



TOWN OF KILL DEVIL HILLS

Land Where Flight Began

NOTICE OF PUBLIC MEETING

NOTICE is hereby given that on Thursday, May 25, 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. March 16, 2023 meeting minutes

Public Comment

Ongoing Business

1. FY 2022-23 Expenditures and Inventory
2. Help KDH Kick Butt Campaign update
3. Beautification along US 158
4. Public Art / Murals
5. Community Appearance Awards
6. Surfrider Foundation Adopt-a-Beach update

Adjournment

Posted this 19th day of May 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, March 16, 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, and Jo Williams

Members Absent: Commissioner John Windley, Bambos Charalambous, and vacant seat

Others Present: Jennifer Stecher, Administrative Assistant/Deputy Town Clerk; and Parker Midgett, Administrative Specialist

Call to Order

Chairperson Sue Kelly called the Thursday, March 16, 2023, meeting of the CAC to order at 8:33 a.m.

Agenda Approval

Jo Williams moved to approve the agenda. Melinda Mogowski seconded the motion, which was approved by a unanimous, 6-0, vote.

Approval of Minutes

Jenniffer Albanese moved to approve the minutes of January 26, 2023, as presented. Ms. Mogowski seconded the motion, which was approved by a unanimous, 6-0, vote.

Public Comment

Ongoing Business

1. Help KDH Kick Butt Campaign update

Dave Rollins noted that all receptacles have been installed at the four sound access – W. Arch St., W. 3rd St., W. Hayman Blvd., and Moor Shores. Mr. Rollins mentioned a potential future outreach of the Help KDH Kick Butt Campaign targeted towards the locals who are littering. This item would be something that would not take immediate action but each member should be thinking about the next steps of the campaign. Ms. Albanese suggested reaching out to local radio stations to run PSAs reminding listeners that cigarettes are trash. At members request, The Help KDH Kick Butt Campaign will be placed on ongoing business.

2. Beautification along US 158

A letter as well as an informational flyer intended for business owners, was included in the meeting materials. The group discussed the details of the letter and flyer, which will be updated to have verbiage about maintaining signs and flags as well as adding that cigarette butts are trash. The group requested that the letter and flyer be distributed as soon as possible because waiting until the busy season for businesses would be an unsuitable time. There has also been a lot of work done on US 158, making it a good time for businesses to upgrade their portion of the corridor. The group detailed that the members will hand deliver the letter and flyer in a sealed envelope and also hand out CAC information such as pamphlets and booklets about the CAC, and bag smarter and kick butt stickers. Chair Kelly suggested using the Trash Attack! map with the five zones for splitting up the businesses between all the members.

Mr. Rollins moved to approve hand delivering the materials to local businesses along US 158, with the Trash Attack! zone map as a guide for distribution. Ms. Mogowski seconded, which was approved by a unanimous, 6-0 vote.

Ms. Kelly asked about any other ideas for 'cleaning up' US 158. Members briefly discussed the potential for burial of power lines; Staff stated that they would follow-up with more information for the group. The group discussed a house that fronts US 158, Staff informed the group that the house falls under code enforcement. Chair Kelly requested the item of beautification along US 158 to stay on ongoing business.

3. Public Art / Murals

Mr. Rollins mentioned doing a project similar to what Nags Head does on Highway 12 with the local artists banners that are put up during the summer months. Chair Kelly asked that public art / murals be placed on ongoing business.

4. Community Appearance Award rating system and schedule

The Community Appearance Awards are a biennial event that awards businesses that have an outstanding appearance. The awards include the Best Overall, Most Improved, and a Multi-Unit Complex Award. The Community Appearance Awards rating system was updated and included in the meeting material as well as a schedule to complete the process of nominating, rating, scoring and awarding businesses. The business nominees should be brought to the next CAC meeting. The group noted that last year's winners which were Professor Hacker's Lost Treasure Golf, Max's Italian Restaurant, and Swells'a Brewing will be excluded from the competition this year.

Ms. Williams moved to adopt the schedule for the Community Appearance Awards and approve the updated rating system. Ms. Mogowski seconded the motion, which passed by a unanimous, 6-0, vote.

5. FY 2022-23 Expenditures and inventory update

The group requested The Board of Commissioners continue funding the CAC budget of \$5,000. Mr. Rollins asked if Staff could get an estimate for how much the banners would cost that were mentioned during the public art / murals section. The end of the fiscal year is June 30; the group will need to have any purchase orders completed by the end of May. At member's request, the FY 22-23 budget will be an item for the next meeting's agenda.

New Business

1. Surfrider Foundation Adopt-a-Beach renewal

Ms. Kelly requested a CAC member coordinate the Eden Street beach access clean-up. Ms. Williams volunteered to organize the group together for clean-ups. The rules and guidelines that the Surfrider Foundation has outlined on their website were provided to the group in their meeting materials.

Ms. Kelly moved to designate Ms. Williams as the coordinator for the project, to renew their beach access, and to send the Surfrider Foundation \$25 for the renewal fee. Ms. Mogowski seconded the motion, which passed by a unanimous, 6-0, vote.

Adjournment

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

The time was 9:49 a.m.

Submitted by:

Parker Midgett
Administrative Specialist



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Staff Updates:

Meeting Dates

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

Inventory

- 67 t-shirts
Large: 7
XL: 11
2XL: 30
3XL: 19
- 70 - portable ashtrays
- 1 (keeping as prototype) - large Kick Butt stickers
- 1(keeping as prototype) - 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.

Staff has reached out to Access Design for the acrylic awards that are given to each Community Appearance Award winner. Included in your packet are two awards to choose from.

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
*	Surfrider Foundation Renewal	\$25.00
Remaining		\$3,556.85

*** \$25 has not been sent, Staff is working to contact the Surfrider Foundation.**

Banners

At the March 16, 2023 CAC meeting, members requested Staff to research the cost of banners for NC 12. After the meeting, Assistant Town Manager, Charlene Allen notified Staff that the Town is pursuing a banner project. More details about the project will be disclosed at a later date.

Meekins Field Sign



The group has discussed replacing / repairing the Town signs along US 158 and NC 12. The picture above is the new Meekins Field sign. Ross Cipriano is testing out this sign to see how it holds up through hurricane season. If the sign meets the Towns approval we will purchase through the same vendor, if it does not we will find another vendor to purchase new signs.



Clear-Black - 4.5 " x 7 " - Acrylic cathedral arched award highlighted by a rich black soaring double wave design at the bottom.

Color: Clear-Black

Size: 4.5 " x 7 "

Material: Acrylic

Quantity	1	5	12
Price	\$ 60.00	\$ 58.80	\$ 52.80

Comments: Set up charge is \$60.



Clear-Black - 6 " x 8 " - Soaring acrylics rectangle award highlighted by a rich black soaring double wave design at the bottom.

Color: Clear-Black

Size: 6 " x 8 "

Material: Acrylic

Quantity	1	5	12
Price	\$ 79.38	\$ 77.79	\$ 69.85

Comments: Set up charge is \$60.