



# TOWN OF KILL DEVIL HILLS

Land Where Flight Began

## NOTICE OF PUBLIC MEETING

NOTICE is hereby given that on Tuesday, October 21, 2025, at 8:30 a.m., the Kill Devil Hills Community Appearance Commission (CAC) will hold a meeting in the Administration Department Conference 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. September 26, 2025

Public Comment

Ongoing Business

1. 2024-25 Community Appearance Awards

New Business

1. Love Your Live Oak Adoption

Adjournment

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



James Michael O'Dell  
Town Clerk

*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 Friday, September 26, 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, Dave Rollins, Amy Scarborough, and Jo Williams

**Members Absent:** Terree Neal and Commissioner Ivy Ingram

**Others Present:** James Michael O'Dell, Town Clerk

**Call to Order**

Chairperson Sue Kelly called the Friday, September 26, 2025, meeting of the CAC to order at 8:30 a.m.

**Agenda Approval**

Jenniffer Albanese moved to approve the agenda as presented. Amy Scarborough seconded the motion, which was approved by a unanimous, 7-0, vote.

**Approval of Minutes**

Maria Hester moved to approve the minutes of the May 22, 2025, meeting as presented. Jo Williams seconded the motion, which was approved by a unanimous, 7-0, vote.

**Public Comment**

**Ongoing Business**

Ice Cream Social Chairperson Kelly shared that she had represented the CAC at the recent Ice Cream Social event. Rather than utilizing a table, she walked through the crowd, and asked people recommendations to make the Town more attractive. Once someone participated, they were given a CAC ballcap. She handed out 50 ballcaps (25 blue and 25 gray) and said that she will type up the suggestions and bring them to a future meeting for discussion.

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

Chairperson Kelly shared that she had been visiting businesses in the Seagate North Shopping Center, which are not listed individually. Ms. Hester reported that she had visited her selected businesses. Chairperson Kelly encouraged everyone to continue visiting businesses and sharing about the CAC and its efforts.

## 2. **Adopted Beach Access Sutton Street – registration changes and clean-up schedule**

Ms. Williams inquired if the group wanted to continue its participation with the adopted beach access program. The Surfrider Foundation has reorganized the program, and will be charging an annual fee for each adopted access.

Nancy Rechenbach moved to renew the CAC's participation in the Surfrider Foundation's Adopt-a-Beach Access program and pay the \$50 annual fee for the coming term for the Sutton Street access. Ms. Hester seconded the motion, which was approved by a unanimous, 7-0, vote.

The group discussed options to increase member participation for clean ups, including scheduling during non-business hours. Through consensus, the next Sutton Street access clean ups will be held:

- Thursday, October 9, 2025, at 5:00 p.m.
- Thursday, December 4, 2025, at 5:00 p.m.

Ms. Williams reminded everyone to take photos of any litter collected and email them to her for the reporting to Surfrider.

## 3. **2024-25 Community Appearance Awards**

Following detailed discussions, the group selected the following nominees for each category:

- Multi-Unit Complex (aka strip mall business)
  - Slice Pizzeria
  - Cozy Carolina
  - Salty Sister Boutique
- Most Improved
  - Noosa Scoops
  - Clark Street Corner
  - Ocean Sands Hotel
- Community Appearance Award (Best overall)
  - Cypress House
  - Mom's Sweet Shop
  - Styon's Surveying

Every member was then provided with a scoring sheet for each nominee. Chairperson Kelly asked everyone to complete a visit / drive to each business in each category and complete a scoring sheet for each, bringing the scoring sheets to the meeting so the results can be

calculated. All nominees will be honored and winners announced at the November 12, 2025, Board of Commissioners meeting, which begins at 6:00 p.m.

October 21, 2025 CAC Meeting Through consensus, the CAC scheduled the next meeting for Tuesday, October 21, 2025, at 8:30 a.m. in the Administration Conference Room (second floor of Town Hall). The two main topics will be the Community Appearance Awards and the Love Your Live Oak program.

KDH Fire Department Open House Chairperson Kelly shared that the CAC would be at the Fire Department Open House, which will be held on Tuesday, October 7, 2025, from 4:00 – 7:00 p.m.

### **New Business**

#### **1. FY 2025-26 Expenditures and Inventory**

The group was provided a listing of inventoried items, which was included with the meeting materials, along with the budget update.

Amy Scarborough left the meeting at 9:36 a.m.

Access Amenities Ms. Hester shared that a rope swing had been installed at the First Street Access. Mr. Rollins replied that the swing was not installed by the Town. Through consensus, the group will look to discuss beach access amenity ideas at a future meeting.

### **Adjournment**

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

The time was 9:41 a.m.

Submitted by:

James Michael O'Dell  
Town Clerk

# 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

## 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.



**BENNETT'S  
CREEK  
NURSERY**

**Sales Quote**

Bennett's Creek Wholesale Nursery, Inc.  
17497 Bennis Church Blvd.  
SMITHFIELD, VA 23430  
Ph:757-483-1425  
Fax:757-483-9058

Page: 1

Sales Quote Number: QU-134929

Sales Quote Date: 10/17/2025

**Sell**

To: TOWN OF KILL DEVIL HILLS  
ATTEN: ACCOUNTS PAYABLE  
P O BOX 1719  
KILL DEVIL HILLS, NC 27948

**Ship**

To: TOWN OF KILL DEVIL HILLS  
ATTEN: ACCOUNTS PAYABLE  
P O BOX 1719  
KILL DEVIL HILLS, NC 27948

Tax Ident. Type	Legal Entity	Customer ID	11620
Ship Via		SalesPerson	BRITTANY PUSSEY
Terms	Net 30 DAYS	P.O. Number	LIVE OAK PROGRAM
Ship Date	10/17/2025	Phone No	252.480.4045

Item No.	Description	Unit	Quantity	Unit Price	Total Price
82925-15	OAK LIVE 15 GAL QUERCUS VIRGINIANA	EACH	10	105.00	1,050.00

Amount Subject to Sales Tax 1050.00  
Amount Exempt from Sales Tax 0.00

Subject to Availability. Pricing valid for 30 days

<b>Subtotal:</b>	<b>1050</b>
Invoice Discount:	0.00
Total Sales Tax:	70.88
Payment Discount If Paid Within Terms	0.00

**Total: 1,120.88**