



## FOCUS Technical Committee Meeting September 4, 2018 ~ 2:00 pm

### MEETING GOAL

Discuss and receive feedback from the Technical Committee on the draft Commercial Design Standards.

#### Meeting Agenda

- |                   |  |
|-------------------|--|
| 2:00 pm-2:10 pm   | 1. Welcome & Update                                |
| 3:10 pm – 4:15 pm | 2. Discussion of Draft Commercial Design Standards |
| 4:15 pm- 4:30 pm  | 6. Recap & Next Steps                              |
| 4:30 pm           | 7. Meeting Adjourn                                 |

*More information on this project as well as meeting materials are available at  
[www.focusnagshead.com](http://www.focusnagshead.com)*



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# Commercial Design Standards

## I. Commercial Design Generally

### A. Intent

The Town of Nags Head features a broad array of architectural styles, some of which are derived from traditional Nags Head cottage design. These standards are intended to build on a sense of continuity and community identity, not to dictate specific building styles. These standards are not intended to limit creativity but to serve as a useful tool for design professionals to engage in contextual, site-specific design. Acceptable building styles shall continue the Town's human-scaled environment through visually compatible architectural forms, massing, details, relationship to nearby buildings and neighborhoods, and the use of materials consistent with these standards. Site design will strive to create a sense of place while maintaining compatibility with adjacent land uses, encouraging walkability, promoting safe and efficient movement of pedestrians and vehicles, preserving and/or enhancing natural areas, and minimizing nuisances associated with noise, high levels of activity, and stormwater runoff.

### B. Applicability

These design standards shall apply to all building construction or remodeling projects requiring a conditional use permit or site plan review according to requirements found in this UDO. These standards shall not apply to the following uses:

1. Fishing piers
2. Public utility facilities
3. Single-family dwellings and duplexes

All existing principal structures located in the Commercial Residential (CR) District, Neighborhood Commercial (C-1) District, General Commercial (C-2) District, Village Commercial (C-4) District, and The Village at Nags Head SPD-C Commercial 1, Commercial 2, and Hotel zoning districts, except for the uses listed above, which do not meet the requirements of this section shall be regulated in accordance with Article X of this UDO. Where a project subject to site plan or conditional use review is associated with an existing building, such as an addition or partial remodeling, these design standards shall apply only to the new construction or the part of the building being remodeled. These standards shall also apply to any accessory building greater than 500 square feet located on a site with a principal building that is regulated by this section.

### C. Design standards

All buildings and structures subject to these standards shall comply with the requirements of this Article.

The standards below shall be considered mandatory and required, as applicable, within each project. In some cases, additional guidelines are provided to clarify the intent of the standards, further describe the desired outcome, and provide further guidance for project design and review. The guidelines are not mandatory however one or more of the guidelines should be incorporated into the design to achieve the desired intent of the standards.

# Commercial Design Standards

1 For the building design compliance only – Projects are to be reviewed according to the  
2 building design standards outlined in Section II below.

3 Projects adding a total habitable building area of 10,000 square feet or less may  
4 alternatively elect to comply with the building design requirements by achieving 150  
5 points based on the criteria outlined in the Town of Nags Head Residential Design  
6 Guidelines (Appendix X). Projects that elect to comply in this manner shall incorporate  
7 the following minimum standards into the design:

8 1. Buildings shall use a pitched roof with a pitch of four in 12 or greater. There  
9 shall be no vertical parapet walls.

10 2. On the front and each side of the building windows shall comprise not less  
11 than ten percent and not more than 40 percent of each building vertical wall  
12 area. For metal and glass storefront and curtain wall systems, windows shall  
13 be no wider than three feet and not taller than six feet without having at least  
14 a 12-inch separation between windows.

15 3. Doors shall be no wider than six feet and not taller than eight feet without  
16 having at least a 12-inch separation between windows and doors.

17 4. Buildings shall comply with the maximum building size and scale requirements  
18 outlined in Section II below.

19 5. A porch meeting the definition of ground floor will be awarded points as a  
20 first floor porch.

## 21 D. Site Plan Submittal Requirements

### 22 I. Sketch Plan Review

23 Applicants are encouraged to schedule a sketch plan review meeting with planning  
24 and development staff and the Planning Board prior to formal review. Sketch plan  
25 review is mandatory for new constructions projects where total habitable building  
26 area is 5,000 square feet or greater. This shall also apply to projects where the  
27 addition of habitable area is 5,000 square feet or greater. The purpose of the sketch  
28 plan is to review projects at a conceptual level for consistency with the  
29 requirements of these commercial design standards and the UDO in general. This  
30 review should be done at the early stages of project development in order to allow  
31 for meaningful input and substantive changes to the design, if necessary.

32 Documentation is not required to be as complete as the formal review. However, it  
33 should include rough site plan sketches with the building and parking layout, building  
34 renderings, and a narrative describing the proposed project and how it is consistent  
35 with town development requirements. The site plan sketch shall depict adequate  
36 space allocations for the requisite wastewater and stormwater improvements as well  
37 as vegetation/buffering requirements and site access. Applicants are encouraged to  
38 provide more than one project alternative or variations of the proposed project for  
39 review.  
40  
41

# Commercial Design Standards

1 For formal review, the applicant shall submit the components of a complete site plan  
2 application in accordance with the provisions of Article X, including a full set of  
3 building elevations. Building elevations shall detail all exterior siding materials and  
4 architectural features. The site plan shall detail all landscape features including  
5 preserved areas, new vegetation, berms, pedestrian features, and other site  
6 amenities. The application shall also include a brief description of the elements that  
7 have been incorporated into the design to achieve the desired intent of the  
8 guidelines established herein. For projects that have undergone sketch plan review,  
9 the narrative shall describe the results of the sketch plan review process and how  
10 the design may have been modified to reflect this input. The planning board shall  
11 review the above described application and forward their recommendation on the  
12 same to the board of commissioners within 45 days of the date of application  
13 submittal.

## 14 2. Findings

15 Prior to final action on a site plan or conditional use permit application, the Planning  
16 Board shall consider findings of fact that address the standards in this section and  
17 find that these standards have been met by the applicant as well as any findings of  
18 fact required for approval of conditional use or vested right site plans in accordance  
19 with Article IV.  
20  
21

## 22 II. Building Design

### 23 A. Building Scale

#### 24 Intent

25 Buildings should strive to take on a more residential and “human” scale. “Human scale”  
26 is the proportional relationship of buildings and spaces to people. A building is  
27 considered to have good human scale if there is an expression of human activity or use  
28 that indicates the building’s size. The scale of a building is based on overall size, its mass  
29 in relation to the space around it, and its entrances, windows, walls, and roofline.  
30  
31

32 The building architecture historically intrinsic to Nags Head reflected a human scale.  
33 These buildings were simple, utilizing natural materials, wide porches and modest  
34 detailing. Interior and exterior spaces were used in equal measure and porches were the  
35 center of daily life. These early design principles set the tone for the concepts included  
36 in these design standards. The successful application of these human scale features will  
37 result in buildings and sites that relate well to the pedestrian environment, encourage  
38 community activity, and complement their surroundings.

