



TOWN OF KILL DEVIL HILLS

Land Where Flight Began

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN that on Tuesday, April 1, 2025, at 5:30 p.m., the Town of Kill Devil Hills Street Improvement and Special Projects Committee will hold a meeting 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 Planning Department, 102 Town Hall Drive. To schedule an inspection time, contact the Department at 252-449-5318. Packet materials can be viewed on the Town's website at <https://www.kdhnc.com/757/Agendas-Packets-and-Minutes>.

Written public comments for the Street Improvement and Special Projects Committee 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. The items to be discussed are listed below:

AGENDA

Call to Order

Agenda Approval

Approval of the September 23, 2024 meeting minutes

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

Ongoing Business

New Business

1. Conceptual Right of Way Improvement Plan for East Boundary Street (US 158 to Wrightsville Blvd) – Albemarle and Associates, LTD
2. Conceptual Right of Way Improvement Plan for East Corrigan Avenue (Wrightsville Blvd to South Memorial Blvd) – Mike Robinson, PE
3. Election of Vice Chairperson

Adjournment

Posted this 26th day of March 2025

Jennifer Stecher

Administrative Assistant/Deputy Town Clerk

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 September 23, 2024, meeting of the Kill Devil Hills Street Improvement and Special Projects Committee (SISPC) held at 12:30 p.m. in the Town Hall meeting room of the Administration Building, 102 Town Hall Drive, Kill Devil Hills.

Members Present: Nelson V. “Skip” Jones, Jr., Ronald Seidman, II, and Phillip Wayland

Members Absent: Chairperson B.J. McAvoy, Kevin Cox, and Billy Dorn

Others Present: Meredith Guns, Planning Director; Cameron Ray, Assistant Planning Director; Steve Albright, Public Services Director; Derek Dail, Assistant Public Services Director; Pete Burkheimer, Town Engineer; Patrick Lewis, Town Engineer; and Jennifer Stecher, Administrative Assistant/Deputy Town Clerk

Call to Order

At 12:30 p.m., Vice Chairperson Skip Jones called this meeting of the Kill Devil Hills Street Improvement and Special Projects Committee (SISPC) to order and welcomed everyone present.

Agenda Approval

Ron Seidman moved to approve the agenda for the meeting as presented. Phillip Wayland seconded the motion, which was approved by a unanimous, 3-0, vote.

Approval of the Minutes of the May 8, 2023 Meeting

Mr. Seidman moved to approve the minutes of the May 8, 2023, SISPC meeting as presented. Mr. Wayland seconded the motion, and the minutes were approved with a unanimous, 3-0, vote.

Public Comment

Vonnie Spaeth, of 1202 Eighth Avenue – Ms. Spaeth requested paving on the south end of Eighth Avenue. Due to more year-round residents, Mr. Spaeth explained that there is more dust that is kicked up from drivers on the street. She stated that the Town did a great job on Martin Street. Staff responded during New Business regarding paving Eighth Avenue, that it has been Town policy for all paved streets to be in fair condition status before adding to the Town’s inventory of paved streets.

Gary Dunstan, 1002 Boundary Street – Mr. Dunstan owns a lot at 204 East Corrigan Street where the road is unpaved. He is requesting the 288-foot section between Wrightsville and

Corrigan Street be paved along with the upcoming street improvement projects that are on the agenda. Mr. Dunstan also noted there will be a hydrant inconsistency on the corner of Wrightsville and Corrigan along with potential drainage issues. He explained the hydrant should be moved six feet to the south, to just inside the property line to become consistent with other hydrants. Mr. Dunstan also requested that the drainpipe at the northwest intersection of Wrightsville and Corrigan to continue straight, instead of the planned turn, in order to avoid any unnecessary movement of the pipe at a future date when Corrigan is paved. Town Engineer Patrick Lewis said there will be a way to reconcile the hydrant and drainpipe situation during the design phase when future paving of Corrigan occurs.

