



TOWN OF KILL DEVIL HILLS

Land Where Flight Began

NOTICE OF PUBLIC MEETING

NOTICE is hereby given that on Thursday, February 26, 2015 at 8:30 a.m. the Kill Devil Hills Community Appearance Commission (CAC) will hold a meeting in the Meeting Room at the Administration Building, 102 Town Hall Drive, off Colington Road. The items to be discussed are listed below:

Call to Order

Agenda Approval

Approval of Minutes

1. January 22, 2015 meeting minutes

Public Comment – please adhere to a limit of 3 minutes per person or group

Response to Public Comment

Old Business

1. Outdoor Storage and Outdoor Display Definition Discussion
2. Trash Attack 2015 Discussion
3. Potential Survey Questions Discussion
4. Annual Report
5. Floor Area Ratio Update
6. Seasonal Overflow Residential Carts

New Business

1. Introduction of New Members
2. New Rental Signs
3. Time of Meeting

Adjournment

Posted this 19th day of February 2015.

Michael O'Dell
Administrative Specialist

Copies to: Community Appearance Commission members in their meeting materials; Mayor & Board of Commissioners; all department heads; all Town bulletin boards; KDH Sunshine List including all local news media; KDH Electronic Distribution List; website, social media; file

Minutes of the Thursday, January 22, 2015 meeting of the Kill Devil Hills Community Appearance Commission (CAC) held at 8:30 a.m. in the Board of Commissioners Meeting Room at the Administration Building, 102 Town Hall Drive, off Colington Road.

Members Present: Chair Sue Kelly, Bambos Charalambous, Skip Jones, Chris Marik, Melinda Mogowski, Sandie Markland, and Pris Shea.

Members Absent: James Almoney and Mayor Sheila Davies

Others Present: Commissioner Mike Hogan; Greg Loy, Planning Director; Meredith Guns, Assistant Planning Director; Bryan Brightbill, Planner; Steve Albright, Public Services Director; and Michael O’Dell, Administrative Specialist

Call to Order

At 8:30 a.m., Chair Sue Kelly called this meeting to order, and thanked everyone for attending.

Approval of Agenda

Chair Kelly presented the proposed agenda, which was approved as presented, without objection.

Approval of Minutes

The group reviewed the minutes of the October 23, 2014 and December 11, 2014 CAC meetings. Upon a motion by Pris Shea and a second from Sandie Markland, the minutes of October 23, 2014 meeting [Member Chris Marik was incorrectly listed as in attendance and James Almoney’s comments on page 3 were inadvertently attributed to him] , and the minutes of December 11, 2014 meeting were approved, 7-0.

Public Comment

Old Business

1. Outdoor Storage & Outdoor Display Definition Discussion

Chair Kelly then opened the discussion on the proposed definitions of “outdoor storage” and “outdoor display” that were included in Assistant Planning Director Meredith Guns’ attached memorandum, and said she appreciated the progress made on the concept. Ms. Shea inquired about the proposed exclusions, asking for a clarification of vehicle sales and vehicle service. Melinda Mogowski inquired about keeping sidewalks clear and whether the Americans with

Disabilities Act (ADA) requirements needed addressed. Ms. Guns stated the State building code already incorporated ADA requirements, so they did not need addressed in zoning. The group then discussed property examples and how they would be affected by the proposed changes.

Chris Marik suggested a sunset clause to the proposal to provide some flexibility to businesses that may have already purchased excess inventory. In addition, he suggested the potential of differentiating between businesses located on U.S. 158 (Bypass), N.C. 12 (Virginia Dare Trail), and corner lots. He also contrasted the potential impacts between businesses selling large items versus ones that sell t-shirts and smaller items. With outdoor storage, Mr. Marik inquired whether bins and other storage facilities would be required. Ms. Guns replied that staff had examined similar businesses and suggested that the storage should be located behind a business. Planning Director Greg Loy said it would not be unusual for an entire season's inventory items or multiple store shipments be delivered to a business at one time. Skip Jones questioned whether an accommodation should be made if a business was receiving a large inventory shipment. Mr. Marik concurred that a shipment processing time could be accommodated. Ms. Guns replied that the Town's current citation process included verbal and written warnings prior any civil citations.

