



TOWN OF KILL DEVIL HILLS

Land Where Flight Began

NOTICE OF PUBLIC MEETING

NOTICE is hereby given that on Tuesday, June 17, 2025, at 5:30 p.m., the Kill Devil Hills Planning Board will hold its regular 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 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/593/Agendas-Packets-and-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 April 15, 2025, meeting

Public Comment

Response to Public Comment

Ongoing Business

New Business

1. Site Plan Review — 115 W. St. Clair Street - Proposed Office Building with Enclosed Parking in the Commercial Zone
2. Minor Subdivision Review — Ocean Breeze Townhomes: Phase 4 — Proposed 4-Lot Minor Subdivision

Public Comment

Response to Public Comment

Board Member Comment

Adjournment

This 12th day of June 2025.

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; Town Sunshine List, including all local news media; Electronic Distribution List; Town website and social media; file

Minutes of the Tuesday, April 15, 2025, 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: Vice Chairperson Ron Seidman, II, Jenniffer Albanese, Becky Breiholz, Billy Dorn, Sandie Markland, and Phillip Wayland

Members Absent: Chairperson Howard Buchanan

Others Present: Cameron Ray, Assistant Planning Director; Ryan Lang, Senior Planner; Michelle Nichols, Permit Services Administrator; and Jennifer R. Stecher, Administrative Assistant/Deputy Town Clerk

Call to Order

At 5:31 p.m., Vice Chairperson Ron Seidman called the Tuesday, April 15, 2025, meeting of the Kill Devil Hills Planning Board to order and welcomed everyone present.

Agenda Approval

Sandie Markland moved to approve the meeting agenda for this meeting, as presented. Becky Breiholz seconded the motion, which was approved by a unanimous, 5-0, vote.

Approval of the Minutes of the March 18, 2025 meeting

Ms. Markland moved to approve the March 18, 2025, meeting minutes, as presented. Jenniffer Albanese seconded the motion, which was approved by a unanimous, 5-0, vote.

Public Comment

Response to Public Comment

Ongoing Business

New Business

1. Site Plan Review — 504 W Lake Drive, Building 3, Unit W (Warehouse Complex) — Proposed Mezzanine Office Space Addition in the Light Industrial 1 Zone

The site plan review submitted by Beach Realty and Construction for an interior mezzanine addition at 504 W Lake Drive, Building 3, Unit W in the Light Industrial 1 Zone proposed construction of a 995 square foot second floor office space. The *Storage Warehouse (S)* is permitted use in the *Light Industrial 1 Zone 153.226*. The commercial site plan application,

building plan, revised site plan, and Dare County Environmental Health Department Approval were part of the meeting packet.

The applicant has addressed all of Staff's technical review comments. Staff recommended that the Planning Board forward the plan to the Board of Commissioners with a favorable recommendation.

Ms. Markland moved to forward the proposed Site Plan Review — 504 W Lake Drive, Building 3, Unit W (Warehouse Complex) — Proposed Mezzanine Office Space Addition in the Light Industrial 1 Zone with a favorable recommendation to the Board of Commissioners. Ms. Albanese seconded the motion, which was approved by a unanimous, vote of 5-0.

2. Proposed Zoning Amendment — 153.121 Residential Low Setbacks & 153.161 Residential High Setbacks — Amend double frontage setbacks for lots 5000 SF or less

The proposed zoning amendment to Town Code section 153.121 Residential Low Setbacks and 153.161 Residential High Setbacks will help reduce confusion and create consistency. The setbacks for double frontage lots 5,000 Square Feet (SF) or less set the rear yard setback to be 20% of the depth of the lot. Confusion has arisen as to which road frontage is determined as the front and the rear. Larger double frontage lots simply are required to apply the front yard setback on both road fronts. The proposed amendment will modify the setback to be the front yard setback on both road frontage consistent with all other double frontage lots.

The proposed zoning amendment to 153.121 Residential Low Setbacks to specifically exclude those properties that abut Harding Street and Scott Street from the double frontage requirements. In accordance with the adopted unimproved right-of-way assessment map, Scott Street and Harding Street are designated as future greenways, drainage or recreation. These streets are unique in Town and the double frontage requirements are not necessary on these streets.

Staff recommended the Planning Board forward the proposed amendments as presented and consistency statement to the Board of Commissioners with a favorable recommendation.

Ms. Markland moved to forward the proposed zoning amendment Chapter 153.121(D) Residential Low and Chapter 153.161(D) Residential High Setbacks to modify setbacks for double frontage lots 5,000 SF or less and to exclude lots abutting Harding Street and Scott Street from double frontage requirements and consistency statement to the Board of Commissioners with a favorable recommendation. Ms. Breiholz seconded the motion, which passed with a unanimous, 5-0, vote.

Public Comment

Response to Public Comment

Board Member Comment

Mr. Ray briefed members about House Bill 765 having the potential for very broad ramifications for North Carolina's 551 municipalities.

Adjournment

There being no further business before the Planning Board at this time, Ms. Breiholz moved to adjourn the meeting. Ms. Markland seconded the motion, which was approved by a unanimous, 5-0, vote. It was 5:42 p.m.