#### 39 Standards

40 When the scale of a building is inconsistent with its site and the scale of surrounding  
41 buildings, it shall be mitigated by design strategies that lessen its visual impact so as to be  
42 compatible with its site and with characteristics of neighboring buildings and sites. At a  
43 minimum, all projects shall incorporate the following design strategies:

# Commercial Design Standards

- 1 1. To encourage a human scale, all buildings shall have an exterior or perimeter  
2 building sidewall that is no higher than 12 feet from the floor to the top plate for  
3 each building story. Typically buildings will not exceed three stories. Exceptions  
4 include instances where the height requirements for a particular use allow the  
5 building to exceed three stories or where building features are specifically exempt  
6 from the height requirements of the ordinance.
- 7 2. For buildings greater than one story, the highest story of the building shall be  
8 incorporated into the roofline with the use of dormers or other roof articulations.
- 9 3. Larger buildings (greater than 5,000 square feet) or buildings with multiple uses  
10 and/or tenants shall be designed with a complex massing that includes rooflines with  
11 varying heights, incorporation roof variations, projections/recesses, or smaller  
12 additions to a main building (diagram or picture).
- 13 4. Buildings shall provide facade elements which create a comfortable zone at the first  
14 floor of the building for people. Examples include but are not limited to: covered  
15 porches, arcades, siding material changes, and one or two story entrances with  
16 pitched roofs.

## 17 Guidelines

18 For larger buildings or projects, designs should consider the following strategies to  
19 break down the overall scale and mass of buildings.

- 20 1. Use of irregular building footprints is encouraged to 'create spaces' for human  
21 interaction, to reduce the mass of a large rectangular structure, and to cause a roof  
22 variation.
- 23 2. Use of multiple, smaller scale buildings which may incorporate connecting  
24 breezeways and/or walkways.
- 25 3. Variations in building footprint and/or form such as square, 'doughnut', 'U' or 'L'  
26 shaped buildings, bump-outs, higher floors 'stepped back', or varied rooflines.

## 27 28 B. Building Size

### 29 30 Intent

31 Building sizes are determined based on desired building characteristics for Character  
32 Areas as defined by the Town of Nags Head Comprehensive Plan. These character areas  
33 delineate appropriate building sizes and scales by roadway corridor based on existing  
34 and historic development patterns. NC 12 and SR 1243 comprise the beach road  
35 sections of town which have a distinct scale and massing defined primarily by residential  
36 uses and small scale commercial buildings. It is the town's intent to continue this  
37 development pattern along the two-lane roadways within the town. US 158/64 have  
38 traditionally been more auto-oriented with larger scale local and regional services. Given  
39 the town's desire for buildings to maintain a residential scale, it is the town's intent to  
40 regulate the overall size of buildings. In both corridors, the town encourages walkability  
41 and a human scale appearance that relates well to pedestrians and encourages social  
42 activity.

### 43 44 Standards

# Commercial Design Standards

- 1 I. Individual buildings along two-lane roadway sections shall not have a habitable area  
2 that exceeds 5,000 square feet. Buildings may exceed this only in instances where  
3 the applicant has conducted a sketch plan review in accordance with the procedures  
4 prescribed in Article IV. In these instances, the applicant shall pay particular  
5 attention to the design standards and guidelines relative to scale for larger buildings  
6 to mitigate the overall visual impact and maintain continuity with existing  
7 development. In no instance shall a building fronting a two-lane roadway section  
8 exceed 10,000 square feet.
- 9 2. Individual buildings along five-lane roadway corridors shall not have a habitable area  
10 that exceeds 20,000 square feet, except in the case of multi-story buildings such as  
11 hotels within the Town's Hotel Overlay District or institutional uses including  
12 schools and hospitals.
- 13 3. For any buildings, regardless of the roadway type, with a habitable area of greater  
14 than 5,000 square feet, the applicant shall be required to conduct a sketch plan  
15 review of the project in accordance with the procedures prescribed in Article IV of  
16 the UDO.
- 17 4. Buildings shall generally be separated by at least 20 feet and shall not be connected  
18 in any way.

## 20 C. Building Height

### 22 Intent

23 A sudden dramatic change in building height can be incongruous with an existing  
24 streetscape. While each zoning district maintains an overall height limit, the height of a  
25 building shall be visually compatible with the heights of buildings on neighboring sites  
26 where practicable and positively contribute to the overall building design.

### 28 Standards

- 29 1. If a building's proposed height is greater than 50% higher than the neighboring  
30 buildings, the applicant shall incorporate architectural features into the design that  
31 mitigate the visual impact of the proposed building. These may include the use of a  
32 pitched roof for the upper story that incorporates habitable space with the use of  
33 dormers and other roof articulations.
- 34 2. The overall height of buildings will be determined based on the dimensional  
35 requirements for the district or by any supplemental standards that apply to the use.

## 37 D. Architectural Design/Elements

### 39 Intent

40 It is the Town's goal to encourage design creativity that respects historic development  
41 patterns and is characteristic of the Nags Head community. Design elements and  
42 features that define the Nags Head cottage style architecture can be used to enhance  
43 the appearance of structures and to promote their compatibility with the local natural  
44 and built environment. Appendix "X", the Town of Nags Head Residential Design

# Commercial Design Standards

1 Manual, provides illustrative examples of Nags Head design elements. The manual also  
2 provides specifications for Nags Head design elements which represent minimum  
3 standards that should be adhered to when incorporating these elements into an overall  
4 design. The following design considerations shall be applied to individual building  
5 components.

## 6 7 I. Roofs

### 8 Standards

- 9 a. For larger buildings (10,000 square feet or greater), the shape and proportion of  
10 the roof shall be articulated so as to lend visual interest and reduce the apparent  
11 size of new buildings.  
12 b. The roof design shall screen the visual clutter of typical rooftop installations such  
13 as any mechanical equipment, exhaust vents, transformer boxes, dish antennas,  
14 etc.

### 15 Guidelines

- 16 a. Habitable space within the roof system with dormers to provide light and access  
17 is encouraged to reduce the apparent size of the structure.  
18 b. Preference shall be given to roofs with a pitch of 4/12 or greater

## 19 20 2. Walls

### 21 Standards

- 22 a. Wall elevations and roofs greater than 50 horizontal feet in length shall have no  
23 more than 40 horizontal feet without a roof variation.  
24 b. Walls that face a public street or that are adjacent to the wall of an existing  
25 principal building on an adjacent lot shall not be a blank wall and shall be  
26 designed with windows, doors, porches, or other building elements that provide  
27 scale and openness to the façade.

