



TOWN OF KILL DEVIL HILLS

Land Where Flight Began

NOTICE OF PUBLIC MEETING

NOTICE is hereby given that on Thursday, March 16, 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, Kill Devil Hills. The items to be discussed are listed below:

Call to Order

Agenda Approval

Approval of Minutes

1. January 26, 2023 meeting minutes

Public Comment

Ongoing Business

1. Help KDH Kick Butt Campaign update
2. Beautification along US 158
3. Public Art / Murals
4. Community Appearance Award rating system and schedule
5. FY 2022-23 Expenditures and inventory update

New Business

1. Surfrider Foundation Adopt-a-Beach renewal

Adjournment

Posted this 10th day of March 2023

Parker Midgett
Administrative Specialist

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, January 26, 2023, meeting of the Kill Devil Hills Community Appearance Commission (CAC) held at 8:30 a.m. in the Meeting Room at the Administration Building, 102 Town Hall Drive, Kill Devil Hills.

Members Present: Chairperson Sue Kelly, Billy Dorn, Melinda Mogowski, Jenniffer Albanese, Dave Rollins, Jo Williams and Commissioner John Windley

Members Absent: Bambos Charalambous, and vacant seat

Others Present: Charlene Allen, Assistant Town Manager; Steve Albright, Public Services Director; Ross Cipriano, Grounds Supervisor; Parker Midgett, Administrative Specialist; and Jennifer Stecher, Administrative Assistant/Deputy Town Clerk

Call to Order

Chairperson Sue Kelly called the Thursday, January 26, 2023, meeting of the CAC to order at 8:32 a.m.

Introductions

Chairperson Kelly introduced the newest member, Jenniffer Albanese. It was noted that member Martin Dalton had recently resigned due to moving out of Town limits.

Agenda Approval

Commissioner Windley requested to add public art murals to the agenda as a New Business item. Dave Rollins moved to approve the agenda with the addition of public art murals. Melinda Mogowski seconded the motion, which was approved by a unanimous, 7-0, vote.

New Business

1. Nominations and election of CAC Chairperson and Vice Chairperson

The CAC conducts elections for Chairperson and Vice-Chairperson every January. Jennifer Stecher opened the floor for nominations, which require a motion and a second. Commissioner Windley nominated Sue Kelly as Chairperson; Ms. Mogowski seconded the nomination, with no other nominations, Sue Kelly was elected Chairperson by a unanimous, 7-0, vote.

Chair Kelly nominated Melinda Mogowski as Vice-Chairperson; Commissioner Windley seconded the nomination, with no other nominations, Melinda Mogowski was elected Vice-Chairperson by a unanimous, 7-0, vote.

Approval of Minutes

Ms. Mogowski moved to approve the minutes of September 22, 2022, as presented. Commissioner Windley seconded the motion, which was approved by a unanimous, 7-0, vote.

Public Comment

Ongoing Business

1. Help KDH Kick Butt Campaign update

Chair Kelly mentioned some of the stationary cigarette butt receptacles at the beach accesses could use some work. Commissioner Windley asked about the life-span of the zip-ties that hold the receptacles to the posts. Ross Cipriano said the life-span is long, and believed that only six or seven have been replaced. Town Staff pass by the receptacles on a daily basis and when they see something wrong with them, they make any necessary repairs. Chair Kelly requested Staff contact the Surfrider Foundation for more information as to how the group coordinates emptying the receptacles. In the past, the group that has adopted the beach access was also responsible for emptying the receptacles as needed. Commissioner Windley suggested that at the next Trash Attack! volunteers could check on all the receptacles.

Mr. Rollins suggested expanding locations for the receptacles to sound accesses, boat ramps, and gazebos along Bay Drive. Since the Town does not have jurisdiction at boat ramps, the group requested that Staff place them at the four sound accesses, and Surfriders can coordinate volunteers to empty the dispensers. Mr. Cipriano replied that receptacles would be placed at the W. Arch St., W. 3rd St., W. Hayman Blvd., and Moor Shores accesses. Staff reminded the group to send pictures of CAC activities to Public Information Officer, Rachel Tackett.

New Business (continued)

2. Beautification along US 158

The Board of Commissioners has requested the CAC to develop ideas to encourage beautification along the US 158 corridor. Commissioner Windley suggested a letter writing campaign to businesses to heighten awareness and promote pride and ownership for community beautification. The Community Appearance Awards could be referenced in the letter to give businesses some incentive to do their part in keeping up with the landscape. The group requested Staff to draft a letter, which will be shared and discussed at the next CAC meeting. Steve Albright said some businesses face different challenges than others when it comes to landscape,

for example, some have irrigation while others do not. Each business should be looked at individually, with their specific resources in mind, and not compared to one another. Chair Kelly wanted to discuss overall beautification of the Town on a much broader topic. Jenniffer Albanese mentioned the banners that are put up on NC12 in Nags Head. There was also discussion about the *Welcome to Kill Devil Hills* signs along NC 12 and US 158 that could use some work. Staff informed the group that the signs are in the process of being improved. Mr. Rollins stated that the US 158 crosswalks could use some work, noting trash, sand, and cigarette butts. NCDOT is responsible for some of the area around the crosswalk, while the Town is responsible for the other portion. Safety is a major factor that has to be considered when cleaning around the crosswalks. Mr. Cipriano said he has a contact for a local street sweeper, he will request a quote and find out the rules for sweeping on US 158.

