



TOWN OF KILL DEVIL HILLS

Land Where Flight Began

NOTICE OF PUBLIC MEETING

NOTICE IS HEREBY GIVEN that on Tuesday, December 19, 2023, at 5:30 p.m., the Kill Devil Hills Planning Board will hold its regular meeting of the month in the Town Hall Meeting Room located at 102 Town Hall Drive, Kill Devil Hills.

A printed packet is available for public inspection in the Office of the Town Clerk, 102 Town Hall Drive. To schedule an inspection time, contact the Department at 252-449-5300. Packet materials can be viewed on the Town's website at <https://www.kdhnc.com/743/Meetings-Agendas-Packets-Minutes>.

Written public comments for the Planning Board can be emailed to info@kdhnc.com. Comments must include your name and address and are limited to three minutes for individuals, and five minutes when speaking for a group.

AGENDA

Call to Order

Agenda Approval

Approval of the Minutes of the October 17, 2023, meeting

Public Comment

Response to Public Comment

Ongoing Business

1. Proposed Zoning Amendment - 153.310 Cottage Courts & 153.311 Cluster Homes – Proposed modification to Cottage Court and Cluster Homes Regulations

New Business

1. Proposed Zoning Amendment – 153.073 Landscaping Requirements – Modify Buffer Requirements for Commercial Use(s)
2. Minor Subdivision Review – Ocean Breeze Townhomes: Phase 1 – Proposed 5-Lot Minor Subdivision
3. 2024 Planning Board Meeting Schedule

Public Comment

Response to Public Comment

Board Member Comment

Adjournment

Posted this 14th day of December 2023.

Jennifer Stecher

Administrative Assistant/Deputy Town Clerk

Copies to: Mayor and Board of Commissioners, Planning Board members in their packet materials; Town Manager; Town bulletin boards; Sunshine List, including all news media; Electronic Distribution List; Town website and social media; file

Post Office Box 1719 • 102 Town Hall, Kill Devil Hills, North Carolina 27948 • 252-449-5300 • www.kdhnc.com

Minutes of the Tuesday, October 17, 2023, meeting of the Kill Devil Hills Planning Board held at 5:30 p.m. in the Town Hall Meeting Room, 102 Town Hall Drive, Kill Devil Hills, North Carolina.

Members Present: Chairperson Howard Buchanan, T. Dillon Heikens, Michael Lowack, Sandie Markland, and Ron Seidman, II

Members Absent: Becky Breiholz and Natalie Painter

Others Present: Cameron Ray, Assistant Planning Director; Ryan Lang, Senior Planner; and Jennifer Stecher, Deputy Town Clerk

Call to Order

At 5:30 p.m., Chairperson Howard Buchanan called the Tuesday, October 17, 2023, meeting of the Kill Devil Hills Planning Board to order and welcomed everyone present.

Agenda Approval

Chairperson Buchanan requested the agenda be amended to include the election of the Vice Chairperson along with the Chairperson election, both terms ending December 2024. Sandie Markland moved to approve the agenda for this meeting, as amended. Dillon Heikens seconded the motion, which was approved by a unanimous, 4-0, vote.

Approval of the Minutes of the September 19, 2023 meeting

Ron Seidman moved to approve the September 19, 2023, meeting minutes, as presented. Sandie Markland seconded the motion, which was approved by a unanimous, 4-0, vote.

Public Comment

Response to Public Comment

Ongoing Business

New Business

1. Election of Chairperson

Jennifer Stecher, Clerk to the Planning Board, opened the floor to nominations for Chairperson. Mr. Seidman nominated Mr. Buchanan as Chairperson for a term to expire in

December 2024. Mr. Heikens seconded the nomination. There being no other nominations, they were closed, and Mr. Buchanan was elected Chairperson by a vote of 4-0.

Ms. Stecher opened the floor to nominations for Vice Chairperson for a term to expire in December 2024. Mr. Heikens nominated Mr. Seidman as Vice Chairperson and Mr. Buchanan seconded the nomination. There being no other nominations, they were closed, and Mr. Seidman was elected Vice Chairperson by a vote of 4-0.

2. Site Plan Review – 1208 Swan Street in the Light Industrial 2 Zone Proposed 5 Unit Multi-Family Townhouse and Associated Site Improvements

The meeting packet included the site plan submitted by Group Holdings, LLC, for the proposed construction of a (5) unit multi-family townhome building, consisting of (5) three-bedroom units, and associated site improvements with 15 parking spaces. The proposed multifamily development is a permitted use in the Light Industrial 2 Zone (C) *Multi-family*. The packet also included the commercial site plan application, proposed site plan, proposed architectural and floor plan layouts, lighting plan, site narrative, and applicant's response to Staff's Tech 1 comments.

