TOWN OF KILL DEVIL HILLS

Land Where Flight Began

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN that the Town of Kill Devil Hills Planning Board has rescheduled its regularly scheduled November 15 meeting to Tuesday, November 1, 2016 at 5:30 p.m. in the Meeting Room of the Administration Building, 102 Town Hall Drive, off Colington Road. The items to be discussed are listed below:

AGENDA

Call to Order
Agenda Approval
Approval of the Minutes of October 18, 2016 meeting
Public Comment (Time limit of 3 minutes per person; 5 minutes per group)
Old Business

1. SITE PLAN REVIEW—First Flight Hotel, LLC—Proposed 152 Room Hotel, 227 Parking Spaces, Oceanfront Amenity Building and Associated Site Modifications—2028 and 2031 S Virginia Dare Trail

New Business
Public Comment (Time limit of 3 minutes per person; 5 minutes per group)
Response to Public Comment
Board Member Comment
Adjournment

All citizens are cordially invited to attend.

Posted this 27th day of October 2016.

James Michael O'Dell
Administrative Specialist

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*

Minutes of the October 18, 2016 meeting of the Kill Devil Hills Planning Board held at 5:30 p.m. in the Meeting Room of the Administration Building, 102 Town Hall Drive, off Colington Road.

Members Present: Chair Stan Clough, James Almoney, Howard Buchanan, Skip Jones, Ben Sproul, Eddie Valdivieso, and John Windley

Members Absent: none

Others Present: Bryan Brightbill, Assistant Planning Director; Cameron Ray, Senior Planner; and Michael O'Dell, Administrative Specialist

Call to Order

At 5:30 p.m., Chair Stan Clough called this meeting of the Kill Devil Hills Planning Board to order, and welcomed everyone present.

Agenda Approval

On a motion by Howard Buchanan, seconded by Eddie Valdivieso, the agenda for this meeting was approved as presented by a unanimous, 6-0, vote.

Approval of the Minutes of August 16, 2016 meeting

On motion by Ben Sproul, seconded by Mr. Valdivieso, the minutes of the August 16, 2016, Planning Board meeting were approved by a unanimous, 6-0, vote.

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

Chair Clough then invited anyone present to speak during the public comment period.

Trudie Gardner, 2027 South Virginia Dare Trail – Ms. Gardner stated that she and her husband owned a home adjacent to the lots that are proposed to include an oceanfront amenity building. She noted that they had reviewed all of the site plans. She asked if anything that the Town or the developers could do to reduce the impact of the development, they would be grateful.

Ongoing Business

New Business

1. **SITE PLAN REVIEW—First Flight Hotel, LLC—Proposed 152 Room Hotel, 227 Parking Spaces, Oceanfront Amenity Building and Associated Site Modifications—2028 and 2031 S Virginia Dare Trail**

Assistant Planning Director Bryan Brightbill presented a site plan, submitted by First Flight Hotel, LLC, for a proposed 152 room hotel, with 227 parking spaces, an oceanfront amenity building and associated site modifications, located at 2028 and 2031 South Virginia Dare Trail. The 85,054 square foot, 152 room hotel and 198 parking spaces will be located at 2028 S. Virginia Dare Trail in the commercial zoning district. The 7,916 square foot oceanfront amenity building and its 29 parking spaces will be located across the street at 2031 South Virginia Dare Trail, in the Ocean Impact Residential (OIR) zoning district.

Mr. Brightbill noted that this plan has been through two rounds of internal technical review prior to consideration at this meeting. Mr. Brightbill stated that several items needed addressed by the applicant. Staff recommends the Board review and discuss the plan, and ask any questions of the development team, which is present. Staff also recommends the item be tabled and rescheduled for an upcoming Planning Board meeting on November 1, 2016, cancelling the already scheduled November 15, 2016, meeting. This would permit the applicant to address the comments prior to moving forward for possible consideration by the Board of Commissioners.

Chair Clough then invited the applicant's representatives to speak concerning the items. Mike Robinson, P.E., appeared before the board, representing the applicant. Mr. Robinson stated that he had developed the site plan, and also present were Andy Deel, P.E., who developed the stormwater plan, and Asim Kumar, AIA, a representative of the architecture firm for the project.

Mr. Robinson stated that the site plan included a 152 room hotel, and a three-story building across the street that will house a restaurant and an elevated swimming pool. The restaurant will be open to the public. He noted that two existing oceanfront structures would either be moved or demolished as part of the project. Members then posed various questions to Mr. Robinson and Mr. Deel about the site. Mr. Robinson briefly addressed the comments that were still outstanding as outlined in Mr. Brightbill's attached memorandum.

