



# TOWN OF KILL DEVIL HILLS

*Land Where Flight Began*

## NOTICE OF PUBLIC MEETING

NOTICE is hereby given that on Tuesday, April 22, 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**

### **Approval of Minutes**

1. March 27, 2025 meeting minutes

### **Public Comment**

### **Ongoing Business**

1. Kick Butt Program: Cigarette Butt Receptacles at Beach Accesses
2. FY 2024-25 Expenditures and Inventory
3. Love Your Live Oak Month – May 2025

### **Adjournment**

Posted this 17<sup>th</sup> day of April, 2025.

Parker M. Johnson

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, March 27, 2025, 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, Jenniffer Albanese, Maria Hester, Terree Neal, Nancy Rechenbach, Dave Rollins, Amy Scarborough, Jo Williams, and Commissioner Ivy Ingram

**Members Absent:**

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

**Call to Order**

Parker M. Johnson called the Thursday, March 27, 2025, meeting of the CAC to order at 8:30 a.m. Each group member introduced themselves, and the group welcomed two new members to the CAC, Maria Hester and Amy Scarborough.

**Agenda Approval**

Sue Kelly moved to approve the agenda as presented. Commissioner Ivy Ingram seconded the motion, which was approved by a unanimous, 8-0, vote.

**New Business**

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

The nominations and elections for chairperson and vice-chairperson are held annually at the first meeting of the year. Before accepting nominations, Mrs. Johnson noted that under the Town's rules of procedure, every nomination will require a second. Jo Williams nominated Sue Kelly as chairperson and Dave Rollins seconded the nomination, which was approved by a unanimous, 8-0, vote. Jenniffer Albanese nominated Jo Williams as vice-chairperson and Nancy Rechenbach seconded the nomination, which was approved by a unanimous, 8-0, vote.

**Approval of Minutes**

Commissioner Ingram moved to approve the minutes of the September 26, 2024, meeting as presented. Mrs. Rechenbach seconded the motion, which was approved by a unanimous, 8-0, vote.

## **Public Comment**

## **Ongoing Business**

### **1. Beautification Letters to US 158 Businesses program update**

Members updated the list of businesses that they have visited and signed up to deliver more letters. Mrs. Johnson will update the letter to remove the previous year.

Terree Neal entered the meeting at 8:45 a.m.

An email will be sent out to members with the updated business list, letter, and infographic. Members were encouraged to take any additional CAC promotional items (bags, stickers, cigarette butt holders, etc.) to give to the businesses.

Jenniffer Albanese left the meeting at 8:50 a.m.

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

Nine live oaks were distributed to Kill Devil Hills residents to be planted in their yards. To date, the CAC has given away 56 live oak trees.

### **3. Kick Butt Program: Cigarette Butt Receptacles at Beach Accesses – CAC Members Review**

Members are tasked with visiting the cigarette butt receptacles that are located at the sound and beach accesses and assessing what repairs or updates they may need. The receptacles located at sound accesses that former member Melinda Mogowski was in charge of were transferred over to Terree Neal.

Commissioner Ingram left the meeting at 9:28 a.m.

By April 10, 2025, members will turn in their observations via email and Town Staff will purchase the necessary materials needed to make updates to the receptacles. Maria Hester moved to approve spending up to \$500 that will be used toward repairing/replacing the cigarette butt receptacles. Amy Scarborough seconded the motion, which was approved by a unanimous, 7-0, vote.

## **New Business**

### **2. Adopt-a-Beach Access Review 2025 Schedule and Sign-up**

Ms. Williams will continue to be the CAC liaison in charge of submitting all clean-up information to the Surfrider Foundation after each visit to the Sutton Street beach access. The group decided on Thursday, May 15, 2025 at 10:00 a.m. and Thursday, June 5, 2025 at 10:00 a.m. for the next clean-up dates.

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

The group reviewed its inventory, that they have which include bag smarter stickers, small blue foldable bags, large green foldable bags, pocket ashtrays and blue bows for live oaks. The invoice for nine live oaks has been paid.

### **4. 2025 Community Appearance Awards**

The biennial Community Appearance Awards will be held this year. CAC members are tasked with studying the exterior of businesses in Town and ranking them to come up with the top stores for three categories: Best Overall, Most Improved, and Multi-Unit Complex. By the May meeting, each member should have a list of business nominees to discuss with the group. All nominated businesses must be in compliance with Town Code in order to receive an award. The winners of the 2022-2023 Community Appearance Awards were Best Overall - *Rose, Harrison, Gilreath, and Powers, P.C.*, Multi-Unit Complex - *Honey & Hive Boutique*, and Most Improved – *Starbucks*. These businesses will not be eligible to receive an award this year. Chair Kelly moved to approve spending up to \$250.00 on the plaque style awards. Mrs. Williams seconded the motion, which was approved by a unanimous, 7-0, vote.