Ms. Markland inquired why the CAC should consider a difference between U.S. 158 (Bypass) versus N.C. 12 (Virginia Dare Trail) businesses through the potential requirements. Mr. Marik suggested the possible differences between the two areas for businesses, with differences between average lot sizes and outdoor displays required to be a certain footage from a structure.

Chair Kelly asked what was next in this process. Ms. Guns suggested a memorandum from the CAC to the Board of Commissioners, with bulleted points on the items suggested by the group, including corner lots and proper storage of large merchandise. She stated the Board of Commissioners would then determine whether to send the item to the Planning Board for further development. Ms. Guns said staff would return a memorandum for the CAC to review at a future meeting. Chair Kelly thanked Ms. Mogowski for her work in the development of this project.

2. Trash Attack! 2015 Discussion

Mr. Marik reported on the recent Trash Attack! organizational meeting. He stated the Trash Attack Committee was planning to use the parking lot north of the Fire Department on U.S. 158 to increase community awareness. He stated that a poster contest flyer would be distributed to Dare County Schools students. Mr. Marik noted the Trash Attack! Committee recommended no after-event party like last year's event, as there had been limited attendance. The next Trash Attack! meeting is January 27, 2015 at 4:30 p.m. at Town Hall. He also reported staff is working on coordination with the Kill Devil Hills Fire Auxiliary for the potential of using the mobile kitchen. Ms. Shea stressed the importance of taking a photo of this year's participants at the event. The group discussed the importance of involving area students. Michael O'Dell shared that he would provide Mr. Marik contact information for the school organizations' advisors to involve more students. Public Services Director Steve Albright stated the event needed ten zone captains.

Members discussed the potential for inquiring whether digital signage could be secured, including asking NCDOT and other municipalities. Mr. Marik said he and staff would follow up. Chair Kelly suggested that if anyone has any ideas for the Trash Attack event, please forward them to Mr. Marik.

3. Potential Survey Questions Discussion

Chair Kelly stated that the group had discussed at an earlier meeting that it planned to secure public feedback on appearance issues in the Town through an online survey. Ms. Guns then shared two drafts of appearance survey questions from Ms. Mogowski and from staff, which are included in the minutes. Chair Kelly inquired about the display question, and the group suggested clarifying to merchandise display. Ms. Guns stated she did not include a question on sidewalks as the Town is in the process of completing the sidewalks on U.S. 158. Ms. Mogowski stated the reason she placed sidewalks in her draft survey questions, along with utility poles, as the public often asks. Mr. Jones stated with regard to utility poles, there was a long-term plan in place that could go forward.

Commissioner Mike Hogan asked if the terms “Bypass” and “Beach Road” could be added to clarify some questions. Ms. Guns suggested the addition of beach nourishment and its appearance, but stated the CAC could not actually address it. The group discussed the potential for the public’s ranking of items in the survey. Commissioner Hogan suggested the Town should publicize the survey in the newspaper, meetings and other outlets. Ms. Guns stated the survey will be online and will be easily accessible to the public. Chair Kelly asked staff to take the two survey drafts and combine them.

Mr. Jones and Ms. Shea noted that some questions may not be easily measured or deal with appearance. Ms. Shea stated that some proposed survey items may not be within the CAC’s purview. Ms. Mogowski stated she had prepared her survey draft as a base of discussion, and the group expressed its appreciation to her for her work with the draft.