The Board expressed its pleasure that a hotel was being developed in Kill Devil Hills, as it has been many years since one has been built. Mr. Robinson stated as dictated by Town Code, dense vegetative buffers and appropriate lighting would be installed.

Mr. Valdivieso inquired about the total height of the structures. Mr. Brightbill replied that the proposed structures meet the height ordinance. The members also discussed the recommendations and placement of fire hydrants, along with the proposed pedestrian crossing signage for South Virginia Dare Trail between the hotel and the oceanfront amenity building. Members expressed concern for the amount of pedestrian traffic crossing between the buildings along South Virginia Dare Trail. General consensus of the members was support for button activated LED signage rather than continuously flashing lights, if that plan is approved by the North Carolina Department of Transportation.

Chair Clough stated that historically, the Planning Board has required any issues with a site plan to be corrected prior to forwarding to the Board of Commissioners.

John Windley moved to table the proposed site plan until the next Planning Board meeting, which will be set for 5:30 p.m. on Tuesday, November 1, 2016, along with the simultaneous cancellation of the November 15, 2016, Planning Board meeting. Mr. Buchanan provided a second and the motion passed by a unanimous, 6-0 vote.

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

Ms. Gardner expressed her concern about the potential for increased pedestrian traffic along Virginia Dare Trail, and was very complimentary of the Staff for their assistance. She thanked the Board members for their consideration.

Response to Public Comment

Chair Clough and the members thanked the public who attended the meeting .

Board Member Comment

Adjournment

There being no further business before the Planning Board at this time, Mr. Almoney moved to adjourn this meeting. Mr. Buchanan seconded that motion and approval was by a unanimous, 6-0, vote. It was 6:22 p.m.

Submitted by:

James Michael O'Dell
Administrative Specialist

Director of
Planning and Inspections
MEREDITH GUNS

Chief Building Inspector
MATT LOWCHER

Code Enforcement Officer
MARTY SHAW

THE TOWN OF KILL DEVIL HILLS
NORTH CAROLINA

Assistant Director of
Planning and Inspections
BRYAN BRIGHTBILL

Senior Planner
CAMERON RAY

Zoning Administrator
DONNA ELLIOTT

PLANNING DEPARTMENT

November 1, 2016

Memorandum

To: Planning Board

From: Bryan Brightbill, Assistant Planning Director

Subject: SITE PLAN REVIEW—First Flight Hotel, LLC—Proposed 152 Room Hotel, 226 Parking Spaces, Oceanfront Amenity Building and Associated Site Modifications—2028 and 2031 S Virginia Dare Trail

As you recall, for your review is a proposed site plan submitted by First Flight Hotel, LLC to construct an 83,997 square foot, 152 room hotel structure, 198 parking spaces and associated site modifications at 2028 South Virginia Dare Trail in the commercial zoning district. The proposal also calls for the construction of a 9,789 square foot oceanfront amenity building, 28 parking spaces and associated site modifications across the street at 2031 South Virginia Dare Trail in the ocean impact residential zoning district.

On October 18th the Planning Board reviewed this proposal and tabled it to allow the applicant to revise the plan subject to a list of conditions. Attached are responses from the applicant's representative, Mike Robinson, P.E., to that list of conditions, floorplans for the hotel structure, and the most recent technical review comments from staff.

The applicant has addressed most of staff's technical review comments; however, the following items remain to be addressed:

1. Correct side yard setbacks on hotel side of the proposed development to 34' per §153.181(1)*Side yard.*
2. Prepare water meter service sizing forms for each domestic meter including all proposed fixtures connected to each to confirm proposed sizing.

Staff recommends the Planning Board discuss the proposed site plan and forward it to the Board of Commissioners with a favorable recommendation subject to the above listed conditions being addressed prior to the issuance of a building permit.

Please note that electronic copies of the revised plan can be found on the Town's website. Also, hard copies will be available for review in the Planning Department and at the meeting Tuesday evening.

October 18, 2016
Response: October 24, 2016 by Michael W. Robinson, P.E.

Memorandum

To: Planning Board

From: Bryan Brightbill, Assistant Planning Director

Subject: SITE PLAN REVIEW—First Flight Hotel, LLC—Proposed 152 Room Hotel, 227 Parking Spaces, Oceanfront Amenity Building and Associated Site Modifications—2028 and 2031 S Virginia Dare Trail

Enclosed is a proposed site plan submitted by First Flight Hotel, LLC to construct an 85,054 square foot, 152 room hotel structure, 198 parking spaces and associated site modifications at 2028 South Virginia Dare Trail in the commercial zoning district. The proposal also calls for the construction of a 7,916 square foot oceanfront amenity building, 29 parking spaces and associated site modifications across the street at 2031 South Virginia Dare Trail in the ocean impact residential zoning district.