The applicant has addressed most of Staff's initial technical review comments; however, a few minor conditions remain to be addressed. Staff recommended that the Planning Board forward the plan to the Board of Commissioners with a favorable recommendation after the listed conditions have been addressed.

Mr. Lowack asked why the ADA parking spot was removed. Mr. Ray explained that ADA parking spaces are not required for this type of site plan.

Mr. Seidman moved to forward the proposed Site Plan – 1208 Swan Street in the Light Industrial 2 Zone Proposed 5 Unit Multi-Family Townhouse and associated site improvements, to the Board of Commissioners with a favorable recommendation once the existing conditions have been met. Ms. Markland seconded the motion, which was approved by a unanimous, 4-0, vote.

3. Proposed Zoning Amendment - 153.310 Cottage Courts & 153.311 Cluster Homes – Proposed modification to Cottage Court and Cluster Homes Regulations

Assistant Planning Director Cameron Ray stated the Board of Commissioners directed Staff to prepare an amendment for additional regulations for Cottage Courts and Cluster Homes at its August 14, 2023 meeting. Currently, the effective Town Code sections that include Cottage Courts and Cluster Homes are 153.310 Cottage Courts and 153.311 Cluster Homes, which include minimum lot dimensions, minimum lot area, size and arrangement standards, minimum building separations, and driveway access standards. In addition to these requirements, these uses are required to comply with all development standards of the zoning district where the development is located (OIR Ocean Impact Residential, Commercial, Residential Low RL).

Cottage Courts and Cluster Homes were originally adopted into the zoning ordinance to provide additional options for development, especially on the oceanfront as an incentive instead of large single-family dwellings. In 2022, density requirements were adopted for these uses in

both the Ocean Impact and Commercial Zoning Districts to regulate the density of these developments consistently with other similar development types.

Since adoption of the ordinance, three Cluster Home/Cottage Court developments have been approved by the Town for construction. During the plan approval process and during the construction of these projects, concerns have been conveyed about the unforeseen effects of this development including structure separation, height, and perceived bulk. Staff proposed several options to the Board of Commissioners for ways the Town's Cottage Courts and Cluster Homes ordinances could be amended to address these concerns and in response to discussion.

The meeting packet included a proposed zoning amendments to 153.310 Cottage Courts and 153.311 Cluster Homes. The proposed amendments will create an additional front yard setback in the OIR, reduce the maximum size of dwelling units, and create a tiered separation of structures based on gross square footage and height. These amendments were developed by reviewing existing cottage courts and cluster home plans and researching other municipalities' ordinances. Staff recommends the Planning Board review the zoning amendment for discussion.

Ms. Markland asked for clarification between Cottage Courts and Cluster Homes. Mr. Ray said it comes down to ownership; a Cottage Court development has one owner whereas the Cluster Home development has an owner for each home and a homeowners' association. Mr. Lowack asked what restrictions would occur if each dwelling unit were a different size. Mr. Ray confirmed that the more restrictive regulation is going to be required. Mr. Ray also noted the lot dimensions in the Residential Low and Residential High Zone requires a setback of 100 feet as opposed to the OIR and Commercial Zones that have a minimum setback of 75 feet. Mr. Ray said the extra setback will allow for additional parking which is always needed. Ms. Markland asked if there was any consideration on lowering square footage. Mr. Ray said there was a fine line to make Cluster Homes and Cottage Courts appealing to build. Mr. Lowack stated he would like to see development slow down and discuss the change options for Cottage Courts and Cluster Homes. Mr. Ray said Staff tried to consider the finished product and to create a more appealing look in town.

Ms. Markland moved to table Proposed Zoning Amendment - 153.310 Cottage Courts & 153.311 Cluster Homes – Proposed modification to Cottage Court and Cluster Homes Regulations. Mr. Heikens seconded motion, which was approved by a unanimous, 4-0, vote.

Public Comment

Duke Geraghty, Government Affairs Director, Outer Banks Home Builders Association -

Mr. Geraghty believed in the Cottage Court and Cluster home initiative to help reduce the number of large oceanfront houses. He cautioned about making the houses too small, that there must be a return on investment to create a Cottage Court or Cluster Homes.

Response to Public Comment

Board Member Comment

Adjournment

There being no further business before the Planning Board at this time, Mr. Heikens moved to adjourn the meeting. Mr. Seidman seconded the motion, which was approved by a unanimous, 4-0, vote.

It was 6:09 p.m.

Submitted by:

Jennifer Stecher
Administrative Assistant/Deputy Town Clerk

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

December 19, 2023

Memorandum

To: Planning Board

From: Cameron Ray, Assistant Planning Director 

Subject: Proposed Zoning Amendment – 153.310 Cottage Courts & 153.311 Cluster Homes –
Proposed modification to Cottage Court and Cluster Homes Regulations

During the October 17, 2023 Planning Board meeting this proposed amendment was tabled by the Planning Board for further review.