Ongoing Business

New Business

1. Election of Vice-Chair

Mr. Seidman moved to nominate Skip Jones for Vice-Chairperson of the SISPC. Mr. Wayland seconded the motion, which carried by a unanimous, 3-0 vote.

2. Street Improvement Recommendation for Fiscal Year 2025-2026 and Plan Year 2026-2027

Town Engineer Patrick Lewis offered a synopsis of past projects, current projects and the annual update of the 2025-2026 Street Conditions Rating Study. The meeting packet included a detailed report by American Engineering of Town street projects previously completed as well as proposed future projects. Mr. Lewis recommended the proposed Fall project of West Martin Street from US 158 to Ninth Avenue, including reconstruction of the pavement, addition of sidewalk from US 158 to Swan Street, and stormwater improvements along that same section. The pavement replacement section represents approximately 0.6 miles or 20% of the remaining poor-rated streets in the Town's inventory. Mr. Lewis and Pete Burkheimer also proposed the following future projects:

- FY 2026-27 to include East First Street and West First Street water main replacement, sock-drain addition, resurfacing and sidewalk addition.
- FY 2027-28 to include West Fifth Street resurfacing and sidewalk addition to Bay Drive.
- FY 2028-29 to possibly include replacement of several asbestos pipes to sock drain and resurfacing of 0.57 miles of poor-rated streets.

Staff has applied for grant funding to assist with paying for a sidewalk on West Martin to Baum. Mr. Jones noted the sidewalks currently in place are being well utilized.

Mr. Seidman moved to recommend and forward the following to the Board of Commissioners with a favorable recommendation:

- The 2025-26 Fall Street design recommendation for West Martin Street including sidewalks on Martin and Swan Street;
- The 2025-26 Spring Street design recommendation for West Ocean Acres Drive;

- The 2026-27 Plan Year recommendation, East and West First Street including sidewalks design concept to allow for grant opportunities for sidewalks.
- Mr. Wayland seconded the motion, which carried by a unanimous, 3-0 vote.

Board Member Comment

The group discussed what is allowable on multi-use paths. Staff noted the Board of Commissioner has discussed options for golf carts and e-bikes in regards to state law and what is allowed regionally.

Adjournment

There being no other business before the SISPC at this time, Mr. Jones moved to adjourn the meeting. Mr. Seidman seconded the motion, which carried by a unanimous, 3-0 vote, and the meeting adjourned. The time was 1:24 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



THE TOWN OF KILL DEVIL HILLS
NORTH CAROLINA

Assistant Director of
Planning and Inspections
CAMERON RAY

Senior Planner
RYAN LANG

Permit Services Administrator
MICHELLE NICHOLS

PLANNING DEPARTMENT

April 1, 2025

Memorandum

To: Street Improvement/Special Project Subcommittee

Form: Meredith Guns, Planning Director, *MBG*

Subject: Conceptual Right of Way Improvement Plan for East Corrigan Ave. (Wrightsville Blvd. to South Memorial Blvd.)– Mike Robinson, PE

Attached is a conceptual right of way plan submitted by Mike Robinson, PE. The plan includes right of way improvements on East Corrigan Ave from Wrightsville Blvd to South Memorial Blvd (approximately 280 linear feet). Currently, East Corrigan Avenue is improved from US158 to Wrightsville and from Memorial Blvd to NC12. This will complete the final block of Corrigan Ave. This right-of-way is shown for improvement on the unimproved right of way assessment map adopted by the Board of Commissioners (see attached map).

Staff recommends forwarding the street conceptual plan to the Board of Commissioners recommending approval with the following conditions:

1. Public Services Department and Town Engineer will approve final engineering plans prior to construction
2. All state and local permits will be secured prior to construction.

Engineering and Surveying
Mailing Address: P.O. Box 2852 (104 Jester Court)
Kill Devil Hills, North Carolina 27948
Email: mrobinson@obxengineering.com
Phone: 252-255-8026

.....

Michael W. Robinson, P.E., P.L.S.

