



TOWN OF KILL DEVIL HILLS

Land Where Flight Began

NOTICE OF PUBLIC MEETING

NOTICE is hereby given that on Thursday, April 22, 2021, at 8:30 a.m., the Kill Devil Hills Community Appearance Commission (CAC) will hold a meeting in the Meeting Room at the Administration Building, 102 Town Hall Drive, off Colington Road. This committee will follow all COVID-19 regulations and requirements currently in place for public meetings. The items to be discussed are listed below:

Call to Order

Agenda Approval

Approval of Minutes

1. March 25, 2021 meeting minutes

Public Comment – please adhere to a limit of 3 minutes per person or group

Response to Public Comment

Introductions

Old Business

1. Help KDH Kick Butt Campaign update
2. CAC logo
3. CAC funds

New Business

1. Nomination and election of CAC Vice-Chairperson
2. Community Appearance Awards

Adjournment

Posted this 16th day of April 2021.

Jennifer Stecher

Community Appearance Commission Clerk

Copies to: Community Appearance Commission members in their meeting materials; Board of Commissioners; all department heads; all Town bulletin boards; Town Sunshine List, including all local news media; Town Electronic Distribution List; website, social media; file

Minutes of the Thursday, March 25, 2021, meeting of the Kill Devil Hills Community Appearance Commission (CAC) held at 8:30 a.m. in the Board of Commissioners Meeting Room at the Administration Building, 102 Town Hall Drive, off Colington Road.

Members Present: Sue Kelly, Melinda Mogowski, Dave Rollins, Bambos Charalambous, Dr. Christine Damrose-Malman, Billy Dorn, Martin Dalton, Commissioner John Windley

Guest: Stacie Huelsman, Help KDH Kick Butt subcommittee member

Others Present: Jennifer Stecher, Clerk to the CAC; Michael O'Dell, Deputy Town Clerk

Call to Order

Chairperson Sue Kelly called the Thursday, March 25, 2021, meeting of the CAC to order at 8:33 a.m.

Agenda Approval

Dr. Christine Damrose-Malman moved to approve the agenda as presented. Melinda Mogowski seconded the motion, which was approved by a unanimous, 8-0, vote.

New Business

1. Nomination and election of CAC chairperson

The position of Chairperson was up for election. Ms. Mogowski nominated Sue Kelly for chairperson. Bambos Charalambous seconded the motion, which was approved by unanimous, 8-0, vote. With no other nominations, chairperson Sue Kelly was re-elected for another term.

Approval of Minutes

Mr. Charalambous moved to approve the minutes of the November 5, 2020, CAC meeting, as presented. Billy Dorn seconded the motion, which was approved by a unanimous, 8-0, vote.

Public Comment

Response to Public Comment

Introductions

Chairperson Kelly requested all present introduce themselves. All CAC members plus Stacie Huelsman, a member of the “Help KDH Kick Butt” sub-committee, gave a brief introduction. The group also welcomed newest member Martin Dalton.

Old Business

1. Help KDH Kick Butt Campaign update

The group discussed the need to maintain the current PVC cigarette butt receptacles and to add more to beach accesses, as appropriate and would defer to Staff for placement. Following discussion, there was consensus to have volunteers maintain and build additional cigarette butt receptacles for the Town’s beach accesses. Mr. Charalambous moved to approve the allocation of \$500 for PVC cigarette butt receptacle materials. Dr. Malmann-Damrose seconded the motion, which was approved by a unanimous, 8-0, vote.

The group took inventory of the pocket ashtrays and decided they have a good supply. Staff provided the Town’s Fire Department 50 pocket ashtrays to hand out to the public, Ms. Kelly has approximately 100, the Town Administration department has a box of 450 and Ms. Mogowski has a box.

2. Schedule and plan Town tree planting

The group agreed to defer to Ross Cipriano, the Town’s Building and Grounds Supervisor, with regards to deciding where the best location to plant a live oak tree ON Town property. Ms. Kelly moved to have Mr. Cipriano purchase a mature live oak tree with CAC funds, and decide the best place to plant the tree. Staff will coordinate a ceremony for the tree planting on Arbor Day, Friday, April 30, 2021. Ms. Mogowski moved to approve the motion. Mr. Charalambous seconded the motion, which was approved by a unanimous, 8-0, vote.

New Business

2. Review requested amendment to the CAC ordinance regarding membership

After discussion, there was consensus among the group supporting elimination of various restrictions for membership in addition to the removal of the Planning Board member, Draft Amendment A. Mr. Charalambous move to recommend Draft Amendment A to the Board of Commissioners, which changes some language within the CAC membership ordinance for the removal of membership requirements and replacement of the Planning Board representative with a regular member. Mr. Rollins seconded the motion, which was approved by a unanimous, 8-0, vote.