On August 14, 2023 the Board of Commissioners directed staff to prepare an amendment for additional regulations for Cottage Courts and Cluster Homes. Currently, the effective Town Code sections that include cottage courts and cluster homes are 153.310 Cottage Courts and 153.311 Cluster Homes, which include minimum lot dimensions, minimum lot area, size and arrangement standards, minimum building separations, and driveway access standards. In addition to these requirements, these uses are required to comply with all development standards of the zoning district where the development is located (OIR, Commercial, RL).

Cottage Courts and Cluster Homes were originally adopted into the zoning ordinance to provide additional options for development, especially on the oceanfront as an incentive instead of large single-family dwellings. In 2022, density requirements were adopted for these uses in both the Ocean Impact and Commercial Zoning Districts to regulate the density of these developments consistently with other similar development types.

Since adoption of the ordinance, three Cluster Home/Cottage Court developments have been approved by the Town of construction. During the plan approval process and during the construction of these projects, concerns have been conveyed about the unforeseen effects of this development including structure separation, height, and perceived bulk. Staff proposed several options to the Board of Commissioners for ways the Town's Cottage Courts and Cluster Homes ordinances could be amended to address these concerns and in response to discussion

Attached is a proposed zoning amendment to 153.310 Cottage Courts and 153.311 Cluster Homes. The proposed amendments will create an additional front yard setback in the OIR, reduce the maximum size of dwellings units, and create a tiered separation of structures based on gross square footage and height. These amendments were developed by reviewing existing cottage courts and cluster home plans and researching other municipalities ordinances. Staff recommends the Planning Board review the zoning amendment for discussion.

§ 153.310 COTTAGE COURT(S).

Cottage court(s). In addition to the below specific standards, cottage court(s) shall also abide by regulations associated with the zoning district where the development is located.

(A) Lot dimensions. All parcels shall have a minimum width of 75 feet abutting NC 12.

(B) Lot area. The minimum building site shall be 20,000 square feet.

(C) Size, height, and arrangement. Each detached single-family dwelling unit shall be designed and arranged for occupancy by one family ~~operating as a housekeeping unit~~ and shall contain at least 500 square feet, but no more than ~~2,500~~ 2,000 square feet of gross floor area. ~~One structure may be up to 5,000 square feet if it includes two or more separate but complementary accessory or principal uses, e.g. a dwelling unit and an on-site management office.~~ Each detached single-family dwelling unit shall be an independent dwelling unit. The development shall be limited to following size, height, and separation design regulations in the table below:

GFA in square feet (SF)	Height (as defined in this chapter)	30' or less	31'-38'	Greater than 38'
500-750 SF		10'	12'	14'
751-1000 SF		10'	14'	16'
1001-1500 SF		12'	16'	18'
1501-2000 SF		12'	18'	20'

~~(D) Building separation. Within a cottage court, detached single-family dwelling units shall be separated from one another by a minimum of ten feet.~~

(E) Driveway access. Each detached single-family dwelling unit shall have access to a shared driveway. The shared driveway must be designed to a minimum width of 20 feet to allow fire- fighting apparatus to locate within 150 feet of all sides of all structures on the property. The shared driveway may be reduced to a minimum width of 12 feet where it is closer than 150 feet to all sides of all structures on the property. A shared driveway width less than 20 feet may be reviewed and approved by the Fire Marshal in conjunction with an approved alternative life safety plan or an approved fire suppression

system. The shared driveway material shall support the weight of fire apparatus as determined by the Fire Marshal.

(F) Setbacks. In the Ocean Impact Residential Zone the minimum front yard setback requirement shall be equal to the lot width not to exceed 100'.

§ 153.311 CLUSTER HOMES.

Cluster homes. In addition to the below specific standards, shall also abide by the regulations associated with the zoning district where the development is located.

(A) *Lot dimensions.* All parcels shall have a minimum width of 75 feet in the Ocean Impact Residential and Commercial Zone. All parcels shall have a minimum width of 100 feet in the Low Density Residential Zone.

(B) *Lot area.* The minimum building site shall be 20,000 square feet in the Ocean Impact Residential and Commercial Zone. The minimum building site shall be a minimum of 1 acre in the Low Density Residential Zone.

