



# TOWN OF KILL DEVIL HILLS

*Land Where Flight Began*

## NOTICE OF PUBLIC MEETING

NOTICE is hereby given that on Thursday, March 27, 2025 at 8:30 a.m., the Kill Devil Hills Community Appearance Commission (CAC) will hold a meeting in the Town Hall Meeting Room, 102 Town Hall Drive, Kill Devil Hills. The items to be discussed are listed below:

### **Call to Order**

### **Agenda Approval**

### **New Business**

1. Nomination and election of CAC chairperson and vice-chairperson

### **Approval of Minutes**

1. September 26, 2024 meeting minutes

### **Public Comment**

### **Ongoing Business**

1. Beautification Letters to US 158 Businesses program update
2. 2025 Love Your Live Oak Adoption Update
3. Kick Butt Program: Cigarette Butt Receptacles at Beach Accesses – CAC Members Review

### **New Business**

2. Adopt-a-Beach Access Review 2025 Schedule and Sign-up
3. FY 2024-25 Expenditures and Inventory
4. 2025 Community Appearance Awards
5. Love Your Live Oak Month – May 2025

### **Adjournment**

Posted this 21<sup>st</sup> day of March, 2025.

Parker Midgett  
Deputy Town Clerk/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, September 26, 2024, meeting of the Kill Devil Hills Community Appearance Commission (CAC) held at 8:30 a.m. in the Town Hall Meeting Room, 102 Town Hall Drive, Kill Devil Hills.**

**Members Present:** Chairperson Sue Kelly, Melinda Mogowski, Terree Neal, Nancy Rechenbach, and Commissioner Ivy Ingram

**Members Absent:** Jennifer Albanese, Billy Dorn, and Dave Rollins

**Others Present:** Parker Midgett, Administrative Specialist / Deputy Town Clerk and James Michael O'Dell, Town Clerk

**Call to Order**

Chairperson Sue Kelly called the Thursday, September 26, 2024, meeting of the CAC to order at 8:33 a.m. and welcomed everyone present.

**Agenda Approval**

Melinda Mogowski moved to approve the agenda as presented. Commissioner Ivy Ingram seconded the motion, which was approved by a unanimous, 5-0, vote.

**Approval of Minutes**

Commissioner Ingram moved to approve the minutes of the July 25, 2024, meeting as presented. Ms. Mogowski seconded the motion, which was approved by a unanimous, 5-0, vote.

**Public Comment**

**Ongoing Business**

**1. Beautification Letters to US 158 Businesses**

The group listed off the businesses they have visited. An updated list will be sent out to members. CAC bags, stickers, and letters were provided to members for them to continue to pass out to businesses. The group divvied up the majority of the remaining businesses that have not received letters/visits and they plan to complete the Beautification Letters to US 158 Businesses project by the end of 2024.

## **2. Review Upcoming Town Special Events**

Members discussed upcoming Town special events and signed up for at least one member to be present and to have a CAC information table. The group decided to not attend the Halloween parade event this year, since it is not a Town event and not in line with its mission.

### **New Business**

#### **1. FY 2024-25 Expenditures and Inventory**

The group was interested in possibly purchasing CAC t-shirts. A quote will be provided at the next meeting for further discussion. Members were tasked to brainstorm promotional items to discuss at the January 2025 CAC meeting.

#### **2. 2025 Love Your Live Oak Adoption**

Ms. Mogowski moved to approve purchasing up to 10 live oak trees for the Love Your Live Oak Adoption. Nancy Rechenbach seconded the motion, which was approved by a unanimous, 5-0, vote.

#### **3. Kick Butt Holders at Beach Accesses**

The group is interested in checking on the cigarette butt receptacles that the Town has placed at various sound and beach accesses. A list of the accesses was provided to the group in the meeting materials. Members reviewed the list and were assigned accesses to check on the holders and report back to the group with their findings so that Town staff can make any repairs as needed.

#### **4. October Clean Beach Access Schedule and Sign-up**

Clean up dates were scheduled by the group for the remainder of 2024. The Surfrider Foundation rules outline that adopted beach accesses must be cleaned six times a year. So far, the group has cleaned its adopted Sutton Street twice. The scheduled dates are September 29, 2024, time to be decided, October 29, 2024 at 5:30 p.m., November 30, 2024 at 3:00 p.m., and December 17, 2024 at 4:00 p.m.

### **Adjournment**

With no further business, Commissioner Ingram moved to adjourn the meeting, Ms. Mogowski seconded the motion, which passed by a unanimous, 5-0, vote.

The time was 9:58 a.m.