Public Art The group discussed a mural competition. The mural competition would be for a public art display located on Town property. Town Staff would have the final determination as to where the mural could be displayed. The topic of murals is an idea that can be placed on Ongoing Business. There was discussion on potential artist requirements, and partnering with Dare County Arts Council for guidance and recommendations. Ms. Mogowski moved that the CAC pursue a mural / public art project. Commissioner Windley seconded the motion which passed by a unanimous, 7-0, vote.

Commissioner Windley left at 9:56 a.m.

Mr. Albright challenged the group to think about the US 158 corridor and what the ultimate goal is for the landscape. In Kill Devil Hills, the indigenous plants, as well as the sand, is what naturally wants to be here. Installation of a lush “green carpet” beautiful, but comes with more needs, such as water, and chemicals. Mr. Albright inquired whether there is a way to have nice landscaping without the “green carpet”.

3. CAC meeting schedule for 2023

The group discussed having quarterly versus bi-monthly meetings. Mr. Rollins moved to adopt bi-monthly meetings starting with January. Ms. Albanese seconded the motion, which passed by a unanimous, 6-0, vote.

4. FY 2022-23 Expenditures and inventory update

The group concluded that there is not a need to order any more inventory. At the next meeting, the topic of FY 2022-23 expenditures and inventory update will be included on the agenda. Instead of stickers, Ms. Albanese suggested purchasing magnets. Ms. Albanese will inquire upon the price and report back to the group at the next meeting.

5. Adopt a Live Oak update

Ms. Mogowski moved to approve spending \$1,375.47 to fund nine live oak trees for this year's Adopt a Live Oak program, with the exception for an adjustment if the price were to change, due to availability. Jo Williams seconded the motion, which passed by a unanimous, 6-0, vote.

6. Community Appearance Awards rating system

The Community Appearance Awards winners will be recognized at the November BOC meeting. Chair Kelly asked the group to consider the updated Community Appearance Awards rating system and to be ready to discuss it in detail at the next CAC meeting.

Adjournment

With no further business, Mr. Rollins moved to adjourn the meeting, Mr. Dorn seconded the motion, which passed by a unanimous, 6-0, vote.

The time was 10:22 a.m.

Submitted by:

Parker Midgett
Administrative Specialist



Dear US 158 Business Owners,

The Town of Kill Devil Hills is fortunate to have you as a member of the Kill Devil Hills business community and looks forward to your continued support and beautification efforts. The Board of Commissioners members recently spoke passionately about “pride of ownership” and the little things we all can do to improve the appearance of the Outer Banks’ primary commercial district that is located in Kill Devil Hills.

The Town has taken many steps to improve the appearance and functionality of the corridor. Some of the steps include working to complete the sidewalk system to improve pedestrian connectivity to the heart of our business community; Mowing, trimming and litter collection between NCDOT mowing passes; Collaborating with NCDOT to improve consistency of sweeping passes, and improvements to drainage and crosswalk markings; Providing supplemental litter collections throughout the year; and holding the annual volunteer Trash Attack! event to keep our community litter free.

The Town of Kill Devil Hills Community Appearance Commission asks for your continued assistance to improve the appearance of the corridor and help us complete the beautification of US 158. Please find attached some helpful tips to guide you. Thank you for being a part of our Kill Devil Hills family!

Hoping you have a safe and prosperous 2023 season,

Sue Kelly

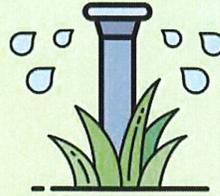
Chairman of the Community Appearance Commission

Mowing



Confirm mowing is performed weekly or no greater than two weeks.

- Mow all the way to US 158
- String trimming around all obstacles
- Collect litter before mowing
- Trim along the sidewalk and curbs as safely as possible
- Don't blow grass clippings into the roadways.



Irrigation

Confirm your irrigation system works and functions properly.

- Repair broken heads and adjust spray heads to avoid spraying roadways or sidewalks.
- If you don't have irrigation, please speak with your landscape professional regarding opportunities to add this improvement.

Seeding, Fertilization and Weed Control

Landscape areas that need help can be improved by overseeding, fertilization and weed control.



Landscape Maintenance

- Mulch at least twice per year
- Weed mulch or landscape beds monthly
- Replace any weak or dead plants
- Prune at least twice per year
- Edge walks, curbs, and beds
- Confirm landscape meets minimum standards of approved plans

Litter Collection

The volume of activity on US 158 can create an ongoing litter hinderance. Please consider making litter collections along your US 158 frontage and parking lots daily.



Thank you for your continued partnership with the Town!