(C) Size, height, and arrangement. Each detached single-family dwelling unit shall be designed and arranged for occupancy by one family ~~operating as a housekeeping unit~~ and shall contain at least 500 square feet, but no more than ~~2,500~~ 2,000 square feet of gross floor area. ~~One structure may be up to 5,000 square feet if it includes two or more separate but complementary accessory or principal uses, e.g. a dwelling unit and an on-site management office.~~ Each detached single-family dwelling unit shall be an independent dwelling unit. The development shall be limited to following size, height, and separation design regulations in the table below:

GFA in square feet (SF)	Height (as defined in this chapter)	30' or less	31'-38'	Greater than 38'
500-750 SF		10'	12'	14'
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1001-1500 SF		12'	16'	18'
1501-2000 SF		12'	18'	20'

~~(D) Building separation. Within a cottage court, detached single-family dwelling units shall be separated from one another by a minimum of ten feet.~~

(E) *Driveway access.* Each detached single-family dwelling unit shall have access to a shared driveway. The shared driveway must be designed to a minimum width of 20 feet to allow fire- fighting apparatus to locate within 150 feet of all sides of all structures on the property. The shared driveway may be reduced to a minimum width of 12 feet where it is closer than 150 feet to all sides of all structures on the property. A shared driveway of less than 20 feet may be reviewed and approved by the Fire Marshal in conjunction with an approved alternative life safety plan or an approved fire suppression

system. The shared driveway material shall support the weight of fire apparatus as determined by the Fire Marshal.

(F) Setbacks. In the Ocean Impact Residential Zone the minimum front yard setback requirement shall be equal to the lot width not to exceed 100'.

PLANNING BOARD REPORT

Per NCGS 160D-604(b), Zoning Amendments. – Subsequent to initial adoption of a zoning regulation, all proposed amendments to the zoning regulation or zoning map shall be submitted to the planning board for review and comment. If no written report is received from the planning board within 30 days of referral of the amendment to that board, the governing board may act on the amendment without the planning board report. The governing board is not bound by the recommendations, if any, of the planning board.

Per NCGS 160D-604(d), Plan Consistency – When conducting a review of proposed zoning text or map amendments pursuant to this section, the planning board shall advise and comment on whether the proposed action is consistent with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable. The planning board shall provide a written recommendation to the governing board that addresses plan consistency and other matters as deemed appropriate by the planning board, but a comment by the planning board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment by the governing board. If a zoning map amendment qualifies as a "large-scale rezoning" under G.S. 160D-602(b), the planning board statement describing plan consistency may address the overall rezoning and describe how the analysis and policies in the relevant adopted plans were considered in the recommendation made.

PLANNING BOARD RECOMMENDATIONS

Proposed Amendment Title: Proposed Zoning Amendment - §153.310 Cottage Courts and §153.311 Cluster Homes – Considerations for Additional Regulations

Approval/Denial: Planning Board finds that the Proposed Zoning Amendment §153.310 Cottage Courts and §153.311 Cluster Homes – Considerations for Additional Regulations is/is not consistent with the adopted Land Use Plan.

Therefore, the Planning Board finds the proposed amendment is consistent/inconsistent with the objectives and policies contained in the Kill Devil Hills Land Use Plan and/ or other officially adopted plans of the Town that are applicable.

This report reflects the recommendation of the Planning Board with a vote of ___to___, this the Nineteenth day of December, 2023.

Attest:

Planning Board Chairman

Secretary of Planning Board

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
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Zoning Administrator
DONNA ELLIOTT

THE TOWN OF KILL DEVIL HILLS
NORTH CAROLINA

PLANNING DEPARTMENT

December 19, 2023

Memorandum

To: Planning Board

From: Cameron Ray, Assistant Planning Director 

Subject: Proposed Zoning Amendment – 153.073 Landscaping Requirements – Modify Buffer Requirements for Commercial Use(s)

On November 13, 2023 the Board of Commissioners directed staff to prepare an amendment for additional regulations for landscaping and buffer requirements for commercial use(s). Currently, Town Code section 153.073 “Landscaping Requirements” includes regulations for landscaping and buffering that is intended to provide separation of uses, promote aesthetic character, and promote public health and safety through the reduction of noise, air, and visual pollution.

The current Town regulations for buffers between incompatible uses require screening at the property line. Screening shall be either a dense vegetative screen or a six-foot fence with landscaping on the outside. Additionally, the buffer has to have a depth of five feet along property lines and ten feet along property lines abutting streets. Several concerns that previously came up were that the current regulations do not address commercial uses with greater intensity and certain types of fencing used. Primarily, the concern was that these regulations did not address more intense uses or require enough buffer to protect existing adjacent uses from the effects of commercial uses.

Staff proposed several options to the Board of Commissioners for ways the Town’s landscaping and buffer requirements could be amended to address these concerns. In response to discussion, attached is a proposed amendment to 153.073 Landscaping Requirements. The amendment includes clarification of buffers, increases depth of landscape buffer areas, and provides regulations for existing landscaping.