Attached you will find a commercial site plan review application, stormwater management report, fire hydrant flow test information, KDHWWTP willingness-to-serve letter, revised area schedule for the oceanfront amenity building, and the most recent technical review comments from staff.

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

Planning—Bryan Brightbill

1. General:
    - **a.** Floorplan overlay not removed. Unable to determine handicap parking compliance under the hotel structure. It is likely that support structure encroaches within accessible aisles. Also, no accessible route from the parking spaces to ramp is shown on the revised plan. Previously shown accessible route encroached into required drive aisle width. **The upper floor plans have been removed with only the ground floor remaining to show parking and revised accessible routes.**
    - b. Area schedule for oceanfront amenity building shown on sheets 2 and 4 is incorrect. **Data Corrected**
    - **c.** Bind all plan sets (site, stormwater and architectural) together in next submittal. **Done**
2. Lighting:
    - a. Move the below lighting note to sheet 6. **Note moved**
        - i. "Per §153.074(E)(3) All light produced on-site shall be contained within the perimeter of the site by design, orientation or shielding of the light source."
3. Landscaping:
    - a. Add column to landscaping tables on sheet 5 to show number of plantings provided to determine compliance. **The table includes the minimum number of plantings to meet**

the ordinance. The final landscaping will likely exceed the quantities listed but will not be less than the quantity stated.

4. Architectural:
   - **a.** Dimensions of oceanfront amenity building have not changed from technical review 1 to match the revised dimensions shown on the site plan. **Architecture Revised to match site plan.**
   - **b.** Provide ground floor floorplans of all buildings with architectural plans. **Included with this submittal**

Public Services—Steve Albright

1. Streets:
   - **a.** Any necessary NCDOT driveway permits and/or encroachment agreements shall be required prior to permit approval. **Understood. Sheet 1 includes a listing of all permits required prior to beginning construction.**
   - **b.** NCDOT approval of the proposed crosswalk and signage is required. **Understood. Sheet 1 includes a listing of all permits required prior to beginning construction.**
   - **c.** An existing 21" CMP from a historic drainage system exists near the north property line closest to the Banks pool. Coordination to abandon this structure with the Banks Condos is needed to safely abandon the pipe on the proposed hotel property. **We have been in contact with the Banks HOA and have included a drop inlet into the existing culvert to help with their parking lot drainage issues.**
2. Water:
   - **a.** Please prepare water meter service sizing forms for each domestic meter including all proposed fixtures connected to each to confirm proposed sizing. **This will be forthcoming from the plumbing Engineer once the final plumbing layout and flow requirements are determined. I request that this be a condition to be met prior to pulling the building permit. This request was discussed with Steve Albright and I believe he agrees.**
   - b. Site is currently served by (5) active meters including a 1.5", 1" and (3) 5/8 ". **Noted**
3. Solid Waste:
   - **a.** Recommend the developer implement a recycling program to reduce refuse volumes. **This will be discussed with the developer.**
   - **b.** Add a third dumpster for the restaurant. **The third dumpster has been added and the concrete revised accordingly.**

Engineering—Pete Burkhimer

1. For Drop Inlets or Catch Basins within public street rights of way, specify a pedestrian-safe grate specified. The Towns D-2 sheet from Town projects has been sent as a "go-by". **Plans have been revised to reflect the pedestrian-safe grates in all locations.**
2. There are a few little coordination issues between the Robinson and Deel plans, like Mike's plans show the drainage layout in Wrightsville the "old" way, vs. Andy's plans have them revised, please coordinate the two to avoid confusion. **The plans have been re-merged to eliminate any discrepancies.**

Fire—John Risoldi

1. Will the FDC for the hotel supply the oceanfront amenity building? If not, one needs to be located on that site as well. **An FDC has been added to the oceanfront site near parking space 2. The exact location can be adjusted as needed and will be coordinated with the Department when the plans are prepared for PWS application.**
2. It is recommended and requested that a fire hydrant be installed on Wrightsville Boulevard to supply additional water to protect the hotel and the Banks Condos. This would be a good opportunity for the Town to tie into the hydrant on the north side of the hotel to give the Fire Department this needed fire hydrant. **The Developer is open to working with the Town on easements as needed to facilitate this request.**
3. The Fire Alarm and Fire Sprinkler installation shall fall under the building permit. **The fire sprinkler and fire alarm design will be submitted along with the Building permit application package.**
4. The Fire Alarm and Fire Sprinkler System Plans shall be submitted soon after the building permit is issued and be approved before installation begins. **The fire sprinkler and fire alarm design will be submitted along with the Building permit application package.**

Staff recommends that the Planning Board table the proposal to allow the applicant to address the remaining technical review comments. Staff also recommends the Planning Board reschedule the November meeting to Tuesday, November 1 to review the revised plans at that time. This should allow the proposed site plan to stay on schedule to be reviewed by the Board of Commissioners on Monday, November 14, 2016.