March 26, 2025

Meredith B. Guns, CFM
Planning Director – Town of Kill Devil Hills
102 Town Hall Drive
Kill Devil Hills, NC 27948

**Request to allow a private developer to construct a paved roadway on a portion
of Corrigan Street in the Town of Kill Devil Hills**

Dear Mrs. Guns,

I am representing Gary Dunstan who owns a residential lot on the north side of the unimproved Corrigan Street Right of Way.

On behalf of Mr. Dunstan we hereby request the Town allow roadway paving and improvements within Corrigan Street Right of extending from the existing paved roadway at Wrightsville Avenue, east to the existing paved roadway at South Memorial Boulevard as shown on the attached exhibit.

The improvements will include:

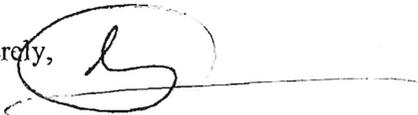
- A 20 pavement section, curb and gutter at the turnouts with Wrightsville and South Memorial and gravel paving shoulders in accordance with Town Roadway Standards.
- A new 2" water line from the 6" water main along Wrightsville to the 6" water main along South Memorial.
- Roadway drainage typical to roadway construction in this area.

It is understood that no construction will begin until the proposed improvements have been reviewed and approved by the Town.

Thank you for your consideration in this matter.

Please feel free to call me at 252-255-8026 if you have any questions or need additional information. I can also be reached by email at mrobinson@obxengineering.com.

Sincerely,



Michael W. Robinson P.E., P.L.S.

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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

March 19, 2025

DEREK A. DAIL
Assistant Director

MEMORANDUM

MARCIA OLLIS
Administrative Services

TO: Meredith Guns, Planning Director

ALFRED W. BURTON
Water Plant

FROM: Derek Dail, Assistant Public Services Director

DAVE SPENCE
Water Systems

REF: East Corrigan Street Proposed Right-of-Way Improvements

L. RANDOLPH TURNER
Streets

Public Services has reviewed the preliminary plan for Improvements in the East Corrigan Right-of-Way titled *Corrigan Street* by Michael W. Robinson, P.E., P.L.S. and dated 1-26-2025.

LYNN E. LINDSEY
Solid Waste

The plans propose to build a new section of roadway and waterline in the currently vacant portion of the East Corrigan Right-of-Way between South Memorial Blvd and Wrightsville Blvd.

After review of the preliminary plan, Public Services has no objection with the concept of the improving the right-of-way to add a new section of roadway in the currently vacant right-of-way.

Once the applicant has received Board of Commissioners approval to improve the vacant East Corrigan Street Right-of-Way. Final construction drawing for the improvement will be required to be approved by Public Services. Final construction drawings will not be approved until all required regulatory permits have been obtained and Public Services has determined that the plans have been designed in accordance with the requirements of the Town's *Technical Specifications* for street construction projects and *Waterline Specifications* for water system additions and/or modifications as prepared by American Engineering; and the improvements are adequately coordinated with existing infrastructure and development plans for the area.

Guns, Meredith

From: Pete Burkheimer <PBurkheimer@american-ea.com>
Sent: Friday, March 14, 2025 6:24 AM
To: Guns, Meredith; Albright, Steve; Dail, Derek; Patrick Lewis; Ray, Cameron
Subject: RE: corrigan street-kdh-prelim-sheet 1.pdf

No comments on the "preliminary plan." Grading of new street section and treatment of drainage connection will be important considerations in review of final construction plans.