Submitted by:

Parker Midgett  
Administrative Specialist / Deputy Town Clerk

## Kill Devil Hills Businesses along US 158

Business	Has received a letter	Business	Has received a letter
Caliber Car Wash	✓	Simple Side Construction	
Outer Banks Insurance		Creative Jewelers	
First Bank		Coldwell Banker	
Noosa Scoops	✓	Dare County Offices	
Noosa	✓	Windswept Spa	
Ocean Atlantic Rentals	✓	Sunny Plaza	
Hippie House Gallery		The Gaither Building	
Ladles	✓	Systel	
Nags Head Hammocks	✓	Sothel St Businesses	
Mama Kwans (parking)	✓	OBX Vape & Glass	
Mama Kwans	✓	Chili Peppers	✓
McDonald's	✓	Linda Sharp	TERREE
7 Eleven	✓	Brew Thru	TERREE
Wendy's		Seagate North	✓
Super Wings		United Bank	TERREE
Verizon		Julie's Outdoor Enhancement & Design	✓
Khan's		Ashley's Espresso Parlour	✓
Stack Em High		Mom's Sweet Shop	✓
Bob's Grill			
Destination Fun			
Shine on Juicery	IVY		
Hi-Vibe Holistics			
Ascension			
Five Guys			
Fuji			
CVS			
17th Street			
Clark Street Corner Shops			
Outer Banks Presbyterian Church			
The Bird Store			
Little Ocean Gifts			
Shell Quality Plus			
Captain George's			
BKM			
Dairy Queen			
H&R Block			
RC Theatres			
Target	IVY		
Integration Massage			
Island Dyes			
Blue Anchor Center Shops			

Henry's	✓	Wright Brothers	
Paradise Fun Park	✓	Kangaroo	
Dunkin Donuts	✓	Southern Bank	
Outer Banks Pools & Spas	✓	Post Office	SUE
Executive Center		Surf Urgent Care	✓
Colony Realty	✓	Proof	✓
Tire Choice	✓	Dimensions	✓
Kellogg's	✓	Dare Challenge Thrift	✓
Dr. Mann's office	✓	KDH Co-op	✓
Outer Banks Chrysler, Jeep, Dodge, Ram	✓	Outer Banks Brewing Station	✓
Wells Fargo	✓	Sunsations and other shops	
Seagate Station (Weatherly Insurance)	✓	3 Tequilas	✓
PPG Paints	✓	Parrot Bay	✓
Professional 1 Pest Control	✓	Exotic Home Coastal Outlet	✓
Bingo	NANCY	Sugar Kingdom	
Styons Surveying Services	NANCY	The Gentleman Plumber	
OBX Tortilleria y Panaderia	NANCY	Kill Devils Custard	✓
Oasis Day Spa & Salon	NANCY	Dare Vision	✓
OBX Winery	NANCY	First Flight Rentals	✓
Signature Touch Property Management	NANCY	OBX Shipping Center	✓
Jetty Construction	NANCY	JKs	IVY
Norcross Law Group		Walgreens	SUE
All Ways Caring HomeCare		Starbucks	
Beacon		AutoZone	
Easterseals		Pacific	
Churchill Mortgage		Atlantic Financial Services	
Outer Banks Play Therapy Center		Something Old Something New	
Eugene Flynn, D.C. Chiropractor		Saga/Real Estate Advisors/Hairoics	
Ascendio Counseling		Circle K	TERREE
Coastal Fast Lube		Sun Realty	TERREE
OBCR		Plaza Azteca	✓
With a Twist		Sunsations	TERREE
Carolina Beach Builders		Sugar Planet	TERREE
Mile Post 6 Plaza Shops		Pigman's Bar B Que	✓
Carl Worsley		Forbes	✓
Truist		Pawn Shop	✓
Wawa	SUE	Carquest Auto Parts	✓
Speedway		Salt Marsh Home	✓
Enterprise		Meineke Car Care Center	✓
Outer Banks Pro Wash		The Gift Garden/American Classics	✓
Circle K		OBX Plaza	✓
Dare Centre Shops		OBX Boat Co.	✓
Lost Treasure Golf		Birthday Suits	✓
Publix		Harris Teeter Fuel	
Lowe's		Dollar Tree	