Ms. Shea stated that the group has dealt with topics like utility poles and mowing, and questioned whether they needed addressed in the survey. Ms. Markland countered that the public continues to talk about issues like power poles and mowing, and that if the survey does not include the questions, the CAC appears out of touch. Ms. Guns stated that responses could provide the weight of public feedback in addressing some of the issues, even though the CAC may not have the authority to address them. Bambos Charalambous supported the inclusion of the questions on the broader topics like power poles as the public is not always aware that the CAC has worked on many of these issues. The group also discussed the inclusion of an open-ended question about if they could do only one thing to approve the appearance of the Town, what would you suggest? Ms. Mogowski suggested that the question be broken into two, with one open-ended and then one with a specific response. Chair Kelly said the consensus was for a finalized draft survey to be brought back to the group for review. Mr. Loy said the survey results would provide an effective tool to measure the responsiveness of the public’s sentiment.

4. Annual Report

Chair Kelly said that the CAC is required to provide an annual report to the Board of Commissioners, highlighting the issues addressed and actions taken by the group. She provided a rough draft of the annual report for the group to review, which is included as a part of the minutes. Chair Kelly asked members to send any additional notes to her, and Ms. Shea will assist on the report preparation.

New Business

1. Election of Chair and Vice Chair

Chair Kelly stated that the CAC ordinance required an annual election for Chairperson and Vice-Chairperson. She then opened the floor for nominations. Mr. Jones stated with his recent Planning Board appointment, he would be unable stand for the vice-chairperson position. Mr. Charalambous nominated Sue Kelly as CAC Chairperson for 2015 and Chris Marik as CAC Vice-Chairperson for 2015. Ms. Shea provided a second. No other nominations offered, the group then elected Sue Kelly as CAC Chairperson and Chris Marik as CAC Vice-Chairperson. The vote was unanimous, 7-0.

Other Business

Commissioner Hogan stated that the Town had received a grant for sidewalk construction along U.S. 158 for the 2015-2016 fiscal year, from the Fire Station to 3rd Street. He also stated the joint meeting on Floor Area Ratio (FAR) meeting with the Board of Commissioners, Planning Board, and Community Appearance Commission would be February 3, 2015 at 5:30 p.m.

Mr. Charalambous left the meeting at 9:49 a.m.

Mr. Jones stated he held a discussion with several business owners following the recent Board of Commissioners meeting, and there was some confusion about the potential FAR changes and the result on their property. Mr. Loy stated that the Town was producing a Destination Dare video on FAR, and staff would be presenting information at the upcoming joint FAR meeting. Commissioner Hogan stated that the current FAR ratio is too high, and that developers have had 25 years to build hotels and other large structures in the Town. However, the earlier Town implementation of FAR had not altered the levels of development. Chair Kelly stated that there is sometimes a public perception of the Town going backwards with proposed changes like FAR, as she had highlighted a recent conversation with someone about beach driving.

Chair Kelly reminded the group that the joint meeting is February 3, 2015. She encouraged everyone to attend and share his or her views. Commissioner Hogan also

encouraged the CAC to continue its progress. Ms. Guns said the people leaving the recent Board of Commissioners meeting were satisfied with the process in the steps taken with the upcoming FAR work session, although possibly not in the outcome. Ms. Mogowski asked about the joint meeting format, and Ms. Guns replied that staff would be meeting with the Mayor to finalize the format.

Adjournment

Chair Kelly stated the next CAC meeting was set for Thursday, February 26, 2015. There being no further business before the Community Appearance Commission at this time, Ms. Shea moved to adjourn, with a second by Ms. Markland.

The meeting adjourned at 10:01 a.m.

Submitted by:

Michael O'Dell
Administrative Specialist

These minutes were approved at the February 26, 2015 meeting of the Community Appearance Commission.

Susanne D. Kelly
Chair

Director of
Planning and Inspection
GREG LOY

Planner
BRYAN BRIGHTBILL

Code Enforcement Officer
CARL HUNT

Secretary
NANCY MILLER



Assistant Director of
Planning and Inspection
MEREDITH GUNS

Zoning Administrator
DONNA ELLIOTT

Chief Building Inspector
MATT LOWCHER

THE TOWN OF KILL DEVIL HILLS
NORTH CAROLINA

PLANNING DEPARTMENT

February 26, 2015

Memorandum

To: Community Appearance Commission

From: Bryan Brightbill, Planner 

Subject: Potential Survey Questions Discussion

Below are revised questions that could be used based on feedback provided at the last meeting. Please review and prepare to discuss any modifications that should be made.

