



TOWN OF KILL DEVIL HILLS

Land Where Flight Began

NOTICE OF PUBLIC MEETING

NOTICE is hereby given that on Wednesday, September 14, 2022, at 8:30 a.m., the Kill Devil Hills Historic Landmarks Commission will hold a regular meeting in the Town Hall Meeting Room, 102 Town Hall Drive, Kill Devil Hills. The items to be discussed are listed below:

AGENDA

Call to Order
Agenda Approval
Approval of the Minutes of July 13, 2022
Ongoing Business
1. 2022 Historic Landmarks Open House & Ceremony
New Business
Adjournment

All citizens are cordially invited to attend.

Posted this 9th day of September 2022.

Rachel Tackett
Public Information Officer

Copies to: Historic Landmarks Commission members in their meeting materials; Mayor & Board of Commissioners; Town Manager; all Town bulletin boards; local news media; KDH Electronic Distribution List; website, social media; file

Minutes of the Wednesday, July 13, 2022, Meeting of the Kill Devil Hills Historic Landmarks Commission (HLC) held at 8:30 a.m. in the Town Hall Meeting Room, 102 Town Hall Drive, Kill Devil Hills.

Members Present: Chairperson Sandie Markland, Vice-Chairperson Toni Dorn, Clyde “Andy” Harrell, T. Dillon Heikens, and Mary Simpson

Members Absent:

Others Present: Cameron Ray, Assistant Planning Director, Ryan Lang, Senior Planner, and Rachel Tackett, Public Information Officer

Call to Order

Chairperson Sandie Markland called this meeting to order at 8:32 a.m. and thanked everyone for attending.

Agenda Approval

Andy Harrell moved to approve the agenda as presented. Toni Dorn seconded the motion, which passed by a unanimous, 5-0, vote.

Approval of the Minutes of April 5, 2022

Mary Simpson moved to approve the minutes of the April 5, 2022, HLC meeting. Ms. Dorn seconded the motion, which passed by a unanimous, 5-0 vote.

Ongoing Business

New Business

1. Election of Vice-Chairperson

Rachel Tackett, Clerk to the HLC, opened the floor to nominations for Vice-Chairperson. Mr. Harrell nominated Ms. Dorn as the Vice-Chairperson for a term to expire in July of 2023. Ms. Simpson seconded the nomination. There being no other nominations, they were closed, and Ms. Dorn was elected the Vice-Chairperson by a vote of 5-0.

2. Certificate of Appropriateness Application – 2043 Norfolk Street – Savage Cottage – Request for detached screened patio and outdoor shower in yard adjacent to house

The owners of 2043 Norfolk Street, the Savage Cottage, submitted an application requesting the addition of a detached screened patio and outdoor shower at their residence. After review of the application and no further discussion by the HLC, Ms. Simpson made a motion to

approve the Certificate of Appropriateness Application (COA), which Ms. Dorn seconded. The motion carried by a vote of 5-0.

Public comment: Edwin Phelps, 2047 Norfolk Street, was present at the meeting and explained that he was an adjacent property owner. He received a letter from the Town's Planning Department in regards to his neighbor's COA request. Mr. Phelps stated that he was new to this process and was attending the meeting to gain a better understanding of the processes owners of historically designated homes must go through.

Mr. Phelps noticed that the home at 2043 Norfolk Street has already completed the attachment of the screened patio before this meeting took place and the Commission granted its approval. Assistant Planning Director Cameron Ray informed him that the owner completed the work without prior approval and this case was not typical; however, Mr. Ray made sure that it came back around and followed the proper channels of protocol. He then explained how the process homeowners go through in submitting a COA application for designated homes.

3. 2022 Historic Landmarks Open House – Discussion

The HLC has not hosted their annual Open Homes Event and Tour since 2019 due to the COVID-19 pandemic. Mr. Ray suggested that his department reach out to the homeowners of designated properties and gauge their interest in participating in the Event and Tour this year. Chairperson Markland agreed that interest should be evaluated. The Event and Tour will be on Friday, October 7th, if the group proceeds.

4. HLC Meeting Schedule

Chairperson Markland suggested not meeting again until September, unless business arises before that time. The group will come back at that time and finalize their plans concerning the Open Homes Event and Tour.

Due to the HLC meeting typically falling on a day after a holiday, it was proposed to the group that they consider changing their meeting dates away from the first Tuesdays of the month to avoid potential scheduling conflicts.

Mr. Harrell made a motion to change the HLC's meeting dates from the first Tuesdays of the month to the second Wednesdays of the month, which Ms. Simpson seconded. The motion carried by a vote of 5-0. The group will next meet on September 14, 2022.

Adjournment

There being no other business before the Historic Landmarks Commission at this time, Ms. Dorn moved to adjourn, which Dillon Heikens seconded. The motion carried by a vote of 5-0. It was 8:46 a.m.

Submitted by:

Rachel Tackett
Public Information Officer

Sandie Markland
Chairperson

Director of
Planning and Inspections
MEREDITH GUNS



Assistant Director of
Planning and Inspections
CAMERON RAY

Building Inspector
MARTY SHAW
CHARLES THUMAN

Senior Planner
RYAN LANG

Code Enforcement Officer
JORDAN BLYTHE

Zoning Administrator
DONNA ELLIOTT

THE TOWN OF KILL DEVIL HILLS
NORTH CAROLINA

PLANNING DEPARTMENT

September 14, 2022

Memorandum

To: Historic Landmarks Commission

From: Cameron Ray, Assistant Planning Director 

Subject: 2022 Historic Landmarks Open House & Ceremony

The Town of Kill Devil Hills Historic Landmark Commission is scheduled to host an open house and ceremony on Friday, October 07, 2022. As scheduled, the event will be held at KDH Town Hall and will begin at 1:30pm with a ceremony that will include a plaque presentation for the most recent designated landmark, the Wolcott Cottage. Following the ceremony there will be a brief reception with refreshments. Individuals will then have the opportunity to go on a self-guided tour of select historic landmarks between 2 and 5pm. The following properties will be participating in this year's event;

- Hall House – 2401 N. Virginia Dare Trail
- Smith Cottage – 2306 N. Virginia Dare Trail
- Cherokee Inn – 500 N. Virginia Dare Trail
- Hayman House – 418 W. Hayman Blvd
- Madre-Woolard Cottage – 1229 S. Virginia Dare Trail



The Town of Kill Devil Hills
Historic Landmarks Commission
proudly presents the

*Historic Landmark Dedication
&
Historic Homes Tour*

Friday, October 7, 2022
102 Town Hall Drive
Kill Devil Hills

Dedication Ceremony
beginning at 1:30 p.m.

2022 Historic Landmark
Wolcott Cottage
3208 N. Virginia Dare Trail

The tour of homes will take place from 2:00 p.m. to 5:00 p.m.



The event and self-guided tour is free to the public.