Pete Burkheimer, PE

Senior Consultant



830 Greenbrier Circle, Suite 110
Chesapeake, VA 23320
(757) 478-5970 (cell)
pburkheimer@american-ea.com

From: Guns, Meredith <MEREDITH@kdhnc.com>
Sent: Wednesday, March 12, 2025 10:10 AM
To: Albright, Steve <Steve@kdhnc.com>; Dail, Derek <derek@kdhnc.com>; Pete Burkheimer <PBurkheimer@american-ea.com>; Patrick Lewis <plewis@american-ea.com>; Ray, Cameron <Cameron@kdhnc.com>
Subject: FW: corrigan street-kdh-prelim-sheet 1.pdf

Attached is a preliminary plan for a private developer to improve a public ROW. This will go to the Street Improvement Subcommittee and the Board of Commissioners for approval. Just a reminder the approval will be to allow a private developer to improve a public ROW. The approval has typically approved with a condition that final construction plans must be reviewed and approved by the Public Services department and Town Engineer.

Please provide your comments on for this ROW to be improved by a private developer Wednesday, March 19, 2025. Your comments will be included for the Street Subcommittee and Board of Commissioners.

I am working to schedule a street meeting toward the end of the month or early April depending on availability.

Thank you
Meredith

From: mrobinson obxengineering.com <mrobinson@obxengineering.com>
Sent: Tuesday, March 4, 2025 12:04 PM
To: Guns, Meredith <MEREDITH@kdhnc.com>
Cc: Ray, Cameron <Cameron@kdhnc.com>; Lang, Ryan <rlang@kdhnc.com>
Subject: FW: corrigan street-kdh-prelim-sheet 1.pdf

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

Permit Services Administrator
MICHELLE NICHOLS

THE TOWN OF KILL DEVIL HILLS
NORTH CAROLINA

PLANNING DEPARTMENT

April 1, 2025

Memorandum

To: Street Improvement/Special Project Subcommittee

Form: Meredith Guns, Planning Director *MG*

Subject: Conceptual Right of Way Improvement Plan for East Boundary St. (US158 to Wrightsville Blvd.)– Albemarle and Associates, LTD

Attached is a conceptual right of way plan submitted by Albemarle and Associates, LTD. The plan includes right of way improvements on East Boundary Street from US158 to Wrightsville Boulevard (approximately 175 linear feet). Currently, East Boundary Street is improved from US158 to the driveway entrance of 1217 South Croatan Highway (approximately 115 feet). This right-of-way is shown for improvement on the unimproved right of way assessment map adopted by the Board of Commissioners (see attached map).

Staff recommends forwarding the Boundary Street conceptual plan to the Board of Commissioners recommending approval with the following conditions:

1. Public Services Department and Town Engineer will approve final engineering plans prior to construction
2. All state and local permits will be secured prior to construction.



March 19, 2025

Meredith Guns, Planning Director
Town of Kill Devil Hills, NC
PO Box 1719
Kill Devil Hills, NC 27948

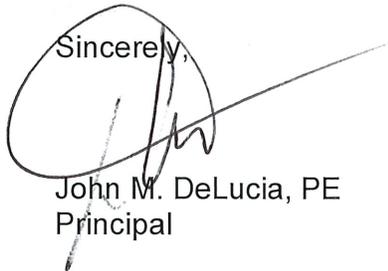
RE: East Boundary Street Extension

Dear Meredith:

Attached is a conceptual plan for extending East Boundary Street from the dead end just east of the driveway into Destination Fun to Wrightsville Ave to the east. This will allow better access to the rear parking lot without directing folks back onto the highway. Also attached is a \$100 fee for the review process. I have discussed this with Steve Albright and with Pete Burkheimer. I have forwarded a PDF of this plan to you for your use. This plan prints to an 11 x 17 sheet to be to scale. We have also included one PDF that has the Orthophoto underlying the plan for easier understanding of what is there now.

Please let us know if we need to provide any additional information.