### KDH Kick Butt Receptacles at Sound and Beach Accesses

KDH Access	Assigned Member	Notes
Eighth Street	Ivy	
Lake Drive	Ivy	
Atlantic Street	Ivy	
Martin Street	Ivy	
Calvin Street	Ivy	
Clark Street	Ivy	
Oregon Avenue	Ivy	
Carlton Avenue	Ivy	
Ocean Bay Boulevard	Ivy	
Pinehurst Avenue	Ivy	
Sutton Avenue	Ivy	
Carlow Avenue	Ivy	
Raleigh Avenue	Ivy	
Ferris Avenue	Nancy	
Woodmere Avenue	Nancy	
Glenmere Avenue	Nancy	
Prospect Avenue	Nancy	
Asheville Drive	Nancy	
First Street	Nancy	
Second Street	Nancy	
Third Street	Nancy	

Fourth Street	Nancy	
Fifth Street	Nancy	
Eden Street	Sue	
Walker Street	Sue	
Hayman Boulevard	Sue	
Second Street	Sue	
Chowan Street	Sue	
Helga Street	Sue	
Arch Street	Sue	
W. Arch Street	Melinda	Needs zip-ties
W. Hayman Boulevard	Melinda	Needs a bottom zip-tie
W. Third Street	Melinda	Good
Moor Shores	Melinda	Good

## Surfrider Foundation Adopt-a-Beach Access Clean Up: Sutton Street

The Community Appearance must clean the Sutton Street beach access six times a year.

### **2024:**

✓ April 29, 2024 at 9:00 a.m.

Participants: Jo Williams, Nancy Rechenbach, Melinda Mogowski, Sue Kelly

✓ August 26, 2024 at 5:00 p.m.

Participants: Terree Neal, Nancy Rechenbach

### **Scheduled:**

September 29, October 29, November 30, December 17

### **2025:**

Please choose dates for this year.



# TOWN OF KILL DEVIL HILLS

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## Staff Updates:

### (Tentative) Meeting Dates: 2025

- January 23 – cancelled due to weather
- March 27
- May 22
- July 24
- September 25
- November 20

### Inventory

Bag Smarter Stickers  
 Small Blue Foldable Bags  
 Large Green Foldable Bags

### Expenditures for FY 2024-25

FY 2024-2025 CAC BUDGET EXPENDITURES		\$5,000.00
	EXPENDITURE	
Paid	9 Live Oak Trees – 15 Gallon Quercus Virginiana	\$945.00
	Remaining	\$4,055.00

Quote for t-shirts: S-XL \$9.55; 2X \$12.00; 3X \$12.80      Design Fee: \$75/hour

Quote for Awards: Similar style as 2023: \$60 set-up fee; \$66 per award  
 Same style as 2023: \$60 set-up fee; \$87.32 per award  
 Plaque style: \$60 set-up fee; \$36.50 per award

### Schedule for Community Appearance Awards

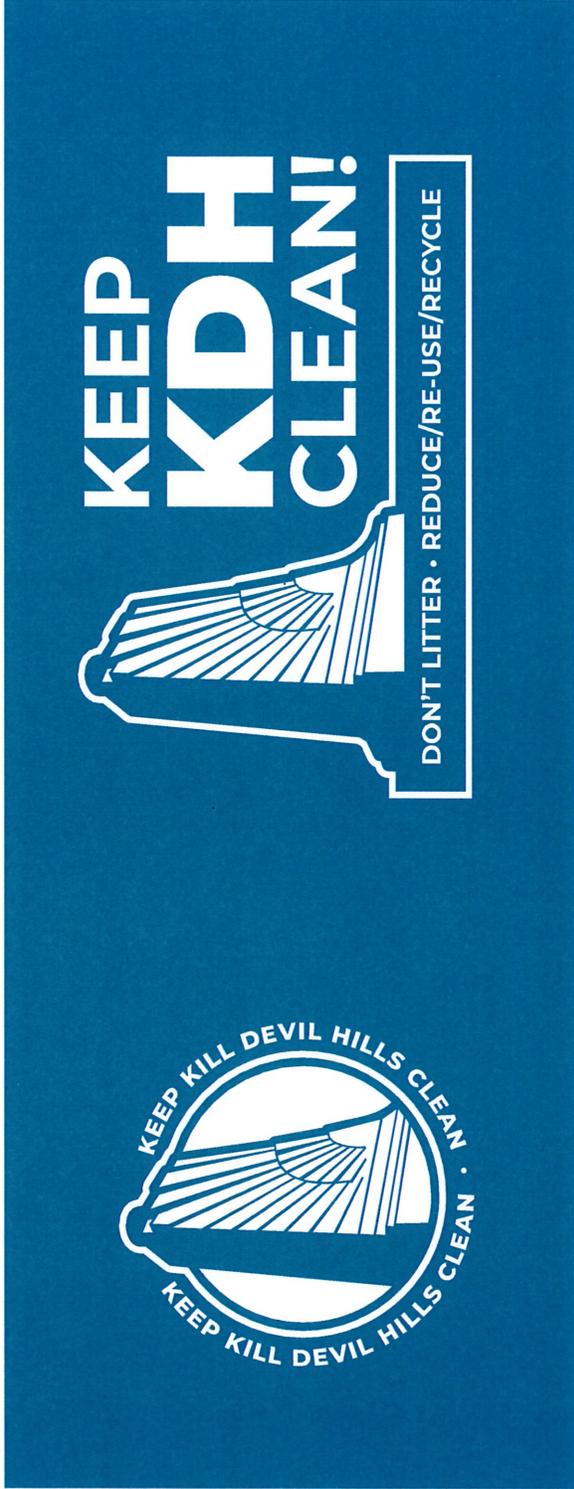
May	July	September	November
Members should have a list of business nominees to discuss with the group.	Score sheets should be filled out and the results finalized.	In case the May or July meetings are cancelled, September will be used to finalize the results.	Winners will be presented at the November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



