



TOWN OF KILL DEVIL HILLS

Land Where Flight Began

NOTICE OF PUBLIC MEETING

NOTICE is hereby given that on Thursday, May 27, 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. April 22, 2021 meeting minutes

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

Response to Public Comment

Introductions

1. Jo Williams, new CAC member

Old Business

1. Help KDH Kick Butt Campaign update
2. Review status of cigarette butt receptacles
3. Community Appearance Awards
4. CAC funds
5. Trees

New Business

1. Meeting schedule for remainder of 2021

Adjournment

Posted this 25th day of May 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, April 22, 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, Billy Dorn

Absent: Commissioner John Windley, Dr. Christine Damrose-Malman, Martin Dalton

Guest: Troy Tilley, KDH Fire Chief

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

Call to Order

Chairperson Sue Kelly called the Thursday, April 22, 2021, meeting of the CAC to order at 8:32 a.m.

Agenda Approval

Chairperson Kelly requested that an item be added under Old Business in regards to the Tree Planting specifics. Melinda Mogowski moved to approve the agenda as amended by Chairperson Kelly. Bambos Charalambous seconded the motion, which was approved by a unanimous, 5-0, vote.

Approval of Minutes

Mr. Charalambous moved to approve the minutes of the March 25, 2021, CAC meeting, as presented. Ms. Mogowski seconded the motion, which was approved by a unanimous, 5-0, vote.

Public Comment

Response to Public Comment

Introductions

Old Business

1. Help KDH Kick Butt Campaign update

The group discussed building twenty cigarette butt receptacles at Aviation Park with Boy Scouts and decided on a 45-degree angle at the top of each receptacle. Chairperson Kelly will confirm which date will be best with Boy Scouts, either May 8th or May 22.

There was consensus among the group to recommend a receptacle be put up at the most popular beach accesses, as well as at Town sound side accesses and parks.

Chief Tilley left the meeting at 9:01 a.m.

2. CAC Logo

After discussion there was consensus among the group to use the logo developed by Dave Rollins in white on a cobalt blue short-sleeved t-shirt. A variety of adult sized will be ordered with a \$2,500 limit. Mr. Bambos moved to approve the proposal of spending \$2,500 to purchase blue short-sleeve t-shirts, and use the logo Dave Rollins proposed in white. Billy Dorn seconded the motion, which was approved by a unanimous, 5-0, vote.

3. CAC Funds

CAC funds spent for Fiscal Year 2020-2021 so far include the Live Oak tree for \$219, \$2,500 for t-shirts and \$500 for materials to make 20 cigarette butt receptacles.

4. Announcement of tree planting

The tree planting will be on April 30th, at 10:30 a.m. at Town Hall. Chairperson Kelly requested all CAC members attend if possible. A professional videographer will be there taking footage for future promotional videos. The Love Your Live Oak initiative will also be announced and blue bows will be given out at the tree planting ceremony.

New Business

1. Nomination and election of CAC Vice-Chairperson

Mr. Charalambous nominated Melinda Mogowski as Vice Chairperson for the CAC. Mr. Rollins seconded the nomination, which was approved by a unanimous, 5-0, vote.

1. Community Appearance Awards

After discussing the possible changes to how the group votes on the Community Appearance Awards there was consensus to wait until more CAC members were in attendance to participate in the discussion.

The next CAC meeting will be scheduled for May 27, 2021

Mr. Charalambous left at 9:38 a.m.

Adjournment

Rachel Tackett, Town Public Information Officer, was unable to attend the meeting. She wanted some information to be relayed to the group regarding social media. Ms. Tackett is thrilled to help the CAC get their message out to the public and created a page on the Town's website dedicated to the CAC. Ms. Tackett requests that CAC member send her information and pictures via email to get it on the Town's website as well as social media.

There being no other business before the Community Appearance Commission at this time, and a quorum was not present, the group mutually decided to adjourn. It was 9:52 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.

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	
	100

CAC BUDGET EXPENDITURES

\$5,000.00

DATE	EXPENDITURE	
05/05/21	T-shirts	\$2,324.73
05/01/21	materials for PVC cigarette butt receptacles	\$500.00
04/19/21	Blue bows for Live Oak initiative	\$204.00
04/30/21	Tree planting refreshments	\$145.46
04/30/21	Live Oak for tree planting	\$219.00
		\$1,752.27

Remainder of fourth Thursday of each month in 2021:

June 24, 2021

July 22, 2021

August 26, 2021

September 23, 2021

October 28, 2021

November 25, 2021

Town Holiday - offices closed

December 23, 2021

Town Holiday - offices closed