



# TOWN OF KILL DEVIL HILLS

## Land Where Flight Began

### NOTICE OF PUBLIC MEETING

NOTICE is hereby given that on Thursday, January 22, 2026, 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

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

Approval of Minutes

1. October 21, 2025

Public Comment

Ongoing Business

1. Beautification Letters to US 158 Businesses Program

2. 2026 Love Your Live Oak Adoption

3. Kick Butt Holders at Beach Accesses

4. Adopt-a-Beach Access 2026: Sutton Street Access Schedule and Sign-up

New Business

1. Staff update

2. 2026 Planning worksession (30 minutes)

Adjournment

Posted this 15<sup>th</sup> day of January 2026.

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 Tuesday, October 21, 2025, meeting of the Kill Devil Hills Community Appearance Commission (CAC) held at 8:30 a.m. in the Administration Conference Room, 102 Town Hall Drive, Kill Devil Hills.**

**Members Present:** Chairperson Sue Kelly, Nancy Rechenbach, Dave Rollins, Jo Williams, and Commissioner Ivy Ingram

**Members Absent:** Jenniffer Albanese, Maria Hester, Terree Neal, and Amy Scarborough

**Others Present:** Kylee Mann, Administrative Specialist; Jennifer Stecher, Deputy Town Clerk; and James Michael O'Dell, Town Clerk

**Call to Order**

Chairperson Sue Kelly called the Tuesday, October 20, 2025, meeting of the CAC to order at 8:30 a.m.

**Agenda Approval**

Dave Rollins moved to approve the agenda as presented. Jo Williams seconded the motion, which was approved by a unanimous, 5-0, vote.

**Approval of Minutes**

Ms. Williams moved to approve the minutes of the September 26, 2025, meeting as presented. Mr. Rollins seconded the motion, which was approved by a unanimous, 5-0, vote.

**Public Comment**

**Ongoing Business**

**1. 2024-25 Community Appearance Awards**

It was noted that Chairperson Kelly had 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 this meeting so the results could be calculated by Staff. Following tabulations, the following results were presented:

- Multi-Unit Complex (aka strip mall business)
  - Slice Pizzeria - winner
  - Cozy Carolina
  - Salty Sister Boutique

- Most Improved
  - Noosa Scoops
  - Clark Street Corner
  - Ocean Sands Hotel - winner
  
- Community Appearance Award (Best overall)
  - Cypress House - winner
  - Mom's Sweet Shop
  - Styon's Surveying

Commissioner Ingram moved to accept the results of the 2024-2025 biennial Community Appearance Awards. Ms. Rechenbach seconded the motion, which was approved by a unanimous, 5-0, vote. All nominees will be honored and winners announced at the November 12, 2025, Board of Commissioners meeting, which begins at 6:00 p.m. CAC members were encouraged to attend the Board meeting.

Members discussed the process, noting that the Multi-Unit Complex category was difficult to nominate and score on the same criteria as the other categories. It was also noted that Cypress House was the first historically designated structure to win an award.

## **New Business**

### **1. Love Your Live Oak Adoption**

Town Clerk Michael O'Dell reported that Staff had received a quotation from Bennett's Creek Nursery for 10 15-gallon live oak trees, and inquired whether the group wished to continue the Love Your Live Oak Program for FY 2025/2026, and its free live oak tree giveaway. Staff recommended that if the program was continued, that the previous rules set out remain:

- The applicant must be resident and/or property owner in Kill Devil Hills municipal limits
  - If the resident applicant is not a property owner (i.e. tenant), the property owner's written permission must be obtained.
- The applicant is ineligible if he/she has previously received a live oak tree from the program.

Mr. O'Dell said that if the group approved, the timeline would involve purchasing up to 10 trees and distributing them in January or February 2026, which was recommended by Grounds Supervisor Ross Cipriano as the best time of year to plant them. Chairperson Kelly noted that the quotation price was similar to previous years, and shared that the trees were high quality trees and substantial, being usually 5 – 10 feet tall.

Commissioner Ingram moved to approve the purchase of up to 10 live oak trees for the Love Your Live Oak Adoption Program. Nancy Rechenbach seconded the motion, which was approved by a unanimous, 5-0, vote.

Next CAC Meeting Chair Kelly shared that the next regularly scheduled meeting was in November, but that she did not anticipate any business for the meeting. Through consensus, the group cancelled the November 2025 meeting, and will plan to meet on Thursday, January 22, 2026, at 8:30 a.m.

### **Adjournment**

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

The time was 8:49 a.m.

Submitted by:

James Michael O'Dell  
Town Clerk



Dear US 158 Business Owners,

The Town of Kill Devil Hills is fortunate to have you as a member of the Kill Devil Hills business community and looks forward to your continued support and beautification efforts. The Board of Commissioners members recently spoke passionately about “pride of ownership” and the little things we all can do to improve the appearance of the Outer Banks’ primary commercial district that is located in Kill Devil Hills.

