



TOWN OF KILL DEVIL HILLS

Land Where Flight Began

MEMORANDUM

May 12, 2025

TO: Mayor and Board of Commissioners

FROM: Debora P. Díaz, Town Manager 

REF: New Business

**1. Site Plan Review – 504 West Lake Drive, Building 3, Unit W (Warehouse Complex):
Proposed Mezzanine Office Space Addition in the Light Industrial 1 Zone (Attached
NB-1)**

Beach Realty and Construction has submitted a proposed site plan for an interior mezzanine addition at 504 West Lake Drive, Building 3, Unit W in the Light Industrial One Zone. The Planning Department's meeting memorandum highlights the plan, which includes construction of a 995 square foot office space addition on the structure's second floor; no changes are proposed to the existing site. Under §153.226, *Storage Warehouse (S)* is a permitted use in the Light Industrial One Zone.

At its April 12, 2025, meeting, the Planning Board unanimously voted to forward this site plan for the Board of Commissioners' approval. 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

Permit Services Administrator
MICHELLE NICHOLS

THE TOWN OF KILL DEVIL HILLS
NORTH CAROLINA

PLANNING DEPARTMENT

May 12, 2025

Memorandum

To: Debbie Diaz, Town Manager

From: Ryan Lang, Senior Planner 

Subject: SITE PLAN REVIEW — 504 W Lake Drive, Building 3, Unit W (Warehouse Complex)
Proposed Mezzanine Office Space Addition in the Light Industrial 1 Zone

Enclosed is a site plan review submittal by Beach Realty and Construction for a proposed interior mezzanine addition at 504 W Lake Drive, Building 3, Unit W in the Light Industrial 1 Zone. The proposed plan calls for construction of a 995 square foot 2nd floor office space addition. No changes are proposed to the existing site. The *Storage Warehouse (S)* is a permitted use in the *Light Industrial 1 Zone 153.226*. Attached you will find the commercial site plan application, building plan, revised site plan, and Dare County Environmental Health Department Approval.

The Planning Board reviewed this proposal on April 12, 2025 and forwarded it to the Board of Commissioners recommending approval. Staff recommends approval of the site plan as presented.

REVISED
m 3/27/25

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



Applicant

Name: Angie Walker/Beach Realty Construction

Address: 4826 N. Croatan Hwy
Kitty Hawk, NC 27949

Phone: 261-3815

Fax: _____

Cell: 202-7769-Matt Shealey

Property Owner

Name: NFS LLC / Jimbo Ward

Address: 4826 N. Croatan Hwy Kitty Hawk NC 27949

Phone: 261-3815

Fax: _____

Cell: 202-6490

Property Location

Address: 504 W. Lake Dr. unit W Lot, Block: _____

Subdivision: L033 Pin#: 98831693641710

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

Contractor

Company Name: Beach Realty Construction/Jimbo Ward

Name: _____

Address: 4826 N. Croatan Hwy
Kitty Hawk NC 27949

License Number: 23201

Phone: 261-3815

Cell: 202-7769-Matt Shealey

Fax: _____

Town Privilege License Number: _____

Construction Information

Type of Construction: _____

- 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: _____ Sq. Ft. Covered Deck(s): _____ Sq. Ft. Storage: _____ Sq. Ft.
 Garage: _____ Sq. Ft. # of Bedrooms: _____ # of Open Deck(s): _____
 Proposed Square Footage: 995 + Existing Square Footage: 16000 = 16995 Total Sq. Ft.
 % Impervious Coverage: _____ + % Pervious Coverage: _____ = _____ Total % Coverage
 # of Parking Spaces: Existing: _____ Proposed: _____ Total: 10.2
 Septic Tank Permit #: _____ Construction Type: Wood Framing

Estimated Construction Cost (including labor and materials): \$ 24,875

Flood Information

Flood Zone: VE AE X Base Flood Elevation: _____
Proposed First Floor Elevation: _____ Sq. Ft Below Base Flood Elevation: _____

*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

Construct Mezzanine upper level office space

★ Change existing gym to storage warehouse with office space

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:



(Date) 3/6/25

County of Dare
PO Box 669
Manteo NC 27954



EH
Copy

S13-30035

Phone: (252) 475-5080

DARE COUNTY DEPARTMENT OF PUBLIC HEALTH
Authorization for Wastewater System Construction

