




TOWN OF KILL DEVIL HILLS
Land Where Flight Began

MEMORANDUM

June 14, 2021

TO: Mayor and Board of Commissioners
FROM: Debora P. Diaz, Town Manager 
REF: New Business

1. First Flight Market at Aviation Park (Attached NB-1)

Following input from the public regarding pop-up events and opportunities for local artists businesses, Staff sought input from the BOC and as a result, developed a community market concept for the Town's Aviation Park.

The Planning Department's attached memorandum, market outline, and draft vendor application form provide a framework for Kill Devil Hills' community market concept. If the BOC approves the included information, Staff will begin advertising and implementing the application process.

Board guidance is requested.

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

Zoning Administrator
DONNA ELLIOTT


**THE TOWN OF KILL DEVIL HILLS
NORTH CAROLINA**

PLANNING DEPARTMENT

June 14, 2021

Memorandum

To: Debbie Diaz, Town Manager

From: Meredith Guns, Planning Director 

Subject: First Flight Market at Aviation – Proposal

On April 12, 2021 the Board of Commissioners received a staff report regarding community markets, which outlined how neighboring communities are conducting markets, and options to consider to start a Kill Devil Hills market in the summer season.

Attached to this memorandum is an outline for "First Flight Market at Aviation Park". The proposed market would be on Tuesdays from 10am-2pm at Aviation Park. The market would welcome all types of vendors including food trucks/carts. The application is also attached. Staff has proposed to conduct the market on the following Tuesday's July 20th, 27th, August 3rd, 10th, 17th, 2021. This will allow the use of the First Flight School parking lots.

As proposed, this will create a short season market that will allow us to tweak the process through the experience. This can be used to prepare for a full season in 2022 and could also lead to a holiday market in November/December 2021.

If the Board of Commissioners agrees with the Information and Rules and the application, the Town can begin advertising and accepting application as soon as possible. Board guidance is requested.

FIRST FLIGHT MARKET AT AVATION PARK

INFORMATION AND RULES

Dates, Time and Location

- Dates: Summer Market Tuesday's - July 20th, 27th, August 3rd, 10th, 17th, 2021
- Time: 10:00am - 2:00pm
- Location: Aviation Park
- Inclement Weather: The Town reserves the right to cancel the market if conditions are found to be unsafe. Decision to cancel will be made no later than 6:00am on the day of the market. Check operational status on the Town's Facebook page or Instagram

Applications/ Goods for Sale

- Applications shall be processed on a **first-come, first-serve basis**. Applications shall be submitted no later than June 30th for consideration in the 2021 summer market season. A NC Tax ID # will be required.
- Vendors will be divided into the following categories to create diversity at the market:
 - Produce/eggs/consumables
 - Textiles
 - Art (wood carvings, ceramics, photography, painting, etc.)
 - Jewelry
 - Candles
 - Seafood
 - Soap/beauty products
 - Food trucks
 - Other: Please specify
- Items must be home grown, home baked, or handmade. Vendors may sell fresh farm products, honey, plants, flowers, baked goods and other handmade goods and art.
- Vendors selling baked goods must contact the NC Department of Agriculture compliance officer for and inspection. All baked good shall be wrapped or covered.
- Prices should be marked on all goods prior to market opening. Produce must be marked indicating origin and if it is organic. Organic certification will be required.
- No alcohol, No CBD products, No tobacco or vaping products.
- Food trucks shall have all required Health Department approvals on file with the Town at time of application.

Vendor spaces

- 25 vendor spaces available. Each space will accommodate a 10x10 pop up tent with 5 feet on each side. No electricity available.
- 3 food truck spaces available.
- Only one space per family, group or farm unless products are of a different category.
- \$50 to the Town of Kill Devil Hills for the entire season (5 markets) non-refundable. Payment required upon approval of application, no more than 5 days prior to the start of the summer market season.

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Vendor setup and clean up

- Set up no earlier than 8:00am, must be set up by 10:00am and breakdown not prior to 2:00pm and clean up and removal complete by 3:30pm.
- Vendors must check in with market attendant when arriving
- Vendors are responsible for setup, labor, supplies and clean up (including trash removal from the site)
- Tents are required to be weighted down, no stakes allowed (underground utilities in area). Sandbags or weighted buckets recommended.
- Vendors shall not move their vehicles in or out of market area at any time. All vendor's materials must be unloaded and carried in from the parking lot. Vendors will be required to park off site after set up. Exception for food trucks driving into the site.

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Town of Kill Devil Hills
First Flight Market at Aviation Park
Vendor Application Form

Vendor: _____

Contact Name/Phone Number: _____

Contact for Person on Site/ Phone number (if different from above): _____

Mailing Address: _____

Email Address: _____

Work Phone: _____ Cell phone: _____

NC Sales Tax ID#: _____

Driver's License Number: _____

****No Insurance is provided by the Town of Kill Devil Hills to participate in the Market****

Category of Merchandise:

- Produce/eggs/consumables Textiles Art Jewelry Candles and the like
 Seafood Soap/Beauty Products Other (please specify): _____
 Food Truck/Cart

Describe Your Booth and Product In Detail:

Application Check List

- Application
 Liability Release and Indemnity Agreement
 Dare County Health Department Approval (Food Trucks)
 NC Department of Agriculture Inspection Certification (if applicable)
 Organic Certification (if applicable)

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