The Town has taken many steps to improve the appearance and functionality of the corridor. Some of the steps include working to complete the sidewalk system to improve pedestrian connectivity to the heart of our business community; Mowing, trimming and litter collection between NCDOT mowing passes; Collaborating with NCDOT to improve consistency of sweeping passes, and improvements to drainage and crosswalk markings; Providing supplemental litter collections throughout the year; and holding the annual volunteer Trash Attack! event to keep our community litter free.

The Town of Kill Devil Hills Community Appearance Commission asks for your continued assistance to improve the appearance of the corridor and help us complete the beautification of US 158. Please find attached some helpful tips to guide you. Thank you for being a part of our Kill Devil Hills family!

Hoping you have a safe and prosperous 2024 season,

A handwritten signature in black ink that reads "Sue Kelly".

Sue Kelly

Chairman of the Community Appearance Commission

## Mowing



Confirm mowing is performed weekly or no greater than two weeks.

- Mow all the way to US 158
- String trimming around all obstacles
- Collect litter before mowing
- Trim along the sidewalk and curbs as safely as possible
- Don't blow grass clippings into the roadways.

## Seeding, Fertilization and Weed Control

Landscape areas that need help can be improved by overseeding, fertilization and weed control.



## Litter Collection

The volume of activity on US 158 can create an ongoing litter hinderance. Please consider making litter collections along your US 158 frontage and parking lots daily.



Cigarettes are trash too!



## Irrigation

Confirm your irrigation system works and functions properly.

- Repair broken heads and adjust spray heads to avoid spraying roadways or sidewalks.
- If you don't have irrigation, please speak with your landscape professional regarding opportunities to add this improvement.

## Landscape Maintenance

- Mulch at least twice per year
- Weed mulch or landscape beds monthly
- Replace any weak or dead plants
- Prune at least twice per year
- Edge walks, curbs, and beds
- Confirm landscape meets minimum standards of approved plans

## Signs & Flags

Please keep all signage clean and maintained. Replace worn and faded flags and banners.



Questions?

Call the Town at 252-449-5318



Thank you for your continued partnership with the Town!



## 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	
Lowes	JENNIFFER	Dollar Tree	



**BENNETT'S  
CREEK  
NURSERY**

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

**Sales Quote**

Page: 1

Sales Quote Number: QU-135276  
Sales Quote Date: 1/8/2026

**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 OAKS
Ship Date	1/8/2026	Phone No	252.480.4045

Item No.	Description	Unit	Quantity	Unit Price	Total Price
82925-15	OAK LIVE 15 GAL QUERCUS VIRGINIANA	EACH	10	107.15	1,071.50

Amount Subject to Sales Tax 1071.50  
Amount Exempt from Sales Tax 0.00

Subject to Availability. Pricing valid for 30 days

<b>Subtotal:</b>	<b>1071.5</b>
Invoice Discount:	0.00
Total Sales Tax:	72.33
Payment Discount If Paid Within Terms	0.00
<b>Total:</b>	<b>1,143.83</b>

# Adopt-a-Beach Access 2026: Sutton Street Access Schedule & Sign-up

## January

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

TIME: \_\_\_\_\_

## February

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

TIME: \_\_\_\_\_

## March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

TIME: \_\_\_\_\_

## April

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

TIME: \_\_\_\_\_

## May

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

31 TIME: \_\_\_\_\_

## June

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

TIME: \_\_\_\_\_

## July

S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

TIME: \_\_\_\_\_

## August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

30 31 TIME: \_\_\_\_\_

## September

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

TIME: \_\_\_\_\_

## October

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

TIME: \_\_\_\_\_

## November

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

TIME: \_\_\_\_\_

## December

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

TIME: \_\_\_\_\_



TOWN OF KILL DEVIL HILLS
Land Where Flight Began

MEMORANDUM

January 22, 2026

TO: Kill Devil Hills Board of Commissioners
FROM: James Michael O'Dell, Town Clerk
REF: Staff Update

(Tentative) 2026 Meeting Dates: (fourth Thursday of month at 8:30 a.m.)

- March 26
April 23
May 28
September 24
October 22
November / December TBD

Staff recommendation for discussion: quarterly meetings

Inventory

- Bag Smarter Stickers
Small Blue Foldable Bags
Large Green Foldable Bags
Help KDH Kick Butt Stickers
Trucker Hats - 4 (gray)
Baseball Hats - 10 (blue)

Table with 3 columns: Description, Quantity, Amount. Row 1: FY 2025-2026 CAC BUDGET EXPENDITURES, \$5,000.00. Row 2: In process, 10 Live Oak Trees - 15 Gallon Quercus Virginiana, \$1,071.50. Row 3: Remaining, \$3,928.50.