



TOWN OF KILL DEVIL HILLS

Land Where Flight Began

NOTICE OF PUBLIC MEETING

NOTICE is hereby given that on Wednesday, March 11, 2026, at 8:30 a.m., the Kill Devil Hills Historic Landmarks Commission will hold a regular meeting in the Town Hall Meeting Room, 102 Town Hall Drive, Kill Devil Hills. A printed packet is available for public inspection in the Office of the Town Clerk, 102 Town Hall Drive. To schedule an inspection time, contact the Department at 252-449-5300.

Call to Order

Agenda Approval

Public Comment

Approval of the Minutes of September 3, 2025

Ongoing Business

New Business

1. Election of Chairperson and Vice-Chairperson
2. Proposed quarterly meeting schedule
3. Potential designations for 2026

Adjournment

Posted this 6th day of March 2026.

Rachel Tackett

Public Information Officer / HLC Clerk

Copies to: Historic Landmarks Commission members in their meeting materials; Mayor & Board of Commissioners; Town Manager; all Town bulletin boards; local news media; KDH Electronic Distribution List; website, social media; file

Minutes of the Wednesday, November 5, 2025, Meeting of the Kill Devil Hills Historic Landmarks Commission (HLC) held at 8:30 a.m. in the Town Hall Meeting Room of 102 Town Hall Drive, Kill Devil Hills.

Members Present: Chairman Sandie Markland; Vice Chairman Grant Fletcher; Amy Scarborough

Members Absent: Toni Dorn; Jean Freeman

Others Present: Cameron Ray, Assistant Planning Director; Ryan Lang, Senior Planner; and Jennifer Stecher, Administrative Assistant/Deputy Clerk

Call to Order

Chairperson Sandie Markland called this meeting to order at 8:33 a.m., and thanked everyone for attending.

Agenda Approval

Grant Fletcher moved to approve the agenda as presented, and Amy Scarborough provided a second. The motion carried by a unanimous vote of 3-0.

Public Hearing

1. Local Historic Landmark Designation – 409 West Sportsman Drive: Ducey Cottage – Public Hearing

Chairperson Markland called the public hearing to order and asked for any public comments. There being no speakers, the public hearing was closed.

The meeting packet included a proposed ordinance for the designation of 409 West Sportsman Drive, Ducey Cottage, owned by Charles J Owens, Denise Owens, Elijah Owens, Joseph Owens, Oscar Elias Jr Owens, Jeanne Owens, Thomas Owens, Victoria Owens, and Margaret Smith, as a Local Historic Landmark. The included Local Historic Landmark Report justified the designation, as did the State Preservation Comments about the property. Staff recommended that the HLC forward the proposed ordinance designating the Ducey Cottage, located at 409 West Sportsman Drive, as a Local Historic Landmark to the Board of Commissioners, recommending adoption after the required public hearing. Once adopted, the ordinance will be filed with the Register of Deeds, and the structure will be subject to the regulations outlined in Chapter 31 of the Town Code.

Mr. Fletcher moved to forward the Landmark Designation Ordinance for 409 West Sportsman Drive, Ducey Cottage, to the Board of Commissioners, recommending adoption after the required public hearing. Ms. Scarborough seconded the motion, and the vote was 3-0.

2. Local Historic Landmark Designation – 1023 B North Virginia Dare Trail: Jackson Cottage – Public Hearing

Chairperson Markland called the second public hearing to order and asked for any public comments. There being no speakers, the public hearing was closed.

The meeting packet included a proposed ordinance for the designation of 1023 B North Virginia Dare Trail, Jackson Cottage, owned by George S. Jackson and Blair F. Jackson, as a Local Historic Landmark. The Local Historic Landmark Report provided justification for the designation, although the State Preservation did not recommend it based on their criteria. Staff explained the Town of Kill Devil Hills bases historic relevance on local characteristics, such as a cottage having Nags Head style and the date the cottage was built. Staff recommended that the Commission forward the proposed ordinance designating the Jackson Cottage, located at 1023 B North Virginia Dare Trail, as a Local Historic Landmark to the Board of Commissioners, recommending adoption after the required public hearing. Once adopted, the ordinance will be filed with the Register of Deeds, and the structure will be subject to the regulations outlined in Chapter 31 of the Town Code.

Ms. Scarborough moved to forward the Landmark Designation Ordinance for 1023 B North Virginia Dare Trail, Jackson Cottage, to the Board of Commissioners, recommending adoption after the required public hearing. Mr. Fletcher seconded the motion, and the vote was 3-0.