Buffer clarifications are included for three different buffer types; incompatible use, incompatible zoning districts, and compatible use/streets buffer. The amendment also increases the minimum buffer area for incompatible uses and incompatible zoning from five feet to ten feet to provide more landscaped buffer area between commercial use(s) and residential use(s). The amendment includes regulations for existing landscaping (trees and shrubs) within the buffer area including existing vegetation preservation between incompatible uses, specifically the preservation of live oaks within any buffer areas. Vegetation preservation allows existing vegetation to be used to meet the planting requirements for developments, which provides an incentive for developments to have less new plantings required. Additionally, the amendment removes vinyl fences as an allowed material for fencing used for a landscape buffer.

Staff recommends the Planning Board Review the attached zoning amendment to 153.073 for discussion.

§ 153.073 LANDSCAPING REQUIREMENTS.

(A) Intent and objectives.

(1) The intent of this section is to improve the appearance of parking areas and properties abutting public rights-of-way; to provide buffering between noncompatible land uses; to provide spatial separation of land uses; to protect, preserve and promote the aesthetic and visual character of lands particularly adjacent to major thoroughfares; and to promote public health and safety through the reduction of noise pollution, air pollution, visual pollution, air temperature and artificial light glare within the town.

(2) Landscaping includes not only trees, shrubbery, grass and ground cover but open paving stones, benches, fountains and exterior lighting fixtures as well. Buildings, vehicles, boats, equipment, parking areas or storage areas shall not be included in required landscaped areas. No more than 20% of a required perimeter landscaped area may be utilized for sidewalks, walkways or private roads. Landscaping standards may be satisfied within required setbacks.

(3) Any existing natural landscape shall be preserved whenever possible. Preservation of trees and further landscaping is the goal rather than destruction of existing trees or plant life. The planting of drought-tolerant vegetation common to the immediate natural coastal environment is encouraged to ensure proper plant life development and maturation.

(4) While the above objectives are general in form, proper design and location of trees, shrubbery and other landscape amenities will be subject to the town's plan review procedure.

(5) Landscaped areas may be used for nitrification fields.

(B) Jurisdiction. The requirements of this section shall apply to all zones.

(C) Applicability. All new development, redevelopment, substantial improvement, or change of use shall comply with the requirements of this section, except single-family detached residences and duplexes with less than 6,000 square feet of lot coverage, which shall meet the requirements of division (M) below.

(D) Plan review and approval.

(1) A landscape plan shall be submitted at the time application is made for site plan approval covering new development, redevelopment, substantial improvement, or change of use.

(2) The plan shall include the location and size of all proposed structures or improvements, landscape materials, including botanical and common names, and all existing vegetation by their common names as specified by the following:

(a) A tree survey: show all existing trees which have a diameter of six inches or greater, measured three feet from the base and also all major vegetation with an index of those trees and vegetation;

(b) Total site area;

(c) Parking area;

(d) Landscape area required and provided for in the project;

(e) Number of trees which are provided for the project;

(f) Irrigation plan, if any;

(g) Total amount of interior landscaped area.

(E) Parking lot landscape requirements.

(1) If more than 40 parking spaces are provided, landscaping of 10% of the total parking areas, including aisles, shall be required. This landscaping shall be established within the interior of the parking lot.

(2) The interior landscaped areas shall be located in a manner that:

- (a) Assists and helps to control the movement of vehicular and pedestrian traffic;
- (b) Provides visual relief from a large expanse of paving;
- (c) Preserves existing trees, where possible; and
- (d) Screens loading and service areas.

(3) A landscaped aisle shall be provided at the end of each parking row adjacent to the travel lane serving the parking aisle.

(4) In order to encourage the required landscaped areas to be properly dispersed, no required landscape area shall be larger than 350 square feet unless a larger area is necessary to save or protect existing vegetation.

(5) Interior landscaped areas shall contain a minimum of 75 square feet. Within these landscaped areas there shall be a minimum of one small tree per ten parking spaces in addition to other plant materials and ground cover. See division (L) of this section and Appendix A of this chapter.

(6) Required perimeter landscape areas shall not be used in the calculation of required interior landscape areas.

(F) Perimeter landscaped areas.

~~(1) General. A perimeter landscaped area, with a minimum depth of five feet, shall be required along property lines. Along property lines abutting any street, the minimum depth shall be ten feet. Driveways, sidewalks and similar facilities may traverse perimeter landscaped areas.~~ Type and Width of Required Buffer. A perimeter landscape buffer shall be required along all property lines including property lines abutting any street. The type and width of the landscape buffer will be determined by land use classification and the use or zoning district of the adjacent property.

(2) ~~Screening Buffer~~ requirements.

