



## TOWN OF KILL DEVIL HILLS

*Land Where Flight Began*

### NOTICE OF PUBLIC MEETING

NOTICE is hereby given that on Thursday, June 24, 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. May 27, 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. PVC cigarette butt receptacles
3. Community Appearance Awards
4. CAC funds
5. Trees

#### **New Business**

1. Distribution for t-shirts
2. Volunteer opportunities

#### **Adjournment**

Posted this 17<sup>th</sup> day of June 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, May 27, 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, Dave Rollins, Bambos Charalambous, Martin Dalton, Dr. Christine Damrose-Mahlmann, Billy Dorn, Commissioner John Windley

Absent: Melinda Mogowski

Others Present: Troy Tilley, Town of Kill Devil Hills Fire Chief; Jennifer Stecher, Clerk to the CAC

**Call to Order**

Chairperson Sue Kelly called the Thursday, May 27, 2021, meeting of the CAC to order at 8:32 a.m.

**Agenda Approval**

Bambos Charalambous moved to approve the agenda of the May 27, 2021, CAC meeting, as presented. Dave Rollins seconded the motion, which was approved by a unanimous, 7-0, vote.

**Approval of Minutes**

Martin Dalton arrived at 8:36 a.m.

Dr. Christine Damrose-Mahlmann moved to approve the minutes of the April 22, 2021, 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**

All present introduced themselves and welcomed new CAC member, Jo Williams.

**Old Business**

**1. Help KDH Kick Butt Campaign update**

The May 22 assembly event was successful in completing 20 PVC cigarette butt disposals with help from Boy Scouts. Installation of newly created disposals will be done by Boy Scouts. Pictures of the event have been sent to Staff. The group also discussed publicizing the PVC cigarette butt disposals, how to encourage use and benefits of having an inventory.

The group took inventory of Kick Butt promotional material to prepare for gatherings to resume as a result of a reduced amount of COVID-19 restrictions.

## **2. Review status of cigarette butt receptacles**

The group discussed the plan on how the PVC cigarette butt receptacles will be emptied and by whom. Commissioner Windley suggested they be emptied as a service project and they could be emptied once or twice a year.

After discussion, Mr. Rollins made a motion to propose to the Town a special event on the second Saturday in October where the public is invited to assist the CAC in a service day in emptying the PVC cigarette butt disposals. Mr. Charalambous seconded the motion, which was approved by a unanimous, 8-0, vote.

Chief Tilley left the meeting at 9:05 a.m.

## **3. Community Appearance Awards**

Chairperson Kelly went over the criteria for the Community Appearance Awards. After discussion, the group decided to make nominations for the Community Appearance Awards at the September 23, 2021 meeting.

## **4. CAC funds**

The meeting packet included a breakdown of expenditures during the Fiscal Year 2020-2021. Chairperson Kelly announced that the CAC's \$5,000 budget was included in the Town's Recommended Budget for Fiscal Year 2021-2022.

## **5. Trees**

The group discussed ideas to promote trees in KDH. The group would like to consider giving away a set number of trees once Staff compiles cost comparisons the group to evaluate.

## **New Business**

### **1. Meeting schedule for remainder of 2021**

The group decided they will meet:

- June 24, 2021
- September 23, 2021

- October 28, 2021

The group decided not to meet in July and August. They will also reschedule their November and December meetings so that is doesn't coincide with Town Holidays.

### **Adjournment**

There being no other business before the CAC at this time, Dr. Damrose-Mahlmann made a motion to adjourn. Mr. Charalambous seconded the motion, which was approved by a unanimous, 8-0, vote. It was 9:48 a.m.

Jennifer Stecher  
Community Appearance Commission Clerk

PVC Cigarette butt disposals put up by Boy Scout Damien Gregory (June 2021)



Hayman Park



Hayman sound side



Missing sign:  
Prospect  
Sutton

Done:  
Prospect  
Ferris  
Raleigh  
Carlow  
Sutton

Hayman sound side did not have any room on its singular post, so nothing was done there. Same story for Hayman park

Here is the summary from today. I put up receptacles at all 5 beach accesses, but not the sound side or park. If you have any suggestions as for what to do at these locations, let me know. I will attach a few pictures. The pictures that don't have receptacles are the two locations where I did not see fit to put one.

I also want to note that you requested the west side of the access. That did not line up with the sign for some of the receptacles. I can go back and redo this if that is not what was desired. I have lots of extra zip ties.

## 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
<b>Site</b>	<b>Pts</b>
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
<b>Total</b>	<b>Pts 100</b>



FY 2020-2021 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
	Remaining	\$1,752.27

FY 2021-2022 CAC BUDGET EXPENDITURES		\$5,000.00
DATE	EXPENDITURE	
	Remaining	\$5,000.00



## TOWN OF KILL DEVIL HILLS

Post Office Box 1719, 102 Town Hall Drive  
Kill Devil Hills, North Carolina 27948  
252-449-5300  
[www.kdhnc.com](http://www.kdhnc.com)

Mayor

**BENJAMIN A. SPROUL**

Mayor Pro Tem

**IVY RAY INGRAM**

Commissioners

**TERRY L. GRAY**

**BERNARD B. MCAVOY, JR.**

**JOHN L. WINDLEY**

Town Manager

**DEBORA P. DIAZ**

Assistant Town Manager

**CHARLENE S. ALLEN**

Town Clerk

**MARY E. QUIDLEY**

Town Attorney

**CASEY C. VARNELL**

### Live Oak costs:

Bennet's Creek Nursery

30 gallon \$219 each

15 gallon \$99.50 each

Lowe's

3.25 gallon \$27 each

### Buildings and Grounds recommendations for volunteers:

Clean beach accesses by picking up trash, maintaining overall clean appearance.