Submitted by:

Jennifer R. 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

PLANNING DEPARTMENT

Assistant Director of
Planning and Inspections
CAMERON RAY

Senior Planner
RYAN LANG

Permit Services Administrator
MICHELLE NICHOLS

June 17, 2025

Memorandum

To: Planning Board

From: Ryan Lang, Senior Planner 

Subject: SITE PLAN REVIEW — 115 W St Clair Street - Proposed Office Building with Enclosed Parking in the Commercial Zone

Enclosed is a site plan review submittal by Albemarle and Associates, LTD for a proposed 1,848 square foot office building with 13 additional parking spaces, driveway connection to St Clair Street and associated site improvements in combination with the existing office building at 115 St Clair Street. The *Professional Office (L)* is a permitted use in the Commercial Zone 153.176. Attached you will find the site plan application, proposed site and building plan, Dare County Environmental Health Department approval, stormwater narrative, non conformities worksheet and applicants response to Staff's Technical Review comments.

The applicant has addressed most of staffs initial technical review comments; however the following conditions remain to be addressed:

1. Show or note location of any utility or access easements.
2. Building required to provide security lighting on all sides.

Staff recommends that the Planning Board forward the plan to the Board of Commissioners with a favorable recommendation after the above listed conditions have been addressed.

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



Applicant

Name: Albemarle & Associates, Ltd

Address: 115 West St. Clair St.
Kill Devil Hills, NC, 27948

Phone: 252-441-2113

Fax: 252-441-0965

Cell: _____

Property Owner

Name: D&O Associates I, LLC / Mustian Ventures LLC

Address: PO Box 3989
Kill Devil Hills, NC, 27948

Phone: 252-441-2113

Fax: 252-441-0965

Cell: 252-202-2340

Property Location

Address: 115 West St. Clair St

Lot, Block: 7, 8, 9, 10 & 14 (Section 67)

Subdivision: Kitty Hawk Shores Revised

Pin#: 988308795198

Zoning District: Commercial LI-1 LI-2 OIR

Total Lot Size: 25,000 Sq. Ft.

Disturbed Area: 16,502 Sq. Ft.

Contractor

Company Name: Overton Contracting, LLC

License Number: 86,646

Name: Jake Overton

Phone: 252-441-9239

Address: PO Box 7804
Kill Devil Hills, NC, 27948

Cell: 252-207-1121

Fax: _____

Town Privilege License Number: n/a

Construction Information

Type of Construction: _____

- | | | | | |
|--|--|---|---|--|
| <input type="checkbox"/> Assembly | <input checked="" type="checkbox"/> Business | <input type="checkbox"/> Educational | <input type="checkbox"/> Factory/Industrial | <input type="checkbox"/> High Hazard |
| <input type="checkbox"/> Institutional | <input type="checkbox"/> Mercantile | <input type="checkbox"/> Residential | <input type="checkbox"/> Storage | <input type="checkbox"/> Utility/Misc. |
| <input checked="" type="checkbox"/> New Construction | <input type="checkbox"/> Addition | <input type="checkbox"/> Repair/Replace | <input type="checkbox"/> Remodel | <input type="checkbox"/> Other: _____ |

Square Footage Proposed:

Interior Space: 1,848 Sq. Ft. Covered Deck(s): 885 Sq. Ft. Storage: n/a Sq. Ft.

Garage: 3,618 Sq. Ft. # of Bedrooms: n/a # of Open Deck(s): n/a

Proposed Square Footage: 1,848 + Existing Square Footage: 3,696 = 5,544 Total Sq. Ft.

% Impervious Coverage: _____ + % Pervious Coverage: _____ = _____ Total % Coverage

of Parking Spaces: Existing: 14 Proposed: 13 Total: 27

Septic Tank Permit #: 970010031 Construction Type: wood frame

Estimated Construction Cost (including labor and materials): _____

Flood Information

Flood Zone: VE AE X

Base Flood Elevation: n/a

Proposed First Floor Elevation: 9.09

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

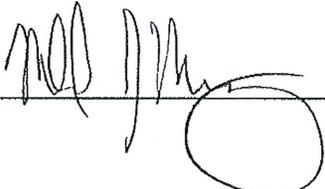
Construction of 1848 sf office space over parking

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) 5/20/2025

County of Dare
PO Box 669
Manteo NC 27954



S13-32272

Phone: (252) 475-5080

DARE COUNTY DEPARTMENT OF PUBLIC HEALTH
Authorization for Wastewater System Construction

Parcel: 029822010

PIN: 988308795198

Permit: S13-32272

Owner Name: D & O ASSOCIATES I LLC

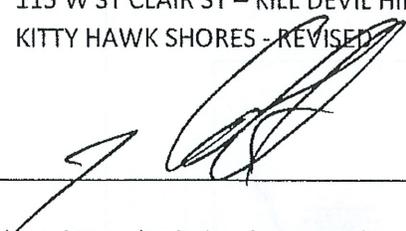
Permit Date: 05/12/2025

Owner Address: PO BOX 3989
KILL DEVIL HILLS, NC 27948

Location: 115 W ST CLAIR ST – KILL DEVIL HILLS

Subdivision: KITTY HAWK SHORES - REVISED

LOT: 8-10 BLK: 67 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.

