



TOWN OF KILL DEVIL HILLS

Land Where Flight Began

NOTICE OF PUBLIC MEETING

NOTICE is hereby given that on Thursday, September 23, 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. June 24, 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. Tree Adoption Application Approval

New Business

1. Beach Access Adoption through Surfrider Foundation
2. Reschedule remainder of 2021 meeting dates

Adjournment

Posted this 16th day of September 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, June 24, 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, Bambos Charalambous, Martin Dalton, Billy Dorn, Dave Rollins, Dr. Christine Damrose-Mahlmann, Jo Williams

Members Absent: Commissioner John Windley, Melinda Mogowski

Others Present: Jennifer Stecher, Clerk to the CAC

Call to Order

Chairperson Sue Kelly called the Thursday, June 24, 2021, meeting of the CAC to order at 8:33 a.m.

Agenda Approval

Dr. Damrose-Mahlmann moved to approve the agenda of the June 24, 2021, CAC meeting, as presented. Mr. Charalambous seconded the motion, which was approved by a unanimous, 7-0, vote.

Approval of Minutes

Mr. Charalambous moved to approve the minutes of the May 27, 2021, CAC meeting, as presented. Ms. Williams seconded the motion, which was approved by a unanimous 7-0, vote.

Public Comment

Response to Public Comment

Introductions

Old Business

1. Help KDH Kick Butt Campaign update

Chairperson Kelly gave a synopsis of the PVC cigarette butt receptacle project presentation made by Damien Gregory, an Eagle Scout candidate, at the June 23, 2021 BOC meeting. Some members of the CAC were present at the BOC meeting and believed the project and presentation was successful, benefitting the Boy Scouts and the Town.

Chairperson Kelly would like an inventory of how many PVC cigarette butt receptacles are currently up and how many more need to be put up.

There was group consensus to see more publicity about the PVC cigarette butt receptacles to the broader media, outside of the Town. Mr. Rollins suggested that the Town put out a press release.

The group discussed the possibility of having a CAC table at the Town's First Flight Market. Dr. Damrose-Mahlmann suggested having a CAC table at the Jeep Invasion being held the weekend of September 24th at the Nags Head event site. The Jeep Invasion event will be raising money to support the Annual Toy Run.

Chairperson Kelly brought several pocket ashtrays to the meeting to show new CAC members and to issue to CAC members that are interested in distributing to the public.

2. PVC Cigarette Butt receptacles

Chairperson Kelly wanted to know how the remainder of the PVC receptacles will be put up. She is interested in an emptying schedule for the receptacles. The group agreed that emptying the receptacles once a year would be enough but need to confirm who would be emptying them. Chairperson Kelly will try to reach out to the Surfrider Foundation, Outer Banks Chapter, regarding emptying the receptacles.

3. Community Appearance Awards

Chairperson Kelly would like each CAC member to have three to five nominees at the next CAC meeting for each category of the Community Appearance Award (best overall free-standing business or church, best overall business or church within a multi-unit complex, and most improved business). At the next meeting the group will narrow down the field to approximately five total nominees for each of the three award categories. CAC members will then score each business using the scoring sheets.

The winners of each category should be decided by November and will receive an award at a Board of Commissioners meeting. Every nominated business gets a certificate.

4. CAC funds

In an email, Commissioner Windley proposed spending up to \$1,000 of the CAC budget for a live oak tree giveaway program. (Commissioner Windley's email will be placed in packet materials for this meeting).

5. Trees

The group would like to give live oak trees to Kill Devil Hills residents using funds from the CAC budget. An application will be formulated that will help the applicant determine whether a live oak will be a good fit for their property. Chairperson Kelly will check with Staff regarding necessary details related to the size of the live oak and the best time of year to plant.

Mr. Rollins made a motion to submit the idea for an application process for a live oak tree give-away for property owners of the Town of Kill Devil Hills. Mr. Dorn seconded the motion, which was approved by a unanimous 7-0, vote.