(a) Buffer between incompatible uses. Commercial, multi-family, single-family greater than 6,000 square feet of lot coverage, and duplex dwellings located adjacent to a single-family residential use less than 6,000 square feet of lot coverage shall provide the following buffer;

- a. A minimum depth of ten feet shall be required along all property lines.
- b. Property lines abutting an incompatible use shall provide a dense vegetative buffer with a mature height of six feet in height or a fence six feet in height with ornamental landscaping.
 - i. A dense vegetative buffer shall contain shrubs at least 30 inches high and planted two-and-one half feet on center at the time of installation.
 - ii. When using a fence for buffer requirements the fence shall be constructed of wood, masonry, or engineered sound wall with the ornamental landscaping

installed between the fence and the property line and shall provide one tree for each 30 linear feet and one shrub for each 10 linear feet of landscape area. The finished side of the fence shall face the adjacent property.

- (b) Buffer between incompatible zoning districts. Commercial, multi-family, single-family greater than 6,000 square feet of lot coverage, and duplex dwellings uses located in any zoning district adjacent to a residential low or residential high zoning district shall provide the following buffer;
 - a. A minimum depth of ten feet shall be required along property lines.
 - b. Property lines directly adjacent to the incompatible use shall provide a dense vegetative buffer with a mature height of six feet in height or a fence six feet in height with ornamental landscaping in accordance with (b)(i) & (b)(ii) above.
- (c) Buffer between compatible uses and streets. Commercial, multi-family, single-family greater than 6,000 square feet of lot coverage, and duplex dwellings uses located along any property line adjacent to compatible uses or streets.
 - a. A minimum depth of five feet shall be required along property lines. Along property lines abutting any street, the minimum depth shall be ten feet.
 - b. Property lines directly adjacent to a compatible use or streets shall provide one tree for each 30 linear feet and one shrub for each 10 feet of landscape area.
 - c. Front property lines shall provide one tree for each 10 linear feet and one shrub for each 10 feet of landscape area.
 - d. Landscaping shall be dispersed throughout the landscape area to create natural appearance and not be evenly spaced.
- (d) Existing Landscaping within required buffer area.
 - a. Existing natural landscape including shrubs and trees shall be preserved within buffers listed in 153.073(F)(2)(a) & 153.073(F)(2)(b).
 - b. Existing live oak trees (Town tree) within any landscape buffer listed in 153.073(F)(2) shall be preserved.
 - c. Existing landscaping preserved within the perimeter landscaped area is allowed to be used to satisfy the planting requirements of 153.073(F)(2), provided the vegetation meets or exceeds the buffer requirements.

Restaurants, retail sales, shopping centers, automotive sales or repair, taverns, amusement or entertainment establishments, industrial uses, warehouses, wholesale businesses or trucking facilities, business or professional offices, places of worship, schools, daycare centers, parking lots, townhouse or multi-family developments, and single-family and duplex dwellings with greater than 6,000 square feet of lot coverage must provide screening on their property for certain adjacent uses. Where abutting single-family dwellings or duplexes with less than 6,000 square feet of lot coverage to the rear or to the side, such property line shall have a wall constructed of wood, masonry wall, vinyl or composite materials or a vegetative buffer six feet in height along the property line. Along property lines abutting single-family or duplex dwellings with less than 6,000 square feet of lot coverage a fence or dense vegetative screen shall be provided. Fences shall be constructed of wood, masonry, vinyl or composite materials and be a minimum of six feet in height. In addition, ornamental landscaping shall be provided if a fence is utilized

as a buffer. Dense vegetative screens shall contain shrubs at least 30 inches high at the time of installation planted two and one half feet on center. The type of shrub used needs to be capable of attaining a height of at least six feet at maturity. A dense vegetative screen utilized as a buffer will also satisfy the ornamental landscaping requirements below. In all cases where a fence is constructed, the required landscaped area shall be located between the fence and property line.

— (b) Ornamental landscaping. Along property lines not abutting single family or duplex dwellings with less than 6,000 square feet of lot coverage, the landscape plan shall indicate at least one tree for each 30 linear feet of landscape area and one shrub for each ten feet of landscape area. For new construction or substantial improvements in the Commercial Zone, the landscape plan shall indicate at least one tree and one shrub for each ten linear feet of landscape area along the front property line. Ornamental landscaping need not be evenly spaced, but rather dispersed throughout the landscape area to create a natural appearance. In all cases where a fence is constructed, the required landscaped area shall be located between the fence and property line.

(d) No vehicles, motor or otherwise, shall be parked on landscaped areas. In all cases where a fence is constructed, the required landscaped area shall be located between the fence and property line and the fence shall be setback the depth of the buffer as to not encroach within the landscape area. No temporary signs or other structures shall be placed on any landscaped area without issuance of a permit by the Building Inspector or Zoning Administrator.