### 28 29 30 31 Guidelines

- 32 a. Roof variations may consist of dormers, coastal watch towers, bumpouts, or  
33 entrance features in the "coastal" or "Old Nags Head" style as described in the  
34 Nags Head Residential Design Guidelines.

## 35 36 3. Windows and Doors

### 37 Standards

- 38 a. Windows and doors shall be visually compatible with the architectural style of  
39 the building and with local architectural styles.

# Commercial Design Standards

- 1 b. Windows shall reflect a residential style. This typically includes the appearance of
- 2 a double-hung or multi-paned window.
- 3 c. On the front and each side of the building windows shall comprise not less
- 4 than ten percent and not more than 40 percent of each building vertical wall
- 5 area.
- 6 d. For metal and glass storefront and curtain wall systems, windows shall be no
- 7 wider than three feet and not taller than six feet without having at least a 12-inch
- 8 separation between windows.
- 9 e. Doors shall be no wider than six feet and not taller than eight feet without
- 10 having at least a 12-inch separation between windows and doors.
- 11 f. The primary entrance shall face the street or shall face the side of the building
- 12 that has a pedestrian connection to the street, unless the applicant can
- 13 demonstrate that the circumstances of a given application merit an alternative
- 14 orientation.
- 15 g. The entrance shall be identified through the use of architectural details that may
- 16 include porches or roofs for shelter, recessing, decorative lighting, trim or
- 17 railings, in addition to pedestrian walkways connecting to parking areas and
- 18 public sidewalks.

## 19 Guidelines

- 20 a. Multi-paned or double hung windows are a common element of the local
- 21 architecture and shall be encouraged.
- 22 b. Use of metal and glass storefront and curtain wall systems is discouraged and
- 23 should be minimized.

## 24 4. Building Materials

### 25 Standards

- 27 a. The relationship of materials and textures of the exterior of a building shall be
- 28 compatible with that of buildings that are traditionally used in Nags Head.
- 29 b. For facades of buildings visible from a public way, building siding materials shall be
- 30 wood or simulated shingle siding, clapboard, board and batten, or other
- 31 materials commonly used in local architecture.
- 32 c. Use of cinder block, brick, stucco, and T-I-I-I is acceptable for smaller buildings
- 33 generally no more than one story high and greater than 2,500 square feet. For
- 34 larger buildings, these materials should be primarily considered as an accent to
- 35 the overall design or in areas not visible from the public right-of-way. In no
- 36 instance shall metal siding be used.
- 37 d. Examples of exceptional design may incorporate a combination of the above
- 38 listed materials to provide overall visual interest.

## 39 5. Building Detailing

### 40 Standards

- 42 a. Traditional Nags Head buildings utilize detailing to provide visual interest and
- 43 character to a design. This is achieved through the detailing elements below.



# Commercial Design Standards

- 1 Applications shall incorporate one more of the following detailing elements in  
2 the building design:  
3 – exposed rafters  
4 – gable brackets  
5 – workable shutters  
6 – column trim

## 7 Guidelines

- 8 a. These features should be considered carefully within the context of the overall  
9 building size and design to retain a proportional scale and appearance.  
10 b. Architectural elements and appurtenances should not appear out of character  
11 relative to the remainder of the building.

## 13 6. Gas Station and Drive-Through Canopies

### 14 Standards

- 15 a. Gas Station and Drive-Through Canopies are shall utilize a pitched roof with  
16 earth tone metal roofing or shingles reflecting natural materials.

## 18 7. Utilities and Mechanical Equipment

### 19 Standards

- 20 a. Mechanical equipment at ground level shall be placed away from public streets  
21 and buildings on adjacent sites.  
22 b. All mechanical equipment shall be substantially screened from public view.  
23 c. Mechanical equipment and antennas located on rooftops shall be camouflaged as  
24 a normal architectural feature of the building, or hidden by a decorative cornice  
25 or parapet wall, as seen from the ground.  
26 d. All utility equipment (includes meters, boxes, valves and similar equipment but  
27 does not include overhead power lines, light poles and similar equipment) shall  
28 be designed, located or screened to be as inconspicuous as possible and shall not  
29 be located on the street-side of a principal structure.  
30 e. All utility lines serving new development and significant redevelopment shall be  
31 placed underground whenever practicable.

## 33 8. Trash and Recycling

### 34 Standards

- 35 a. All trash and recycling receptacles and storage areas shall be located and  
36 substantially screened from public view.  
37 b. All non-vegetative screening used to block public view of trash and recycling  
38 receptacles and storage areas shall be made of materials compatible in color and  
39 type to the principal structure(s) on the property.

40

# Commercial Design Standards

## 1 III. Site Design

### 2 Intent

3 Site designs shall consider the unique natural features of the site and complement the  
4 positive features of surrounding property. Site design will strive to create a sense of place  
5 while maintaining compatibility with adjacent land uses, encouraging walkability, fostering  
6 social interaction and community vitality, promoting safe and efficient movement of  
7 pedestrians and vehicles, preserving and/or enhancing natural areas, and minimizing  
8 nuisances associated with noise, high levels of activity, and stormwater runoff.

### 9 10 **A. Building Footprint and Orientation**

#### 11 Standards

- 12 I. Along the Beach Road (NC 12/SR 1243) and other two-lane roadways:
  - 13 a. Desirable examples of building orientation include a human-scaled building wall  
14 located adjacent to a street frontage, and site elements such as clearly defined  
15 front entrances, landscaping, lighting, and off-street parking located to the side or  
16 rear of buildings. Compatibility shall be determined based on the pattern of  
17 buildings and spaces along the street frontage, placement of the building on the  
18 lot, and the building footprint in relation to lot size and to nearby buildings.
  - 19 b. Buildings shall be oriented so that the front of the building and primary entrance  
20 face the street or the side of the building that has a pedestrian connection to the  
21 street. Buildings shall be oriented adjacent to the front property line; unless the  
22 applicant can demonstrate that the circumstances of a given application merit an  
23 alternative orientation. For corner lots with frontage on NC 12/SR 1243,  
24 buildings shall be oriented to be adjacent to these roadways.
  - 25 c. Generally, the building shall be aligned with the front of the property (to within  
26 5' and 10' of the front lot line) for at least 30 percent of the property frontage.
- 27  
28 2. For US 158/US 64/264:
  - 29 a. Buildings shall be setback a minimum distance from the roadway.
  - 30 b. Buildings less than 10,000 square feet shall be setback a minimum of 15' from the  
31 front property line.
  - 32 c. Buildings greater than 10,000 square feet shall be setback a minimum of 75' from  
33 the front property line.
- 34  
35 3. Side and rear yard setbacks shall be in accordance with the minimum district  
36 standards or with any applicable supplemental standards for the use.
- 37  
38 4. Where these standards conflict with the supplemental standards for a specific use,  
39 the supplemental standards shall apply.

