



TOWN OF KILL DEVIL HILLS

Land Where Flight Began

MEMORANDUM

April 30, 2025

TO: Mayor and Board of Commissioners

FROM: Debora P. Díaz, Town Manager

REF: Consent Agenda

1. Minutes (Attached CA-1A)

A. April 14, 2025

2. Budget Amendments and Transfers (Attached CA-2A)

A. Budget Amendment #12 – To record the revenues and associated expenditures for the ClearGov financial statement software and Cloudpermit software in accordance with the GASB 96 standard

3. Partnership Organization Annual Report (Attached CA-3A)

The Town supports four partnership organizations that serve the citizens of Kill Devil Hills: 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.

A. Outer Banks YMCA

4. 2027 Beach Nourishment Engineering Firm Selection (Attached CA-4)

The Planning Department's meeting memorandum highlights the recent review and selection process for the engineering services for the upcoming 2027 Beach Nourishment Project, which includes Kill Devil Hills, Kitty Hawk, Southern Shores, and Duck. The unanimous choice was Coastal Protection Engineering of North Carolina, which has served the Town for its nourishment projects to date.

Approval of the Consent Agenda will record the Board's approval and authorize the Town Manager to enter into contracts with Coastal Protection Engineering of North Carolina for the upcoming 2027 Beach Nourishment Project.

5. Employee Health Insurance Broker and Provider

Earlier this year, cities across North Carolina learned that the operations of the North Carolina League of Municipalities (NCLM) Health Benefits Trust (or Municipal Insurance Trust) was being wound down effective June 30, 2025. With the Trust being the Town's insurance coverage provider for several decades, Staff immediately began to review options for employee insurance coverage.

Through earlier electronic consensus, the Board of Commissioners approved Staff's request to utilize the Mark III firm to act as the Town's broker for health insurance and to select the North Carolina Blue Cross Preferred Provider Organization (PPO) Option. Approval of the Consent Agenda will enter the Board's action into the record of this meeting.

6. Schedule Public Hearing (Attached CA-6A)

The Planning Department's meeting memorandum details the proposed amendment to the Town's Code of Ordinances. At its April 15, 2025, meeting, the Planning Board reviewed and forwarded the following amendment, recommending approval:

A. Proposed Zoning Amendment – 153.121 Residential Low Setbacks & 153.161 Residential High Setbacks – Amend double frontage setbacks for lots 5,000 SF or less

The proposed amendment will apply to double frontage lots in the Residential Low and Residential High Zoning Districts. This will eliminate the current confusion over which frontage is used to calculate the front and rear yard setbacks. Additionally, the amendment will exclude properties that abut Scott and Harding Streets from double frontage requirements since these rights-of-way are designated as future greenways, not improved with streets.

Staff recommends approval and requests scheduling a public hearing for Wednesday, May 28, 2025, at 6:00 p.m. Approval of the Consent Agenda will schedule this item for public hearing.

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