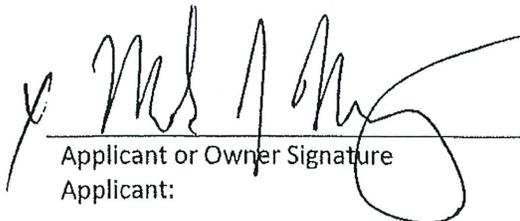
3. Comments:

EXISTING SYSTEM APPROVAL. SYSTEM REMAINS PERMITTED FOR 360 GALLONS PER DAY. PERMIT TO CONSTRUCT GARAGE WITH OFFICE SPACE ABOVE WITH TWO NEW EMPLOYEES. CONNECTING TO EXISTING WASTEWATER SYSTEM. OTHER PERMITS REQUIRED BY THE TOWN OF KDH.

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

 _____
Applicant or Owner Signature Date
Applicant:



June 3, 2025

Town of Kill Devil Hills Planning Department
PO Box 1719
Kill Devil Hills, NC, 27948

ATTN: Ryan Lang, Senior Planner

**RE: 115 West. Saint Clair St., D & O Associates I, LLC
Site Plan Resubmittal**

Dear Ryan:

Please find the attached revised site plan for the site expansion and modifications at 115 West St. Clair St. The plans have been revised to address comments from your memo dated 5/28/25 as follows:

- A floor plan has been added to drawing S1.1.
- The RFPE note has been added to sheet C201, Note 4.
- The "corner side" setback has been revised to "side street" on C201, note 6.
- Note 9 on C201 has been revised to add parking requirements both at the 1 space per 200 sf (retail, office and related uses < 5,000 sf) as well as the 1 space per 250 sf (retail, office and related uses between 5,000 and 10,000 sf). However, since the dumpster location was not acceptable, the site now has 28 spaces to comply with the more stringent requirement.
- Adjacent properties are noted to be zoned commercial on sheets C201, C202 & C301.
- The new driveway radius has been reduced to 15'.
- Proposed counts for trees and shrubs for various buffers have been moved to a table in the buffering plan on sheet C202.
- A note that all unimproved surfaces shall be grassed or mulched has been added to the buffering plan on sheet C202.
- The buffer width along Goddard Avenue has been increased to 10' on the buffering plan on sheet C202.

- A wall pack has been added to the rear of the covered patio on the lighting plan on sheet C202.
- The requested site lighting note has been added to note 13 on sheet C201.
- The roof overhang (1') and height (7'-3 ½") dimensions have been added to sheet S1.1.

As we discussed, the dumpster pad has been removed from the site plan as the only possible place where it can meet the town standards would place it next to the front door of a lower office unit on the existing building. Additional items to note are there are no utility or access easements on these parcels and the new structure will be connected to the existing structure through a breezeway. There are no handicap parking spaces in the new structure, as 2 handicap spaces are provided through re-stripping the existing parking lot. This submittal includes the following items:

- Plans (5 copies)
 - C201 – Site Plan (dated 6/3/2025)
 - C202 – Buffer Plan and Lighting Plan (dated 6/3/2025)
 - C203 – Site Details (dated 5/20/2025)
 - C301 – Demo, E&SC, Grading and Drainage Plan (dated 6/3/2025)
 - S1.1 - Building Elevations and Floor Plan (dated 6/3/2025)
- Water meter service sizing form

I will also be coordinating with John Risoldi regarding performing flow testing on the adjacent hydrant. If you have any questions, please do not hesitate to contact me at 441-2113 (x207).

Sincerely,



Michael J. Morway, PE
Engineer

cc: File 04997G
D & O Associates I, LLC & Mustian Ventures LLC



115 West Saint Clair St.
Stormwater Management Narrative

May 20, 2025

Existing Conditions: D & O Associates I, LLC owns the 15,000 sf site at 115 West Saint Clair St. in the Kill Devil Hills which contains a 3,696 sf office building initially constructed in 1990. Mustian Adventures LLC has purchased the adjacent 10,000 parcel. The Natural Resource Conservation Service Soil Survey for Dare County has mapped the soils on the site to consist primarily of Corolla Fine Sand (CoB) and Duckston Fine Sand (DtA). The newly acquired parcel was wooded and recently cleared by the previous property owner who also placed approximately 2' of sand fill on the majority of the site (with the exception of the southern/rear end of the site). Existing grades on the filled portion of the site were approximately 7.5 to 8.0 msl. The property is within a flood zone X.

Proposed Development: The owner intends to combine the lots and construct a second structure with additional office space over parking. The project will include the removal of existing pavement on the east portion of the site and new pavement to accommodate 5 parking spaces and access to the parking below the office space as well as a dumpster pad. The new structure will contain a bathroom and will be connected to the existing septic system.

Stormwater Management: Currently, the western side of the site is graded to drain to the drainage systems along West Saint Clair St. and Mustian St., where it is conveyed to the nearby drainage ditch located within the Goddard St. right-of-way with limited ability to retain runoff. In an effort to provide some means to retain stormwater, a raingarden will be provided at the southern corner of the site to capture runoff from the pavement that is directed to the grassed area. The drainage area for this raingarden consists of approximately 2,600 sf with approximately 952 sf of pavement. The 233 sf, 6" deep raingarden will provide open storage of approximately 81 cf equating to the runoff from 1" of rainfall from the contributing drainage area. Interstitial storage in the sandy soils with 20+ in/hr infiltration rates beneath is estimated to provide approximately 455 cf of additional capacity for runoff.