# Commercial Design Standards

## B. Parking Lot Orientation

### Standards

- I. Along the Beach Road (NC 12/SR1243) and other two-lane roadways:
  - a. Off-street parking must be located to the side or rear of the building. For corner lots, NC 12/SR 1243 shall be considered the front of the building.
  - b. No parking shall be located in the area between the front wall of the principal building and the front property line unless the applicant can demonstrate that the circumstances of a given application merit an alternative orientation.
  - c. No new vehicular access drives or service areas shall be located between the front property line and the front wall of the building, unless the Planning Board determines that no reasonable alternative exists for safe traffic flow into and out of the site and within the site.
  - d. The area between the front wall of a new, expanded, or reconstructed building and the front property line shall be designed and maintained as a non-vehicular area and shall be either landscaped or improved with pedestrian or customer amenities.
  - e. It is the intent of this ordinance to create a direct relationship between the habitable portion of buildings and the pedestrian environment. Buildings elevated a full story above the street will feel disconnected from the street environment. To this end, the first habitable floor of buildings directly adjacent to the street frontage shall be elevated no higher than three feet above adjacent grade, or the minimum regulatory flood protection elevation, whichever is higher.
- I. For US 158/US 64/264:
  - a. Sites shall be designed to screen large parking areas, either by locating parking to the rear of buildings or through the use of landscaping/buffering as required in the landscaping and buffering section of these design standards.

## C. Street Access, Parking Lot Design, and Pavement Standards

### Intent

The intent of these standards is to promote safe, convenient and sufficient access to all properties by vehicles, pedestrians and bicyclists. The following standards shall apply to all uses, unless otherwise noted:

### Standards

- I. Street Access and Internal Circulation.
  - a. The street access and internal circulation plan of parking lots shall be reviewed by the town engineer for consistency with generally accepted engineering practices and standards.
  - b. Failure to comply with such standards may result in a request for site plan modifications or denial of a permitting request.

# Commercial Design Standards

## 2. Driveway Control Dimensions.

### a. Width of Driveways (W) –

- i. The width of driveways shall be measured at the property line and shall be within the specified minimum and maximum limits.
- ii. A driveway with two-way operations shall have a minimum 22 foot and a maximum of 36 foot width.
- iii. A driveway with one-way operation shall have a minimum 12 foot and a maximum 24 foot width.
- iv. The need for wider driveways will be considered on a case-by-case basis only after justification of actual necessity, but should not exceed 40 feet.

### b. Commercial Driveway Design shall consider, but not limited to:

- i. Design vehicle type,
- ii. Approaching speed,
- iii. Driveway transition,
- iv. Channelization,
- v. Safety,
- vi. Mobility,
- vii. Site physical features,
- viii. Intended traffic volume, and;
- ix. Intensity among the many variables related to the driveway layout.

The town engineer shall review driveway layout and designs for consistency with generally accepted engineering practices and standards. High intensity or traffic volume generators shall require the submission of Traffic Impact Study to review the potential impacts of proposed or revised developments.

### c. Driveway Angle(Y)

- i. The recommended driveway angle, Y, for a full access driveway is 90 degrees.
- ii. The angle of the two-way operation driveway with respect to the pavement edge shall not be less than 75 degrees or greater than 90 degrees.
- iii. For one-way or right-in/right-out driveways, driveway angles between 45 and 90 degrees may be allowed on a case-by-case basis.

### d. Edge Clearance (E) –

- i. All portions of a commercial driveway including the returns shall be between two frontage boundary lines of the current or future right-of-way line.

### e. Driveway Return (R) –

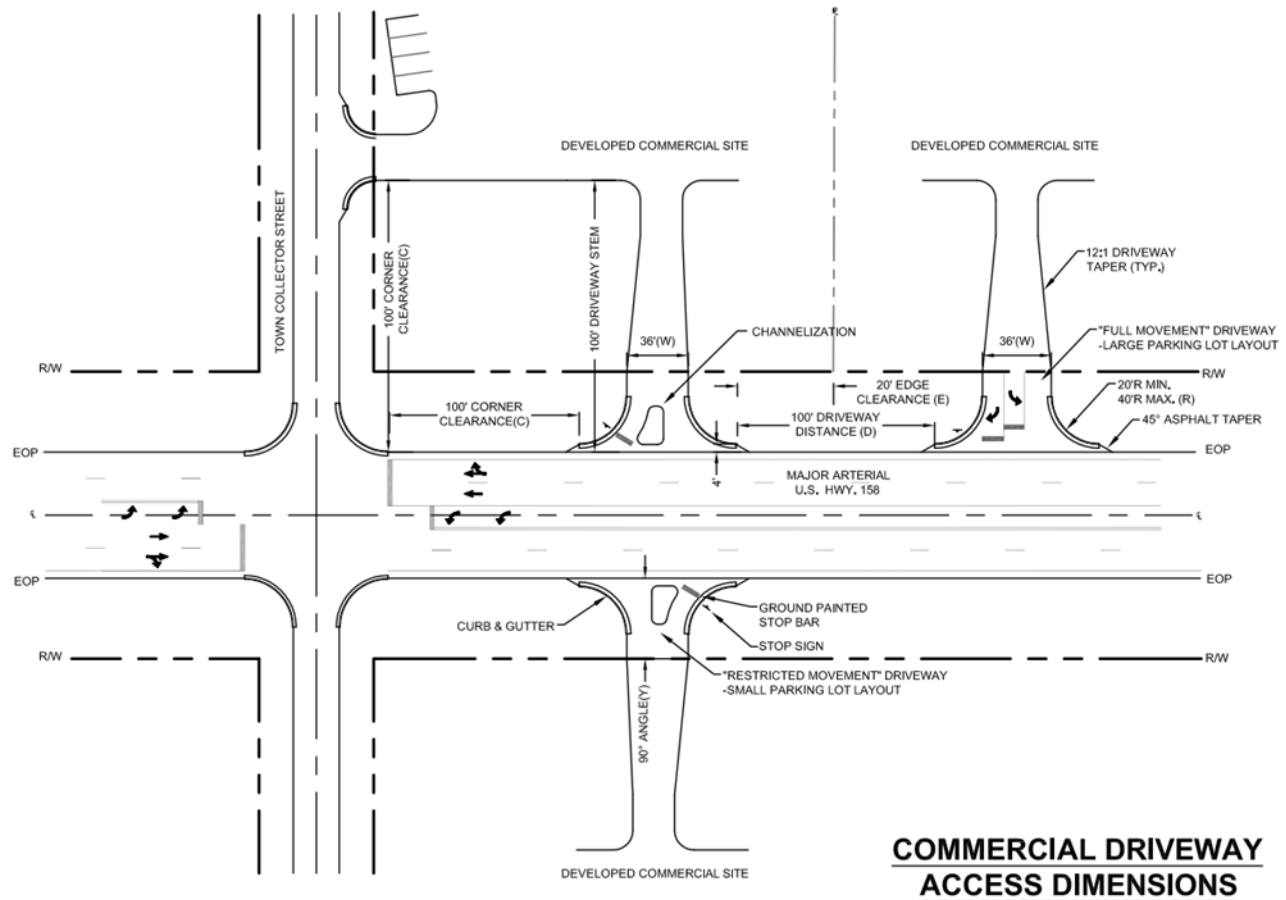
- i. The radius of the street-type driveway connection, R, shall be within a 20 feet minimum and 40 feet maximum. However, the maximum radii dimension may be exceeded as an exception if larger radii are needed to