New Business

1. Distribution of Keep KDH Clean T-shirts

A t-shirt was given to each member of the CAC. The t-shirts will be given out to the public and not sold for money. The group decided to take a specific number of shirts to future events and have individuals offer suggestions to beautify KDH in return for a t-shirt.

2. Volunteer Opportunities

At the May 27, 2021 meeting, Commissioner Windley wanted Staff to recommend some volunteer opportunities for approximately six Saturdays per year. Staff recommended focusing on beach accesses. The group established that CAC will work with other groups to clean beach accesses and will wear their Keep KDH Clean t-shirts and give t-shirts to volunteers.

Ms. Williams announced the Outer Banks Women's Club will be collecting clean plastic disposable bags at the Baum Center in KDH, the YMCA in Nags Head and Joe Lamb Realty in Kitty Hawk for 6 months with a goal to collect 500 pounds. Trex Company, Inc. will be recycling the collected plastic bags into a bench. The bench will be presented to the community.

Adjournment

There being no other business before the CAC at this time, Mr. Rollins made a motion to adjourn. Mr. Charalambous seconded the motion, which was approved by a unanimous, 7-0, vote. It was 9:35 a.m.

Jennifer Stecher
Community Appearance Commission Clerk

From: John Windley
Sent: Wednesday, June 23, 2021 9:16 PM
To: Sue Kelly; Stecher, Jennifer; O'Dell, Michael
Subject: 6/24 CAC Meeting

Good Evening Sue and Jennifer,

Unfortunately, I cannot attend the 6/24 CAC meeting. Please see my notes below in blue. Feel free to share with the group during discussion of these topics. If any questions arise for me please reply to this email, I may be able to respond during the meeting.

I was pleased with Damien's Eagle Scout presentation at tonight's BOC meeting. It was a proud moment for the town and the CAC.

OLD BUSINESS

1. Help KDH Kick Butts Campaign Update
2. PVC Cigarette Butt Receptacles.
3. Community Appearance Awards.

****For old business items 1-3 I support continuing the plan discussed at previous meetings. Sue did a great recap at the 6/23 BOC meeting.**

4. CAC Funds

I think we should budget up to \$1000 for the Live Oaks tree program

5. Trees

I think we should pursue the idea discussed at the last meeting of the town providing free adolescent Live Oak trees to people who want one. Interested citizens would fill out a simple application for a free tree. The thought being if they take the time to fill out an application and explain how they'll take care of the tree they'll most likely be a good owner.

The CAC should consider reviewing citizen tree applications to reduce extra work on staff.

The goal of the program is to repopulate KDH with Live Oaks.

One challenge with this campaign may present is storing the trees. We may need to consult Ross from building and grounds for his recommendation. The easiest way may be to purchase trees individually once applications are approved by the CAC.

Thank You,

John Windley

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



TOWN OF KILL DEVIL HILLS
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**LOVE YOUR LIVE OAK
ADOPTION APPLICATION**

Help Kill Devil Hills beautify your neighborhood by planting a native live oak. The Kill Devil Hills Community Appearance Commission would like to continue their Live Oak initiative by offering a 15 gallon live oak tree to any Kill Devil Hills property owner that can meet the below criteria. Up to 10 live oak trees will be given out for the program year, limited to one tree per property owner.

Criteria:

- I am a property owner in the town of Kill Devil Hills.
- I have space on my Kill Devil Hills property that allows for a live oak to mature.
- I have a perfect spot to plant a live oak on my Kill Devil Hills property that is at least 15 feet from any structure (house, driveway, drain field).
- I will follow all watering and fertilizing instructions until the tree is established.

Name: _____

Mailing Address: _____

KDH Property Address: _____

Phone: _____ Email: _____

Drop off your application at 102 Town Hall Drive and drop in the bill pay box or

Mail your application to: Town of Kill Devil Hills
 Love Your Live Oak Adoption
 Community Appearance Commission
 P.O. Box 1719
 Kill Devil Hills, NC 27948

For staff use: _____

Compliance review: _____