3. Promotion of and publicity plan for the CAC

The group will meet with the Town's Public Information Officer at an upcoming meeting to discuss some options to promote awareness of the CAC and its purpose.

4. Plan for expenditure of budgeted funds

The group discussed plans for expenditure of budgeted funds. Agreement was made to spend \$500 on maintaining and creating PVC cigarette butt receptacles for beach accesses. Consensus was reached that the current inventory of promotional items, pocket ash trays and disposable bags, is acceptable and do not need to be reordered. Due to COVID, there are limited events in which to hand out promotional items. The group also agreed to set aside funding to pay for established trees to be planted on Town property and defer to the expertise of the Buildings and Grounds Supervisor, Ross Cipriano, to select various trees and where they would be planted.

The group also agreed to set aside funds for possible t-shirts to be discussed at an upcoming meeting. Mr. Rollins will develop a CAC logo for the t-shirts at the next CAC meeting.

Chairperson Kelly reminded the group that this is the year appearance awards are given out. She requested the appearance awards to be in the upcoming meeting's agenda, with a discussion about revising awards criteria.

The next two CAC meetings were scheduled for April 22, 2021 and May 27, 2021.

Adjournment

There being no other business before the CAC at this time, Mr. Charalambous made a motion to adjourn. Ms. Mogowski seconded the motion, which was approved by a unanimous, 8-0, vote.

It was 10:15 a.m.

Jennifer Stecher
Community Appearance Commission Clerk

COMMUNITY APPEARANCE AWARD CRITERIA

I. Overall Impression

- A. Architecture**
 - 1. Outer Banks Style
 - 2. Other Compatible Style
- B. Harmony** with natural surroundings and/or neighborhood
- C.** The site is visually pleasing from all sides.
- D. Landscaping** – Native plants utilized – Vegetation healthy and maintained.

II. Elements of Site Evaluation

- A. Building:**

Good repair. Design complements site.
- B. Sign:**

Design complements site in good repair, compatible with surroundings.
- C. Landscaping:**

Landscape architecture and materials used reflect sensitivity to the Outer Banks' natural and historical environments.
- D. Lighting:**

Illuminates site attractively in a contained manner – utilizes fixtures which complement site (no offsite glare).
- E. General Maintenance and Cleanliness:**

Overall cleanliness of the entire area and perimeter of the establishment as well as overall maintenance of the area, free from trash debris and well organized (landscaping, building, parking lots, etc.).
- F. Parking:**

Pavement is maintained and striped. Vegetation is used to mitigate impact of paved areas.
- G. Amenities:**

Provision of non-required elements (i.e. picnic table, park benches, child play lot, fountains).
- H. Ingress/Egress:**

Site entrance and exit clearly designated by landscape features, pavement markings, lights and/or signs.
- I. Off-site Impression:**

Improvements – ditches, swales and right of way tidy.

New General Criteria added 2015:

Through consensus, the group set out the following criteria for the Community Appearance Award:

1. Must be a commercial sit within Town limits
2. A previous winner of the Community Appearance Award or Most Improved Award is not eligible for consideration in the following award season in their category.
3. Previous Community Appearance Award or Most Improved winners are eligible to receive honorable mentions in their category.
4. Commercial sites in violation of any Town ordinance(s) are ineligible for the Community Appearance or Most Improved Awards.

PAST WINNERS:

2018/2019

Community Appearance Award Winner – Outer Banks Brewing Station

Most Improved Award – Mom’s Sweet Shop

Shopping Center – Country Deli

2017/2018

Community Appearance Award Winner – Captain George’s Seafood Restaurant

Most Improved Award – First Flight Rentals

Shopping Center – Mom’s Sweet Shop

2015/2016

Community Appearance Award Winner – Shutters Hotel

Most Improved Award – Rooster’s Southern Kitchen

2013/2014

Community Appearance Award Winner – Captain George’s Seafood Restaurant

Most Improved Award – The Outer Banks Inn

2019 COMMUNITY APPEARANCE AWARD (Multi-Unit Complexes)

NAME OF NOMINEES	
Overall Impression	Pts
Architecture	10
Harmony w/ Surroundings	10
All sides Visually Pleasing	10
Landscape	10
Site	Pts
Building	4 (x3)
Sign	4 (x2)
Landscaping	4 (x2)
Lighting	4 (x2)
General Maintenance/Clean	4 (x2)
Parking	4
Amenities	4
Ingress/ Egress	4
Off Site Imp.	4
Total	Pts 100