# Commercial Design Standards

- 1 accommodate larger vehicles expected to frequent a proposed  
2 development such as commercial service entrances.
- 3 ii. Compound curves for driveway radii shall be prohibited.  
4
- 5 f. Distance Between Driveways (D) –  
6 i. Where more than one driveway is permitted along a single property  
7 frontage, the distance, D, measured along the right-of-way line between  
8 the tangent projections of the inside edges of adjacent driveways shall be  
9 at least 100 feet.  
10
- 11 g. Special curb cut requirements:  
12 i. A lot fronting US 158 (South Croatan Highway, NC 12/U.S. 64/264  
13 (South Virginia Dare Trail), or NC 1243 (South Old Oregon Inlet Road)  
14 must have 600 feet of frontage along the street before two curb cuts are  
15 allowed on the same street.  
16 ii. Nine hundred feet of frontage is needed along either of these streets  
17 before three curb cuts are allowed on the street.  
18 iii. In no case shall there be more than three curb cuts on any one of the  
19 above streets.  
20 iv. Curb cuts in excess of one, on streets other than those mentioned  
21 above, are allowed if the board of commissioners determines that more  
22 than one curb cut is necessary or desirable to facilitate traffic flow.  
23
- 24 h. Corner Clearance (C) –  
25 i. Where the property's road frontage allows, the minimum corner  
26 clearance, C, to the proposed driveway should be at least 100 feet from  
27 the point of tangency of the radius curvature of the intersecting streets.  
28 ii. At no time shall the corner clearance be less than 50 feet from the point  
29 of tangency of the radius curvature.  
30 iii. For full movement driveway connections at signalized intersections, the  
31 corner clearance may be required to extend beyond 100 feet when the  
32 property's road frontage allows. This is to avoid interference with the  
33 traffic signal operations and resulting traffic queues.  
34 iv. The radius of the driveway should not encroach on the minimum corner  
35 clearance.  
36
- 37 i. Driveway Profile (P) –  
38 i. The grade of commercial driveways within the right-of-way shall not  
39 exceed ten percent.  
40
- 41 j. Channelization –  
42 i. Various types of channelization may be required to be incorporated into  
43 the driveway design.  
44 ii. The town engineer shall determine if the necessity of restrictive medians  
45 in accordance with generally accepted engineering practices and  
46 standards.

# Commercial Design Standards

- 1                   iii.       At a minimum, an above ground stop sign and ground painted stop bar  
2                   shall be placed in advance of the point of egress onto the adjoining street.



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### 3. Corner Lots to Utilize Side Street Access

- a. Due to the limited amount of land available within the zoned areas of the town for major thoroughfare rights-of-way and the traffic hazard involved in frequent entrances and exits from a major thoroughfare, it is the intent of this chapter to keep driveways and street intersections along major thoroughfares US 158, NC 12, SR 1243, and U.S. 64/264 to the minimum possible.
- b. In any district established by this chapter where a lot abutting any of these major thoroughfares abuts any other dedicated public right-of-way, the side street public right-of-way shall be used for access rather than direct access from a major thoroughfare.

# Commercial Design Standards

- 1           4. Inter-parcel driveway connections
- 2           a. All abutting commercial parking lots are encouraged to provide inter-parcel
- 3           driveway connections with adjoining commercial parcels, particularly along the
- 4           US 158 frontage.
- 5           b. Provision of an inter-parcel connection (for connection with existing or future
- 6           connections on adjoining properties) will receive a four parking space reduction
- 7           in required parking and a 200 square foot reduction on lot coverage.
- 8           c. Inter-parcel connection shall be a minimum 22 feet in width for two-way traffic.
- 9           d. When inter-parcel access is provided, an inter-parcel access easement shall be
- 10          recorded with the Dare County Register of Deeds.

- 11
- 12          5. Internal Drive Aisle and Parking Space Dimensional Requirements
- 13          a. All commercial parking areas shall conform to the following:
- 14

Parking Stall Angle	Parking Stall Width (Ft.)	Parking Stall Length (Ft.)*	Drive Aisle Width (Ft.)	
			One-Way	Two-Way
Parallel (0°)	10	20 <sup>1</sup>	12	22
Angled (45°)		20 <sup>2</sup>	13	
Angled (60°)			18	
Perpendicular (90°)			22	22