### **5. Love Your Live Oak Month – May 2025**

May is Love Your Live Oak Month in Kill Devil Hills. Members were encouraged to distribute blue bows to residents and businesses in the community to put on their live oak(s). Any pictures taken of live oaks decorated with bows should be submitted to Mrs. Johnson.

## **Adjournment**

The group requested a meeting in April, and an email will be sent out by Staff to confirm a date that will work with the majority of the group. The date, along with the agenda and meeting materials will be sent out to the group and posted on the Town's website. With no further business, Mrs. Williams moved to adjourn the meeting, Ms. Rechenbach seconded the motion, which passed by a unanimous, 7-0, vote.

The time was 9:57 a.m.

Submitted by:

Parker Midgett  
Administrative Specialist / Deputy Town Clerk

### 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	Jo	No receptacle. Sign faded.
Carlton Avenue	Jo	No receptacle. Sign faded.
Ocean Bay Boulevard	Jo	Small metal receptacle was installed. Sign faded.
Pinehurst Avenue	Jo	No receptacle. Sign faded.
Sutton Avenue	Jo	Trash can needs paint. Sign faded.
Carlow Avenue	Jo	Receptacle needs paint. Sign faded.
Raleigh Avenue	Jo	Stuffed up, needs bottom zip-tie. Trash can needs paint.
Ferris Avenue	Nancy	Need paint.
Woodmere Avenue	Nancy	Need paint.
Glenmere Avenue	Nancy	Need zip-ties.
Prospect Avenue	Nancy	Covered with stickers.
Asheville Drive	Nancy	No receptacle.
First Street	Nancy	Need zip-ties, covered with stickers.
Second Street	Nancy	No receptacle.
Third Street	Nancy	No receptacle.

Fourth Street	Nancy	No receptacle.
Fifth Street	Nancy	No receptacle.
Eden Street	Sue	
Walker Street	Sue	
Hayman Boulevard	Sue	
Second Street	Sue	
Chowan Street	Sue	
Helga Street	Sue	
Arch Street	Sue	
W. Arch Street	Terree	Comment from Melinda: Need zip-ties.
W. Hayman Boulevard	Terree	Comment from Melinda: Need a bottom zip-tie.
W. Third Street	Terree	Comment from Melinda: Good
Moor Shores	Terree	Comment from Melinda: Good



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## Staff Updates:

### (Tentative) Meeting Dates: 2025

- April 22 – additional meeting
- May 22
- July 24
- September 25
- November 20

### Inventory

Bag Smarter Stickers  
 Small Blue Foldable Bags  
 Large Green Foldable Bags  
 Help KDH Kick Butt Stickers

### 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
Paid	3 Plaques for Community Appearance Awards	\$187.50
	Remaining	\$3,867.50

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

Quote for stainless steel cigarette butt receptacles: \$55.89 for 2

34 accesses

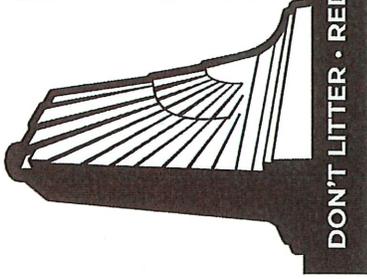
1 installed at Ocean Bay; 1 ready for installment

To purchase 32 for the remaining accesses would cost approximately \$894.24

### 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.

**KEEP  
KDH  
CLEAN!**



**DON'T LITTER • REDUCE/RE-USE/RECYCLE**

**BACK**



**LEFT CHEST**

**KEEP  
KDH  
CLEAN!**



**DON'T LITTER • REDUCE/RE-USE/RECYCLE**

**BACK**



**LEFT CHEST**



KEEP  
KDM  
KICK  
BUTT  
KDM & CO.

DROP  
YOUR  
BUTTS  
HERE!



COO

P  
A

Bo



A MESSAGE FROM N.B.S.T.  
SEA TURTLE NESTING SEASON  
HELP US PROTECT OUR SEA TURTLES!  
NEAREST 24 HOUR HOTLINE: 552.441.8122

No Skateboards  
Or Bicycles  
Allowed  
On The  
Walkway

KILL DEVIL HILLS OCEAN RESERVE  
ADVISORIES  
YELLOW FLAGS INDICATE HAZARDOUS CONDITIONS  
RED FLAGS INDICATE HAZARDOUS CONDITIONS  
NO SWIMMING

PLEASE CLEAN UP  
AFTER YOUR DOG

Be a Good  
Neighbor  
LEASH AND CLEAN  
UP AFTER  
YOUR PET  
PLEASE KEEP  
THIS AREA CLEAN

NO  
PARKING  
ANY  
TIME