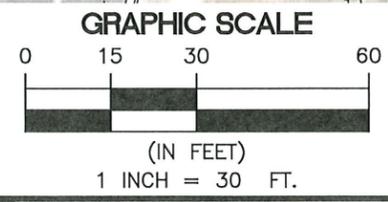
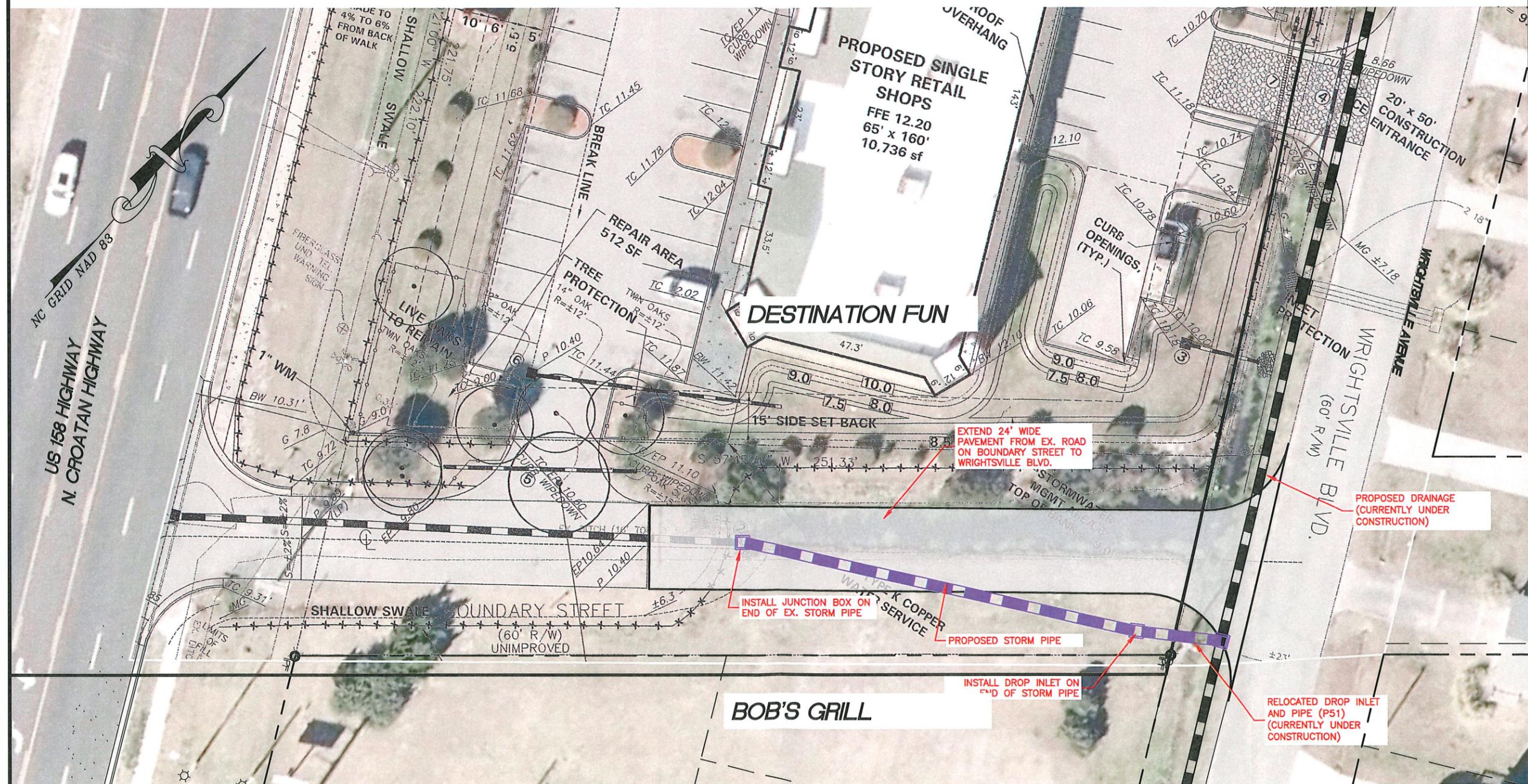
Sincerely,



John M. DeLucia, PE
Principal

cc: File

**PRELIMINARY ONLY
NOT FOR
CONSTRUCTION**



Albemarle & ASSOCIATES, LTD.
 Engineering - Environmental - Land Planning

Albemarle & Associates, Ltd.
 P.O. Box 588
 Kill Devil Hills, NC 27948
 Phone: (252) 441-2113
 Fax: (252) 441-0965
 Email: info@albemarle.com
 Lic. No. 00000000000000000000
 The document is the property of Albemarle & Associates, Ltd. and its use for any other purpose without the written consent of Albemarle & Associates, Ltd. is prohibited.