Parcel: 004891012

PIN: 988316936417

Permit: S13-30035

Owner Name: WFS II LLC
Owner Address: 4826 N CROATAN HWY
KITTY HAWK, NC 27949

Permit Date: 01/13/2025

Location: 504 W LAKE DR V – KILL DEVIL HILLS

Subdivision: LAKE DR IND PARK BLDGS 1 & 3 C

LOT: UNIT V BLK: SEC:

1. Issued by  JDC

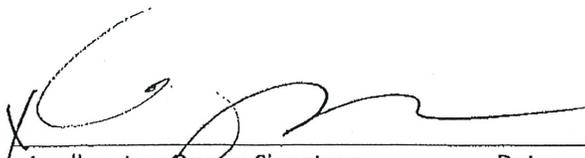
2. Any alteration in soil conditions (including location of structures and appurtenances) or modification in use, design wastewater flow or wastewater characteristics as specified in the associated Improvement permit and application, may subject this authorization and associated permit(s) to revocation.

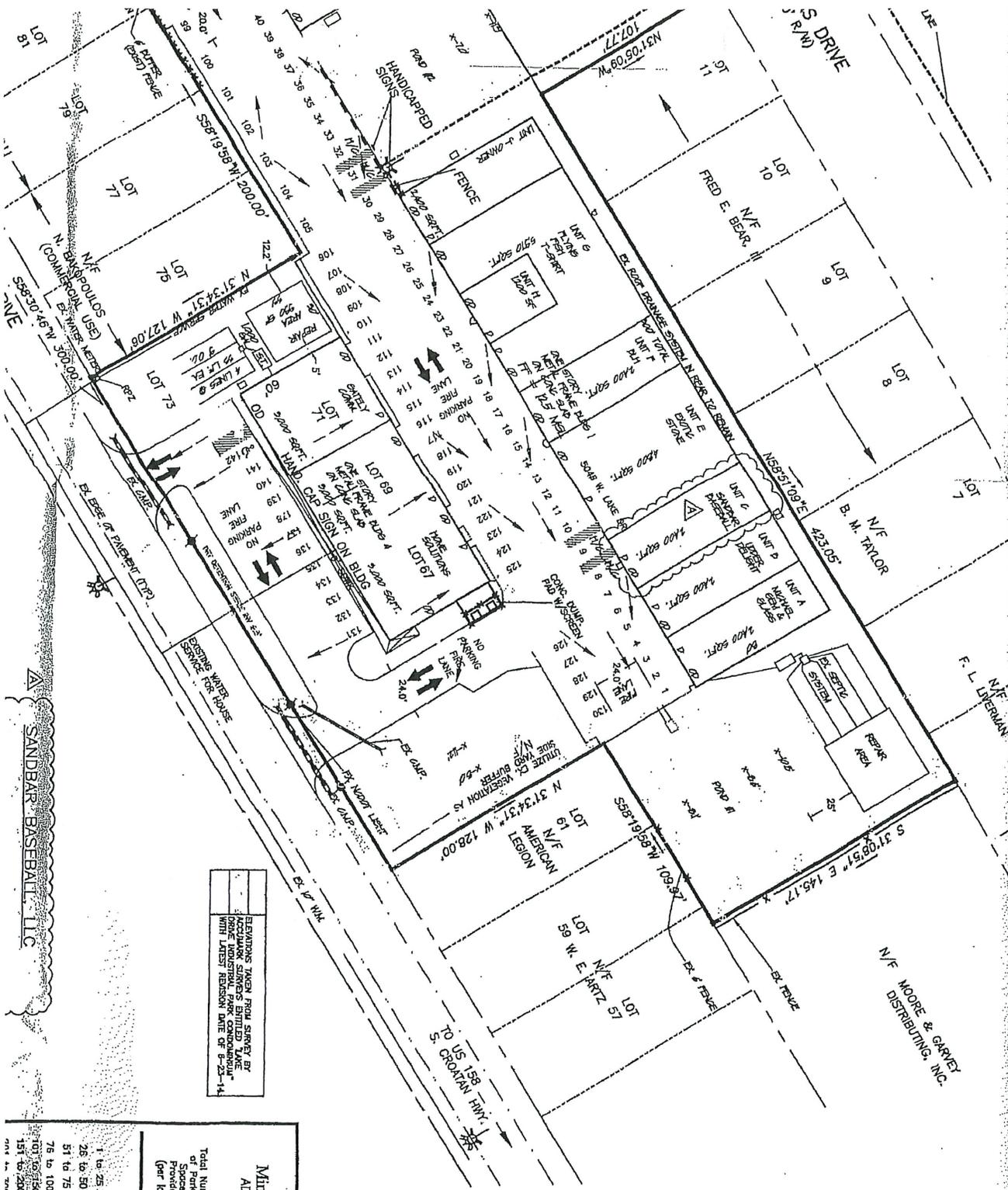
3. Comments:
EXISTING SYSTEM APPROVAL. PERMIT TO ADD NEW OFFICE SPACE AND CONFERENCE ROOM. *NEW LAUNDRY ROOM IS CONDITIONAL- CAN ONLY BE USED SPORADICALLY. OCCASSIONAL USE FOR LINENS. CANNOT BE USED DAILY FOR BULK WASHING. OTHER PERMITS REQUIRED BY KILL DEVIL HILLS.