The eastern "redeveloped" portion of the site and new parcel proposed for development will be directed into an infiltration trench consisting of perforated HDPE pipe wrapped in a filter sock and buried in native sandy soils. The infiltration trench will be constructed along the unpaved portions of the perimeter the new building and extend along the east side of the reconfigured parking area terminating in a drop inlet. The new structure will have gutters and the downspouts will be connected to the

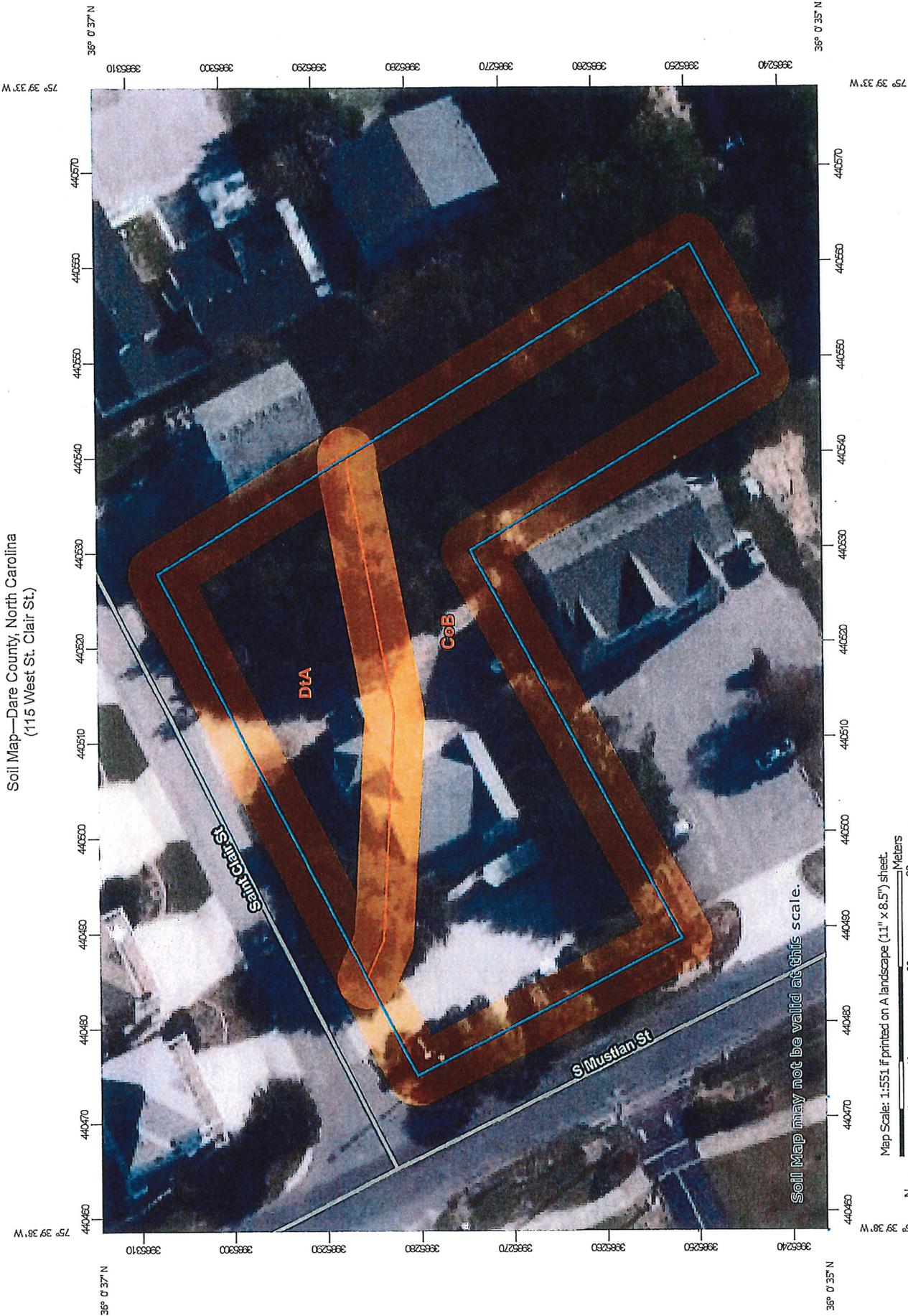
infiltration trench at drain basins or directly into the perforated pipe with tees. Runoff from the parking area is being directed to the drop inlet at the north end of the infiltration trench.

Soil borings taken on the site indicate a seasonal high water table elevation around 4.7' msl. Adjacent grades along the property line range between 7.4 to over 9' msl. The rim of the overflow drop inlet has been set to an elevation of 7.4 to allow for saturating the subsurface prior to discharging excess runoff into the Mustian St. drainage system. The design capacity of the system accommodates the 4.3" rainfall for the new and redeveloped portion of the site. When also accounting for the raingarden and rain barrels, the proposed work accommodated approximately 65% of the 4.3" runoff for the entire site. A soils report and design calculations have been included within this report.

Soil Boring Log 115 West Saint Clair St.