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|----------------------------------|-------------------|
| ROAD AND DRAINAGE PLAN | |
| BOUNDARY STREET EXTENSION | |
| KILL DEVIL HILLS | ATLANTIC TOWNSHIP |
| DARE COUNTY | NORTH CAROLINA |

| | |
|-----------------------|------------|
| DATE: | 03/18/2025 |
| SURVEYED: | SEE NOTES |
| DESIGNED: | JMD |
| DRAWN: | KCA |
| CHECKED: | JMD |
| FILE: | 07365B |
| SCALE: 1" = 30' | |
| SHEET: C201 | |
| 07365B | |

**PRELIMINARY ONLY
NOT FOR
CONSTRUCTION**

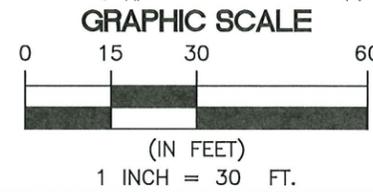
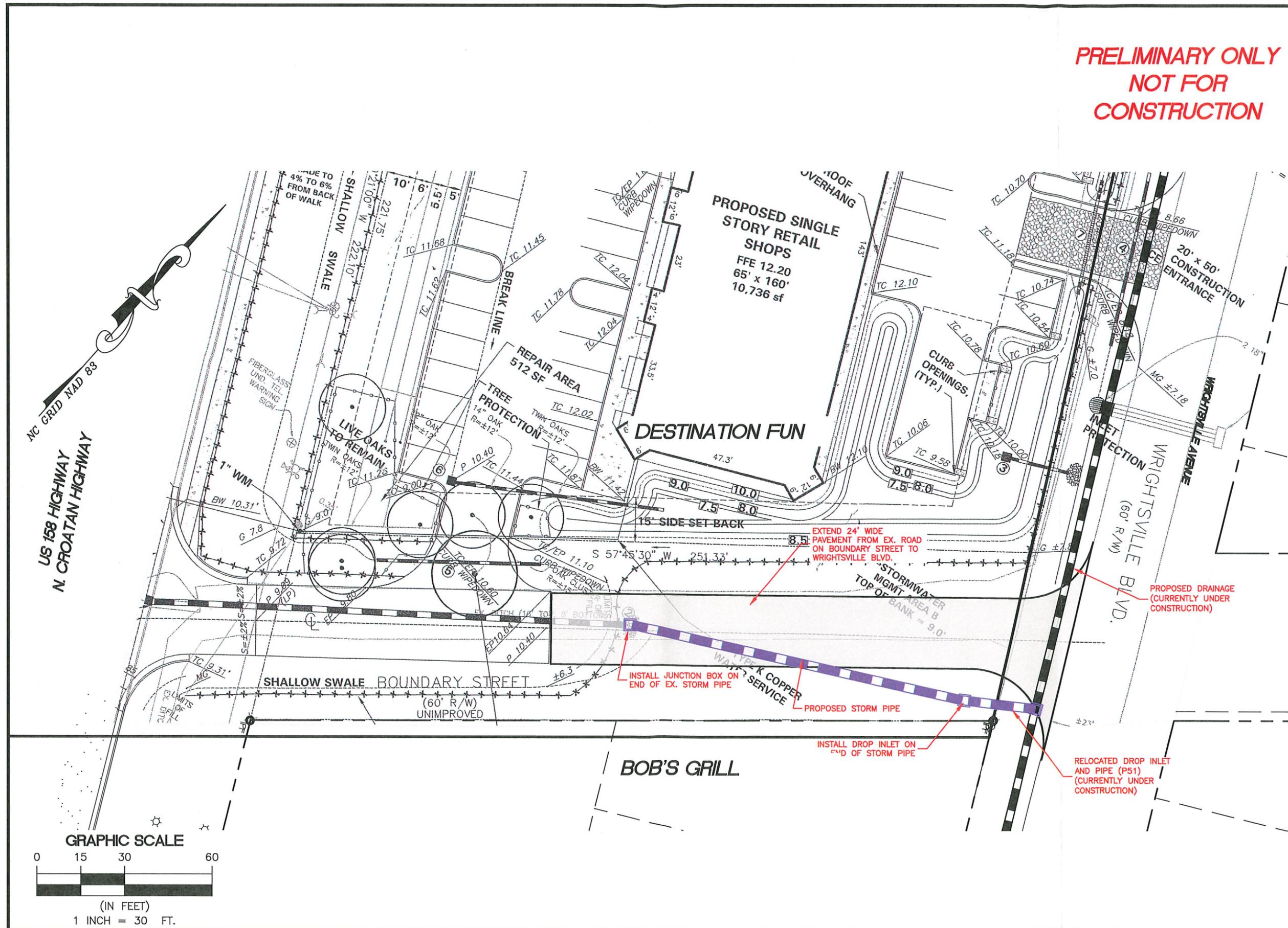