BACK

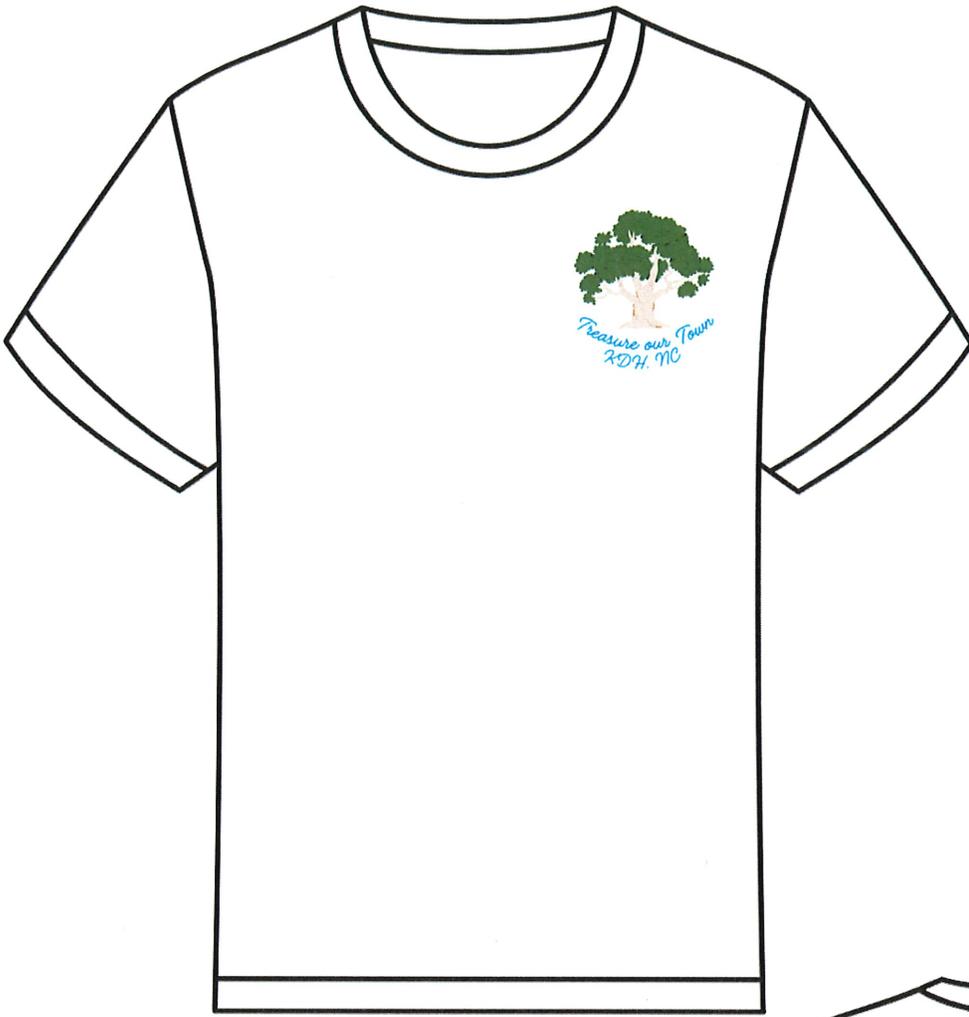


LEFT CHEST



BACK

LEFT CHEST





Similar style as 2023.



This is the option the CAC chose in 2023.



Plaque style.

# 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.

# Community Appearance Awards: Business Nominees

Appearance Award:

- 1.
- 2.
- 3.

Most Improved:

- 1.
- 2.
- 3.

Multi-Unit Complex:

- 1.
- 2.
- 3.