Public Comment

Approval of the Minutes of October 8, 2025

Mr. Fletcher moved to approve the minutes of the October 8, 2025, HLC meeting as submitted, which was seconded by Ms. Scarborough. The motion carried by a vote of 3-0.

Ongoing Business

2025 Home Tour Comments: Staff received feedback about the attendance of the dedication and home tour as positive. Members believed the event was well attended.

New Business

Adjournment

There being no other business before the Historic Landmarks Commission at this time, Ms. Scarborough moved to adjourn, which was seconded by Mr. Fletcher. The motion carried by a vote of 3-0. It was 9:45 a.m.

Submitted by:
Jennifer Stecher
Administrative Assistant/Deputy Town Clerk



TOWN OF KILL DEVIL HILLS

Land Where Flight Began

MEMORANDUM

March 11, 2026

TO: Historic Landmarks Commission

FROM: James Michael O'Dell, Town Clerk *jmo*

REF: New Business

2. Proposed quarterly meeting schedule (Attached NB-2)

Town Staff regularly reviews policies and practices of the various boards and committees in an effort to recommend the most effective options to serve the public and the needs of each advisory group.

During the past four years, this has been the Historic Landmarks Commission meeting schedule:

- 2025: 5 meetings, 8 cancellations
- 2024: 5 meetings, 7 cancellations
- 2023: 5 meetings, 7 cancellations
- 2022: 5 meetings, 8 cancellations

Following consultation with the Planning Department, the Office of the Town Clerk recommends the following quarterly HLC meeting schedule, with the same meeting month/time (second Wednesday of month at 8:30 a.m.):

February Staff provides HLC a list of potential properties that may be eligible for consideration / of interest for the designation program; election of chairperson and vice-chairperson.

April Staff reports any property owner interest for designation program; group sets Historic Home Tour date (typically scheduled for Columbus Day weekend in October to coincide with local Parade of Homes and flat top tours).

August Staff property reports are reviewed and finalized prior to submission for State review. September public hearing is scheduled (if necessary) for potential designations.

September Public hearing for any designated property.

October Historic Home Tour on Columbus Day weekend. October is also a backup month if historic landmark designation needs delayed from September.

Staff recommends adoption of this proposed schedule framework; nothing precludes the HLC from scheduling additional meetings “as needed” to address timely matters, including certificates of appropriateness or other time-sensitive issue.

**Historic
Landmarks
Commission**

2026

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

February						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



Staff provides list of potential property(s); elections

April						
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		

May						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



Staff: Staff reports interest from properties; set Tour Date

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

August						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



Property reports; send for State review; set Sept Hearing (req)

October						
S	M	T	W	T	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

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



Open House & tour (Columbus Day weekend); Oct is backup hearing month

Director of
Planning and Inspections
MEREDITH GUNS

Building Inspector
MARTY SHAW
CHARLES THUMAN

Code Enforcement Officer
JORDAN BLYTHE



Assistant Director of
Planning and Inspections
CAMERON RAY

Senior Planner
RYAN LANG

Permit Services Administrator
MICHELLE NICHOLS

THE TOWN OF KILL DEVIL HILLS
NORTH CAROLINA

PLANNING DEPARTMENT

March 11, 2026

Memorandum

To: Historic Landmarks Commission

From: Cameron Ray, Assistant Planning Director 

Subject: Potential Designations for 2026

Annually, the Historic Landmarks Commission reviews the Town's inventory of properties that have potential to be recommended to be designated a local historic landmark. Below are previous properties of interest from past years for review and consideration. Staff recommends the commission discuss the properties below and any other properties that have been identified and direct Planning Staff to send out interest letters to inquire if the property owners are interested in becoming designated as a Historic Landmark in the Town of Kill Devil Hills.

- 3305 Briggs St
- 104 Charlotte St
- 1507 Dogwood Lane
- 601 Durham St
- 106 E First St
- 2033 Norfolk St
- 210 E Palmetto St
- 2031 Phoebus St
- 124 E Sportsman Dr
- 115 E Sportsman Dr
- 805 N Va Dare Trail
- 2305 N Va Dare Trail
- 3306 N Va Dare Trail
- 1411 S Va Dare Trail
- 2804 N Va Dare Trail
- 2041 N Va Dare Trail
- 208 E. Atlantic Street
- 900 W Durham Street
- 903 N Va Dare Trail
- 1637 Sir Walter Road