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

MARCIA K. SCARBOROUGH
Administrative Services

ALFRED W. BURTON
Water Plant

WILLIAM H. WATERFIELD
Water Systems

L. RANDOLPH TURNER
Streets

LYNN E. LINDSEY
Solid Waste

Date: October 27, 2016

To: Bryan Brightbill, Assistant Planning Director

From: Stephen F. Albright, Public Services Director

RE: *SITE PLAN TECHNICAL REVIEW 3— First Flight Hotel(152 Room Hotel) Located at 2020 and 2031 South Virginia Dare Trail*

Please note the following comments for the proposed site plan at the above referenced address:

Streets

- Any necessary NCDOT driveway permits and/or encroachment agreements shall be required prior to permit approval.
- NCDOT approval of the proposed crosswalk and signage is required.

Solid Waste

- Recommend the developer implement a recycling program to reduce refuse volumes.

Water

- Please prepare water meter service sizing forms for each domestic meter including all proposed fixtures connected to each to confirm proposed sizing. This may be conditioned prior to issuance of a building permit.

- Site is currently served by (5) active meters including a 1.5", 1" and (3) 5/8 "x3/4"
- Proposed services include:
  - Proposed 4" meter to service hotel building (west side of NC 12)
  - Fees associated with this service:

    - Initial Hook Up = 152 room hotel / 1 unit per impact (habitable hotel room)
      - = 152
      - 152 x $4,000 = $608,000
    - Tap Fee* based on actual cost = Not included at this time*
    - Surety = $2,200
    - **Total $610,200***
    - Credit for existing Hotel and Restaurant =
      - 58 Hotel rooms = 20 IHF = $80,000
      - 75 Restaurant Seats = 4 IHF = $16,000
      - 5/8"x ¾" meter serving SFD = $4,000
      - Total Credit west side = $100,000
      - **Total cost less tap fees west side = $510,200***

  - Proposed 2" meter to service restaurant and oceanfront building (east side of NC 12)
  - Fees associated with this service:

    - Initial Hook Up = 200 seat restaurant / 20 seats per impact
      - = 10 IHF
      - 10 IHF x $4,000 = $40,000
    - Tap Fee 2" = $3,483
    - Surety = $550
    - **Total $44,033**
    - Credit for existing meters =
      - (1) 5/8"x ¾" meter serving SFD's = $4,000
      - 1" meter serving SFD = $6,000
      - Surety paid by First Flight Hotel LLC = $200
      - Total Credit east side = $10,200
      - **Total cost east side = $33,833**

Brightbill, Bryan

From: Pete Burkhimer <PBurkhimer@american-ea.com>
Sent: Tuesday, October 25, 2016 6:02 PM
To: Brightbill, Bryan; Ray, Cameron; Guns, Meredith; Albright, Steve; Risoldi, John
Subject: RE: SITE PLAN TECHNICAL REVIEW 3 - First Flight Hotel, LLC - Proposed 152 Room Hotel, 220 Parking Spaces, Oceanfront Amenity Building and Associated Site Modifications - 2028 and 2031 S Virginia Dare Trail

My two comments have been satisfactorily addressed.

From: Brightbill, Bryan [mailto:bryan@kdhnc.com]
Sent: Tuesday, October 25, 2016 8:46 AM
To: Ray, Cameron <Cameron@kdhnc.com>; Guns, Meredith <MEREDITH@kdhnc.com>; Albright, Steve <Steve@kdhnc.com>; Pete Burkhimer <PBurkhimer@american-ea.com>; Risoldi, John <JOHNR@kdhnc.com>
Subject: SITE PLAN TECHNICAL REVIEW 3 - First Flight Hotel, LLC - Proposed 152 Room Hotel, 220 Parking Spaces, Oceanfront Amenity Building and Associated Site Modifications - 2028 and 2031 S Virginia Dare Trail
Importance: High

All,

At their October 18, 2016 meeting the Planning Board tabled the proposed site plan for the above referenced project to allow the applicant to address the remaining staff comments before sending the plan forward for review and approval by the Board of Commissioners. A revised plan was submitted yesterday and responses to staff comments are attached. Steve and John will get hard copy plans via inter-office mail, Pete will receive electronic plans in several emails to follow. Please submit comments by noon on Thursday, October 27. Please state that either your comments have been addressed or list any remaining comments that are outstanding.