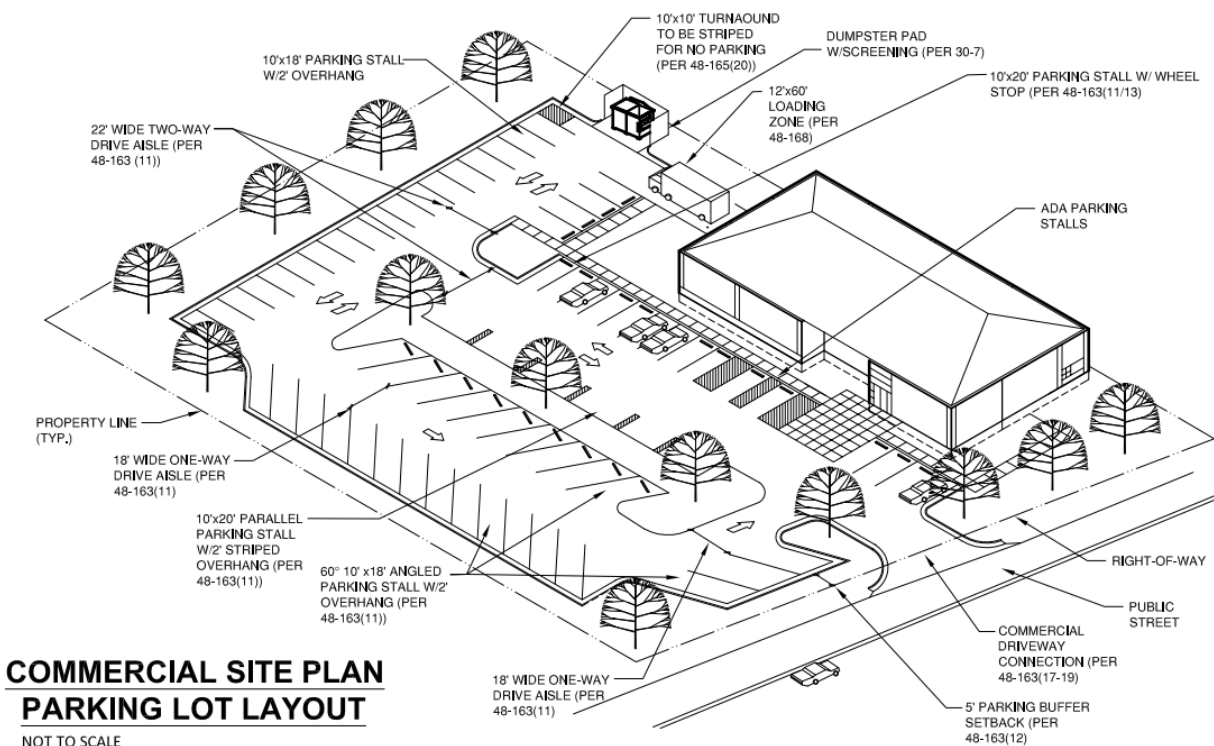
<sup>1</sup> Abutting parallel parking stall lengths shall be divided by a 2' wide by 10' long striped "No Parking" overhang

<sup>2</sup> Parking stall lengths abutting open space can utilize 2' overhang to calculate overall stall depth

\* Parking stall length shall be the minimum distance measured along the parking stall depth

15

# Commercial Design Standards



- 1
- 2 **6. Parking and Drive Aisle Setbacks**
- 3
  - 4 a. Unless otherwise specified, a required setback of not less than five feet shall
  - 5 separate parking and loading areas from all front, side and rear property lines.
  - 6 b. Where off-street parking is provided between the building and the street right-
  - 7 of-way line, a buffer strip of at least five feet in width shall be provided between
  - 8 the parking lot and the street right-of-way line in accordance with subsection 48-
  - 9 482(3) buffer yard C.
- 10 **7. Dead-End Drive Aisle**
- 11
  - 12 a. One dead-end turnaround shall be provided for parking lots where dead ends
  - 13 exceed either 100 feet in length or 12 parking spaces in accordance with the
  - 14 commercial parking lot layout diagram.
- 15 **8. Wheel Stops**
- 16
  - 17 a. All parking spaces which abut open space or buffer space shall have a fixed curb
  - 18 or wheel stop of six inches in height.
  - 19 b. Allowances shall be made for two feet of overhang within the parking space so
  - 20 that no part of any car can be located within the required setback.
- 21 **9. Curbs**
- 22
  - 23 a. At drive aisle intersections with adjoining open space, curbs shall be installed
  - 24 along the entire drive aisle perimeter radius (from tangent to tangent) to protect adjoining open space from wheel travel.



# Commercial Design Standards

- 1           10. Markings
- 2           a. Each parking space shall be marked and maintained so as to be distinguishable.
- 3
- 4           11. Fire Lanes/Access Roads
- 5           a. The Fire Official shall have the authority to designate fire lanes as deemed
- 6           necessary for Fire Department access.
- 7           b. The requirements for installation of a fire lane shall be subject to the fire code.
- 8           c. During the site plan review process, the Fire Chief or Fire Marshal may require a
- 9           drive aisle of up to 26 feet in width in specified locations if it is determined that
- 10           this is necessary to accommodate fire access roads or fire service operations.
- 11           d. Fire Lanes shall be marked with permanent signage stating “NO PARKING FIRE
- 12           LANE”- with minimum dimensions of 12”wide by 18” high with red letters on a
- 13           white reflective background.
- 14
- 15           12. Safety on Busy Streets
- 16           a. Sufficient maneuvering space shall be provided so that no vehicle will be required
- 17           to back into the public right-of-way of S. Virginia Dare Trail (NC 12), S. Croatan
- 18           Hwy. (U.S. Hwy. 158), and S. Old Oregon Inlet Rd. (NC 1243).
- 19
- 20           13. Drive-Thrus
- 21           a. Drive-thrus shall not be permitted on properties fronting two-lane roadways
- 22           within the Town.
- 23           b. Drive-through lanes shall only be placed in areas that will not interfere with the
- 24           safe movement of pedestrians and vehicles in parking and driveway areas.
- 25           c. Drive-thrus shall be designed with appropriate queuing lanes to prevent traffic
- 26           from backing up into town streets and thoroughfares. Drive-through queuing
- 27           lanes shall be designed to hold a minimum of ten vehicles and separated from the
- 28           main drive-aisle serving parking and loading areas.
- 29           d. Drive-through windows and queuing lanes shall be oriented away from
- 30           residential uses or zoning districts.
- 31           e. For properties fronting both US 158 and NC 12, drive-thrus shall be oriented so
- 32           that access is from US 158.
- 33
- 34           14. Surface Materials Appropriate for Use
- 35           a. Parking lot entrances shall be graded and paved only with asphalt or concrete
- 36           extending a minimum of 50 feet from the right-of-way as measured along the
- 37           centerline of the parking lot entrance.
- 38           b. Interior drive aisles established beyond the required asphalt or concrete parking
- 39           lot entrance shall be graded and paved with asphalt, concrete, porous concrete,
- 40           or concrete pavers in accordance with the Town’s recommended standard
- 41           details manual.
- 42           c. Required parking spaces shall be graded and paved with asphalt, concrete, gravel
- 43           or alternative permeable pavement materials in accordance with the Town’s
- 44           recommended standard details manual.

# Commercial Design Standards

- 1 d. The town encourages use of pervious materials and new technologies that  
2 provide for safe and efficient driveway and parking areas and that appropriately  
3 address stormwater runoff issues. A minimum of 20 percent of the surface area  
4 of the parking area and drive aisles shall be constructed using permeable surface  
5 materials, unless it can be demonstrated that a topographic or hydrologic  
6 constraint exists that would limit its use and effectiveness.
- 7 e. For religious complexes and public facilities which host special events, an  
8 overflow parking plan may be permitted to allow for infrequent peak demand or  
9 limited time periods. Up to 30 percent of the required parking area may utilize  
10 reinforced turf products. Turf parking areas may not count toward parking  
11 requirements for other commercial uses as part of a shared parking agreement.  
12 The outer perimeter of the overflow parking area shall be clearly delineated by  
13 above ground markers with defined points of ingress/egress and shall not require  
14 individual parking stall wheel stops.
- 15 f. For all other uses, up to 20 percent of the required parking area may utilize  
16 reinforced turf products and must use curb stops to clearly delineate the parking  
17 space.
- 18 g. For the purposes of determining lot coverage, the total square footage of  
19 permeable pavement materials, including reinforced turf products, is multiplied  
20 by 0.67.