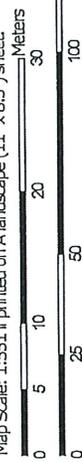
Soil Boring		
Depth	B-1	B-2
0" to 6"	brown fine sand	brown loamy fine sand
6" to 12"	brown fine sand	grey fine sand
12" to 18"	tan fine sand	tan fine sand
18" to 24"	tan fine sand	tan fine sand
24" to 30"	tan fine sand (trace mottling @ 27")	tan fine sand
30" to 36"	tan fine sand (moist)	tan fine sand (moist)
36" to 42"	tan fine sand (saturated)	tan fine sand (saturated)
42" to 48"	tan fine sand (saturated)	
Soil Type	Coralla fine sand	Coralla fine sand
Date of Boring	4/11/25	4/11/25
Ex. Ground Elevation (ft. above MSL)	7.7	7.7
Depth to ESHWT (in)		
ESHWT Elevation	7.7	7.7
Depth to Water table (in)	36	36
Estimated Water table Elevation (ft)	4.7	4.7

Soil Map—Dare County, North Carolina
(115 West St. Clair St.)



Soil Map may not be valid at this scale.

Map Scale: 1:551 if printed on A landscape (11" x 8.5") sheet.



Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 18N WGS84



Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
CoB	Corolla fine sand, 0 to 6 percent slopes, rarely flooded	0.4	71.6%
DtA	Duckston fine sand, 0 to 2 percent slopes, occasionally flooded	0.2	28.4%
Totals for Area of Interest		0.6	100.0%

Volumetric Runoff Calculations Simple Method

Project Name : 115 West Saint Clair St

New & Redeveloped Portions of the Site				
Basin Information:				
Drainage Area	10,000	SF		
Existing Impervious Area	0	SF		
Proposed Impervious Area	8,284	SF		
% Impervious Area (total)	82.8%			
Impervious Surface Area				
			<i>existing</i>	<i>existing (to remain)</i>
				<i>proposed (additional)</i>
On-site Buildings or Lot BUA	4,503	SF	0	0
On-site Streets	0	SF	0	0
On-site Parking	3,781	SF	2,816	0
On-site Sidewalks	0	SF	0	0
Other on-site	0	SF	0	0
Future	0	SF	0	0
Off-site	0	SF	0	0
Total:	8,284	SF	2,816	0
				8,284

Runoff Calculations (Simple Method)			
	Kill Devil Hills	Predeveloped	Postdeveloped
Design Runoff (in)	4.3	4.3	4.3
Total Area (sf)	10,000	10,000	10,000
Coverage	82.8%	28.2%	82.8%
R(v)	0.796	0.303	0.796
Rainfall Volume	2,851	1,087	2,851

4.3" 2,851

Pre-Post increase: 1,763

Volumetric Runoff Calculations Simple Method

Project Name : 115 West St. Clair St

Entire Site				
Basin Information				
Drainage Area	25,000	SF		
Existing Impervious Area	6,781	SF		
Proposed Impervious Area	8,284	SF		
% Impervious Area (total)	60.3%			
Impervious Surface Area				
			<i>existing</i>	<i>existing (to remain)</i>
On-site Buildings or Lot BUA	6,567	SF	2,064	2,064
On-site Streets	0	SF	0	0
On-site Parking	8,394	SF	7,420	4,613
On-site Sidewalks	0	SF	0	0
Other on-site	104	SF	104	104
Future	0	SF	0	0
Off-site	0	SF	0	0
Total:	15,065	SF	9,588	6,781
				<i>proposed (additional)</i>
				4,503
				0
				3,781
				0
				0
				0
				8,284

Runoff Calculations (Simple Method)			
	Kill Devil Hills	Predeveloped	Postdeveloped
Design Runoff (in)	4.3	4.3	4.3
Total Area (sf)	25,000	25,000	25,000
Coverage	60.3%	38.4%	60.3%
R(v)	0.592	0.395	0.592
Rainfall Volume	5,306	3,540	5,306

4.3" **5,306**
Pre-Post increase: 1,766

STORMWATER MANAGEMENT CALCULATIONS

Project: 115 West Saint Clair St
 Drainage Area: Site
 Stormwater Management: All

By: mjm
 Date: 05/16/25

Infiltration Trench #1

Open Volume
 Length of Trench: 141 lf
 Diameter of Pipe: 18 in
 Volume of Pipe: 1.77 cf/ft
Total Pipe Storage (cf): 249 (cf)
Drop Inlet Storage: 8 (cf)

Interstitial Volume
 Surface elevation: 7.4 msl
 ESHWT Elev.: 4.7 msl
 Average Width of Trench: 13.00 ft
 (cf / lf): 8.33
Total Volume of Interstitial Trench Storage (cf): 1175 cf
 Additional Storage: 176

New & Redeveloped Portions of the Site

4.3" Runoff 2,851 cf

Infiltration Trench Capacity: 2,853 cf
 % of Design Rainfall: 100%

Infiltration Trench #2

Open Volume
 Length of Trench: 35 lf
 Diameter of Pipe: 15 in
 Volume of Pipe: 1.23 cf/ft
Total Pipe Storage (cf): 43 (cf)
15" Drain Basin Storage: 3 (cf)

Interstitial Volume
 Surface elevation: 7.4 msl
 ESHWT Elev.: 4.7 msl
 Average Width of Trench: 13.00 ft
 (cf / lf): 8.47
Total Volume of Interstitial Trench Storage (cf): 296 cf
 Additional Storage: 176

Entire Site

Design Rainfall
 4.3" Runoff 5,306 cf

Storage Capacity
 Infiltration Trench Capacity: 2,853 cf
 Raingarden Capacity: 536 cf
 Rain Barrels (2-50 gal): 13 cf
Total Site Storage: 3,402 cf
 % of Design Rainfall: 64%