(e) Driveways, sidewalks and similar facilities may traverse perimeter landscaped areas.

(G) Grass and ground cover. Ground cover shall be placed or planted on all disturbed portions of exposed ground or earth not occupied by natural or other landscape material.

(H) Screening of refuse containers.

(1) All dumpsters shall be screened on three sides by a fence. The screening shall exceed the height of the intended container by 12 inches.

(2) The opening for the removal of trash pickup shall allow for a clearance of 12 inches on each side of the container and 24 inches at the rear of the container. Design shall be approved by the Department of Public Services, Public Works Division.

(I) Landscaping at driveways and intersections.

(1) A minimum sight triangle shall be maintained at all driveways and street intersections. Within the sight triangle, no plant material, signage or any other obstruction shall interfere with an individual's vehicle sight line. No plant material shall exceed 30 inches in height at maturity; trees shall be trimmed so that branches are at least seven feet above curb level.

(2) The minimum sight triangle for driveways shall be 10 feet by 20 feet on each side of the driveway and shall be measured as follows:

- (a) Begin at the point where the edge of the driveway intersects with the street right-of-way line;
- (b) From this point, measure 20 feet along the street right-of-way line, away from the driveway edge;
- (c) From the same point, measure ten feet toward the interior of the property, along the driveway edge;
- (d) Connect the two points established by the above method to form the required sight triangle.

(3) The minimum sight triangle required at street intersections, other than those that intersect state-maintained roads, shall be 20 feet by 20 feet and shall be measured as follows:

- (a) Begin at the property corner point where the right-of-way lines of both streets intersect;
- (b) From this point, measure 20 feet along the right-of-way line in each direction;
- (c) Connect the two points established by the method above to form the required sight triangle.

(J) Irrigation.

(1) All required landscape areas shall be irrigated or utilize plants which are drought tolerant.

(2) Irrigation plans shall be submitted for review. This is in addition to the landscaping plan. Irrigation plans shall show location, size and type of sprinkler heads and whether the system is automatic or manual.

(3) Irrigation systems shall minimize spray onto any pedestrian or vehicular access or abutting property.

(4) Water preservation should be considered in the design of all irrigation systems.

(K) Landscape maintenance. To encourage the continued maintenance of landscaped areas, the owner shall be responsible for:

(1) Landscape areas shall be properly maintained. The owner shall be notified in writing by the zoning official of the town of any areas which are not being properly maintained, and the owner shall, within 15 calendar days of receipt of the notice, restore the landscaped area to a satisfactory condition, meet the requirements of this code.

(2) Replacement of plant material shall occur only after approval of a landscaping plan by the zoning official of the town.

(3) A vegetative buffer which has been in place for three years or more, as set out in division (F)(2)(a) of this section, shall be replaced with plant material that meets the minimum maturity requirements set out in this chapter. An exception will be made when vegetation is damaged or destroyed by fire, flood, hurricane or other acts of God when the damage or removal was not caused by or contributed to by the owner, occupant or user, and shall be replaced with plants that meet minimum requirements of this code after approval of a landscaping plan by a zoning official.

(L) Plant material.

(1) No artificial plant life or other facsimile shall be permitted except by prior approval. Suggested plant lists are provided in Appendix A, Table A and Table B, which give numerous choices as to the type of plants native to the area which best suit the climatic conditions. These choices are recommended suggestions.

(2) Plants shall be sufficiently sized to ensure screening within three years. Where a vegetative screen is required, plant materials shall be sufficiently sized as practicable to ensure obscuring within three years. Seedling plants may be used where berms or structures are required or where the proposed use is contiguous to a street or vacant land that does not have proposed development in the review process. (See Appendix A).

(3) On a corner lot which abuts a state maintained right-of-way in any district, no planting, structure, sign, fence, wall or other obstruction to vision more than three feet in height shall be placed or maintained

within the triangular area formed by the intersecting street right-of-way lines and a straight line connecting a point ten feet from the intersection along the intersecting street with a point 70 feet from the intersection along the state maintained right-of-way.

(M) Tree preservation within town rights-of-way.

(1) The town may remove existing trees within town rights-of-way.

(2) Property owners or their agents may also remove trees within town-owned rights-of-way as follows:

(a) The installation of a driveway(s) shown on an approved site plan with the prior written permission of the town.

(b) With an approved restoration plan showing the replacement of removed trees at a one to one ratio or in compliance with division (F)(2)(b) and Appendix A.

(c) With an approved plan for tree thinning or removal of dead or deceased trees.