Albemarle & Associates, Ltd.
115 West St. Clair Street
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ROAD AND DRAINAGE PLAN
BOUNDARY STREET EXTENSION
KILL DEVIL HILLS ATLANTIC TOWNSHIP DARE COUNTY NORTH CAROLINA

| | |
|----------|------------|
| DATE | 03/18/2025 |
| SURVEYED | SEE NOTES |
| DESIGNED | JMD |
| DRAWN | KCA |
| CHECKED | JMD |
| FILE | 07365B |

SCALE:
1" = 30'
SHEET:
C201
07365B



Guns, Meredith

From: Guns, Meredith
Sent: Thursday, March 20, 2025 8:29 AM
To: Albright, Steve; Ray, Cameron; Lang, Ryan; Dail, Derek; Pete Burkheimer (PBurkheimer@american-ea.com)
Subject: FW: boundary
Attachments: 07365B - Boundary Street Extension 2025-03-18 ortho.pdf; 07365B - Boundary Street Extension 2025-03-18.pdf; Ltr to M Guns 03-19-25.pdf

Attached is a preliminary plan for a private developer to improve a public ROW. This will go to the Street Improvement Subcommittee and the Board of Commissioners for approval. Just a reminder the approval will be to allow a private developer to improve a public ROW. The approval has typically approved with a condition that final construction plans must be reviewed and approved by the Public Services department and Town Engineer.

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I am working to schedule a street meeting toward the end of the month or early April depending on availability.

Thank you
Meredith

From: John Delucia <johnd@albemarleassociates.com>
Sent: Wednesday, March 19, 2025 3:19 PM
To: Guns, Meredith <MEREDITH@kdhnc.com>
Cc: Albright, Steve <Steve@kdhnc.com>
Subject: FW: boundary

Meredith

Here is the PDF of the plan with and without the orthophoto. It prints to 11 x17
I will deliver the letter and one copy to you with the \$100 fee later this afternoon around 4:15 or so.

Sincerely:

John

John M. DeLucia, PE

Vice President

Albemarle & Associates, Ltd.

Johnd@AlbemarleAssociates.com

www.AlbemarleAssociates.com

TOWN OF
KILL DEVIL HILLS
DARE COUNTY, NORTH CAROLINA

UNIMPROVED RIGHT-OF-WAY ASSESSMENT

UPDATED SEPTEMBER 2006

- LEGEND
- EXISTING IMPROVED STREETS
 - DRAINAGE, UTILITIES, RECREATION & GREENWAYS
 - IMPROVE
 - ABANDON

