



TOWN OF KILL DEVIL HILLS

Land Where Flight Began

NOTICE OF PUBLIC MEETING

NOTICE is hereby given that on Thursday, May 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. April 22, 2025 meeting minutes

Public Comment

Ongoing Business

1. Beautification Letters to US 158 Businesses List Update
2. Kick Butt Program: Cigarette Butt Receptacles at Beach Accesses Update
3. FY 2024-25 Expenditures and Inventory Update

New Business

1. 2024-25 Community Appearance Awards Discuss Nominee List

Adjournment

Posted this 16th day of May, 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 Tuesday, April 22, 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, Maria Hester, Terree Neal, Nancy Rechenbach, Dave Rollins, and Commissioner Ivy Ingram

Members Absent: Jenniffer Albanese, Amy Scarborough, and Jo Williams

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

Call to Order

Chairperson Sue Kelly called the Tuesday, April 22, 2025, meeting of the CAC to order at 8:30 a.m.

Agenda Approval

Commissioner Ingram moved to approve the agenda as presented. Nancy Rechenbach seconded the motion, which was approved by a unanimous, 6-0, vote.

Approval of Minutes

Commissioner Ingram moved to approve the minutes of the March 27, 2025, meeting as presented. Maria Hester seconded the motion, which was approved by a unanimous, 6-0, vote.

Public Comment

Ongoing Business

1. Kick Butt Program: Cigarette Butt Receptacles at Beach Accesses

The group has been working to revive the existing cigarette butt receptacles located at sound and beach accesses in Kill Devil Hills. Members were tasked with evaluating the condition of each receptacle, and making notes on needed updates. The Kick Butt Program cigarette butt receptacles have been in place since 2017, with the integration beginning in 2016. All members of the group concurred that although the existing receptacles are not in great condition, they have been out in the elements for some time. At the prior CAC meeting on March 27, 2025, the group approved spending up to \$500.00 on PVC pipe, paint, glue, and other items to repair or replace the existing receptacles. Instead of purchasing parts for the receptacles, Staff

recommended purchasing new stainless steel cigarette butt receptacles that provide a cleaner look, better safety measures, and no time spent on rebuilding and painting the pipe material.

Ms. Hester moved to spend up to \$1,500.00 on purchasing stainless steel cigarette butt receptacles to replace the current ones. Ms. Rechenbach seconded the motion, which was approved by a unanimous, 6-0, vote.

Commissioner Ingram proposed integrating a replacement system to re-purchase receptacles in the CAC's budget every two to three years.

2. FY 2024-25 Expenditures and Inventory

Ms. Hester moved to spend up to \$2,000.00 on purchasing hats. Commissioner Ingram seconded the motion, which was approved by a unanimous, 6-0, vote. Draft designs, using the past CAC t-shirt logo, will be emailed to the group and a decision will need to be made, with a group consensus on which hat styles to purchase.

3. Love Your Live Oak Month – May 2025

During the month of May, Kill Devil Hills decorates its live oaks with blue bows to draw attention to and show appreciation for the Town Tree. Members were encouraged to distribute blue bows with neighbors, friends, and businesses who also have live oaks. Town Staff reminded the group to take pictures of live oaks and submit them via email so they can be distributed on the Town's social media outlets.

Terree Neal left the meeting at 9:30 a.m.

4. Community Appearance Awards

Before adjourning, Chair Kelly wanted to remind the group that the Community Appearance Awards business nominee list is due at the next CAC meeting. Members are to provide a list of three businesses for each category for the group to discuss. To help new members, Chair Kelly reviewed the entire process for the Community Appearance Awards. To spread awareness of the awards, members were encouraged to inform businesses about it when they deliver the letters. All businesses in Kill Devil Hills, except for those that won the last awards, are able to receive an award for the 2024-2025 Community Appearance Awards.

Adjournment

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

The time was 9:46 a.m.

Submitted by:

Parker M. Johnson
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	AMY
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	JENNIFFER	Mom's Sweet Shop	✓
Bob's Grill	JENNIFFER		
Destination Fun			
Shine on Juicery	IVY		
Hi-Vibe Holistics	AMY		
Ascension	AMY		
Five Guys	JENNIFFER		
Fuji	JENNIFFER		
CVS	JENNIFFER		
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	✓		
Integration Massage			
Island Dyes			
Blue Anchor Center Shops			

Henry's	✓	Wright Brothers	
Paradise Fun Park	✓	Kangaroo	
Dunkin Donuts	✓	Southern Bank	AMY
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 Managemen	NANCY	OBX Shipping Center	✓
Jetty Construction	NANCY	JKs	IVY
Norcross Law Group		Walgreens	SUE
All Ways Caring HomeCare		Starbucks	AMY
Beacon		AutoZone	AMY
Easterseals		Pacific	
Churchill Mortgage		Atlantic Financial Services	
Outer Banks Play Therapy Center		Something Old Something New	AMY
Eugene Flynn, D.C. Chiropractor		Saga/Real Estate Advisors/Hairoics	AMY
Ascendio Counseling		Circle K	TERREE
Coastal Fast Lube	JENNIFFER	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	JENNIFFER	Meineke Car Care Center	✓
Outer Banks Pro Wash	JENNIFFER	The Gift Garden/American Classics	✓
Circle K	JENNIFFER	OBX Plaza	✓
Dare Centre Shops	JENNIFFER	OBX Boat Co.	✓
Lost Treasure Golf	JENNIFFER	Birthday Suits	✓
Publix	JENNIFFER	Harris Teeter Fuel	
Lowes	JENNIFFER	Dollar Tree	



TOWN OF KILL DEVIL HILLS

Land Where Flight Began

Staff Updates:

(Tentative) Meeting Dates: 2025

- 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
Paid	53 Cigarette Butt Receptacles for Sound & Beach Accesses	\$1,442.04
Quote	CAC Keep KDH Clean Hats	\$2,000.00
	Remaining	\$425.46

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.

Community Appearance

Name of Nominee: _____

Commission

Awards Score Card

Category (Circle One):

Appearance Award / Most Improved / Multi-Unit Complex

(Category descriptions located on the back of this page)



Overall Impression

Architecture

Harmony w/ Surroundings

All sides visually pleasing

Landscape

Good			Great				Excellent		
1	2	3	4	5	6	7	8	9	10
1	2	3	4	5	6	7	8	9	10
1	2	3	4	5	6	7	8	9	10
1	2	3	4	5	6	7	8	9	10

Total Overall Impression Score: _____



Site

Building

Sign

Landscaping

Lighting

General Maintenance

Parking

Amenities

Ingress/Egress

Off-Site Impression

Good	Great		Excellent	
1	2	3	4	(Your Number x 3 = _____)
1	2	3	4	(Your Number x 2 = _____)
1	2	3	4	(Your Number x 2 = _____)
1	2	3	4	(Your Number x 2 = _____)
1	2	3	4	(Your Number x 2 = _____)
1	2	3	4	
1	2	3	4	
1	2	3	4	
1	2	3	4	

Total Site Score: _____



Total

Total: _____ / 100

(Sum of the two sections)

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.