Infiltration Trench #3

Open Volume
 Length of Trench: 115 lf
 Diameter of Pipe: 12 in
 Volume of Pipe: 0.79 cf/ft
Total Pipe Storage (cf): 90 (cf)
12" Drain Basin Storage: 2 (cf)

Interstitial Volume
 Surface elevation: 7.4 msl
 ESHWT Elev.: 4.7 ft
 Average Width of Trench: 13.00 ft
 (cf / lf): 8.58
Total Volume of Interstitial Trench Storage (cf): 987 (cf)

Volumetric Runoff Calculations Simple Method

Project Name :

115 West St. Clair St

Area Draining to Raingarden				
Basin Information				
Drainage Area	2,624	SF		
Existing Impervious Area	952	SF		
Proposed Impervious Area	0	SF		
% Impervious Area (total)	36.3%			
			<i>existing</i>	<i>existing (to remain)</i>
Impervious Surface Area				<i>proposed (additional)</i>
On-site Buildings or Lot BUA	952	SF	952	952
On-site Streets	0	SF	0	0
On-site Parking	0	SF	0	0
On-site Sidewalks	0	SF	0	0
Other on-site	0	SF	0	0
Future	0	SF	0	0
Off-site	0	SF	0	0
Total:	952	SF	952	952

Runoff Calculations (Simple Method)			
	Kill Devil Hills		
Design Runoff (in)	1		
Total Area (sf)	2,624	2,624	2,624
Coverage	36.3%	36.3%	36.3%
R(v)	0.377	0.377	0.377
Rainfall Volume	82	0	0

0.00 (cfs)

0.00 (cfs)

4.3"

82

STORMWATER MANAGEMENT CALCULATIONS - INFILTRATION BASIN DESIGN

Project 115 West St. Clair St
 Drainage Area Area Draining to Raingarden
 Raingarden 1

By : mjm
 Date : 05/16/25

Raingarden Information

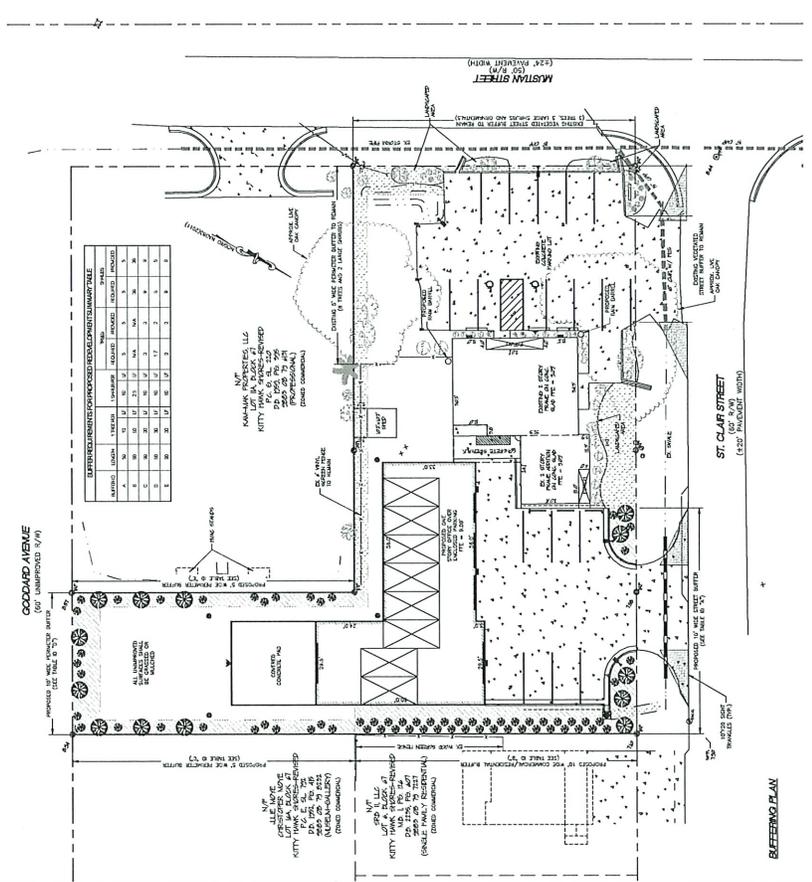
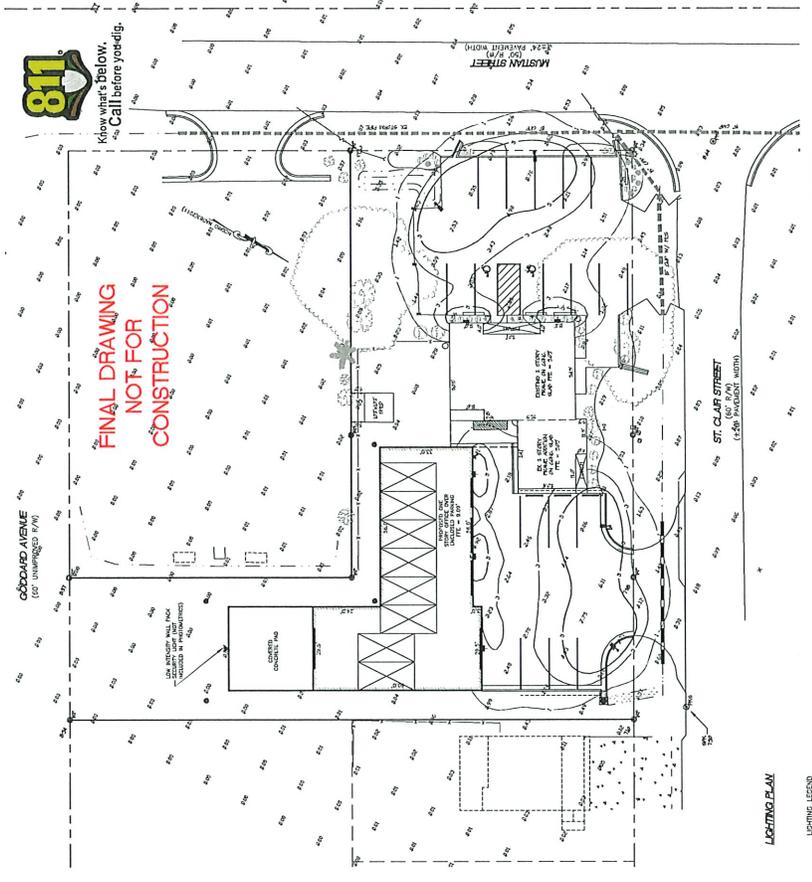
<u>Open Volume</u>	Area	Elevation
Basin Top	233 sf	8.8 msl
Basin Bottom	91 sf	8.3 msl
Perimeter	77 lf	
Total Open Basin Storage (cf):	81	

