



# TOWN OF KILL DEVIL HILLS

*Land Where Flight Began*

## NOTICE OF PUBLIC MEETING

NOTICE is hereby given that on Thursday, July 24, 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. May 22, 2025 meeting minutes

### **Public Comment**

### **Ongoing Business**

1. Beautification Letters to US 158 Businesses List Update
2. Schedule Beach Clean-Up for Adopted Beach Access Sutton Street
3. 2024-25 Community Appearance Awards Discuss Nominee List

### **New Business**

1. FY 2025-26 Expenditures and Inventory
2. 2025 Ice Cream Social Attendance

### **Adjournment**

Posted this 18<sup>th</sup> day of July, 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, May 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, Jenniffer Albanese, Maria Hester, Nancy Rechenbach, Amy Scarborough, Jo Williams

**Members Absent:** Terree Neal, Dave Rollins, and Commissioner Ivy Ingram

**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 Thursday, May 22, 2025, meeting of the CAC to order at 8:30 a.m.

**Agenda Approval**

Jenniffer Albanese moved to approve the agenda as presented. Jo Williams seconded the motion, which was approved by a unanimous, 6-0, vote.

**Approval of Minutes**

Maria Hester moved to approve the minutes of the April 22, 2025, meeting as presented. Ms. Williams seconded the motion, which was approved by a unanimous, 6-0, vote.

**Public Comment**

**Ongoing Business**

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

US 158 business letters and promotional giveaway items were brought to the meeting for each member to take and disburse to US 158 businesses. Each member was tasked with taking five letters and giveaway items, emailing the group with a list of businesses that they plan to visit, and disbursing the letters and items. This is an ongoing project for the CAC to encourage US 158 businesses to take pride of the exterior of their business by focusing on trash pick-up, and landscaping, while also informing them of CAC initiatives and programs, including the biennial Community Appearance Awards.

**2. Kick Butt Program: Cigarette Butt Receptacles at Beach Accesses Update**

The CAC approved to purchase stainless steel cigarette butt receptacles to replace the previous PVC receptacles. Buildings and Grounds Staff removed the PVC receptacles and all of the new stainless steel receptacles have been installed at designated beach and sound accesses in Kill Devil Hills. Keys to empty the receptacles will be distributed to each adoptee through the Surf Rider Foundation.

Ms. Williams reminded the group that the next beach clean-up for the CAC is scheduled for June 5, 2025 at 10 a.m. at Sutton Street.

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

At the previous CAC meeting, the group allocated a maximum of \$2,000.00 to purchase hats with the CAC logo. Trucker and baseball hats have been ordered and once received, the group will be able to pass them out at Town events.

**New Business**

**1. 2024-25 Community Appearance Awards Discuss Nominee List Adjournment**

The group had an open discussion about potential businesses for the biennial Community Appearance Awards. Members plan to continue to examine all Kill Devil Hills businesses and bring a comprehensive list of nominees to the next meeting. At the September meeting members will discuss, finalize, and score the business nominees using the score sheet provided by Town Staff. Any businesses being considered as a nominee or category winner will be forwarded to the Town's Code Enforcement Officer to check for any violations or non-compliance matters.

Ms. Hester proposed a Bag Smarter Awards to incentivize retailers and other businesses to use paper bags instead of plastic and furthermore, for stores to encourage customers to use recyclable bags. She stated that guidelines for the stores would need to be set but awards could be given to the ones that are environmentally conscious. Since the Community Appearance Awards are held every other year, the Bag Smarter Awards could be on the off years. The group plans to revisit this idea next year.

**Adjournment**

With no further business, Ms. Williams moved to adjourn the meeting. Ms. Scarborough seconded the motion, which passed by a unanimous, 6-0, vote.

The time was 9:41 a.m.

Submitted by:

Parker M. Johnson  
Administrative Specialist / Deputy Town Clerk

## Kill Devil Hills Businesses along US 158

<b>Business</b>	<b>Has received a letter</b>	<b>Business</b>	<b>Has received a letter</b>
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 Management	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	
Lowe's	JENNIFFER	Dollar Tree	

# Community Appearance

Name of Nominee: \_\_\_\_\_

## Commission

### Awards Score Card

Category (Circle One):

Appearance Award / Most Improved / Shopping Center

(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

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## 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.

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## **Staff Updates:**

### **(Tentative) Meeting Dates: 2025**

- July 24
- September 25
- November 20

### **Inventory**

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

**Budget for 2025-26:** \$5,000

## **Schedule for Community Appearance Awards**

<b>July</b>	<b>September</b>	<b>November</b>
Members should have a list of business nominees to discuss with the group.	Score sheets should be filled out and the results finalized.	Winners will be presented at the November BOC meeting.