Thanks in advance for your cooperation with this tight turn around.

With Appalachian pride,

Bryan Brightbill, CFM
Assistant Director of Planning and Inspections
Town of Kill Devil Hills
(252) 449-5315 (O)
(252) 441-4102 (F)

Brightbill, Bryan

From: Risoldi, John
Sent: Wednesday, October 26, 2016 9:38 AM
To: Brightbill, Bryan
Subject: RE: SITE PLAN TECHNICAL REVIEW 3 - First Flight Hotel, LLC - Proposed 152 Room Hotel, 220 Parking Spaces, Oceanfront Amenity Building and Associated Site Modifications - 2028 and 2031 S Virginia Dare Trail

Bryan,

All of the fire departments concerns have been met on these latest comments.

John L. Risoldi, Sr.
Fire Marshal
Town of Kill Devil Hills
1634 N. Croatan Highway, P. O. Box 1719
Kill Devil Hills, NC 27948
252-480-4060 – Phone
252-480-4069 – Fax
johnr@kdhnc.com

"Everyday is a Fire Prevention Day"

From: Brightbill, Bryan
Sent: Tuesday, October 25, 2016 8:46 AM
To: Ray, Cameron; Guns, Meredith; Albright, Steve; Pete Burkhimer <PBurkhimer@american-ea.com> (PBurkhimer@american-ea.com); Risoldi, John
Subject: SITE PLAN TECHNICAL REVIEW 3 - First Flight Hotel, LLC - Proposed 152 Room Hotel, 220 Parking Spaces, Oceanfront Amenity Building and Associated Site Modifications - 2028 and 2031 S Virginia Dare Trail
Importance: High

All,

At their October 18, 2016 meeting the Planning Board tabled the proposed site plan for the above referenced project to allow the applicant to address the remaining staff comments before sending the plan forward for review and approval by the Board of Commissioners. A revised plan was submitted yesterday and responses to staff comments are attached. Steve and John will get hard copy plans via inter-office mail, Pete will receive electronic plans in several emails to follow. Please submit comments by noon on Thursday, October 27. Please state that either your comments have been addressed or list any remaining comments that are outstanding.

Thanks in advance for your cooperation with this tight turn around.

Harris, Dana

From: Harris, Dana
Sent: Thursday, October 06, 2016 10:18 AM
To: Brightbill, Bryan
Subject: RE: SITE PLAN TECHNICAL REVIEW 2 - First Flight Hotel, LLC - Proposed 152 Room Hotel, 221 Parking Spaces, Oceanfront Amenity Building and Associated Site Modifications - 2028 and 2031 S Virginia Dare Trail

Bryan,

No further comment from the Police Department.

Dana

From: Brightbill, Bryan
Sent: Thursday, October 06, 2016 9:31 AM
To: Albright, Steve; Brightbill, Bryan; Elliott, Donna; Guns, Meredith; Harris, Dana; Lindsey, Lynn Earl; Lowcher, Matt; Patrick, Anthony; Ray, Cameron; Risoldi, John; Shaw, Marty; Turner, Tote; Waterfield, William; Pete Burkhimer <PBurkhimer@american-ea.com> (PBurkhimer@american-ea.com)
Subject: SITE PLAN TECHNICAL REVIEW 2 - First Flight Hotel, LLC - Proposed 152 Room Hotel, 221 Parking Spaces, Oceanfront Amenity Building and Associated Site Modifications - 2028 and 2031 S Virginia Dare Trail
Importance: High

All,

This proposed site plan calls for the construction of a 85,054 square foot, 152 room hotel structure, 198 parking spaces and associated site modifications at 2028 South Virginia Dare Trail in the commercial zoning district. The proposal also calls for the construction of a 7,916 square foot oceanfront amenity building, 29 parking spaces and associated site modifications across the street at 2031 South Virginia Dare Trail in the ocean impact residential zoning district.

Responses to tech one comments and a willingness-to-serve letter from KDHWWTP are attached. A revised plan set has been interofficed to everyone on this distribution list. (Pete: I will forward PDFs to you in separate emails.)

Please review the plans with respect to your department's responsibilities and submit written comments by NOON on Wednesday, October 12, 2016. Your comments are important and will be reviewed by the Planning Board and Board of Commissioners. Thanks in advance for your cooperation.

With Appalachian pride,

Bryan Brightbill, CFM
Assistant Director of Planning and Inspections
Town of Kill Devil Hills
(252) 449-5315 (O)
(252) 441-4102 (F)