Interstitial Volume

Surface elevation:	8.8 msl
ESHWT Elev.:	4.7 msl
Width along Perimeter:	3.0 ft
Void Space (%):	25.0%

Total Volume of Interstitial Storage (cf): 455 cf

Design Rainfall (1"): 82 cf
Total Volume Managed: 536 cf
 % of Design Rainfall: 651%



GARDCO
Site and Area
Driftless
Sustainable Lighting Solutions

COOPER
Lighting Solutions

Site and Area
Driftless
Sustainable Lighting Solutions

COOPER
Lighting Solutions

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LANDSCAPE NOTES:
1. ALL PLANTING SHALL BE INSTALLED IN ACCORDANCE WITH THE ILLUMINANCE REQUIREMENTS OF THE JURISDICTION.
2. ALL PLANTING SHALL BE INSTALLED IN ACCORDANCE WITH THE ILLUMINANCE REQUIREMENTS OF THE JURISDICTION.
3. ALL PLANTING SHALL BE INSTALLED IN ACCORDANCE WITH THE ILLUMINANCE REQUIREMENTS OF THE JURISDICTION.
4. ALL PLANTING SHALL BE INSTALLED IN ACCORDANCE WITH THE ILLUMINANCE REQUIREMENTS OF THE JURISDICTION.
5. ALL PLANTING SHALL BE INSTALLED IN ACCORDANCE WITH THE ILLUMINANCE REQUIREMENTS OF THE JURISDICTION.

COMPLIANCE NOTES:
1. EXISTING BUFFERING WITHIN LOTS 5, 6, 9 & 10 SHALL REMAIN.
2. BUFFERING ALONG NEW DEVELOPMENT ADJACENT TO WEST ST. SHALL BE A MINIMUM OF 20' TO THE PROPERTY LINE.
3. BUFFERING ALONG NEW DEVELOPMENT ADJACENT TO WEST ST. SHALL BE A MINIMUM OF 20' TO THE PROPERTY LINE.
4. BUFFERING ALONG NEW DEVELOPMENT ADJACENT TO WEST ST. SHALL BE A MINIMUM OF 20' TO THE PROPERTY LINE.
5. BUFFERING ALONG NEW DEVELOPMENT ADJACENT TO WEST ST. SHALL BE A MINIMUM OF 20' TO THE PROPERTY LINE.

PLANTING DETAIL:
1. ALL PLANTING SHALL BE INSTALLED IN ACCORDANCE WITH THE ILLUMINANCE REQUIREMENTS OF THE JURISDICTION.
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APPENDIX F: NONCONFORMITIES WORKSHEET

Nonconformities Worksheet			
MINIMUM POINT REQUIREMENTS FOR INDIVIDUAL SECTIONS:			
Dimensional:	3		
Lighting:	1		
Stormwater:	10		
Landscaping & Architectural:	5		
Access & Parking:	11		
USE OF THIS CHECKLIST			
<ul style="list-style-type: none"> Ordinance Required ("Required") points are all "C" and "C*" which apply to a specific site. Total Possible Ordinance Required Points vary by zone and size of site. "C" - Compliant: designates items which are ordinance regulations "C*" - Compliant additional: designates items which are ordinance requirements for certain sites and zones "O" - Optional: designates items whose point totals are optional items which may be used to offset non-compliant elements 			
<ul style="list-style-type: none"> Minimum Point Totals must be met in each category. New non-conformities shall not be created. Improvements shall be made in each category unless site is deemed "compliant" in that section with the exception of setbacks and height. Compliant status shall be when the site point totals equal or exceed the total of all ordinance required "C" and "C*" items. 			
DOCUMENTATION REQUIRED TO RECEIVE CREDIT FOR CHECKLIST ITEMS			NOTES
<ul style="list-style-type: none"> Documentation should be submitted to the Planning Department Providing a "Signature" as documentation for a checklist item indicates that the party signing is accepting responsibility that the item has been completed in full and that all reasonable care has been taken to meet the stated intent of that checklist item. 			
Requirements		Points	Documentation
1	Must comply with all federal, state and local government requirements in place at the time of construction of the building and/or site including but not limited to: NC Building Code, local development regulations and other local regulations.	Required	Plans (site and floor)
2	Site survey of as-built conditions including but not limited to all site features, lot coverage, and flood zone	Required	Survey prepared and sealed by a North Carolina licensed PLS
3	Points are not awarded for correcting violations; only for improvements to zoning nonconformities (see definitions 153.002)		