This CA is valid as long as the IP remains valid (SL 2014-120).

Disclaimer: This permit does not relieve you of the responsibility to obtain any other necessary Federal, State or Local permit(s).

Owner Certification

 1.13.25
Applicant or Owner Signature Date
Applicant: ANGIE WALKER



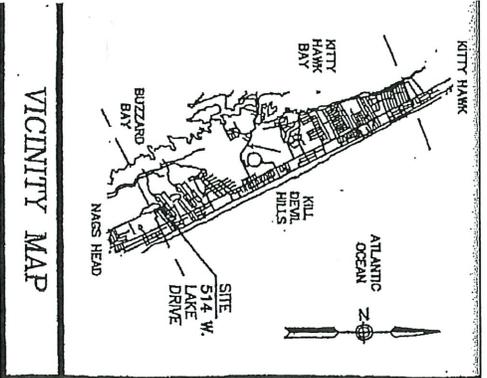
DEPARTING FROM STREET BY
 FROM INDUSTRIAL PARK CONDOMINIUM
 WITH LATEST REVISION DATE OF 8-23-14

Minimum Number of Accessible Parking Spaces
 ADA Standards for Accessible Design 4.1.2(5)

Total Number of Parking Spaces Provided (per lot)	Number of Accessible Spaces (60' x 90' stalls)	Van Accessible Parking Spaces with min. 8' wide access aisle	Accessible Spaces with min. 8' wide access aisle
1 to 25	1	1	0
26 to 50	2	1	1
51 to 75	3	1	2
76 to 100	4	1	3
101 to 150	5	1	4
151 to 200	6	1	5
201 to 250	7	1	6

M.B. PG. 167

Septic Layout Approved
 by DCDHHS, DPH, EH Unit
 On 01/13/25
 By [Signature]



