



**TOWN OF KILL DEVIL HILLS**  
*Land Where Flight Began*

MEMORANDUM

October 9, 2023

TO: Mayor and Board of Commissioners

FROM: Debora P. Díaz, Town Manager 

REF: Consent Agenda

**1. Minutes (Attached CA-1A)**

A. September 11, 2023

**2. Monthly Report (Attached CA-2A)**

A. August 2023

**3. Partnership Reports (Attached CA-3A)**

A. Nags Head Woods Ecological Preserve

The Town supports four partnership organizations that serve the citizens of Kill Devil Hills: the Community Care Clinic of Dare, Interfaith Community Outreach, Outer Banks YMCA, and Nags Head Woods Ecological Preserve. A requirement of the Town's partnership is an annual report of the organization's activities and service to the community. Aaron McCall, Northeast Regional Steward, has submitted the facility's 2022-2023 annual report, which highlights the preserve's operations.

**4. Schedule Public Hearings (Attached CA-4A and CA-4B)**

The Planning Department's attached memoranda highlight a proposed amendment to the Town Code and a Special Use Site Plan review. At its September 19, 2023, meeting, the Planning Board reviewed the following items:

**A. Zoning Amendment Request – 153.180(D) Commercial Zone Site Requirements: Exceptions – Previously Platted Use(s) as an Exception to Minimum Lot Size Requirement**

The proposed amendment would allow uses listed on original subdivision plats to be exempted from the Commercial Zone site requirements for a minimum lot area of 15,000 square

feet. The Planning Board has forwarded this amendment to the BOC, unanimously recommending denial. Staff has also recommended denial.

**B. Special Use Site Plan Review – Bermuda Bay P.U.D. – Section 200A – Amend Site Plan for Covered Pavilion with Storage Room**

The meeting materials detail SAGA Construction’s proposed plan for an addition of a 1,213 square-foot covered outdoor pavilion with enclosed storage room adjacent to the new Somerset Apartment Buildings, Section 200-A. As the Planned Unit Development is a special use in the Government and Institutional Zone, a public hearing is required as a part of the Board’s consideration.

Staff recommends scheduling two public hearings for Monday, November 13, 2023, at 6:00 p.m. Approval of the Consent Agenda will schedule these items for public hearings.

Staff recommends approval of the Consent Agenda and a motion would be in order.