## 21 22 15. Pedestrian Access/Facilities.

- 23 a. Buildings with uses requiring public access shall provide the primary pedestrian  
24 access from the street front or from a pedestrian way designed to facilitate  
25 access in shopping centers, mixed use sites, or group developments.
- 26 b. The approaches to loading and unloading areas in commercial districts shall be  
27 designed to minimize conflict with onsite vehicular, pedestrian and bicycle traffic  
28 and with adjacent residential uses.
- 29 c. Sites to which these design standards apply shall meet the requirement for  
30 provision of pedestrian facilities in accordance with town code section x. (fee in  
31 lieu provisions).

## 32 33 **D. Landscaping, Buffering and Vegetation Preservation.**

### 34 Intent

35 The purpose of a landscape buffer is to help provide transition between different types  
36 of land uses, to break up or soften the appearance of paved surfaces, and to provide the  
37 shade and greenery necessary to create a livable environment. Buffers shall be required  
38 as prescribed in the supplemental standard and/or as described in the standards below:

### 39 Standards

#### 40 I. Parking Lot Buffers.

- 41 a. Where off-street parking is provided between the building and the street right-  
42 of-way line, a buffer strip of at least five feet in width shall be provided between

# Commercial Design Standards

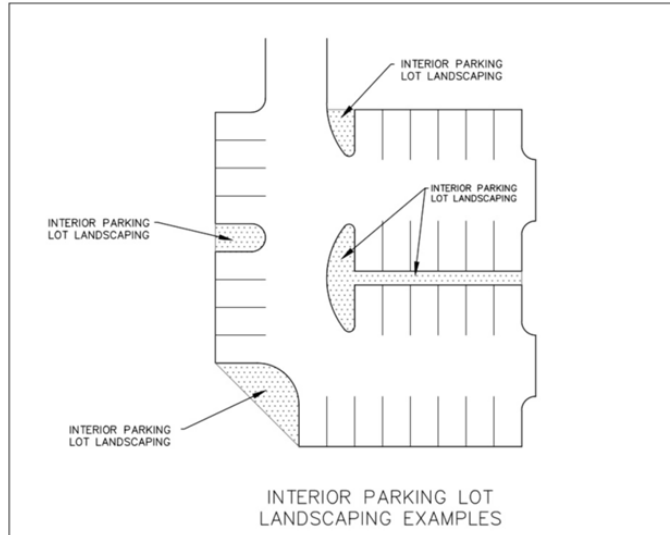
- 1 the parking lot and the street right-of-way line in accordance with subsection 48-  
2 482(3) buffer yard C.
- 3 b. Plantings may be clustered in this buffer yard as described in subsection 48-483.
- 4 2. Commercial Transitional Protective Yards.
- 5 a. Where a commercial use abuts a residential use or residential zoning district, an  
6 opaque buffer strip of at least 10 feet in width along the entire length of the lot  
7 shall be provided in accordance with subsection 48-482(3) buffer yard D.
- 8 b. For the high impact uses listed below, a buffer strip of at least 25 feet in width  
9 shall be provided only where a commercial use abuts a residential zoning district.
- 10 c. In instances where a high impact use abuts a residential use in a commercial  
11 zoning district, only a buffer yard D shall apply.
- 12 d. For any commercial use which abuts a residential district along a street right-of-  
13 way line on any street other than its primary street frontage, a buffer yard D  
14 shall apply.
- 15 3. High impact uses. High impact uses are particular uses of land, which considered as a  
16 whole because of their peculiar or operational and physical characteristics are  
17 expected to have an adverse effect on adjoining or adjacent properties. High impact  
18 uses include, but are not limited to:
- 19 a. Attended car wash.
- 20 b. Automobile service stations and automobile repair garages.
- 21 c. Banking institutions.
- 22 d. Concrete processing facilities.
- 23 e. Hospitals and heliports.
- 24 f. Hotels and motels.
- 25 g. Junkyards.
- 26 h. Medical offices.
- 27 i. Mini-storage facilities, (trade centers).
- 28 j. Municipal public works facilities.
- 29 k. Municipal parks, playgrounds and facilities.
- 30 l. Nonprofit/outreach center with aquatic fitness facility.
- 31 m. Nursing homes.
- 32 n. Commercial outdoor recreation uses, including miniature golf courses,  
33 commercial swimming pools, tennis courts, sport-climbing walls, fishing piers, and  
34 boat rental establishments.
- 35 o. Private clubs.
- 36 p. Sexually oriented businesses.
- 37 q. Restaurants, including drive-in, take-out and drive-through restaurants.
- 38 r. Retail shopping centers.
- 39 s. Retail stores greater than 10,000 square feet gross floor area.
- 40 t. Trade centers.
- 41 u. Veterinary clinics and kennels.
- 42 v. Any accessory use serving the above, including parking; the permanent or  
43 temporary storage of vehicles associated with the use; the loading, unloading, or

# Commercial Design Standards

- 1 storage of merchandise or material; service areas or docks; or the storage or  
2 collection of refuse.
- 3 w. Real estate rental management facility.
- 4
- 5 4. Buildings Adjacent to Street Frontage.
- 6 a. Building walls adjacent to a street frontage shall include foundation landscaping  
7 directly adjacent to the building to screen any crawl space, stem wall, lattice  
8 work, or open parking areas.
- 9 5. Restrictions
- 10 a. Septic fields either active or repair, septic tanks, stormwater management  
11 facilities, vehicular accessways and parking areas are not permitted in any  
12 required commercial transitional protective yard, and it is further provided that  
13 customary accessory buildings may be located in any rear or side yard no closer  
14 than the required buffer yard width plus five feet to any property line.
- 15 6. Conflict with other regulations.
- 16 a. Nothing in this section shall reduce the minimum requirements of any other  
17 buffer yard requirement in this UDO.
- 18 b. Whenever two or more buffer yards are simultaneously applicable, the more  
19 stringent regulation shall control.
- 20 7. Interior parking lot landscaping
- 21 a. All parking lots containing ten parking spaces or more shall provide interior  
22 parking lot landscape islands as follows:
- 23 b. Interior parking lot landscaping shall be provided at a minimum rate equal to ten  
24 percent of the total area of parking spaces. (for example, ten parking spaces at  
25 ten feet × 20 feet = 2,000 square feet will require 200 square feet of interior  
26 parking lot landscaping).
- 27 c. To qualify as "interior" parking lot landscaping, landscape islands shall be situated  
28 either in-between parking spaces, between parking spaces and travel aisles, or  
29 between parking rows.
- 30 d. Interior parking lot landscape islands may be utilized for stormwater  
31 management with designs that direct and capture stormwater runoff from  
32 parking area surfaces.
- 33 e. Proposed plantings within required interior parking lot landscape islands must  
34 comply with stormwater and vehicular overhang requirements. Planting materials  
35 must not obstruct sight distance and shall provide a permanent non-erosive  
36 vegetative groundcover.
- 37 f. Interior parking lot landscape islands shall count towards vegetation preservation  
38 and planting requirements found in this section, and may also be utilized as part  
39 of required stormwater management measures.
- 40