PRIOR TO EXCAVATION
 CALL
CAROLINA ONE CALL
 1-800-632-4949



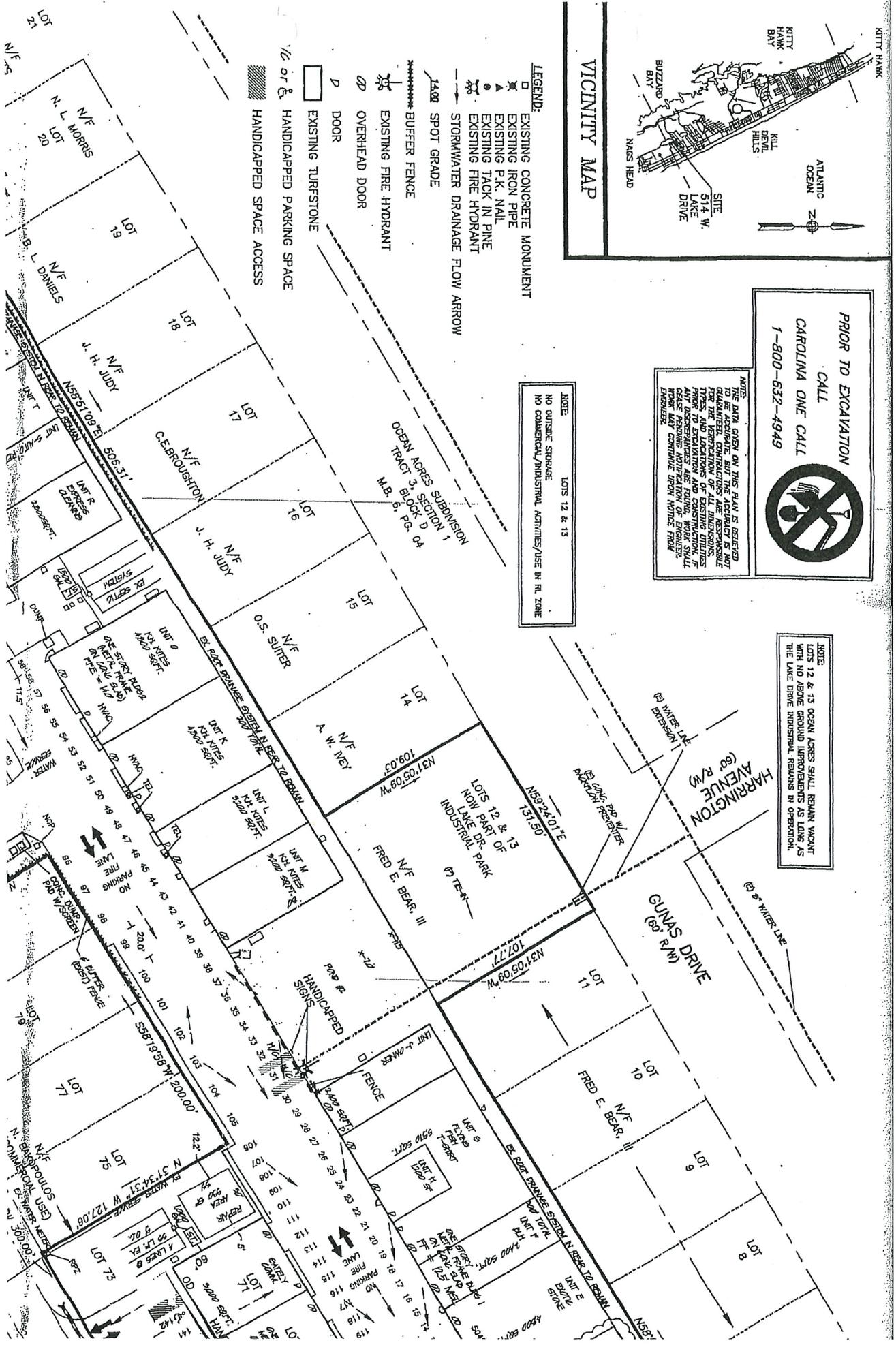
NOTE:
 THE DATA GIVEN ON THIS PLAN IS BELIEVED TO BE ACCURATE, BUT THE ACCURACY IS NOT GUARANTEED. THE USER SHALL BE RESPONSIBLE FOR THE VERIFICATION OF ALL DIMENSIONS, TYPES AND LOCATIONS OF EXISTING UTILITIES PRIOR TO EXCAVATION AND CONSTRUCTION. IF CASE FINDER IDENTIFICATION OF EXISTING UTILITIES MAY CONTINUE UPON NOTICE FROM PROBEUR.

NOTE:
 LOTS 12 & 13 OCEAN ACRES SHALL REMAIN VACANT WITH NO ABOVE GROUND IMPROVEMENTS AS LONG AS THE LAKE DRIVE INDUSTRIAL REMAINS IN OPERATION.

NOTE:
 LOTS 12 & 13
 NO OUTSIDE STORAGE
 NO COMMERCIAL/INDUSTRIAL ACTIVITIES/USE IN RL ZONE

LEGEND:

- EXISTING CONCRETE MONUMENT
- EXISTING IRON PIPE
- ▲ EXISTING P.K. NAIL
- EXISTING TACK IN PINE
- ⊗ EXISTING FIRE HYDRANT
- STORMWATER DRAINAGE FLOW ARROW
- LAKE SPOT GRADE
- ***** BUFFER FENCE
- ⊕ EXISTING FIRE HYDRANT
- ⊙ OVERHEAD DOOR
- D DOOR
- EXISTING TURFSTONE
- ▨ HANDICAPPED PARKING SPACE
- ▨ HANDICAPPED SPACE ACCESS



OPEN ACRES SUBDIVISION 1
 TRACT 3, BLOCK D
 M.B. 6, PG. 04

LOTS 12 & 13
 NOW PART OF
 LAKE DRIVE PARK
 INDUSTRIAL

HARRINGTON AVENUE
 (60' R/W)

GUNAS DRIVE
 (60' R/W)

FRED E. BEAR, III

FRED E. BEAR, III

HANDICAPPED
 SIGNS

FENCE

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