - Location of Sewer Facilities and Drain field
 - Proposed Building Type, # of Floors and dimensions, floor area ratio, Height
 - Existing and Finished Grades of Entire Site
 - Storm Water Management Plan including calculations
 - Total Units and Density per Acre (Multi-Family) or floor area ratio (in OIR)
 - Lot Size and Lot Coverage Calculation
 - Utility Plan indicating location & sizes of proposed improvements
 - Water Service Sizing Checklist
 - Layout, Size and Number of Parking Spaces including handicap w/ setbacks (Each Space Numbered)
 - Fire Lane and Driveways
 - Loading Zone (Commercial Sites)
 - Mail Delivery Cluster Sites (Multi-Family)

- Proposed First Floor Elevation
- Dumpster Pad Location
- Proposed Sign Location
- Sight triangle shown
- Commercial Building Plans showing architectural compliance
- Plans to N.C.D.O.T. (if required)
- NC Engineer/Land Surveyor Seal on Site Plan

*** The items listed in the Site Plan portion of the above checklist represent information that must be indicated on any site plan submitted for review by the Kill Devil Hills Planning Department, Planning Board, and Board of Commissioners. All of the above required documents shall be submitted on or before the 3rd Tuesday of each month. Upon completion of review, the Planning Board shall transmit its recommendations to the Board of Commissioners. The Board of Commissioners shall review site plans on the second Monday of each month.

Signature of Applicant: _____

A handwritten signature in black ink, consisting of a large, loopy initial 'A' followed by a horizontal line extending to the right. Below the signature, the word 'AGENT' is printed in a small, sans-serif font.

(Date) 08-12-23

**KDHWTP, LLC
P.O. Box 3629
Kill Devil Hills, NC 27948
NCUC W-1160**

Willingness to Serve

August 10, 2023

Run Hill Commons, LLC
10th Avenue
Kill Devil Hills, NC 27948

Re: Run Hill Commons

To whom it may concern:

KDHWTP is Willing to Serve Run Hill Commons as referenced above with 8640
gpd of sewer Capacity.

My best regards,

Eddie Goodrich

Eddie Goodrich
Member Manager

Response Memorandum – 09-16-23

From: Mike Robinson, PE
To: Ryan Lang, Senior Planner

Subject: Planning Board Memo Response:
SITE PLAN TECHNICAL REVIEW 1 – 901 Tenth Avenue in the Light Industrial Two Zone -- Proposed 33 Unit Multi-family Apartment Building and associated site improvements

Revisions and response comments noted in **Red** below.
Reference revised plans dated 09-16-23.

Planning:

Sheet 1A:

- a. Add (C) *Multi-family dwellings of three or more units per dwelling* to Proposed Development as permitted use. **Note revised – Sheet 1A**
- b. Dimension driveway width at property line on entrancelexit from Corrigan Street. **Dimension Added – Sheet 1A**
- c. Show proposed ground cover in drainage basins and in non-landscaped areas. **Note Added – Sheet 1A and 1B**
- d. Interior parking spaces of more than 40 require landscaping of 10% of the total parking areas, including aisles. The landscaping shall be established within the interior of the parking lot. Provide calculation and show trees in landscape islands and at end of aisles. **Landscape Island Calculation are shown on Exhibit A. Also added eight Deciduous trees with a 8' minimum height and a 2" minimum diameter.**

Lighting Plan:

- a. Add note detailing proposed lighting fixtures under building will provide enough lighting for security around all sides building. **Note added – See Sheet 5**

Building Inspector:

1. Space 26 as shown on sheets 1A, 1B and 2A appears to have a piling within the ADA space (directly behind the vehicle shown in the space.) **Some of these pilings are rail posts from floors above the ground level. The pilings have been removed for clarity – See Sheets 1A and 1B**
2. By code, the access aisle shall extend the full length of the space it serves. The spaces extend out from under the structure while the access aisle stops at the line of the structure. This whole 3x8'=24' wide space shall be clear and open. This will require at a minimum a 24'wide opening in the piling spacing if you plan to have the spaces and access aisle extend out from under the structure past the pilinggirder line. **The Access Aisle has been revised – see Sheets 1A and 1B**

Public Services:

Streets

1. Driveways will need to have an inverted flow line (valley style gutter) across the driveways from curb return to curb return. **Flow line valley gutter and additional grades shown. See sheet 3A and 3B**
2. Provide driveway culvert pipes and swale grades. **Culvert and Swale inverts have been added.**
3. Provide construction fence along the southern boundary of the property and across the Clark St. Right-of-Way at Tenth Ave. to deter construction activities from entering the Clark St. Right-of-Way. **Construction Fence added. See sheet 3A and 3B**

Wastewater: The final wastewater plans will be prepared prior to applying for a building permit. All the following notes and conditions will be taken into account in the final force main design. The final plans will be submitted to Public Services for approval before submitting for the sewer extension permit. An encroachment agreement will be prepared for approval and encroachment fees will be paid.

1. Preliminary wastewater force main extension layout is provided extending the new force main from the site to the existing force main located in Blue Jay Street and in the unimproved and improved sections of the W. Corrigan Street Right-of-Way. Public Services offers no objection to the general horizontal alignment presented. We do recommend the connection to the existing force main in Blue Jay Street be shifted south and out of the intersection to minimize any future conflicts with curb radii.
2. Final wastewater plans detailing the force main horizontal and vertical plan and profile alignment with construction details will need to be approved by public services prior to issuing a building permit. Wastewater force main depth in the unimproved portion of W. Corrigan Street will need to take in consideration future development of these rights-of-way.
3. Plans will need to clearly present portions of the force main sections to be directionally drilled and sections to be open cut.
4. Wastewater infrastructure in the Right-of-Way shall be installed to sufficient depth to accommodate future water system extension and drainage along E. Corrigan St. and other applicable Town rights-of-way. Sewer depth needs to be able to accommodate at 36" deep 8" water main with 18" separation below the water main.
5. A Copy of the NCDEQ Wastewater Extension (Fast Track) permit will need to be provided prior to issuance of a building permit.
6. KDHWWTTP will need to provide the Town's encroachment agreement for the wastewater infrastructure in the W. Corrigan St. Right-of-Way and up to the existing KDHWWTTP force main.
7. Right-of-Way Encroachment Fees: Utility Right-of-Way encroachment fees are \$0.10 per lineal feet: The proposed force main is approximately 2,750 lineal feet and anticipated encroachment fees based on the current rate schedule will be approximately \$275.00 and will be required at building permit. Final wastewater force main length will need to be provided to determine final encroachment fees.

Fire Marshal:

1. Fire Hydrant shall be added and location to be determined **The new fire hydrant is located just north of the south entrance on Tenth Street near the FDC**