# Commercial Design Standards

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## 8. Vegetation Preservation/Planting Requirements

### Intent

It is the intent of this section to require, to the extent possible, the preservation of existing vegetation during the development process. Except when necessary to provide access to a site or to ensure the safety and security of people and property, any existing healthy trees that are six inches or greater in caliper, located within a public right-of-way or undeveloped required yard shall be retained unless approved for removal during site plan review. In addition, every reasonable effort shall be made to protect and retain existing trees and shrubs not actually lying in planned roadways, drainage ways, building foundation sites and construction activity areas.

#### a. Open space preservation/landscaping requirements.

- i. Projects for new development shall preserve a minimum of ten percent of the lot's total area with existing natural vegetation and/or dune elevations. Areas designated for the preservation of existing vegetation shall contain significant examples of native vegetation and be identified and maintained in accordance with subsections 48-485(b)(1), (4) and (5). The area of existing vegetation to be preserved may be calculated using recent aerial photography and may include the canopy that is present within the property boundaries.
- ii. If existing vegetation cannot be preserved to meet the above requirement, new vegetation may be planted in accordance with the schedule below to meet the requirement. If no vegetation is preserved, the planting of a minimum of 15 percent of the lot's total area shall be required. At a minimum, 50 percent of the required planted material shall consist of locally adapted tree species that are a minimum height of three feet and one inch in diameter measured at one-half foot above grade when planted. The remainder of the required plantings may be live forbs and shrubs measuring at least one and one-half feet in height when

# Commercial Design Standards

1 planted. A minimum of one-half of this vegetation must be located in the  
 2 front or side yards of the proposed development.

Vegetation Preservation Standard Commercial Development		
Percent of Site Preserved	Percent of New Plantings	Total Vegetation Coverage
10 %	0 %	10 %
8 %	3 %	11 %
6 %	6 %	12 %
4 %	9 %	13 %
0 %	15 %	15 %

- 3
- 4 iii. When new plantings are used to meet the requirements of this section,
- 5 trees shall count as 100 square feet of required planting area and shrubs
- 6 shall count as 50 square feet of planting area.
- 7 iv. Preserved natural vegetation may be counted towards both buffering and
- 8 vegetation preservation requirements if the vegetation is located within a
- 9 required buffer yard area. New plantings used to meet a landscape buffer
- 10 requirement may count for up to half of the required planting area.
- 11 v. The above landscaping requirements may be altered due to unique and
- 12 unusual physical conditions or characteristics of the property, including
- 13 the reduction of landscaping requirements for oceanfront properties and
- 14 other lots containing significant vegetated dune features that will be
- 15 preserved in equal proportion to what would normally be required by
- 16 this section.
- 17 vi. For purposes of administration, these landscaping requirements shall
- 18 adhere to the procedures established for buffering in section 48-484.
- 19 vii. The property owner shall be responsible for maintaining the landscaped
- 20 areas required by this section, including the replacement of dead and
- 21 missing vegetation in accordance with section 48-486.
- 22
- 23

## E. Lighting

24 In order to reduce glare, light pollution and preserve the dark night sky while providing  
 25 safety and security to public spaces, the following standards shall apply:

- 26
- 27 1. Light fixtures shall be located on the site and designed, shielded, or oriented in such
- 28 a manner as to minimize light spill across property lines and prevent glare at any
- 29 location on or off the property.
- 30 2. All exterior lighting shall use cut-off type fixtures to minimize the component of light
- 31 above horizontal (glare).
- 32 3. All lighting shall conform to the requirements of Article X Outdoor Lighting.

# Commercial Design Standards

## 1       **F. Stormwater Management Facilities**

2       Projects shall incorporate stormwater control facilities to capture and retain  
3       stormwater runoff in accordance with the following criteria:

- 4
- 5       1. All runoff from the project's built-upon area must be directed into an approved  
6       stormwater management system designed to accommodate the volume of runoff  
7       generated by a 4.3-inch design storm.
  - 8       2. The stormwater management system shall be designed in accordance with the  
9       standards, methodology, and procedures prescribed in Article X – Stormwater, Fill,  
10      and Runoff Management, the Town's Stormwater Best Management Practices  
11      Manual, and the applicable requirements of the North Carolina Stormwater Best  
12      Management Practices Manual (NCDENR BMP Manual).
  - 13     3. Project designs shall utilize low-impact development principles and best management  
14      practices as the primary method for the treatment of stormwater, unless it is  
15      sufficiently demonstrated to be impractical by the applicant.
  - 16     4. Stormwater plans shall be prepared by a state licensed professional engineer.
  - 17     5. Prior to the issuance of a certificate of completion for the project, a state licensed  
18      professional engineer shall certify that the proposed improvements have been  
19      constructed in accordance with the project design.
  - 20     6. All stormwater detention and/or retention ponds and basins shall be designed as an  
21      integral part of the development site and shall be aesthetically pleasing (for example,  
22      neatly landscaped, well-maintained, vegetated slopes, decorative fencing if fencing is  
23      used).

24  
25  
26



**FOCUS Technical Committee**

DRAFT

Meeting Notes

September 4, 2018; 2:00 pm

**Attendees:** Mayor Ben Cahoon; Marvin Demers; Mark Cornwell; Tom Haddon; Holly White; Andy Garman; Kelly Wyatt; and Michelle Gray

*All handouts are available on the Town's website [www.focusnagshead.com](http://www.focusnagshead.com)*

**Welcome** – Holly White welcomed everyone and provided an update on the draft Commercial Design Standards. She noted that she, Andy Garman and Kelly Wyatt would be traveling to Wilmington to meet with the consultant to review the draft document this week.

**Discussion of Draft Commercial Design Standards**

Ms. White distributed the draft Commercial Design Standards, with changes highlighted. Staff and Ms. White reviewed and discussed each highlighted area.