Community Appearance

Name of Nominee: _____

Commission

Awards Score Card

Category (Circle One):

Appearance Award / Most Improved / Shopping Center

(Category descriptions located on the back of this page)



Overall Impression

- Architecture
- Harmony w/ Surroundings
- All sides visually pleasing
- Landscape

Good			Great				Excellent		
1	2	3	4	5	6	7	8	9	10
1	2	3	4	5	6	7	8	9	10
1	2	3	4	5	6	7	8	9	10
1	2	3	4	5	6	7	8	9	10

Total Overall Impression Score: _____



Site

- Building
- Sign
- Landscaping
- Lighting
- General Maintenance
- Parking
- Amenities
- Ingress/Egress
- Off-Site Impression

Good	Great		Excellent	
1	2	3	4	(Your Number x 3 = _____)
1	2	3	4	(Your Number x 2 = _____)
1	2	3	4	(Your Number x 2 = _____)
1	2	3	4	(Your Number x 2 = _____)
1	2	3	4	(Your Number x 2 = _____)
1	2	3	4	
1	2	3	4	
1	2	3	4	
1	2	3	4	

Total Site Score: _____



Total

Total: _____ / 100

(Sum of the two sections)

Awards: Criteria and Category Descriptions

Overall Impression:

- **Architecture:** How does the architecture of the site appear? Does it follow along with the Outer Banks Style and/or follow along with another compatible style?
- **Harmony:** Does the site maintain harmony with the natural surroundings and/or neighborhoods?
- **All sides visually pleasing:** Is the site visually pleasing from all sides?
- **Landscaping:** Does the site utilize native plants? Is the vegetation healthy and well-maintained?

Site:

- **Building:** Is the building in good repair? Does the design complement the site?
- **Sign:** Is the sign complementary to the site and in good repair? Is the sign compatible with the surroundings?
- **Landscaping:** Does the landscape architecture and materials used reflect sensitivity to the Outer Banks' natural and historical environments?
- **Lighting:** Is the site illuminated attractively and in a contained manner? Do the fixtures complement the site (and have no off-site glare)?
- **General Maintenance and Cleanliness:** Is there an overall cleanliness of the entire area and perimeter of the establishment? Is there an overall maintenance of the area, free from trash debris and well organized (landscaping, building, parking lots, etc.)?
- **Parking:** Is the pavement maintained and striped? Does the site use vegetation to mitigate impact of paved areas?
- **Amenities:** Does the site additionally provide non-required elements (ie: picnic table, park benches, child play lot, fountains)?
- **Ingress/Egress:** Is the site's entrance and exit clearly designated by landscape features, pavement markings, lights and/or signs?
- **Off-site Impression:** Are the ditches, swales, and right of way along the border of the site tidy?

Criteria:

- 1.) Must be a commercial site within Town Limits
- 2.) A previous winner of a category is not eligible for award consideration in the following award season for that category.
- 3.) Commercial sites in violation of any Town ordinance(s) are ineligible for any awards.



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Staff Updates:

Meeting Dates

- March 16
- May 25
- July 27
- September 28
- November 23 – Thanksgiving holiday, Town offices closed

Inventory

- 66 t-shirts
- 249 - portable ashtrays
- 285 - large Kick Butt stickers
- 2 - small Kick Butt stickers
- Lots of Bag Smarter stickers

Upcoming Events

- 2023 Community Appearance Awards

Schedule for Community Appearance Awards

May	July	September	November
Members should have a list of business nominees to discuss with the group.	Score sheets should be filled out and the results finalized.	In case the May or July meetings are cancelled, September will be used to finalize the results.	Winners will be presented at the November 13 th BOC meeting.

Expenditures for FY 2022-23

FY 2022-2023 CAC BUDGET EXPENDITURES		\$5,000.00
DATE	EXPENDITURE	
07/19/22	Zip ties for beach access pvc cigarette butt holders	\$42.68
02/09/23	9 Live Oak trees + delivery	\$1,375.47
	Remaining	\$3,581.85



TOWN OF KILL DEVIL HILLS
Land Where Flight Began

TO: Community Appearance Commission Members
FROM: Parker Midgett, Administrative Specialist
DATE: February 8, 2023
REF: Surfrider Foundation – Adopt-a-Beach

The Surfrider Foundation has informed the Town that if the CAC is interested in keeping Eden Street Beach access, a renewal process will need to take place now.

The Adopt-a-Beach program goals are to maintain, clean, litter-free beaches in Dare County, raise public awareness on clean beach issues, and collect statistical data on debris found. The program has commitments that are required for adopting an access. These commitments include:

1. Check in before cleaning access
2. Clean your access / remove litter from the area a minimum of 6 times per year
3. Record data via Surfrider's Beach Cleanup Data Portal
4. Send photos of cleanups to be posted on social media platforms
5. Make a \$25 donation to the Outer Banks Chapter due at time of application
6. Make sure to keep contact information up to date
7. After 2-year term you will need to re-apply for access

With the above requirements in mind, Town Staff is requesting for direction from the CAC to notify the Surfrider Foundation if the CAC wishes to continue with the program or not. Town Staff will need to update the Surfrider Foundation promptly; this potential renewal could not be delayed until the next CAC meeting in March.

Please send your response via email. At the March CAC meeting, a motion will take place to record the group's decision on the Adopt-a-Beach program and schedule tentative clean-up dates.