1. Which best describes yourself: (choose all that apply)
 - a. Resident of Kill Devil Hills
 - b. Property owner within Kill Devil Hills
 - c. Business owner within Kill Devil Hills
 - d. Visitor to Kill Devil Hills
 - e. Resident of Dare County
2. Are you aware that the Town has a Community Appearance Commission which is responsible for addressing appearance related issues within the Town?
 - a. Yes
 - b. No
3. What do you think could improve the appearance of residential areas within the Town?
 - a. Additional Landscaping
 - b. Less Landscaping
 - c. Tree Preservation
 - d. Architectural Standards
 - e. Trash/Storage Limitations
4. What do you think could improve the appearance of commercial areas within the Town?
(Choose three.)
 - a. Additional Landscaping
 - b. Less Landscaping
 - c. Architectural Improvements
 - d. Trash/Storage Limitations
 - e. Reduced Signage
 - f. Increased Signage
 - g. Outdoor Display of Merchandise
 - h. Reduce Lighting

- i. Limit Flags
 - j. Other
5. Specifically, what do you think could be done to improve the appearance of US-158/Croatan Highway/Bypass within the Town? (Choose three.)
- a. Sidewalks
 - b. Increased Signage
 - c. Reduced Signage
 - d. Litter Collection
 - e. Limit Outdoor Display of Merchandise
 - f. Limit Flags
 - g. Tree Preservation
 - h. Increased Landscaping
 - i. Decreased Landscaping
 - j. Install Medians
 - k. Address Power Lines
 - l. Other
6. Specifically, what do you think could be done to improve the appearance of NC-12/Virginia Dare Trail/Beach Road within the Town? (Choose three.)
- a. Sidewalks
 - b. Increased Signage
 - c. Reduced Signage
 - d. Litter Collection
 - e. Limit Outdoor Display of Merchandise
 - f. Limit Flags
 - g. Tree Preservation
 - h. Increased Landscaping
 - i. Decreased Landscaping
 - j. Address Power Lines
 - k. Other
7. If you could choose only one improvement to make, what would it be?
- a. Open ended

Brightbill, Bryan

From: Albright, Steve
Sent: Thursday, February 05, 2015 3:31 PM
To: Brightbill, Bryan
Cc: Patrick, Anthony; Banner, Harriet
Subject: Public Information Magnets
Attachments: 20150205152149606.pdf

Bryan,

The CAC had previously discussed providing Solid Waste information to rental homes by a refrigerator magnet. Administration provided the attached magnet as a past go by for the CAC to review and modify.

Space is limited in contrast to the vast amount of possible information that may be included.

Some discussion on what needs to be added or removed may be helpful.

Thanks,

Steve Albright
Public Services Director
Town of Kill Devil Hills
PO Box 1719
Kill Devil Hills, NC 27948
(252)480-4086



Important Contact Information for this property:

Street Address: _____

Phone Number: _____

EMERGENCY – Dial 911

Non-Emergency Dispatch: 252-473-3444

Fire Department: 252-480-4060

Police Department: 252-449-5337

Animal Control: 252-480-4047

Other Important Phone Numbers:

Kill Devil Hills Post Office: 252-441-5666

Public Library-Kill Devil Hills Branch: 252-441-4331

Outer Banks Visitors Bureau: 252-473-2138

Red flags designate **NO SWIMMING** in all beach areas.
Explosive and self-propelled fireworks are **ILLEGAL**,
and punishment includes fines and penalties.

North Carolina General Statute 14-414

You must pick up and dispose of pet waste immediately.

Beach fires are **PROHIBITED**.