Dimensional (minimum 3 points)		Pts	Score			Documentation	
			Required	Exist	Proposed		
Setbacks							
C	1	Front Yard Setback in compliance, <i>or</i>	2	2			
	2	Front Yard Setback encroachment less than 20, <i>or</i>	1		2	2	Survey
	3	Front Yard Setback encroachment greater than 20%	0				
C	4	Side/Corner Yard Setback in compliance	2	2	2	2	Survey
C	5	Rear Yard Setback in compliance	2	2	2	2	Survey
C*	6	Accessory structures in compliance with setbacks	1	1	1	1	
Height							
C	7	Building Height in compliance w/Zoning District	2	2	2	2	Height Certification
Lot Coverage							
C	8	Lot coverage in compliance with Zoning District, <i>or</i>	10	10	10	10	Survey
	9	Lot coverage exceeded by less than 10 percentage points, <i>or</i>	5				
	10	Lot coverage exceeded by 10-20 percentage points, <i>or</i>	2				
	11	Lot coverage exceeded by more than 20 percentage points	0				
Subtotal for Dimensional section (min 3 pts)				19	19	19	

Lighting (minimum 1 point)			Pts	Score			Documentation
				Required	Exist	Proposed	
C	1	Lighting in compliance with 153.074	2	2		2	Light survey
	2	Lighting less than allowable levels	1		1		
	3	Lighting exceeds allowable levels	0				
Subtotal for Lighting section (min 1 pts)				2	1	2	

Storm Water (minimum 10 points)			Pts	Score			Documentation
				Required	Exist	Proposed	
C	1	Ten-year, 2-hr storm (4.3") contained on site	15	15			PE Certification
	2	Greater than 75% of ten-year, 2-hr storm contained on site, <i>or</i>	10				
	3	51-75% of ten-year, 2-hr storm contained on site, <i>or</i>	5		0	5	
	4	25-50% of ten-year, 2-hr storm contained on site, <i>or</i>	2				
	5	less than 25% of ten-year, 2-hr storm contained on site	0				
O	6	Rainwater harvested and directed toward landscaping needs.	2		0	2	PE Certification
O	7	Install rain gardens, pocket wetlands, or other storm water quality measures to treat the first 1/2" of runoff	3				PE Certification
O	8	Install rain gardens, pocket wetlands, or other storm water quality measures to treat the first 1" of runoff	5		0	5	PE Certification
Subtotal for Storm Water section (min 10 pts)				15	0	12	

Landscaping & Architectural (minimum 5 points)			Pts	Score			Documentation
				Required	Exist	Proposed	
C*	1	Required buffers are in place and meet opacity standards (if applicable)	5				Survey
C	2	Perimeter landscaping per 153.073	5	5		5	Survey
C*	3	Interior landscape islands provided if parking count exceeds 40 spaces (if applicable)	5				Survey
O	4	Interior landscape islands provided where parking count does not exceed 40 spaces	2				
O	5	Landscape includes diversity (8-10 species min.) of native drought- tolerant vegetation	2			2	Landscape Plan
C*	6	Commercial building exterior standards are met in the commercial zone (if applicable)	3	3	3	3	Architectural Plans
O	7	Commercial building exterior standards are met in any other zone	5				Architectural Plans
Subtotal for Landscaping & Arch (min 5 pts)				8	3	10	

Access & Parking (minimum 11 points)			Pts	Score			Documentation
				Required	Exist	Proposed	
C	1	Parking is in compliance with 153.076, <i>or</i>	15	15	15	15	Survey
	2	80% or greater of required parking is provided, <i>or</i>	10				
	3	61-80% of required parking is provided, <i>or</i>	5				
	4	40-60% of required parking is provided, <i>or</i>	2				
	5	Less than 40% of required parking is provided	0				
C*	6	Sidewalk provided along public right-of-way (if applicable)	5				Survey
C	7	Sight triangles provided per Town requirements	3	3	3	3	Survey
C*	8	No access is permitted on US 158 (if applicable)	10				Survey
O	9	Right in/ right out access only is permitted on US 158 (if applicable)	5				Survey

	10	Direct full service access to US 158 when side street is available	0			Survey
C*	11	Curbing is provided for drive radii	2			Survey
Subtotal of points for Access & Parking (min 11 pts)				18	18	18

PROJECT SUMMARY		Required	Existing	Proposed
Total Overall Scores for Site		62	41	61

(Ord. 07-18, passed 10-24-07)

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 17, 2025

Memorandum

To: Planning Board

From: Cameron Ray, Assistant Planning Director 

Subject: **Minor Subdivision Review** — Ocean Breeze Townhomes: Phase 4 — Proposed 4-Lot
Minor Subdivision

A minor subdivision meeting the requirements of *§152 Subdivisions* is enclosed for the Ocean Breeze Townhomes: Phase 4 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 the approval by the Planning Board Chairman prior to recordation.

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