(3) An on-site meeting with the owner or their agent shall be held with a member of town staff to identify all trees to be removed. Trees marked for removal shall be noted on the site plan and flagged on site. The Planning and Inspections Department shall issue a tree removal permit after approval of the site plan. The permit will expire 180 days from the date of issuance. (Brush, vines and trees with less than a two-inch diameter measured at four and a half feet existing grade may be removed without restriction.)

(N) Regulation of above-ground appurtenances, facilities and/or structures associated with a gas utilities system. Any above ground appurtenances, facilities or structures (except buildings which are occupied and are governed by other provisions of the Kill Devil Hills Town Code), the meter and valve attached to an individual customer's structure and any required markers indicating or designating that a natural gas pipeline is buried below, constructed as a part of a gas utilities system within the town for the production, transmission, distribution and sale of gas, shall be screened with vegetative buffers as follows:

(1) All appurtenances, facilities or structures shall not be visible from ground level to a point eight feet above ground level.

(2) Buffers shall consist of trees or shrubs permitted in Appendix A of this chapter.

(3) Plants shall be of a size and planted at such intervals that they will reach full maturity and/or provide the full screening required herein within three years from the date of the completion of construction of such appurtenance, facility or structure.

(4) The franchisee for such gas utility system shall keep, replace and maintain the vegetative buffer required herein such that at all times the vegetation is alive and, after the first three years, that the full eight foot buffer is at all times in place.

(5) Failure to comply with the terms of this section, in addition to any other remedies available under the provisions of the town code, the town may plant or replace such vegetative buffer to comply with the terms of this section and all costs thereof shall be charged to franchisee.

PLANNING BOARD REPORT

Per NCGS 160D-604(b), Zoning Amendments. – Subsequent to initial adoption of a zoning regulation, all proposed amendments to the zoning regulation or zoning map shall be submitted to the planning board for review and comment. If no written report is received from the planning board within 30 days of referral of the amendment to that board, the governing board may act on the amendment without the planning board report. The governing board is not bound by the recommendations, if any, of the planning board.

Per NCGS 160D-604(d), Plan Consistency – When conducting a review of proposed zoning text or map amendments pursuant to this section, the planning board shall advise and comment on whether the proposed action is consistent with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable. The planning board shall provide a written recommendation to the governing board that addresses plan consistency and other matters as deemed appropriate by the planning board, but a comment by the planning board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment by the governing board. If a zoning map amendment qualifies as a "large-scale rezoning" under G.S. 160D-602(b), the planning board statement describing plan consistency may address the overall rezoning and describe how the analysis and policies in the relevant adopted plans were considered in the recommendation made.

PLANNING BOARD RECOMMENDATIONS

Proposed Amendment Title: §153.073 Landscaping Requirements – Modify Buffer Requirements for Commercial Use(s)

Approval/Denial: Planning Board finds that the §153.073 Landscaping Requirements – Modify Buffer Requirements for Commercial Use(s) is/is not consistent with the adopted Land Use Plan.

Therefore, the Planning Board finds the proposed amendment is consistent/inconsistent with the objectives and policies contained in the Kill Devil Hills Land Use Plan and/ or other officially adopted plans of the Town that are applicable.

This report reflects the recommendation of the Planning Board with a vote of ____to____, this the Nineteenth day of December, 2023.

Attest:

Planning Board Chairman

Secretary of Planning Board

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

December 19, 2023

Memorandum

To: Planning Board

From: Cameron Ray, Assistant Planning Director

Subject: Minor Subdivision Review – Ocean Breeze Townhomes: Phase 1 – Proposed 5-Lot
Minor Subdivision

A minor subdivision meeting the requirements of §152 *Subdivisions* is enclosed for the Ocean Breeze Townhomes: Phase 1 at 902 South Virginia Dare Trail in the Commercial Zone. The sketch plan and preliminary plat requirements have been waived and the technical review certified by the Planning Director consistent with §152.25. A minor subdivision requires approval by the Planning Board Chairperson prior to recordation.

This action will be recorded for compliance with 152.25 of the subdivision ordinance.



TOWN OF KILL DEVIL HILLS
Land Where Flight Began

To: Planning Board
From: Jennifer Stecher, Administrative Assistant/Deputy Town Clerk
Date: December 19, 2024
Subject: 2024 Planning Board Meeting Schedule

Staff is requesting the Planning Board consider continuing with their one regularly scheduled meeting per month. This schedule worked well last year and if there is pressing business the Planning Board can always schedule additional meetings.

The proposed meeting schedule below is the third Tuesday of each month with the exception of February due to early voting:

- January 16, 2024
- February 13, 2024
- March 19, 2024
- April 16, 2024
- May 21, 2024
- June 18, 2024
- July 16, 2024
- August 20, 2024
- September 17, 2024
- October 15, 2024
- November 19, 2024
- December 17, 2024